



Regular Board Meeting June 27, 2024

**Donzella Administration Building – 1275 Lakeside Avenue E, Cleveland, OH 44114
and broadcasted live via Zoom – 5:30 pm**

1. Regular Meeting Opening

A. Convene

The meeting was called to order by President, Steve Scheidt at 5:30pm.

B. Roll Call

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

Members absent: Allison Frazier

2. Minutes

RESOLVED, that the minutes of the regular meeting of the Cuyahoga County Board of Developmental Disabilities held May 23, 2024, 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 Lisa Hunt, second by Steven Licciardi.

Final Resolution: Motion Approved

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

3. Donations

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities gratefully accepts four equipment donations of unspecified value to the OT/PT Lending Library and four in-kind donations.

Motion by Alaina McCruel, second by Cynthia Schulz.

Final Resolution: Motion Approved

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

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 May 31, 2024, be accepted and filed for audit; the payment of vouchers for the period May 1, 2024 to May 31, 2024 be ratified; and that all statements and voucher summaries are made a part of the permanent record of this meeting.

Motion by Cynthia Schulz, second by Steven Licciardi.

Final Resolution: Motion Approved

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

Superintendent Gibbs gave a summary of the financials noting significant variances. We are overbudget in revenues by 7% so far this year. Two reasons highlighted for this include Title XX billing being a little below the expected level, but will level out by the end of the year and Medicaid ICF will remain low for the year, although we have recently been admitting more children in the Fowles home. With the East Cleveland sale being finalized, the revenue from the sale, including the sale of surplus equipment, has been included in this month's board packet. Sarah Cammock, Robert Goe and all the team members involved in East Cleveland transition were publicly thanked for their efforts.

In expenditures for the month, Dr. Gibbs noted that we've been running low in locally-funded contracts and other locally-funded expenditures. These are line items that are historically difficult to predict, but we will keep an eye on them as we factor them into next year's budget. Program Services and Supplies are also below budget at this point in the year as we've pushed some annual renewal costs to later in the year. The Sensory Pod is still moving forward but has been delayed by timing issues. A significant note in terms of Administrative Expenditures comes via Cuyahoga County Treasurer's Fees which credited Cuyahoga DD \$1,190,964 for indirect fees for which we were wrongfully charged. Overall, our general expenditures are presently running 6% under budget.

5. Announcements

President, Steve Scheidt turned the meeting over to Superintendent, Dr. Amber Gibbs who gave the following announcements:

- Cuyahoga DD staff and their family members took part in Pride in the CLE festivities on June 1st. Our presence was also demonstrated by providing our Mobile Sensory Space and our Universal Changing Table to the event. These efforts helped make the day's events accessible and inclusive to all. It was a great day.
- Dr. Gibbs and several other Directors will be venturing out to every city Cuyahoga DD serves an ongoing effort to attend and participate in each town's City Council meetings this year. The goal is raising awareness about what Cuyahoga DD does and the programs and services available to our various communities. Dr. Gibbs launched this initiative at Cleveland Heights City Council meeting on June 17th. The benefits of this networking opportunity were seen immediately with many people exchanging business cards and requesting further information about Cuyahoga DD.
- News 5 ran a story about Cuyahoga DD's Forensics team on June 24th highlighting that we are the first Ohio county that offers this type of service navigating the justice system for people with DD. The story profiled one of our clients, Stefawn and featured an interview with Dana Moderick, a forensic liaison here at Cuyahoga DD. Dr. Gibbs mentioned that Cuyahoga DD partners with the courts who pay for one of forensic liaison positions. At a meeting earlier this year the courts were interested in expanding this partnership.
- June 27th marked the Graduation Day for members of our first-ever DSP University (DSP-U). Eleven high school students with interests in potential careers as Direct Support Professionals enrolled and followed a curriculum set forth by the Ohio Association of Direct Support Professionals. Two of our provider support staff members (Chandra Colton and Samantha Ksiezzyk) helped facilitate the workshops and classes over DSP-U's two-week duration. Students were able to participate in full-day classes and field trips to learn about providers and witness what direct care looks like in practice. After the graduation ceremony, a few providers were onsite to interview the students for potential jobs.
- Dr. Gibbs updated the Board on our current effort to find a new Board member for the term beginning January 2025. The response has been robust, with over 100 applications received by Cuyahoga DD.
- Cuyahoga DD will participate in the Cleveland Guardians Disability Awareness Night which will be held on July 24th. Themed tee shirts are available with ticket purchases, but the shirt quantity is

limited. We will have a limited number of tickets available to the people we serve, so please let Dr. Gibbs know if you would like to participate.

