



Regular Board Meeting Thursday, January 27, 2022

Donzella Administration Building, 1275 Lakeside Ave. East
and broadcast live via Zoom – 5:30 pm

1. Opening

A. Convene

The meeting was called to order by President, Lisa Hunt at 5:32 pm.

B. Roll Call

Members present: Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt, Cynthia Schulz

Arrived 5:36: Allison Frazier

2. Minutes

RESOLVED, that the minutes of the regular meeting of the Cuyahoga County Board of Developmental Disabilities held December 16, 2021, 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 Cynthia Schulz, second by Steven Licciardi.

Final Resolution: Motion Approved

Aye: Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt, Cynthia Schulz

Not Present at Vote: Allison Frazier

3. Election of President pro tempore

RESOLVED, that Steven Licciardi be and is hereby named President Pro Tempore of the 2022 Cuyahoga County Board of Developmental Disabilities for the purpose of convening the 2022 Board and conducting the election of officers.

Motion by Mozelle Jackson, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt, Cynthia Schulz

Not Present at Vote: Allison Frazier

4. 2021 Board Adjourns "sine die"

RESOLVED, that the 2021 Cuyahoga County Board of Developmental Disabilities is adjourned hereby sine die.

Motion by Steven Licciardi, second by Lisa Hunt.

Aye: Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt, Cynthia Schulz

Not Present at Vote: Allison Frazier

Time Adjourned: 5:34 pm

5. Organization of the 2022 Board

A. 2022 Board Convenes (President pro tempore)

Time Convened: 5:35 pm

B. Roll Call

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

C. Nomination and Election of Officers

RESOLVED, that the persons named below be elected to the office set opposite their name to serve until the Organizational Meeting of the Cuyahoga Board of Developmental Disabilities in January of 2022, or until their successors have been elected and qualified.

President: Cynthia V. Schulz

Vice President: Stephen Scheidt

Secretary: Allison Frazier

Motion by Steven Licciardi, second by Mozelle Jackson.

Final Resolution: Motion Approved

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

D. Adoption of Governing Rules and Regulations - 2022 Cuyahoga DD Policy Manual

RESOLVED, that the governing rules and regulations set forth in the Cuyahoga County Board of Developmental Disabilities Policy Manual dated January 27, 2022, a copy of which is made a part of the permanent record of this meeting, are hereby adopted for the period beginning January 27, 2022, to and including the date of the next Organizational Meeting of the Cuyahoga County Board of Developmental Disabilities.

Motion by Steve Scheidt, second by Cynthia Schulz.

Final Resolution: Motion Approved

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

E. Adoption of the 2022 Board Meeting Schedule

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and adopts the proposed 2022 Board Meeting Schedule which is attached to and made a part of the permanent record of this meeting, setting the date, time and location of all regularly scheduled meetings of the Board in the year 2022.

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, Cynthia Schulz

6. Donations

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities gratefully accepts one donation of unspecified value.

Motion by Lisa Hunt, second by Mozelle Jackson.

Final Resolution: Motion Approved

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

7. Financial Statements

A. Approval of 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 December 31, 2021, be accepted and filed for audit; the payment of vouchers for the period December 1, 2021 to December 31, 2021 be ratified; and that all statements and voucher summaries are made a part of the permanent record of this meeting.

Chief Financial Officer, Rodney Hairston reviewed the financial results for December 2021. See attached *Revenue and Expenditures Planned and Actual - Dec 2021* for the financial summary. These figures are “preliminary” until the County finalizes all accounts for 2021.

Motion by Steve Scheidt, second by Steven Licciardi.

Final Resolution: Motion Approved

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

Mr. Hairston then presented a proposal to upgrade Cuyahoga DD’s current financial system. The proposal from Creol Consulting is to upgrade with Oracle Enterprise Edition Software. See slides attached to these minutes as a permanent part of these minutes.

