



## **Regular Board Meeting September 28, 2023**

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

### **1. Opening**

#### **A. Convene**

The meeting was called to order by President, Cynthia Schulz at 5:30 pm.

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

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

Member absent: Lisa Hunt

### **2. Minutes**

RESOLVED, that the minutes of the regular meeting of the Cuyahoga County Board of Developmental Disabilities held August 24, 2023, 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 Alaina McCruel

Final Resolution: Motion Approved

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

### **3. Donations**

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

Motion by Steven Licciardi, second by Mozelle Jackson.

Final Resolution: Motion Approved

Aye: Allison Frazier, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve 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 August 31, 2023, be accepted and filed for audit; the payment of vouchers for the period August 1, 2023 to August 31, 2023 be ratified; and that all statements and voucher summaries are made a part of the permanent record of this meeting.

Superintendent and CEO, Dr. Amber Gibbs gave a summary and explanation of the financial statements.

Motion by Cynthia Schulz, second by Mozelle Jackson.

Final Resolution: Motion Approved

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

## **5. Announcements**

Board President, Cynthia Schulz turned the meeting over to Superintendent and CEO, Dr. Amber Gibbs who gave the following announcements:

- An event was held recently to appreciate direct support professionals (DSPs). Swings and Things in Olmsted Falls was rented out so that DSPs and their families could have a fun day out. Our Provider Development team planned and carried out the event and did a fantastic job. Over 500 DSPs from throughout the county were invited.
- CSU RISE (Reciprocal Inclusive Student Experience) is a new program for individuals we serve to be able to attend Cleveland State University as a student. Board members received a copy of a letter from Dr. John Schaefer at CSU lauding the program. Heidi Skrada, Cuyahoga DD Support Administration Manager has been the champion of this program which has seven students enrolled this fall. We provided start-up costs as well as financial help for individual students. There has been tremendous growth in these students in just a short period of time.
- A group of representatives from Cuyahoga DD participated in the 2023 Special Olympics Plane Pull.
- Cuyahoga DD Day of Service is coming up on October 17<sup>th</sup>. This was started last year and was a huge success. Staff have the opportunity to volunteer at a number of community locations during a part of their workday. There will also be some providers and individuals served participating. This year, we are expecting 80 people with developmental disabilities also volunteering.
- The Family and Provider Resource Expo will be held Saturday, October 14<sup>th</sup>, 10:00am – 3:00pm at the Holiday Inn at Rockside Road. We have been holding this event for several years and usually have over 100 providers and community resources available to connect with 300-500 people with disabilities and their families. There will also be fun activities, face painting and a photo booth. Board members were invited to stop by.
- We are working with Garrett Weider to create a mural at Big Creek Services Center (BCC). He was the artist who oversaw the creation of a mural on Puritas Avenue several years ago with people with disabilities. Over several weeks in October, individuals with disabilities, providers and staff will gather together to work on the mural.
- Each Board member received a draft of a policy change regarding electronic participation of Board members at regular meetings. If approved, this would allow board members to participate by Zoom, or phone, etc. with certain limitations. Due to the state legislation timeline, the Board cannot vote on this until after October 3<sup>rd</sup>. This advance copy is given so Board members have time to review and offer comments before it is presented for a vote.

## **6. Status Reports**

Superintendent Gibbs commented that the enrollment reports continue to be refined since Brittco, the new client information system has been implemented. The report shows the total number of people served over the course of a month, so it picks up people who were open to supports for only a few days. This is a more accurate picture of the total number of people served rather than a snapshot on the last day of the month. Board member, Steve Licciardi asked if day programming and employment numbers were back to pre-pandemic numbers and if that number could be provided for comparison.

## **7. Discussion Topic: *A Day in the Life of a Support Administrator***

Jo Elle Barath, Division Manager, Service and Support Administration along with Dana Stratz and Lauren Waldron, both Cuyahoga DD Support Administrators gave the presentation. They talked about the functions and roles of Support Administrators and the important work that they do on a day-to-day basis. Their presentation slides are attached to these minutes as a permanent part of the record of this meeting.

## **8. New Business**

### **A. DDPC Employee Resource Network**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into an agreement with the Developmental Disabilities Provider Consortium (DDPC) of Cuyahoga County to fund an Employee Resource Network (ERN) for the period January 1, 2024 to December 31, 2024 for a sum not to exceed \$156,000; 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 Steven Licciardi.

