



## **Regular Board Meeting Thursday, May 26, 2022**

**Virtual internet meeting via Zoom – 5:30 pm**

### **1. Opening**

#### **A. Convene**

The meeting was called to order by Vice President, Steve Scheidt at 5:32 pm.

#### **B. Roll Call**

Members present: Allison Frazier, Lisa Hunt, Steven Licciardi, Alaina McCruel, Steve Scheidt

Member absent: Cynthia Schulz

Member arriving late: Mozelle Jackson at 6:05 pm

### **2. Minutes**

RESOLVED, that the minutes of the regular meeting of the Cuyahoga County Board of Developmental Disabilities held April 28, 2022, a copy of which is made a part of the permanent record of this meeting, be accepted as directed by the President, without objection, and approved as published.

Motion by Steven Licciardi, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Allison Frazier, Lisa Hunt, Steven Licciardi, Alaina McCruel, Steve Scheidt

### **3. Donations**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities gratefully accepts three donations of unspecified value.

Motion by Alaina McCruel, second by Steven Licciardi.

Final Resolution: Motion Approved

Aye: Allison Frazier, Lisa Hunt, Steven Licciardi, Alaina McCruel, Steve Scheidt

### **4. Financial Statements**

RESOLVED, that the Operating Fund Statement and the Statements of Revenue and Expenditures - Planned and Actual for the year-to-date period ending April 30, 2022, be accepted and filed for audit; the payment of vouchers for the period April 1, 2022 to April 30, 2022 be ratified; and that all statements and voucher summaries are made a part of the permanent record of this meeting.

Motion by Steve Scheidt, second by Steven Licciardi.

Final Resolution: Motion Approved

Aye: Allison Frazier, Lisa Hunt, Steven Licciardi, Alaina McCruel, Steve Scheidt

## 5. Announcements

Vice President, Steve Scheidt turned the meeting over to Superintendent & CEO, Kelly Petty who gave the following announcements:

- HELP Foundation recently opened a new greenhouse at their Euclid adult training site. It is called *HELP Harvest Greenhouse*. Kelly was part of a video that produced to highlight the greenhouse. The video link is posted in BoardDocs under the new “News and Events” section. HELP also operates *HELP Harvest Kitchen* in Lakewood where they will prepare food grown at the greenhouse. They also have arrangements with the Cleveland Foundation to place the *HELP Grab and Go Café* at their headquarters located at Mid Town.
- The Down Syndrome Association of North East Ohio started a new initiative called Sunburst Snacks. Individuals with Down Syndrome put together snack boxes and go to area business to sell \$5 snack boxes. We have made arrangements to have them rotate through our buildings every month. They will be filmed by channel 5 when they are at our William Pat Day building on June 8<sup>th</sup>.
- The Community and Workforce Development department in conjunction with our Provider Support department and Assistive Technology department will hold *Empower Pop-Ups*. They will be working with larger day program providers to hold events that offer self-advocacy learning, technology information and unique fun events for the summer. There are five scheduled for this summer.
- Planting Seeds of Knowledge, parent education series will have two events this summer – Family Fun Fairs. One at Big Creek Center on Sunday, July 17 and one at Green Road Services Center on Saturday, August 13. There will be an educational component and speakers along with summer activities for families and young people.
- The Board previously approved a provider support initiative of \$3 million to provide help covering extraordinary pandemic related costs to providers. \$2.3 million of this has been accessed. This ‘expires’ in June and we will be collecting documentation to verify how the money was spent. There were four approved types of expenditures which have the intention to get money directly to support professionals.
- There is a state-wide initiative to channel extra funds to providers. It is a supplemental payment that will be based on waiver authorizations. That will impact how much we budgeted for waiver match, which will increase. We have already budged an additional \$3 million to distribute to providers, but we may want to support the supplemental payment instead. However, we may be able to do both. Kelly asked the Board members to think about this. The state supplemental payment will likely cost us \$5 – 6 million per year.
- Next month, Kelly will be giving a 6-month update on our annual plan. If there is anything in particular that Board members are interested in, please let Kelly know in advance.
- Our DoDD accreditation review has been postponed to early 2023. This was part of our 2022 annual plan, but it will not be occurring this year.
- There have been challenging situations with the Department of Children and Family Services. They have more children needing placement than they are able to handle. Kelly and Amber have been meeting with this and other county agencies across the county to help solve this problem. There is a lack of residential options in Cuyahoga County and across the state. The group is looking at better temporary housing situations for these children who have multiple challenges. This especially difficult with the workforce shortage.
- The strategic planning session for the Board will be held at the end of June. Terri has sent out a Doodle Poll to set up one-on-one meeting with Kelly in advance of this session.

