

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**Regular Board Meeting Minutes**  
**November 18, 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, Wayne Carroll, Dave Hartman, and Lisa Dreaden.

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

Others present included the following: Keisha Thomas and Jim Budzik (Labor Attorney).

**II. Executive Session**

A Motion was made by Mr. Olah, seconded by Ms. Thomas Fain, to enter into Executive Session for the following reason(s): Confidential matter regarding three Board employees. The Board entered Executive Session at 5:07 p.m. Ms. Davis and Attorney Budzik were invited to stay. The Board exited Executive Session at 5:54 p.m.

**III. General Session**

**A. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**B. Mission Statement Affirmation**

The Mission Statement was recited.

Mr. Olah stated that as a result of the Executive Session, there was a revised Agenda and additional Resolution. A Motion was made by Mr. Hartman, seconded by Ms. Salek, to approve the revised Agenda. The Motion was approved with a unanimous “yes” vote.

**C. Recognitions**

**1. Retirement**

Ms. Maleckar announced the retirement of three staff; Jackie Shoemaker (Eligibility Assistant), Craig Kroh (SSA), and Marcy Batke (EI Coordinator). Ms. Maleckar read the Retirement Proclamations for all three staff. Ms. Shoemaker was in attendance and was presented her Retirement Proclamation by the Board President, Mr. Olah. The Board wished all three staff the very best in their upcoming retirements.

**D. Approval of Minutes**

**1. Approval of the Minutes from the Regular Board Meeting, October 28, 2024**

A Motion was made by Ms. Thomas Fain, seconded by Mr. Gryskiewicz, to approve the Minutes from the Regular Board Meeting on October 28, 2024. The Motion was approved with a unanimous “yes” vote.

### **E. Follow Up**

1. How many children that attended Windfall Preschool ended up attending Windfall School?

Ms. Maleckar reviewed the response to Mr. Carroll’s question, provided in the Board Packet. Mr. Carroll stated he would like to know how many children left Windfall Preschool to attend their LEA and then ended up coming back to Windfall School. Mr. Lambdin will research this. Mr. Hartman asked if Windfall School is at capacity. Mr. Lambdin stated we have 42 students and could take a few more, depending on the needs of the student. Mr. Carroll asked at what point we would look at opening another classroom. Ms. Maleckar stated that is evaluated yearly.

### **F. Discussion Items**

1. 2025 Action Plan Draft

Ms. Maleckar stated the 2025 Action Plan Draft will be posted for public comment and then will come back to the Board in December for approval; if revisions are needed based on public feedback, they will be made and shared with the Board. Mr. Hartman expressed concern regarding the metrics of the plan goals. He stated he feels the plan is lacking specifics. He also stated that key people in the agency need to be out in the community attending board meetings, etc. Mr. Carroll would like to see how the goals are evaluated and Mr. Gryskiewicz agreed that he would like to see measurable numbers. Ms. Maleckar stated that the specifics of the plan i.e. actions steps, are included in the internal document and monitoring tool used by Management Team to implement the plan and report monthly. In addition, the Board is given an Action Plan Dashboard throughout the year with progress for each goal as well as a yearly summary of the Annual Action Plan. Mr. Olah asked if the Action Plan goals are tied to the staff’s evaluations. Ms. Maleckar stated we are moving to that in 2025. Mr. Olah recommended adding more information to the Dashboard Reports. Mr. Hartman asked about moving the Transportation Department under Operations. Ms. Maleckar stated that we mostly use the Transportation Department for Windfall School, which falls under Ms. Finnerty. Mr. Hartman stated that most of the items under Thriving Workforce in the Action Plan are HR related. He asked if the responsible staff are qualified to implement the plan goals. Ms. Maleckar stated that the goal is global. We are continuing to work on increasing the Medina County provider base, which is the Community Supports Department, as well as working on our internal workforce, which is our HR Department.

2. 2025-2027 Strategic Plan Draft

Ms. Maleckar reviewed two revisions that were made after input from the Board and/or public comments:

1. Focus Area 1, #1 – added “throughout the county.”
2. Focus Area 3, #1 – added “for positions in the DD field.”

### **G. Old-Business**

There was no Old-Business.

## H. New Business

### 1. Appropriation Transfer Resolution #42-24 (ACTION)

A Motion was made by Mr. Carroll, seconded by Ms. Thomas Fain, to approve Resolution #42-24 to authorize the Medina County Auditor to make the following appropriation transfers (\$10,000.00) from Community Supports Special Projects to Local Medicaid Match:

From:	To:	Amount:
33003032-50590 Comm Spcl Cont Prjt	33009483-50623 Medicaid Waiv Loc Medicd Loc	\$10,000.00

Mr. Carroll asked how many individuals are in a DC? Ms. Bates stated we currently have six. The Motion was approved with a unanimous “yes” vote.

### 2. 2025 Delta Dental Contract Resolution #43-24 (ACTION)

A Motion was made by Mr. Hartman, seconded by Ms. Salek, to approve Resolution #43-24 to authorize the Superintendent to enter into a contract with Delta Dental for the following services: Employee Dental Insurance for 2025. The contract amount shall not exceed \$135,000.00. Mr. Hartman asked if any of the cost is passed to the employee. Ms. Maleckar stated the agency picks up the cost for the Delta dental insurance. Mr. Hartman asked at what age dependents drop off the coverage. Ms. Davis stated age 26. The Motion was approved with a unanimous “yes” vote.

