

the correct revenue account so it matches NEON’s budget. Our credit card information is at the bottom and those should net out eventually. Total revenue for February was 243,970.68 and expenses were \$124,357.68. We ended with an ordinary profit of \$119,613. We switched to quarterly invoicing for most of our County Board contracts. We have collected most of that by February so March probably will not have a lot of revenue, other than provider revenue. We did have some other pre-payments, so there will be some revenue we already collected and will taper off as the year goes on. We also did get some credit card reimbursement and we had not yet recorded the payment of the credit card, so that is why our profit looks high right now.

PNC – NEON Account: The NEON account for the period from *January 1, 2022 through January 31, 2022*, reflected *Cash on Hand* \$ 1,143,174 and *February 1, 2022 through February 28, 2022* reflected *Cash on Hand* \$1,220,382.

<u>County</u>	<u>Cash/Money Funds</u>	<u>Other Revenue</u>	<u>Expenses</u>	<u>Portfolio Value</u>
ASHTABULA	997,380.35	11,218.41	8,080.64	1,000,518.12
COLUMBIANA	853,514.17	0.00	9,048.78	844,465.39
CUYAHOGA	135,687.19	1,697,597.80	943,821.13	889,463.86
GEAUGA	139,831.95	11,500.00	0.00	151,331.95
LAKE	5,166,095.85	760,273.97	823,817.12	5,102,552.70
LORAIN	562,937.59	0.00	1,116.66	561,820.93
MAHONING	63,726.81	116,800.00	34,953.24	145,573.57
MEDINA	99,461.06	0.00	6,687.55	92,773.51
PORTAGE	1,671,115.39	0.00	45,809.57	1,625,305.82
RICHLAND	2,784,640.70	825.24	45,601.22	2,739,864.72
STARK	838,334.10	0.00	21,922.83	816,411.27
SUMMIT	4,923,678.34	0.00	32,893.22	4,890,785.12
WAYNE	19,008.15	0.00	6,334.38	12,673.77

Resolution: 22-03-03: To approve updates to NEON By-Laws, removing the standing committees (Policy, By Laws, Finance, Nominating)

Motion by: Ed Stark

Second by: Bill Whitacre

Ashtabula Aye

Columbiana Aye

Cuyahoga Aye

Geauga Aye

Lake Absent

Lorain Absent

Mahoning Aye

Medina Aye

Portage Aye

Richland Aye

Stark Absent for vote

Summit Aye

Trumbull Aye

Wayne Aye

The chair declares the motion carried.

Resolution 22-03-04: To approve the new NEON Policy Manual/Employee Handbook, along with revisions to the following policies:

- Benefits Policy 1.1-Insurance Benefits
- Benefits Policy 1.2-Worker’s Compensation

- Benefits Policy 1.3-Transitional Work Program (remove policy)
- Benefits Policy 1.4- Family Medical Leave
- Benefits Policy 1.5- Universal Leave
- Benefits Policy 1.6- Long Term Illness
- Conduct Policy 1.2-Rules of Conduct/Discipline
- Employee Performance Policy 1.1-Performance Appraisal
- Employment Policy 1.3- Employment Categories
- Employment Policy 1.7-Oreintation Period (newly added policy)
- Employment Policy 1.8- Work Accommodation (renamed and revised to Employee Reasonable Accommodation)
- Fiscal Policy 1.3- Credit Card Policy
- Work Practice Policy 1.2-Work Location
- Work Practice Policy 1.4- Holiday
- Work Practice Policy 1.6- Overtime
- Work Practice Policy 1.10- Employee Travel Expense Reimbursement
- Work Practice Policy 1.12- Use of Sales Tax Exemption Status
- Work Practice Policy 1.13- Payment for Credentials or Certifications

Motion by: John Vennetti

Second by: Bill Devon

Ashtabula Aye

Columbiana Aye

Cuyahoga Aye

Geauga Aye

Lake Absent

Lorain Absent

Mahoning Aye

Medina Aye

Portage Aye

Richland Aye

Stark Aye (now present)

Summit Aye

Trumbull Aye

Wayne Aye

The chair declares the motion carried.