**6. Discussion Topic - Diversity, Equity and Inclusion (DEI) Efforts, Presented by Ashley Boyd, HR Administrator-DEI.**

Ashley gave an overview of the work being done to ensure a diverse working environment and to promote an inclusive culture for the community we serve. She shared the DEI vision statement and how the work is planned and structured. Employee training is being conducted and staff communication is being shared. Ashley also announced upcoming events. See the attached slides which are made a permanent part of these minutes.

**7. Status Reports**

There was nothing out of the ordinary to report.

**8. New Business**

**A. Koinonia Ride-Share Pilot**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into an agreement with Koinonia Homes, Inc. of Independence, Ohio for the funding and administration of a ride share pilot program for the period June 1, 2022 through December 31, 2022 for a sum not to exceed \$100,000; and,  
BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Motion by Mozelle Jackson, second by Alaina McCruel.

Final Resolution: Motion Approved

Aye: Allison Frazier, Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt

**B. Slope Repair at Maple Heights AAC**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities hereby authorizes the Superintendent to execute a competitive bid process for the watershed slope repair at the Maple Heights Adult Activity Center in an amount not to exceed \$500,000; and,  
BE IT FURTHER RESOLVED that the Superintendent is authorized hereby to take any and all actions to carry out this transaction.

Motion by Lisa Hunt, second by Steven Licciardi.

Final Resolution: Motion Approved

Aye: Allison Frazier, Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt

**C. Establishment of a Capital Fund**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to present to the Cuyahoga County Council for approval the establishment of a Capital Fund in the amount of \$6,000,000; and,  
BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Motion by Steven Licciardi, second by Lisa Hunt.

Final Resolution: Motion Approved

Aye: Allison Frazier, Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt

**D. Disbursement of Funds for Community Development Programs**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to provide funds to community partners, listed on a document titled Community Partners Award recipient List 2022, a copy of which is made a part of the permanent record of this meeting, for the implementation and expansion of inclusive Recreation/Leisure/Sports

programing, and Arts and Culture programing for adults with developmental disabilities, for the period January 1, 2022 through December 31, 2022, for a sum not to exceed \$230,000; and, BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Motion by Steve Scheidt, second by Alaina McCruel.

Final Resolution: Motion Approved

Aye: Allison Frazier, Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt

#### **E. Approve Purchase of Household Furnishings**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to purchase household furnishings in calendar year 2022 for a sum not to exceed \$390,000; and,

BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Motion by Mozelle Jackson, second by Steven Licciardi.

Final Resolution: Motion Approved

Aye: Allison Frazier, Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt

### **9. Comments from the Floor**

Tom Heinz, Executive Director of Empower Sports expressed thanks for Cuyahoga DD funding through the recreation RFPs. Empower Sports is a Cleveland based non-profit that provides year-round programming. The program is fully inclusive and focuses on helping adults and children build social skills and have fun. The RFP enabled them to dream bigger and grow their programs which are offered at no cost to families. Tom called from his lacrosse program in Westlake and the athletes in attendance joined in the call to offer their thanks too.