5. Announcements

President, Cynthia Schulz turned the meeting over to Superintendent & CEO Kelly Petty who gave the following announcements:

- Over the holidays, eight Cuyahoga DD staff picked up direct care shifts for a private provider (Blossom Hill) who had staff shortages. Jennifer Krzynowek, Manager of Provider Support communicates with providers to help problem solve in these types of situations and there was a list of Cuyahoga DD staff who volunteered to step in if needed during a crisis. Superintendent Petty recognized these staff by name: Jennifer Eisenbrown, Melanie Rak, Dave Costa, Virginia Hueter, Dana Stratz, Tina Moreno, Mary Golier and Amber Gibbs.
- We learned this week that we will be receiving some grant dollars from the Ohio Department of Developmental Disabilities (DoDD) for the *Keeping Families Together* Grant. This is to help support individuals with challenging behaviors to live at home. We will receive \$44,000 this year and \$80,000 next year.
- The new director of DoDD, Kim Hauck visited Cuyahoga County yesterday to meet with several agency provider executives and Cuyahoga DD leadership. She replaces Jeff Davis who announced his retirement at the end of 2021. Ms. Hauck recognized that we have good working relationships with our provider community.
- This week, the federal government extended the public health emergency due to COVID-19 to at least April 15th. This means we will continue to get the enhanced Medicaid rate for a little longer.
- One of Ohio’s legislative bodies approved the use of virtual meetings on a temporary basis, through June. It would need to pass in the other body. This would give us flexibility if we would choose to meet virtually.

6. Discussion Topic - Housing Videos - Leah Dalton, Manager, Support Administration

Ms. Dalton talked about the need to better show families the different housing options to assist them in finding what best meets their needs. To help solve this, eight videos were produced and available on the Cuyahoga DD website at <https://cuyahogabdd.org/helpful-supports/housing-opportunities/> . Two videos were shared: *Shared Living* and *Living with a Group of Peers*.

There is also a new brochure that will be used as a tool for making individuals and families aware of what options are available and how to access them.

7. Status Reports

There were no significant changes to note.

11. New Business

A. Payments to Providers for Extraordinary and Unusual Non-Medicaid Costs

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a contract for Extraordinary and Unusual Non-Medicaid Costs with various DODD certified providers for the period February 1, 2022 through June 30, 2022 for a sum not to exceed \$3,000,000; 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 Cynthia Schulz.

Final Resolution: Motion Approved

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

B. Incentive Payments to Employment Service Providers

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to take the following actions:

- 1) Dedicate an amount not to exceed \$800,000 for employment provider investment program and establish program deliverables and stipend rates;
- 2) Enter into agreements for participation in employment provider investment program with agency providers currently offering individual employment services for the period beginning February 1st, 2022 through December 31st, 2022; 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 Steven Licciardi.

Final Resolution: Motion Approved

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

C. Additional Funds for Short-term Admissions to Developmental Centers

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to approve additional funds to the Ohio Department of Developmental Disabilities for short-term admissions to various Developmental Centers for the period December 1, 2021 through June 30, 2022 for a new sum not to exceed \$2,300,000 for the contract period; 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 Mozelle Jackson.

Final Resolution: Motion Approved

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

D. Payment of Annual Ohio Association of County Boards of DD (OACB) Membership Dues

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to pay the Ohio Association of County Boards a sum not to exceed \$95,480.00 in general membership dues for the year 2022; 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 Lisa Hunt, second by Steve Scheidt.

Final Resolution: Motion Approved

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

E. Renewal of Cellular Data Service from FirstNet/AT&T

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a contract with AT&T Mobility/FirstNet of Dallas, Texas for the period February 1, 2022 to January 31, 2023, for a sum not to exceed \$320,000; 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 Cynthia Schulz, second by Alaina McCruel.

Final Resolution: Motion Approved

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

F. Renewal of Licensing and Maintenance Contract with Hyland Software Inc.

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a contract with Hyland Software, Inc., of Westlake, Ohio for the period February 1, 2022 to January 31, 2023, for a sum not to exceed \$111,275; 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 Mozelle Jackson.

Final Resolution: Motion Approved

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

12. Comments from the Floor

Gina Kerman, Executive Director of Rose Mary thanked the Board for approving payments to providers (for extraordinary COVID-19 related expenses). She is also the president of the Provider Consortium and expressed how pleased they all are with the support.

13. Adjournment

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

Motion by Cynthia Schulz, second by Steven Licciardi.

