

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
September 23, 2024

I. Call to Order

The MCBDD Regular Board Meeting was called to order by Board President Andy Olah at 5:06 p.m. Other Board Members present included the following: Mark Gryskiewicz, Sandra Thomas Fain, Ann Salek, and Wayne Carroll. Dave Hartman and Lisa Dreaden were absent (excused).

Staff present included the following: Stacey Maleckar, Shannon Lees, Diana Davis, Carey Bates, Tracey Lambdin, Patti Hetkey, Bobby Richards, Ed Dryer, Marie Friss, John Krebs, Molly Usner, and Nicole Richter.

Others present included the following: Josh Seeley, Troy Seeley, Pamela Wilson, Tom Wilson, Cheryl Wilson, Betty Olah, Patrick Olah, Christina Rouse, Autumn Ridler, Trish Walker (virtual), Keisha Thomas, Laurie VanGilder, Dalibor Dikic, and Brett Slanta.

II. General Session

A. Pledge of Allegiance

The Pledge of Allegiance was recited.

B. Mission Statement Affirmation

The Mission Statement was recited.

C. Recognitions

1. Direct Support Professionals

Mr. Olah read the Direct Support Professionals Letter of Recognition and Support to recognize the over 800 DSPs in Medina County.

2. Leadership Academy

Nicole Richter, Training and Compliance Specialist, gave a brief history of the Leadership Academy, initiated in 2023: this is the second graduating class. Each candidate who was present (Josh Seeley and Pamela Wilson) received a plaque, presented by Board President, Andy Olah. Trish Walker was present virtually and Katie Blessing was not in attendance (they will receive their plaques at a later date). Ms. Richter stated that one of last year's Leadership Academy graduates, Adina Kolar, is in the process of applying for a MCBDD Board Member seat. Ms. Richter thanked the Board for their support of this program. Molly Usner, Community Resource Coordinator, was also introduced as she and Ms. Richter work together on this program. Superintendent, Ms. Maleckar, stated that Ms. Richter and Ms. Usner will be presenting at the 2024 OACB Annual Convention in December.

D. Approval of Minutes

1. Approval of the Minutes from the Regular Board Meeting, July 22, 2024

A Motion was made by Ms. Salek, seconded by Mr. Carroll, to approve the Minutes from the Regular Board Meeting on July 22, 2024. The Motion was approved with a unanimous “yes” vote.

E. Follow Up

1. First Responder Training in Regard to Remote Supports

Ms. Maleckar, stated that Ms. Richter, and Mr. Dryer have been working with the First Responders. We have a draft of an information form to use across the county. We will help get it out to families and then provide to dispatch. Ms. Maleckar stated that we have had great cooperation on this endeavor. Mr. Carroll requested that the information forms go to ICF agencies also. Mr. Olah talked about the ROTH ID tag for individuals with special needs; it can be used in the event of an accident or other emergency situation.

F. Old-Business

There was no Old-Business.

G. New Business

1. Excess Property Resolution #27-24 (ACTION)

A Motion was made by Ms. Salek, seconded by Mr. Gryskiewicz, to approve Resolution #27-24 to declare the requested items as excess property and unusable by the Medina County Board of Developmental Disabilities. The Motion was approved with a unanimous “yes” vote.

2. Appropriation Transfer Resolution #28-24 (ACTION)

A Motion was made by Ms. Salek, seconded by Mr. Carroll, to approve Resolution #28-24 to authorize the Medina County Auditor to make the following appropriation transfer: \$90,000.00 from Transportation Local Contract Services to Local Medicaid Match to cover expenses associated with Local Medicaid Match for the remainder of 2024. The Motion was approved with a unanimous “yes” vote.

3. Legacy Roofing Resolution #29-24 (ACTION)

A Motion was made by Ms. Salek, seconded by Mr. Gryskiewicz, to approve Resolution #29-24 to authorize the Superintendent to accept the scope of work for a proposal with Legacy Roofing Services for the following services: Remove and replace gutters on the south end of building and extend downspouts with slope of roof to gutters to control water drainage. The cost for the scope of work and any elected options shall not exceed \$60,840.00. Mr. Carroll asked if this was due to there being damage to the roof. Mr. Richards stated it is not. Mr. Gryskiewicz asked if we have used this company before. Mr. Richards stated we have and were very impressed with their work. The Motion was approved with a unanimous “yes” vote.