Final Resolution: Motion Approved

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

### **B. Approval of Continued Employment**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities, acting also as Ethics Council, approves hereby and authorizes the Superintendent to approve the continued employment of Taya Range, an employee who has an immediate family member employed with a private provider; and, BE IT FURTHER RESOLVED, that the Superintendent is authorized to take any and all actions necessary to carry out this transaction.

Motion by Cynthia Schulz, second by Mozelle Jackson.

Final Resolution: Motion Approved

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

### **C. Policy Change - New Section 7.3.4 - Use of Agency Procurement Cards**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to revise the 2023 Cuyahoga DD Policy Manual, adding Section 7.3.4. Use of Agency Procurement Cards in accordance with the attached document titled, "2023 Board Policy Section 7.3.4;" and, BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out this transaction.

Motion by Cynthia Schulz, second by Steve Scheidt.

Final Resolution: Motion Approved

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

### **D. Purchase of Wireless Access Points from TEC Communications**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to purchase wireless access points from TEC Communications of Cleveland, Ohio at a cost not to exceed \$129,950; 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: Allison Frazier, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt, Cynthia Schulz

### **E. 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 donate such property to Garfield Heights City School District, Special Education Department pursuant to Ohio Revised Code 307.12 (D); 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, Mozelle Jackson, Steven Licciardi, Alaina McCruel, Steve Scheidt, Cynthia Schulz

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

Tony Thomas, Executive Director of Welcome House thanked the Board, Dr. Gibbs, and the staff for their support of the Employee Resource Network program that was approved tonight. This was started about 2 years ago on a grant from the Cleveland Foundation which recently ran out, so the support of Cuyahoga DD came at a good time. Mr. Thomas talked about the success of the program and introduced two key individuals who contribute to that success along with their teams. Gina Kerman also stood up with Mr. Thomas as he talked about her contribution. The challenges of people hired by provider agencies were magnified during the pandemic and the curriculum that Gina carried out really helped people navigate the difficult times in their lives such as homelessness and domestic violence. Tony talked about success coaches who work closely with DSPs to help them through their situations. He introduced Missy who also explained how important the program is and how El Barrio has been an important part. Gina also thanked the Board and expressed how important it is to support DSPs so they can serve individuals with DD.

## **10. Executive Session**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities hereby adjourns to executive session to consider the sale of public property.

Motion by Cynthia Schulz, second by Steven Licciardi.

Final Resolution: Motion Approved

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

Time adjourned to executive session: 6:55 pm

## **11. Reconvene**

### **A. Roll Call**

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

Member absent: Allison Frazier, Lisa Hunt

Time reconvened: 7:14 pm

## **12. Adjournment**

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

Motion by Steven Licciardi, second by Mozelle Jackson.

Final Resolution: Motion Approved

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

Time adjourned: 7:14 pm

**The 2024 Budget Hearing and regular meeting** of the Board will be held September 26, 2023 at the Donzella Administration Building, 1275 Lakeside Ave East, Cleveland, Ohio 44114,

Certified by:

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Cynthia Schulz, President

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Allison Frazier, Secretary



C U Y A H O G A C O U N T Y

Board of Developmental Disabilities

# **Regular Board Meeting – September 28, 2023**

M. A. Donzella Administration Building and via Zoom

**Cynthia Vrsansky Schulz**, Board President

**Stephen Scheidt**, Board Vice President

**Allison Frazier**, Board Secretary

Board Members: **Lisa Hunt, Mozelle Jackson, Steven Licciardi, Alaina McCruel**

# CUYAHOGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## GENERAL FUND STATEMENT (CASH BASIS) GENERAL OPERATING FUND FOR THE PERIOD ENDING Aug-23

	<u>MONTH</u>	<u>YTD</u>
CASH BALANCE- OPENING	\$171,299,914	\$158,795,553
REVENUE:		
Local/Levy Revenue	\$0	\$60,481,179
Federal Revenue	\$1,021,190	\$9,774,780
State Revenue	\$0	\$159,360
Other Revenue	\$453,874	\$18,881,591
Total Revenues	\$1,475,064	\$89,296,910
EXPENDITURES:		
Salaries & Benefits	\$4,311,870	\$35,509,699
Program Expenses	\$23,154,666	\$58,298,832
Administrative Expenses	\$816,798	\$9,792,288
Total Expenses	\$28,283,334	\$103,600,819
CASH BALANCE - ENDING	\$144,491,644	\$144,491,644
Reserve for Encumbrances		(\$9,133,156)
Funds Available for Appropriation Less Encumbrances		\$135,358,488
Balance of Capital Reserve		\$6,000,000
Balance of Medicaid Reserve		\$45,000,000
Cash Balance of All Funds		\$186,358,488



**CUYAHOGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**STATEMENT OF REVENUE- PLANNED AND ACTUAL**  
**GENERAL OPERATING FUND**  
**FOR THE MONTH OF Aug-23 AND FOR THE YTD PERIOD ENDING Aug-23**

	Annual Budget	Current Month	YTD Actual	YTD Budget	YTD Variance	YTD Var. %
Local/Levy Revenue	\$109,600,000	\$0	\$60,481,179	\$60,000,000	\$481,179	1%
<b><u>FEDERAL REVENUE:</u></b>						
Targeted Case Management	\$9,500,000	\$749,302	\$6,687,032	\$6,576,923	\$110,109	2%
Medicaid Administrative Claiming (MAC)	\$3,000,000	\$0	\$2,008,727	\$1,500,000	\$508,727	34%
Title XX	\$850,000	\$213,186	\$639,559	\$637,500	\$2,059	0%
Youth ICF	\$500,000	\$0	\$0	\$67,000	(\$67,000)	(100%)
OOD Vocational Rehab Contract	\$360,000	\$34,627	\$277,020	\$240,000	\$37,020	15%
Medicaid Waiver Billing	\$350,000	\$24,075	\$162,442	\$273,180	(\$110,738)	(41%)
<b>Total Federal Revenue</b>	<b>\$14,560,000</b>	<b>\$1,021,190</b>	<b>\$9,774,780</b>	<b>\$9,294,603</b>	<b>\$480,177</b>	<b>5%</b>
<b><u>STATE REVENUE:</u></b>						
Capital Assisted Housing Funds	\$270,000	\$0	\$159,360	\$70,000	\$89,360	128%
<b>Total State Revenue</b>	<b>\$270,000</b>	<b>\$0</b>	<b>\$159,360</b>	<b>\$70,000</b>	<b>\$89,360</b>	<b>128%</b>
<b><u>OTHER REVENUE:</u></b>						
Settlements and Reconciliations	\$8,500,000	\$0	\$15,655,687	\$8,500,000	\$7,155,687	84%
Sale of Surplus Property	\$3,000,000	\$0	\$0	\$1,680,000	(\$1,680,000)	(100%)
Employee Health Ins Reimbursement	\$1,760,000	\$65,722	\$1,048,216	\$1,252,832	(\$204,616)	(16%)
Rent- Building & Vehicle	\$939,000	\$90,493	\$665,516	\$626,000	\$39,516	6%
Waiver Reimbursements	\$450,000	\$0	\$293,426	\$250,000	\$43,426	17%
Community Partner Reimbursements	\$350,000	\$34,272	\$534,668	\$195,486	\$339,182	174%
Miscellaneous Revenue	\$250,000	\$15,469	\$123,629	\$166,664	(\$43,035)	(26%)
Group Home Rent	\$160,000	\$0	\$159,385	\$160,000	(\$615)	0%
Private Donations & Memorials	\$5,000	\$0	\$0	\$2,500	(\$2,500)	(100%)
Grants	\$0	\$247,917	\$401,065	\$0	\$401,065	0%
<b>Total Other Revenue</b>	<b>\$15,414,000</b>	<b>\$453,874</b>	<b>\$18,881,591</b>	<b>\$12,833,482</b>	<b>\$6,048,109</b>	<b>47%</b>
<b>TOTAL REVENUE</b>	<b>\$139,844,000</b>	<b>\$1,475,064</b>	<b>\$89,296,910</b>	<b>\$82,198,085</b>	<b>\$7,098,825</b>	<b>9%</b>





# CUYAHOGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## STATEMENT OF EXPENDITURES- PLANNED AND ACTUAL GENERAL OPERATING FUND