Resolution: 22-03-05: To approve newly created NEON HIPAA Policies and Procedures (Privacy, Security, Breach Notification):

- INTRODUCTION: PRIVACY, SECURITY AND BREACH NOTIFICATION
- PRIVACY POLICY 1.1- POLICIES, PROCEDURES AND DOCUMENTATION REQUIREMENTS
- PRIVACY POLICY 1.2- PERSONNEL DESIGNATIONS
- PRIVACY POLICY 1.3- STAFF RESPONSIBILITIES
- PRIVACY POLICY 1.4- STAFF TRAINING
- PRIVACY POLICY 1.5- INITIAL PRIVACY ORIENTATION AND TRAINING
- PRIVACY POLICY 1.6- REVISED POLICIES AND PROCEDURES TRAINING
- PRIVACY POLICY 2.1- USE AND DISCLOSURE OF PHI ONLY PURSUANT TO HIPAA RULES AND PRIVACY POLICIES
- PRIVACY POLICY 2.2- MINIMUM NECESSARY STANDARD
- PRIVACY POLICY 2.3- AGREED UPON RESTRICTIONS
- PRIVACY POLICY 2.4 - SENSITIVE PHI
- PRIVACY POLICY 2.5- VERIFICATION OF IDENTITY AND AUTHORITY
- PRIVACY POLICY 2.6- CONFIDENTIAL COMMUNICATIONS
- PRIVACY POLICY 3.1- PERMITTED USES AND DISCLOSURES
- PRIVACY POLICY 3.2- PERMITTED USES AND DISCLOSURES: TREATMENT
- PRIVACY POLICY 3.3- PERMITTED USES AND DISCLOSURES: PAYMENT

- PRIVACY POLICY 3.4- PERMITTED USES AND DISCLOSURES: HEALTH CARE OPERATIONS
- PRIVACY POLICY 3.5- OTHER USES AND DISCLOSURES PERMITTED WITHOUT AUTHORIZATION OR OPPORTUNITY TO OBJECT
- PRIVACY POLICY 3.6- DE-IDENTIFIED INFORMATION
- PRIVACY POLICY 4.1- USES AND DISCLOSURES REQUIRING AUTHORIZATION
- PRIVACY POLICY 4.2- AUTHORIZATION STANDARDS
- PRIVACY POLICY 4.3- MARKETING OR SALE OF PHI
- PRIVACY POLICY 4.4- RESEARCH
- PRIVACY POLICY 5.1- USES AND DISCLOSURES SUBJECT TO OPPORTUNITY TO OBJECT
- PRIVACY POLICY 5.2- FUNDRAISING
- PRIVACY POLICY 6.1- ACCOUNTING OF DISCLOSURES
- PRIVACY POLICY 6.2- ACCESS TO INSPECT AND COPY RECORDS
- PRIVACY POLICY 7.1- AMENDMENT OF RECORDS
- PRIVACY POLICY 8.1- DECEASED INDIVIDUALS
- PRIVACY POLICY 8.2- PERSONAL REPRESENTATIVES
- PRIVACY POLICY 9.1- BUSINESS ASSOCIATES
- PRIVACY POLICY 10.1- NOTICE OF PRIVACY PRACTICES
- PRIVACY POLICY 11.1- PROCESS FOR RESOLUTION OF COMPLAINTS AND BREACHES
- PRIVACY POLICY 11.2- SUBMISSION OF COMPLAINTS
- PRIVACY POLICY 11.3- PROCEDURES FOR RESOLVING PRIVACY AND SECURITY COMPLAINTS
- PRIVACY POLICY 11.4- DOCUMENTATION OF COMPLAINT RESOLUTION PROCESS
- PRIVACY POLICY 11.5- MITIGATION
- PRIVACY POLICY 12.1- STAFF COMPLIANCE AND SANCTIONS
- PRIVACY POLICY 12.2- STAFF REPORTING OF SUSPECTED VIOLATIONS OF PRIVACY POLICIES AND PROCEDURES
- PRIVACY POLICY 12.3- INVESTIGATION OF POTENTIAL VIOLATIONS BY STAFF
- PRIVACY POLICY 12.4- SANCTIONS AND PENALTIES
- PRIVACY POLICY 12.5- DOCUMENTATION OF SANCTIONS
- PRIVACY POLICY 12.6- PROTECTION OF WHISTLEBLOWERS
- INTRODUCTION: SECURITY SAFEGUARDS
- SECURITY POLICY 1.0- POLICIES, PROCEDURES AND DOCUMENTATION REQUIREMENTS
- SECURITY POLICY 2.1- SECURITY OFFICER
- SECURITY POLICY 2.2- SECURITY MANAGEMENT PROCESS
- SECURITY POLICY 2.3- WORKFORCE SECURITY
- SECURITY POLICY 2.4- INFORMATION ACCESS MANAGEMENT
- SECURITY POLICY 2.5- SECURITY AWARENESS & TRAINING
- SECURITY POLICY 2.6- SECURITY INCIDENTS
- SECURITY POLICY 2.7- CONTINGENCY PLAN
- SECURITY POLICY 2.8- EVALUATION AND AUDIT
- SECURITY POLICY 2.9- BUSINESS ASSOCIATE AGREEMENTS
- SECURITY POLICY 3.1- FACILITY ACCESS CONTROL
- SECURITY POLICY 3.2- WORKSTATION USE AND SECURITY
- SECURITY POLICY 3.3- DEVICE AND MEDIA CONTROLS
- SECURITY POLICY 4.1- TECHNICAL ACCESS CONTROLS
- SECURITY POLICY 4.2- AUDIT CONTROLS
- SECURITY POLICY 4.3- INTEGRITY CONTROLS
- SECURITY POLICY 4.4- AUTHENTICATION CONTROLS