H. Reports Review

- Superintendent’s Report
 - Ms. Maleckar reviewed the Superintendent’s Report. Additional topics discussed included the following:
 - Two contract renewals: MCH/MCL IV and the County Bus Garage.

- Jennie Petrarca is the new Director of SSA. She is from Summit County DD and will be stopping in soon for informal meet and greet sessions.
- Amy Smith, Special Olympics Coordinator, was nominated for Special Olympics Coordinator of the State. While she did not win, it is quite an honor and we are very proud of her accomplishment!
- The Windfall Industries Halloween Dance is scheduled on Friday, 10/25, in the gym.
- Financial Reports – Ms. Bates stated that the 2025 Budget Draft information has been disseminated to the Board. The 2025 Budget Draft Review Meeting is scheduled for 10/7, at 4:30 p.m. Ms. Bates reviewed the following:

July

- Revenue
 - \$6,731.92 – 2nd quarter 2024 Sales Tax.
 - \$1,495.00 – Shred Day donations, for Donor Scholarship Fund.
- Expenditures
 - Insurance Renewals - Pollution and Cyber (no increase for Cyber Insurance).
 - Special Projects – Provider Support Program & DODD ARPA Expense.
 - Equipment – Computer/iPad replacement and network switches.
 - Medicaid Match – Five individuals in a developmental center.
- Cash Balance
 - \$39.5M – fund balance.
- Cash Flow
 - \$1,075,874.00 use of fund balance.
- Voucher Report
 - Board Member questions were addressed.

August

- Revenue
 - \$10,778.00 – Keeping Families Together (KFT) Grant reimbursement (Summit DD) MSY respite.
 - \$21,750.00 – FY25 KFT Grant.
 - ODE Subsidy – August #1 received (usually get two).
 - No concerns.
- Expenditures
 - \$90,832.00 – Q4FY24 Admin. fee.
 - Special Projects – Provider Support programs including DODD ARPA Grant expense.
 - Capital – Concrete sidewalk replacement, classroom flooring, south cooling tower, school classroom restroom partition improvement, school lockers.
 - Medicaid Match – Five individuals in a developmental center; \$1.3M – FY24 Supplemental Waiver; \$1.8M – FY25Q1 match.
- Cash Balance
 - \$35M – fund balance.
- Cash Flow
 - \$4.3M used of fund balance. \$3M YTD use of fund balance.

- Voucher Report
 - Board Member questions were addressed.

Approval of Financial Reports Resolution #30-24 (ACTION)

A Motion was made by Ms. Salek, seconded by Mr. Gryskiewicz, to approve Resolution #30-24 to approve the Financial Reports for July and August, 2024. The Motion was approved with a unanimous “yes” vote.

- Enrollee Stats
 - Ms. Maleckar stated there are no concerns.
- Personnel Control Report
 - Ms. Maleckar stated there is one vacancy in the Education Department (Intervention Specialist) and there will be a new teacher starting in October.
- Action Plan Dashboard
 - Highlights noted. We are on target.

III. Open Forum

Betty Olah: Ms. Olah asked what the four sites are that are listed in the dashboard report in regard to the DSP U and how they were chosen. Ms. Maleckar did not have information on what all the sites are, but stated that it was opened up to providers.

IV. Executive Session

No Executive Session was held.

V. Adjournment

A Motion was made by Ms. Salek, seconded by Mr. Gryskiewicz, to adjourn the meeting at 5:48 p.m. The Motion was approved with a unanimous “yes” vote.

FOR APPROVAL

Board Chair
Medina County Board of DD

Board Secretary
Medina County Board of DD

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
SPECIAL BOARD MEETING/2025 BUDGET DRAFT REVIEW
MEETING MINUTES
October 7, 2024**

I. Call to Order

The Special Board Meeting/2025 Budget Draft Review was called to order by Board Vice President, Mark Gryskiewicz, at 4:58 p.m. Other Board Members present included Dave Hartman, Wayne Carroll, and Andy Olah. Sandra Thomas Fain, Ann Salek, and Lisa Dreaden were excused.