FOR THE MONTH OF Aug-23 AND FOR THE YTD PERIOD ENDING Aug-23

	Annual Budget	Current Month	YTD Actual	YTD Budget	YTD Variance	YTD Var. %
Salaries and Wages	\$38,944,636	\$2,962,562	\$24,534,820	\$25,376,878	\$842,057	3%
Employee Benefits	\$18,469,156	\$1,349,309	\$10,974,879	\$11,775,039	\$800,160	7%
<b>Total Salaries &amp; Benefits</b>	<b>\$57,413,792</b>	<b>\$4,311,870</b>	<b>\$35,509,699</b>	<b>\$37,151,917</b>	<b>\$1,642,217</b>	<b>4%</b>
<b>Program Expenditures:</b>						
Waiver Match Obligation	\$51,391,197	\$19,470,410	\$41,414,251	\$35,385,599	(\$6,028,652)	(17%)
Locally Funded Contracts	\$10,692,720	\$957,643	\$4,882,663	\$7,184,711	\$2,302,048	32%
Family Supports	\$7,050,000	\$1,529,340	\$5,652,511	\$5,590,000	(\$62,511)	(1%)
Other Locally Funded Expenditures	\$6,227,800	\$851,312	\$3,161,907	\$4,424,806	\$1,262,899	29%
Residential Services & Contracts	\$6,084,441	\$346,769	\$2,948,392	\$4,306,894	\$1,358,502	32%
Program Services & Supplies	\$366,400	(\$808)	\$239,109	\$273,176	\$34,067	12%
<b>Total Program Expenses</b>	<b>\$81,812,558</b>	<b>\$23,154,666</b>	<b>\$58,298,832</b>	<b>\$57,165,185</b>	<b>(\$1,133,647)</b>	<b>(2%)</b>
<b>Administrative Expenditures:</b>						
Buildings & Grounds Contracts & Services	\$3,715,689	\$191,245	\$1,751,056	\$2,004,996	\$253,941	13%
Administrative Contracts	\$3,889,300	\$288,442	\$1,767,678	\$2,539,790	\$772,112	30%
Cuyahoga County Treasurer's Fees	\$2,200,000	\$0	\$2,344,216	\$1,870,500	(\$473,716)	(25%)
Property & Equipment	\$1,755,000	\$105,874	\$1,170,813	\$1,338,234	\$167,421	13%
Technology Contracts & Services	\$1,668,450	\$121,640	\$1,339,336	\$1,148,641	(\$190,695)	(17%)
Business Services & Supplies	\$1,298,755	\$53,544	\$854,525	\$957,396	\$102,872	11%
Staffing Expenditures	\$1,035,315	\$55,006	\$556,020	\$675,557	\$119,537	18%
Miscellaneous Expenses	\$330,000	\$1,047	\$8,645	\$83,333	\$74,688	90%
<b>Total Administrative Expenses</b>	<b>\$15,892,509</b>	<b>\$816,798</b>	<b>\$9,792,288</b>	<b>\$10,618,448</b>	<b>\$826,161</b>	<b>8%</b>
<b>Total Expenditures</b>	<b>\$155,118,859</b>	<b>\$28,283,334</b>	<b>\$103,600,819</b>	<b>\$104,935,551</b>	<b>\$1,334,731</b>	<b>1%</b>





DSP Appreciation  
Day



# CSU RISE





2023  
Special  
Olympics  
Plane Pull  
Team



# Cuyahoga DD Day of Service

**CUYAHOGA DD**  
**DAY OF SERVICE**

A white silhouette of the Cuyahoga County skyline, including several prominent buildings, is positioned on the right side of the maroon banner.

Cuyahoga DD Day of Service - Oct. 17  
2023





Family and Provider Resource Expo Volunteer





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

# A day in the life of a Support Administrator

Jo Elle Barath, *Division Manager, Service and Support Administration*

Dana Stratz, *Support Administrator 2*

Lauren Waldron, *Support Administrator 2*

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

# Service and Support Administration

*(ORC 5123-04-02)*

- Primary point of coordination
- Determination of eligibility
- Assessment
- Person-centered planning
- Establish budget
- Facilitate provider selection
- Ongoing service coordination
- Continuous review (monitoring service delivery and satisfaction)
- Emergency response (After Hours On Call)
- Maintaining the official record