Lisa Cordaro, parent of two individuals served by Cuyahoga DD spoke. She stated that starting several years ago, she inquired about services for her children and has experienced difficulties. She asked what initiatives are being offered to people with autism and what programs are for people with difficult behaviors. She has experienced trouble communicating with the support administrator. Sarah is looking forward to hearing about the annual plan to know what is being done. She asked if there are training programs for staff about managing behaviors. Ms. Cordaro said that a Board email on the website to communicate with Board members would be helpful.

Sarah Spinner Liska, deputy director of FRONT International, a non-profit organization that presents a free public art festival across northeast Ohio thanked the Board. FRONT expects to welcome 100,000 visitors to their upcoming event in Ohio City. They recently received an arts and culture grant from Cuyahoga DD to include art created by people with developmental disabilities. Sarah expressed her thanks for the grant which allows them to increase access for people with disabilities.

### **10. Executive Session**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities hereby adjourns to Executive Session to consider the disposition of public property.

Motion by Mozelle Jackson, second by Alaina McCruel.

Final Resolution: Motion Approved

Aye: Allison Frazier, Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt

Meeting adjourned to executive session at 6:54 pm.

**11. Reconvene**

**A. Roll Call**

Members present: Allison Frazier, Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt

Member absent: Cynthia Schulz

Meeting reconvened at 7:26 pm.

**12. Adjournment**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities hereby adjourns.

Motion by Steven Licciardi, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Allison Frazier, Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt

Meeting adjourned at 7:27 pm.

**Next Meeting** - June 23, 2022 at 5:30 pm via virtual internet meeting. Zoom meeting link will be shared on the Cuyahoga DD website, [cuyahogabdd.org](http://cuyahogabdd.org), at least three days prior to the meeting date.

Certified by:

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Cynthia Schulz, President

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Allison Frazier, Secretary

**CUYAHOGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**REVENUE & EXPENDITURES - PLANNED AND ACTUAL  
FOR THE MONTH OF APRIL AND FOR THE YTD PERIOD ENDING 4/30/22**

	Current Month Budget	Current Month Actual	Current Month Variance	YTD Budget	YTD Actual	YTD Variance
<b>Cash Balance-Opening:</b>		\$195,278,592			159,686,919	
<b>Revenue:</b>						
Property Tax/Levy	0	5,508,444	5,508,444	52,500,000	59,519,915	7,019,915
Federal Revenue	1,616,859	774,693	(842,166)	4,877,802	5,089,252	211,450
State Revenue	0	0	0	1,000,000	724,386	(275,614)
Other Revenue	288,051	280,412	(7,639)	4,563,021	7,844,769	3,281,748
<b>Total Revenue</b>	<b>1,904,910</b>	<b>6,563,550</b>	<b>4,658,640</b>	<b>62,940,823</b>	<b>73,178,322</b>	<b>10,237,499</b>
<b>Expenditures:</b>						
Salaries & Benefits	5,663,536	5,571,345	92,191	17,707,990	17,668,270	39,720
Contracts & Program Supports	13,380,100	11,809,538	1,570,562	27,581,800	25,304,913	2,276,887
Operations Contracts	1,544,180	1,356,268	187,912	3,625,293	3,362,277	263,016
Other Expenses	855,987	297,714	558,273	4,552,174	3,722,503	829,671
Transfer Out: Capital Reserve	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>21,443,803</b>	<b>19,034,865</b>	<b>2,408,938</b>	<b>53,467,257</b>	<b>50,057,964</b>	<b>3,409,293</b>
<b>Cash Balance-Ending</b>		<b>\$182,807,276</b>			<b>182,807,276</b>	



C U Y A H O G A C O U N T Y  
**Board of Developmental Disabilities**

# **Diversity, Equity & Inclusion (DEI)**

General Updates

May 26, 2022

Ashley Boyd, HR Administrator - DEI

Supporting and empowering people with developmental disabilities  
to live, learn, work and play in the community

# DEI Vision Statement

**Our vision** is to create a workplace where employees feel empowered to contribute their diverse perspectives for the advancement of the agency's mission. We believe that an environment which reflects a commitment to Diversity, Equity and Inclusion promotes an inclusive culture and supports the community that we serve.





