FAYETTE COUNTY BOARD OF DD

April 8, 2020

5:30 PM BOARD MEETING

BRIDGE CONFERENCE CALL

The Fayette County Board of Developmental Disabilities met in regular session at 5:30 pm on Wednesday, April 8, 2020 per a bridge line conference call. Board Members present: Mitchell Kirby, Alice Craig, Mark Heiny, David Sanders, Larry Mayer, Janelle Mead, Cody Kirkpatrick

Others present were Debra Buccilla, Superintendent, Sherry Burns, Ex. Admin. Assistant, Lori Moore, Business Director, Renee Guess, SSA Director, Larry Gray, Operations Director, and Elizabeth Brennfleck, HR Director.

**ROLL CALL**: Mitchell Kirby, present; Alice Craig, present; Mark Heiny, present; David Sanders, present; Janelle Mead, present, Cody Kirkpatrick, present and Larry Mayer, present.

**ADDITIONS TO AGENDA:** None

**The minutes of the February 12, 2020** Regular Board Meeting were reviewed and approved in a motion by Alice Craig seconded by Mark Heiny. Roll Call. Motion carried.

**Roll Call**: Mitchell Kirby, yea; Alice Craig, yea; Mark Heiny, yea; David Sanders, yea; Larry Mayer, yea, Janelle Mead, yea, Cody Kirkpatrick, yea

**New Vendors: Optus. Inc.**

A motion was made by Mark Heiny, seconded by Cody Kirkpatrick to approve the new vendor.

**Roll Call**: Mitchell Kirby, yea; Alice Craig, yea; Mark Heiny, yea; David Sanders, yea; Larry Mayer, yea, Janelle Mead, yea, Cody Kirkpatrick, yea

**Transfers and Advances: None**

**Monthly expenditures for March 2020** were reviewed and approved in a motion by Mark Heiny, seconded, Janelle Mead. Roll Call. All yea, motion carried.

**Roll Call**: Mitchell Kirby, yea; Alice Craig, yea; Mark Heiny, yea; David Sanders, yea; Larry Mayer, yea, Janelle Mead, yea, Cody Kirkpatrick, yea

**Monthly expenditures for April 2020** were reviewed and approved in a motion by Cody Kirkpatrick, seconded, Alice Craig. Roll Call. All yea, motion carried.

**Roll Call**: Mitchell Kirby, yea; Alice Craig, yea; Mark Heiny, yea; David Sanders, yea; Larry Mayer, yea, Janelle Mead, yea, Cody Kirkpatrick, yea

**Superintendent’s Report:**

You have been receiving my weekly reports since this crisis first began almost a month ago now. Our staff continues with remote working and reporting in on staggered days/times. So far so good. I am very proud of everyone especially for making those weekly contacts a priority so all being served know we are still here and thinking of them.

Counties across Ohio are being affected similarly however, being from a smaller county, we are not having some of the struggle’s other Boards are facing. One of those are individuals being served being afflicted with COVID-19 and having a shortage of DSP’s to work with them. Renee will talk a little later about our back up planning.

Between DODD and OACB, there have been weekly phone calls established for different staff groups, SSA Directors, HR Directors and others are doing these calls to see what is happening around the state, to discuss best practice models, and to target regulations which might be getting in the way during this time. I have a Superintendent email briefing every day and am scheduled for a daily 3:30pm call with other Superintendents as needed.

Fayette is stable right now. I have reached out to Leigh Cannon several times over the last few weeks, we exchanged an email today. Dan Dean and I spoke yesterday, and he provided me with highlights of some actions the county will be taking, and I updated him on what we are doing. I will begin to forward my weekly Board report to the Commissioners to keep them up to date as well.

We have been trying to order some supplies from our vendors to have available for providers if in need. We just got an order of gloves, masks and wipes that were ordered more than 3 weeks ago. We were surprised when they came in. We are also trying to get a home-made mask project going so that we could eventually supply all individuals living in the community who move about as well as to providers if they express interest.