Final Resolution: Motion Approved

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

Time Adjourned: 6:57 pm

Next Meeting - February 24, 2022 at 5:30 pm, Donzella Administration Building, 1275 Lakeside Ave E, Cleveland, OH 44114

Certified by:

Lisa Hunt, President

Mozelle Jackson, Secretary

PRELIMINARY RESULTS

CUYAHOGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

REVENUE & EXPENDITURES - PLANNED AND ACTUAL FOR THE MONTH OF DECEMBER AND FOR THE YTD PERIOD ENDING 12/31/21

	Current Month Budget	Current Month Actual	Current Month Variance	YTD Budget	YTD Actual	YTD Variance
Cash Balance-Opening:		\$162,847,702			\$164,298,678	
Revenue:						
Property Tax/Levy	0	0	0	106,000,000	114,452,759	8,452,759
Federal Revenue	750,000	1,299,505	549,505	12,725,000	15,659,456	2,934,456
State Revenue	0	0	0	1,446,000	1,359,165	(86,835)
Other Revenue	283,301	246,484	(36,817)	3,887,346	23,913,894	20,026,548
Special 1X Funds						0
Total Revenue	1,033,301	1,545,989	512,688	124,058,346	155,385,274	31,326,928
Expenditures:						
Salaries & Benefits	3,911,274	4,545,845	(634,571)	50,712,039	49,741,702	970,337
Service Contracts	1,421,434	111,771	1,309,663	58,811,248	52,966,276	5,844,972
Operations Contracts	562,259	370,661	191,598	4,020,718	3,550,588	470,130
Other Expenses	919,872	212,512	707,360	12,540,992	9,272,485	3,268,507
Transfer Out: Medicaid Reserve	0	0	0	45,000,000	45,000,000	0
Total Expenditures	6,814,839	5,240,790	1,574,049	171,084,997	160,531,050	10,553,946
Cash Balance-Ending		\$159,152,901			\$159,152,901	



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

Financial System Proposal
Creoal Consulting
Oracle Enterprise Edition Software

January 27, 2022

Current Financial System

- Cuyahoga County Board of Developmental Disabilities (CCBDD) implemented Oracle eBusiness Suite in 1997. Support ended on December 31, 2015
- The active CCBDD footprint is Purchasing (PO), Accounts Payable (AP), and General Ledger
- CCBDD currently tracks Accounts Receivable (AR) transactions in Quicken and creates manual journal entries to record the activity as a manual journal entry in Oracle GL
- CCBDD currently tracks Fixed Assets (FA) transactions and depreciation in a Microsoft Excel spreadsheet, and records the activity as a manual journal entry in Oracle GL
- Resources to support and configure the current system are extremely limited due to its age

To learn more about Cuyahoga DD:

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



Current Financial System Risks

- Oracle eBusiness Suite is no longer supported
- The lack of support exists on the hardware, platform and software; all three are over a decade past their supported lifespan
- Hardware installed in 1997 has reached the end of its useful life
- Lack of support means that we are vulnerable to ransomware, viruses and exploitation
- A hardware failure, crash, or security issue; CCBDD will be unable to use our financial system (only financial records would be at risk)

To learn more about Cuyahoga DD:

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Creoal Consulting Solution Oracle Upgrade

- General Ledger
- Accounts Payable
- Accounts Receivable
- Fixed Assets
- Cash Management
- Purchasing
- Self-Service Procurement (Requisitions only)
- Enterprise Planning and Budgeting - Financial Planning

Creoal Consulting has over 10 years experience supporting the Public Sector with Oracle and has been providing Cuyahoga DD with support to maintain the current system.

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Oracle – Creal Pricing

Year One Costs

		<u>Licensing</u>		<u>Support</u>	<u>Implementation</u>		<u>Total</u>
Original Proposal	\$	106,488	\$	8,260	\$	487,950	\$ 602,698
Revised Proposal	\$	92,016	\$	8,260	\$	299,091	\$ 399,367
Variance	\$	14,472	\$	-	\$	188,859	\$ 203,331

Ongoing Annual Costs

		<u>Licensing</u>		<u>Support</u>	<u>Implementation</u>		<u>Total</u>
Original Proposal	\$	106,488	\$	8,260	N/A	\$	114,748
Revised Proposal	\$	92,016	\$	8,260	N/A	\$	100,276
Variance	\$	14,472	\$	-	N/A	\$	14,472

- Original Proposal – White Glove Implementation
- Revised Proposal – CCBDD IT would lead/assist with implementation
- Ongoing costs are fixed for 5 years, 3-4% annual increase for next 5 years

To learn more about Cuyahoga DD:

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