6. Discussion Topic

Presentation: Family & Community Engagement, by Dr. Janet Keeler, Director of Community Development

Superintendent Gibbs introduced Dr. Janet Keeler to the board. Dr. Keeler has been with Cuyahoga DD for 28 years and the Community Development department was assembled in 2020 to address the needs of the community in the wake of the privatization era. What her team does and how they do it directly connects with Cuyahoga DD's mission and values. In 2023 the team reached 3,000 individuals via 100 activities and 2024 is seeing a 153% increase in those numbers.

The Family & Community Engagement teams fall into three categories: Workforce Development, Community Access and Community Development. The Workforce Development team works with businesses to advance their DE&I initiatives by hiring employees with DD. The Community Access team includes our Travel Trainers who work to support people to safely and independently access opportunities through Cuyahoga DD or through their communities. The Community Development team partners with organizations to support them in creating, improving and sustaining resources around access and inclusion.

The four impactful pillars of our community-based strategy to increase developmentally disabled individual and/or family access to their communities include: Family Engagement Work, Supporting Advocacy, Community Outreach and Community Development.

Family Engagement Work consists of two major endeavors, our Caregiver Resource Network and our Family Fun Fairs. The Caregiver Resource Network is a coalition of about 15 active and informed parents whom Cuyahoga DD has approached with the goal of helping them educate and support other caregivers. The Family Fun Fairs consist of 4 events per year aimed at children with DD, aged 14 and under, and their families. Families get paired with a volunteer who proctors an activity with the child, which frees up parents to tap into our resources like our OT, PT, Eligibility, Transitional and Family Support "Ask an Expert" tables. The results and the feedback have been overwhelmingly positive.

In 2023, the Family Fun Fairs were attended by 350 families (1,082 unique participants). This year two of the four Family Fun Fairs have been attended by 135 families (over 400 unique participants). The next 2024 Family Fun Fairs will occur in July and October. The positive feedback received by participants at the Family Fun Fairs has resulted in the creation of the new Self-Care Saturday events, where families can reconnect with other families they met at the Family Fun Fairs. Inclement weather adversely affected the attendance numbers of the May event, but activities such as yoga, chair massages and art therapy were enjoyed by the 18 moms, 1 dad and 6 kids who attended.

Supporting Advocacy and Self-Advocacy are other important areas of impact. The team's goal this year is to create advocacy opportunities for 1,000 people. Since Cuyahoga DD is no longer providing direct services and the Community Development team doesn't hold caseloads of clients, we work with day and residential programs by hosting exposure events called Empower Pop-Ups. Twelve Pop-Up events are held over the course of the year. We are also partnering with North Coast Community Homes whose residents will receive "Advo-Kits" which we are in the process of assembling. In the fall we are launching a Youth Advocacy Group for 16 to 21-year-olds.

The last areas of impact to discuss are Community Outreach and Community Development. The goals of our Community Outreach and Community Development efforts are to have successful outcomes in community-integration that increases Cuyahoga DD's visibility and name recognition as a reputable resource in the community. In determining our targets for outreach and development, three elements are considered: 1.

Where do people with DD go most frequently? 2. What are the big venues that everyone goes to? 3. In which communities are people with DD most underserved? Our outcomes have been a tremendous success. The Cleveland Metroparks Zoo has partnered with us to create a sensory space and install a universal changing table. We are also partnered with them to consult on the renovations of their 90,000-square-foot rainforest. At Great Lakes Science Center our agency served as a consultant for their 2023 Lego exhibit, and we provided the Mobile Sensory Space at this year's Eclipse Party. We continue to partner with local teams like the Guardians, Monsters and Cavs where we are attempting to lead the movement on universal design. In fact, the sensory tip cards we distributed to ushers at Cuyahoga DD's night at the Cavs has been adopted and distributed to all ushers going forward.