- SECURITY POLICY 4.5- TRANSMISSION SECURITY
- SECURITY POLICY 4.6- PORTABLE DEVICE SECURITY
- BREACH NOTIFICATION POLICY 1.1- NOTICE OF BREACH OF UNSECURED PHI
- BREACH NOTIFICATION POLICY 2.1- DATA BREACH RESPONSE
- GLOSSARY OF TERMS
- EMPLOYEE DOCUMENTATION OF HIPAA TRAINING

Because of our cyber security incident, the Office of Civil Rights will be following through to make sure we are compliant with everything we said we would do. We have been working diligently on that. Our attorneys provided us with this HIPAA policy. We did sign a contract with Eagle Consulting. Gary Pritts has been very helpful. He did look at the policies and we are going to contract with him to revise the policies, as the HIPAA policy has information that we do not need in it. He will rewrite one specific to NEON.

Motion by: Bill Green

Second by: Kelly Petty

Ashtabula Aye
Geauga Aye
Mahoning Aye
Richland Aye
Trumbull Aye

Columbiana Aye
Lake Absent
Medina Aye
Stark Aye
Wayne Aye

Cuyahoga Aye
Lorain Absent
Portage Aye
Summit Aye

The chair declares the motion carried.

Resolution: 22-03-06: To approve change in date of the May NEON Board meeting from May 20, 2022 to May 13, 2022.

Motion by: Bill Devon

Second by: Dave Ashley

Ashtabula Aye
Geauga Aye
Mahoning Aye
Richland Aye
Trumbull Aye

Columbiana Aye
Lake Absent
Medina Aye
Stark Aye
Wayne Aye

Cuyahoga Aye
Lorain Absent
Portage Aye
Summit Aye

The chair declares the motion carried.

IV. EXECUTIVE DIRECTOR’S REPORT – Diana Anderson

Marla Root- Ohio & Illinois Autism Insurance Coalition and Conflict Waiver – There have not been any updates from Marla. Diana did speak with Steve Postalakis and he said she has consulted with an attorney to help draft up a contract, and that attorney is part of the same company Steve works for. He did say if we end up pursuing it as a service, he would need us to sign a conflict waiver.

We are looking for a new IT company. Eagle has been helpful in developing questions to ask and what to look for.

We did get door FOBs for our office doors. We can set these FOBs so that employees can only enter at certain times. It also tracks who comes and goes.

As part of our OCR follow-up, up we are looking for bids to build a wall so there is a secure space for our paper files.

We have a file storage facility in Pittsburgh with files that have reached their maturity, so we are moving to have them destroyed. There are 185 boxes that we have been paying for. We are scheduled to go out in mid April, and have received a notice from the Historical Society acknowledging our request to destroy them. The cost will be around \$3,000 to \$4,000 to destroy the records.

V. ADDITIONAL BUSINESS

VI. ADJOURNMENT

There being no further business to come before the NEON Board, a motion to adjourn the March 18, 2022 meeting at 10:47 am was made by Don Rice with a second by Bill Whitacre.

Next Meeting: May 13, 2022

Location: Medina County Board of DD

Attested: John Venuetti
Signature – Secretary/Treasurer

05-06-2022
Dated

Signature Certificate

Reference number: LYGM9-CFWS2-PCOZF-7C5KY

Signer

John Vennetti

Email: johnv@portagedd.org

Sent:

Viewed:

Signed:

Timestamp

06 May 2022 15:07:16 UTC

06 May 2022 15:32:11 UTC

06 May 2022 15:32:30 UTC

Signature



IP address: 24.106.230.67

Location: Kent, United States

Document completed by all parties on:

06 May 2022 15:32:30 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 30,000+ companies worldwide.