We will be starting a comprehensive scanning project. This is something we have wanted to do for several years but did not have the money or the manpower. We are hoping to get a great start on it by bringing in staff responsibly to get this work done.

We are developing back-up plans for each administrative position and other critical functions. With this, we are working on procedures for all major functions in case someone must step in to do an unfamiliar job.

On a statewide basis, work is being done to look at increasing the DSP wages for up to 90days. There are still numerous things to work out. It would affect county boards during the reconciliation process and should not be a greater cost than what we would have been reimbursing providers if individuals were still attending day services.

**OLD BUSINESS: NA**

**NEW BUSINESS:**

**Backup Plan for Individuals during Crisis – Renee Guess**

Of the 126 people we provide case management services to, we have identified that we need to ensure back-up plans with paid supports for 51 adults. This includes those who live at home with family and those who live in their own homes.

Currently, our providers are fully staffed. With the adult service facilities of Fayette Progressive Industries and Goodwill being closed, they have staff that are covering services in the homes and are committed to provide additional supports as needed. We have 2 independent providers who are not serving anyone at this time, that have committed to assisting as back up. Additionally, THS, a technology and remote support provider is fully staffed and has extra equipment in stock.

With the homes that we have, there are a few openings, along with the Leslie Trace home that is not occupied, this allows options for someone needing a home or moving people for quarantine purposes, or sharing of services, whatever might be needed. We have also reached out to our community nursing facilities and they are willing to provide assistance.

To assist with continuity of care of a person who would need to go to the hospital, we are in process of assisting families and providers to have a completed “health Passport” or personal medical profile, provided to county boards by OACB, that includes: identifying info., COVID19 symptoms, basic medical info., disability-related assistance, preferred communication, DNR and Living Will declaration. We have been in contact with EMS and the hospital and they verified that people who need staff with them can have that support staff, which we have found has not been the case in other counties.

We are providing a continuous review of the situation to ensure people are getting the supports they need, they have the cleaning supplies and basic protective equipment, and have the latest information and recommendations specific to the virus.

**IT Policy – Liz Brennfleck**

As you know, we have been making some updates to our IT systems, including the addition of systems, devices and making current systems more robust. We also had an IT audit that helped us identify best practices. As a result, we have made some updates to our current policies and added some new mostly related to safety and security of our network and systems.

Information Systems Use – and social networking policies remained mostly the same with some updates to social media platform sites and also the removal of the email policy from this section.

We added remote access. At the time we wrote the policies, we did not have any staff members who have a home based office on a full time basis. We do have staff members who from time to time do work from home. We also wanted to have policies in place, in case we had a situation (like the current pandemic) where staff members are primarily working from home. These guidelines concentrate on security and safety of our network and systems.

We removed the email section from the Information systems use policy in a separate section as more content and details were added.

We also added a password protection policy, that includes a two factor authentication for those working with sensitive or confidential information. We also included password construction guideline procedures in this section.

We added a clean desk policy. The intent is to ensure sensitive and confidential information is kept out of site and locked when the items are not in use or an employee leaves the workstation.

We added an Encryption key policy. This is mostly speaking to IT staff, but we wanted to have a policy in place so staff understands how these are handled and what to do in the event a staff member came in contact with the encryption key.

A motion was made by Mitchell Kirby to approve the IT Policy, seconded by Janelle Mead. All yea. Motion carried.

**Roll Call**: Mitchell Kirby, yea; Alice Craig, yea; Mark Heiny, yea; David Sanders, yea; Larry Mayer, yea, Janelle Mead, yea, Cody Kirkpatrick, yea

Cody Kirkpatrick made a motion to adjourn the FCBDD meeting, seconded by Mitchell Kirby at 6:09 pm. Motion carried.

Prepared by: Sherry Burns, Ex. Administrative Assistant

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Larry Mayer, President Alice Craig, Secretary