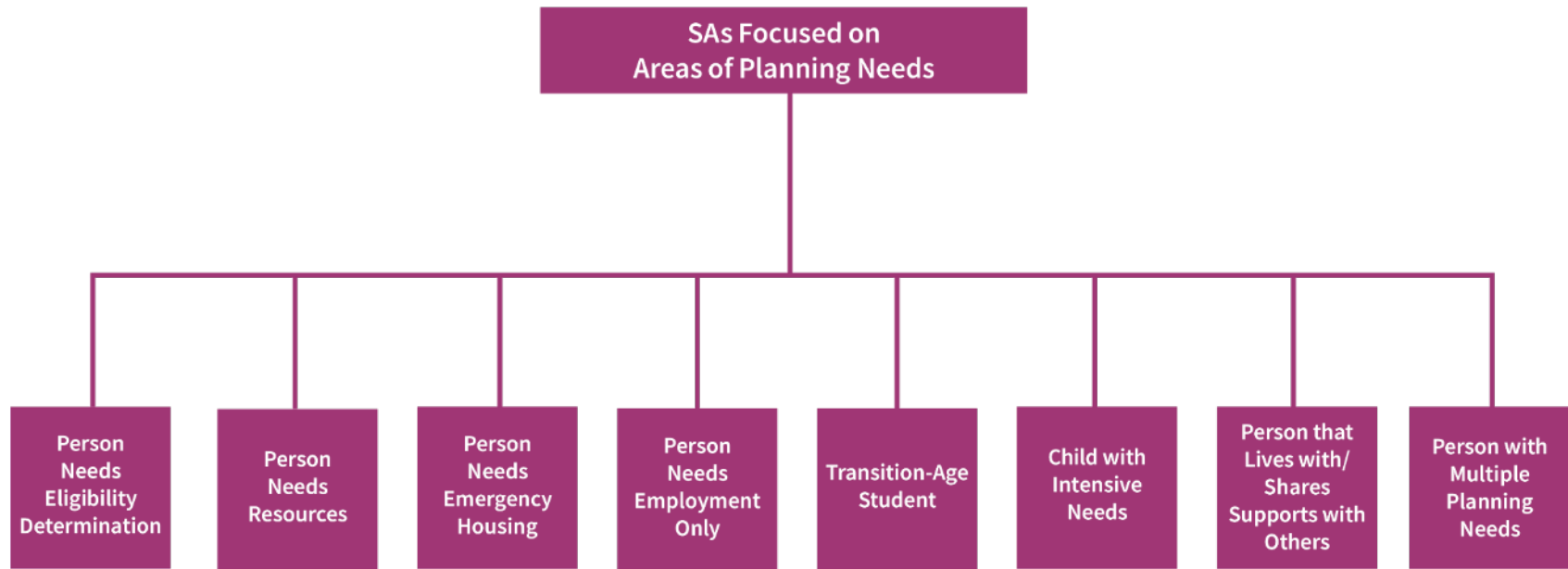


# Support Administration at Cuyahoga DD

- 212 SSAs
- Assigned to approximately 7000 people
- SSA requirements:
  - Bachelor's degree (many have master's)
  - SSA certification - initial training and continuous education



# Support Administration



# Helping People Achieve Goals

## Things SAs consider through discovery & conversation:

- Needs of person
- Community resources
- Waivers
- CPT, ISP, LOC
- Ancillary services
- Providers
- Budgets
- Recommendations
- Advocacy
- Referral forms
- Records
- Medicaid
- Social Security
- Caregivers
- Emergency planning
- Respite
- Other team members

## SAs help people so they can have:

- A place to live
- A job
- Safety
- Caregivers
- Self-determination
- Meaningful relationships
- Learning
- Places to go and things to do
- Transportation
- A full life



# Support Administration



# One Day, Many Hats

SAs may wear the hat to be...

- Authorizer
- Team facilitator
- Assessor
- Plan writer
- Listener
- Translator of complex rule and processes into simple language



The person served and customer service is the focus of all we do, and excellent customer service is our standard



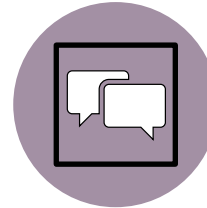
# Resources for a SA



# Other ways SAs get information and resources



Individual files/case history



Sharepoint



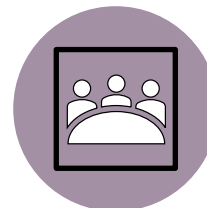
Weekly updates



Access to professional publications (memo Monday, SSA Newsletter)



Provider Support Dept



Meetings (monthly department meetings, monthly team meetings)



# Putting it all together





# Board adjourned to executive session.

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)