Dr. Keeler and her team continue to analyze underserved community with the goal of building capacity in those cities. She noted that there are 33,000 businesses in Cuyahoga County, and we will only get to a fraction of them. She beseeched the Board to alert us to places and organizations of potential partnership and support. Presentation slides are attached to these minutes.

7. Status Reports

Dr. Gibbs noted that there are not any significant changes to the Status Report.

8. New Business

A. Agreement with Wood Services

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to renew an agreement with Woods Services in Langhorne, Pennsylvania for the period July 1, 2024 through June 30, 2025, whereby Woods Services will provide residential treatment and vocational services to one individual with developmental disabilities for a sum not to exceed \$219,730; 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 Steven Licciardi.

Final Resolution: Motion Approved

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

Superintendent Gibbs commented that this is an ongoing arrangement for one person, and they are the only individual that we are paying locally for out-of-state services. They have lived there since 1997 and their family is pleased with the services they receive. Their SA meets with them in-person once a year and several other times throughout the year via Zoom or by phone. There are no currently no providers locally who specialize in Prader-Willi Syndrome therefore out-of-state is the best arrangement for them, but we do attempt to seek out local options every few years or so.

B. Renewal of Master Agreement with ADAMHS Board of Cuyahoga County to Accept Match Funds

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to authorize the renewal of a master agreement with the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County and to receive funds up to \$300,000 as a reimbursement for ADAMHS's share of Medicaid matching funds for individuals enrolled on the IO waiver for the period of July 1st, 2024 through June 30th, 2029; listed in a document titled, Agreement by and Between the Alcohol, Drug Addiction and Mental Health Services Board and The Cuyahoga County Board of Developmental Disabilities, a copy of which is attached to this resolution and made a part of the permanent record of this meeting; 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 Lisa Hunt.

Final Resolution: Motion Approved

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

Superintendent Gibbs commented that this is an agreement between Cuyahoga DD and the ADAMHS Board for people who are eligible for both our services and theirs. We are currently projecting a \$180K reimbursement in matched funds, but we do not want to limit ourselves to only that amount, so we are asking for approval of funds up to \$300K.

C. Approve Contract with Wesco Housing Corporation

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a contract with Wesco Housing Corporation, of Westlake, Ohio for the period July 1, 2024 through June 30, 2029 to provide pass-through funds for housing purchases for a sum not to exceed \$352,500 in 2024; and,

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

Motion by Mozelle Jackson, second by Steve Scheidt.

Final Resolution: Motion Approved

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

Superintendent Gibbs commented that Cuyahoga DD has had similar past agreements with other housing corporations like North Coast Community Homes, Catholic Charities/Rosemary Center and Our Lady of the Wayside. To access capital dollars from DODD they are required to have an agreement with us so that we can pass the money through to them. No Cuyahoga DD funds are used for this.

D. Agreement with The Educational Service Center of Northeast Ohio to operate the Beyond Essentials of Life Skills program

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into an agreement with the Educational Service Center of Northeast Ohio (ESC) to fund Cuyahoga DD's Beyond the Essential Life Skills Program for the period July 1st 2024 through December 31st, 2025 for an amount not to exceed \$310,000; 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 Mozelle Jackson.

Final Resolution: Motion Approved

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

Superintendent Gibbs commented that this curriculum was purchased last year. Multiple RFPs have been put out to find a provider who is able to implement the curriculum and provide very specific classroom instruction along with experiential learning. The Educational Service Center of Northeast Ohio has the capacity and capability to facilitate this, and they will be hiring an Instructor and an Aide. Most participants will not be on a waiver, so this will be paid locally and completely. The goal of this 1.5-year program is to teach independent living skills that young adults with DD needs.