Staff present included the following: Stacey Maleckar, Annie Finnerty, Shannon Lees, Tracey Lambdin, Bobby Richards, Ed Dryer, Diana Davis, Patti Hetkey, Carey Bates, and Rose Koty.

II. General Session

A. Pledge of Allegiance

The Pledge of Allegiance was recited.

B. Mission Statement Affirmation

The Mission Statement was recited.

C. New Business

1. Appropriation Transfer Resolution #31-24

A Motion was made by Mr. Olah, seconded by Mr. Carroll, to approve Resolution #31-24 to authorize the Medina County Auditor to make the following appropriation transfers: \$28,000.00 from Community Supports Special Projects to Local Medicaid Match. The purpose of this transfer is to cover expenses associated with Local Medicaid Match for the remainder of 2024. The transfer from September included the wrong projected numbers related to DC match costs, therefore this additional amount is needed. The Motion was approved with a unanimous “yes” vote.

D. 2025 Budget Draft Presentation

Ms. Bates gave a PowerPoint presentation for the 2025 Budget Draft to the Board. (see Attachment) The following are notes/questions/comments/discussion from the Board.

Additional Notes (N), Questions (Q), Comments (C), and Discussion (D):

- N: The Strategic Plan is taken into consideration during the budgeting process.
- N: Upcoming retirements are included in the budget.
- N: Preschool need will be evaluated each year.
- D: Discussed the one position in Transportation in relation to the county bus garage.

Transfer/Reserve

- Q: Why don't we retain the full amount in the CI Reserve account?
- A: The amount maintained in CI Reserve was from a one-time transfer back in 2020. It was decided at that time that the CI reserve would be spent down based on each year's CI budget based on the 10-year CI plan. We do not need to maintain the max in the Capital Fund as the cost of our 10-year CI plan does not support this amount.
- Q: Why haven't there been any CAP Housing projects over the past couple years?
- A: In order for CAP funds to be used, there must be a need and there must be individuals ready to move into the property. There is the possibility of a CAP project in 2025 for a multi-system youth respite home.

Administration

C: Recommendation made to lease more of our equipment rather than purchasing. It may be more cost effective and allow us to always have updated equipment. Ms. Bates stated we will look into this with the rising cost of some equipment such as copiers.

School

C: Request was made for a listing of how many students are in each grade. This will be provided to the Board at the October Board Meeting.

Q: Are preschool-age children assigned an SSA?

A: Yes, if on a waiver. If not, they are assigned to Information & Referral and are able to reach out at any time should a need arise.

Community Supports

C: Recommendation made to provide counseling for individuals and families or contract with an agency that can provide this service. This is an identified need.

A: Ms. Maleckar stated this is on our radar and we are looking into how to meet this need.

SSA

Q: Why is training money given to certain staff? What are the criteria? Is it a conversation held with the staff member or how is the need identified?

A: The need or desire for additional training is identified through succession planning, performance evaluations, and/or conversations.

Operations

Q: Did someone look into solar power for the agency?

A: Yes, it was not cost effective at this time.

Capital Improvements

Q: Do the gym bleachers really need to be replaced?

A: Yes. It was identified in a risk assessment that was completed. The bleachers are very old and are manually controlled. We would like to get new, electronic bleachers that are also ADA compliant.

Community Residential/Local Funding

Q: How much is FSS utilized?

A: Ms. Bates was not able to provide specifics on this; however, she stated that the amount varies from family to family. There is an established co-pay for the families.

Waiver Services & Match by Fiscal Year Graph

Q: Is there a plan for when the match costs exceed what county boards can afford to pay?

A: The state is looking at a “stop gap.” This involves a complicated formula.

10-Year Projections

N: Reviewed levy cycle and timeline for deficit spending.

III. Adjournment

Motion was made by Mr. Olah, seconded by Mr. Hartman, to adjourn the meeting at 6:09 p.m. The Motion passed with a unanimous “yes” vote.

FOR APPROVAL

Board Chair
Medina County Board of DD