# DEI Plan Structure

## \*DEI Plan

1. **Client Engagement:** Fully integrate DEI values into the Cuyahoga DD customer service and staff development efforts and protocols to improve overall service delivery.
2. **Climate:** Incorporate values of DEI into the work environment to foster a climate that is responsive to the needs of the staff, individuals served and their families and the external community.
3. **Workforce:** Increase quality of services and supports for all stakeholders through organizing the Cuyahoga DD workforce around best practices related to diversity, equity and inclusion.

\*DEI plan supports Cuyahoga DD's Annual Plan, and its initiatives are tracked via DDstat.



# Employee Training

- Bias and Micro Messages training
  - Diversity Center of Northeast Ohio
  - Mandatory training for all staff
  - New Employee Orientation (March 2022)
  - 72% have taken the course



# Keeping Staff Informed



## DEI UPDATES

Quarter 1

**VISION:** Our vision is to create a workplace where employees feel empowered to contribute their diverse perspectives for the advancement of the agency's mission. We believe that an environment which reflects a commitment to Diversity, Equity and Inclusion promotes an inclusive culture and supports the community that we serve.



Ashley Boyd  
DEI Administrator  
(216) 736-2722

### GENERAL UPDATES

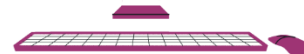
- Bias & Micro Messages training for all staff began Feb. 2022. Additional classes for staff will be announced March 2022.
- All 2022 performance evaluations will encompass a DEI goal for employees and management staff.
- Effective Jan. 2022 HR revised its Exit Interview process. The process is now comprised of 2 components (exit survey & 1:1 in-person interview) conducted by the DEI Administrator.

### TALK ABOUT IT TUESDAY

Each quarter, Cuyahoga DD's DEI Administrator will schedule an open forum via Zoom to discuss important issues related to DEI. Staff are encouraged to submit questions in advance using the [virtual feedback box](#), to ensure their question is added to the agenda. The first Talk About it Tuesday will be Tuesday, March 8, 2022 at 11:30am. [Click here to join now!](#)



Speak Up Hotline  
(216) 931-7359 ext.  
277359 int.

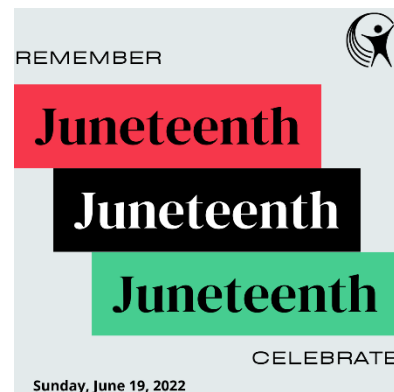


### SPEAK UP!

- Today, March 1, 2022, HR launches its new Speak Up Hotline for employees as an alternative resource for reporting workplace conduct an employee believes to be illegal, unethical, dishonest or violates Cuyahoga DD policy. This hotline will be monitored by the DEI Administrator.
- Staff are also encouraged to continue using the virtual feedback, idea and suggestion box, where responses are prompt and made visible to staff.

# Partnerships/Fundraising/Upcoming Events

- Engage Cleveland
- 20<sup>th</sup> Annual Walk, Rock, Roll and Run
- Asian Festival
- Jewish Heritage Month
- Juneteenth
- Pride Month
- Male and non-binary leadership workshop



# Questions

Ashley Boyd  
(216) 736-2722  
Boyd.Ashley@cuyahogabdd.org

**To learn more about Cuyahoga DD:**

Visit us at [cuyahogabdd.org](http://cuyahogabdd.org) ▪ Like us on Facebook/[cuyahogabdd](https://www.facebook.com/cuyahogabdd) ▪ Watch us on YouTube/[cuyahogabdd](https://www.youtube.com/cuyahogabdd)