E. Ohio Schools Council Cooperative Purchase Program

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to participate in the Ohio Schools Council group cooperative

purchasing program for the period beginning July 1, 2024 through June 30, 2025, for a fee not to exceed \$350.00; 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 Lisa Hunt.

Final Resolution: Motion Approved

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

Superintendent Gibbs explained that this ongoing agreement allows us group purchasing power for a fee of \$350 but does require Board approval.

F. Waste Removal and Recycling Services with Waste Management of Ohio

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a contract with Waste Management of Ohio Inc. via the Ohio Schools Council for waste removal and recycling services for the period of July 1, 2024 through June 30, 2027, for a sum not to exceed \$82,000; 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 Cynthia Schulz.

Final Resolution: Motion Approved

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

Superintendent Gibbs explained that this year there is a reduction of \$36K since we will have fewer buildings going into the next service period. The recycling rate has remained the same and the waste management rate has increased 3% per cubic yard.

G. Upgrade Building Automation System with Automated Logic

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a contract with Automated Logic of Cleveland, Ohio for the purchase of a new Building Automation System, for a sum not to exceed \$485,000; 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 Alaina McCruel.

Final Resolution: Motion Approved

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

Superintendent Gibbs explained that this automation system is a replacement system for all four of Cuyahoga DD's buildings. The current system is outdated with discontinued parts and the new system will increase our energy efficiency. Multiple bids were solicited and Automated Logic had the best bid with the lowest cost.

H. First Reading of Policy Manual Change, Chapter 7-Finance and Business (Procedural)

No action taken. This will be brought to the Board at the next regular meeting for approval

Superintendent Gibbs explained the two policy changes. First, it more accurately reflects how we categorize expenditures. The second change allows the Superintendent to move funds, for example moving administrative costs to program costs, etc.

I. Property, Pollution and Cyber Insurance from Ohio School Plan and Tokio Marine, administered by Hylant Insurance

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to renew its policies for Property, Pollution and Cyber Insurance for the period beginning July 1, 2024, through June 30, 2025, for a sum not to exceed \$53,419 through the Ohio School Plan and Tokio Marine, respectively, which policies are administered by Hylant Administrative Services, LLC; 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 Steve Scheidt.

Final Resolution: Motion Approved

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

Superintendent Gibbs explained that we have always had this type of insurance, but it has never exceeded the \$50K threshold before, which is why the Board is seeing it now. We wanted to ensure that reimbursement would fully cover a DD home, so a reevaluation of our property was done. The cyber insurance appears to have increased because a prior rebate that used to offset the cost no longer exists.

J. Declaration of Surplus Property

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to declare the items listed on the attached document as surplus property that is no longer needed for public use, and to sell such property via internet auction or to dispose of such property pursuant to Ohio Revised Code 307.12 (E) and 307.12 (I); 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 Steven Licciardi.

Final Resolution: Motion Approved

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

Superintendent Gibbs apologized for the late inclusion of this item, but as we are moving out of the William Patrick Day Services Center we wanted to address this issue immediately. As we've been moving staff into different buildings and different spaces, most staff are no longer using a desk phone, so we can auction off our 100 surplus phones from that center.

9. Comments from the Floor

There were no comments from the floor.

10. Adjournment

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities hereby adjourns to executive session for the purpose of considering the disposition of public property.

Motion by Lisa Hunt, second by Alaina McCruel.

Final Resolution: Motion Approved

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

Time adjourned: 6:33 pm

11. Reconvene

A. Roll Call

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

Members absent: Allison Frazier

Time reconvened: 7:17 pm

12. Adjournment

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

Time adjourned: 7:18 pm

Motion by **Lisa Hunt**, second by **Alaina McCruel**.

Final Resolution: Motion Approved

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

Next Meeting – August 22, 2024 at 5:30 pm, Donzella Administration Building, 1275 Lakeside Ave E, Cleveland, OH 44114 and broadcast via Zoom. Zoom link will be shared on the Cuyahoga DD website at cuyahogadd.org at least three days prior to the meeting.

Certified by:

Stephen Scheidt, President

Mozelle Jackson, Secretary