### 3. 2025 Independent Employment Services Contract Resolution #44-24 (ACTION)

A Motion was made by Mr. Carroll, seconded by Ms. Thomas Fain, to approve Resolution #44-24, to authorize the Superintendent to enter into a contract with Independent Employment Services, LLC. for locally funded individual employment support, career planning and non-medical transportation (NMT) services for 2025. The contract amount shall not exceed \$85,000.00. The Motion was approved with a unanimous “yes” vote.

### 4. 2025 Midwest Innovations Contract Resolution #45-24 (ACTION)

A Motion was made by Mr. Hartman, seconded by Ms. Salek, to approve Resolution #45-24, to authorize the Superintendent to enter into a contract with Midwest Innovations, LLC. for locally funded day array services and non-medical transportation (NMT) services for 2025. The contract amount shall not exceed \$100,000.00. Mr. Carroll asked how many individuals this contract involves. Ms. Bates will look into this. The Motion was approved with a unanimous “yes” vote.

### 5. 2025 Windfall Industries Contract Resolution #46-24 (ACTION)

A Motion was made by Ms. Thomas Fain, seconded by Mr. Gryskiewicz, to approve Resolution #46-24, to authorize the Superintendent to enter into a contract with Medina County Sheltered Industries, Inc. for locally funded day array services, individual employment supports, career planning and non-medical transportation (NMT) services for 2025. The contract amount shall not exceed \$200,000.00. Mr. Carroll asked if many individuals move from one provider to another from year to year. Ms. Bates stated that in the beginning of MCBDD’s transition out of direct services, there was more movement as individuals were trying to find the right fit, but now most don’t move around a lot. The Motion was approved with a unanimous “yes” vote.

### **6. Annual School Services Resolution #47-24 (ACTION)**

A Motion was made by Ms. Salek, seconded by Mr. Carroll, to approve Resolution #47-24, for the Medina County Board of Developmental Disabilities to continue to provide educational services in accordance with each child's Individualized Education Program (IEP) for children ages five through high school graduation who are placed at Windfall School by their IEP team (including at minimum the parent(s), one or more staff representing the local school district, and a Windfall School administrator and teacher), during the 2025-2026 school year. Mr. Carroll stated we used to do a letter with similar wording to each of the districts. Ms. Bates stated that we now share this resolution with the districts each year and have a contract with each LEA. The Motion was approved with a unanimous "yes" vote.

### **7. 2025-2027 Strategic Plan Approval Resolution #48-24 (ACTION)**

A Motion was made by Ms. Thomas Fain, seconded by Mr. Gryskiewicz, to approve Resolution #48-24, to approve the 2025-2027 Strategic Plan as presented. The Board would like to see the monitoring tool used for internal reporting. Ms. Maleckar will send to the Board. The Motion was approved with a unanimous "yes" vote.

### **8. Board Complaint Resolution #50-24 (ACTION)**

A Motion was made by Mr. Olah, seconded by Mr. Hartman, to approve Resolution #50-24, which states the Board received a complaint against three MCBDD employees on October 8, 2024. After an investigation was conducted, the Board finds the complaint to be unsubstantiated. The Motion was approved with a unanimous "yes" vote.

## **I. Reports Review**

- Superintendent's Report – Ms. Maleckar reviewed and also discussed the following:
  - State Accreditation is done and we received a three-year Accreditation! The reviewers were most impressed by the relationships between staff and individuals and our advocacy programs. Great job by all.
  - Brian Sommers will be moving to the Business Office as the new Medicaid Services Manager. Interviews are underway for the SSA Supervisor position.
- Financial Reports – Ms. Bates reviewed
  - Revenue
    - \$8.3M – Second half tax payment.
    - \$1.1M – Second half rollback.
    - \$212.33 – Prime vendor rebate for GFS.
    - \$64.68 – Gas tax refund.
    - \$918.10 – Shred Day donations for Donor Scholarship.
  - Expenditures
    - \$90,832 – First Qtr. FY25 Admin fees.
    - \$18,850 – Provider support.
    - \$21,369 – DODD ARPA grant expense.
    - Electricity - three months paid in October.
    - Wall padding for school.
    - Mower deck for tractor.

- Capital Projects – Interior door access readers; down payment for gutter work; final payment for school lockers.
- \$1,869,564 – Second Qtr. FY25 Medicaid match.
- \$36,757 – Five residents in a DC and one new temporary resident.
- Cash Balance
  - \$40.6M.
- Monthly Cash Flow
  - \$6.4M added to fund balance.
  - \$2.4M YTD added to fund balance, due to tax payment.
- Voucher Report
  - Board Member questions were addressed.

#### **Approval of Financial Reports Resolution #49-24 (ACTION)**

A Motion was made by Mr. Carroll, seconded by Mr. Hartman, to approve Resolution #49-24 to approve the Financial Reports for October, 2024. The Motion was approved with a unanimous “yes” vote.

- Enrollee Stats
  - Ms. Maleckar reviewed. No concerns or questions.
- Personnel Control Report
  - Ms. Maleckar reviewed. The new Intervention Specialist has started and will show on next month’s report.

#### **IV. Open Forum**

Mr. Carroll asked if there are any Resolutions to be discussed at the OACB Delegate Assembly meeting in December and if so, does the Board have any input or recommendations for voting. Ms. Maleckar stated she is aware of two Resolutions. She will send the Resolutions out to the Board for review and input from all Board Members.

#### **V. Adjournment**

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to adjourn the meeting at 7:12 p.m. The Motion was approved with a unanimous “yes” vote.

#### **FOR APPROVAL**

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Board Chair  
Medina County Board of DD

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Board Secretary  
Medina County Board of DD