



**Regular Board Meeting**

**April 24, 2025**

**Donzella Administration Building – 1275 Lakeside Avenue E, Cleveland, OH 44114**

**and broadcasted live via Zoom – 5:30 pm**

**1. Opening**

**A. Convene**

The organizational meeting was called to order by President, Steve Scheidt at 5:29pm.

**B. Roll Call**

Members present: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

Members absent: Allison Frazier, Lisa Hunt, Cynthia Schulz

**2. Minutes**

RESOLVED, that the minutes of the regular meeting of the Cuyahoga County Board of Developmental Disabilities held February 27, 2025, 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 Mozelle Jackson, second by Alaina McCruel.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

**3. Donations**

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

Motion by Alaina McCruel, second by Sara Steimle.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

**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 February 28, 2025, and for the period ending March 31, 2025, be accepted and filed for audit; the payment of vouchers for the period February 1, 2025 to February 28, 2025, and for the period March 1, 2025 to March 31, 2025 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 Alaina McCruel.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

Superintendent Gibbs gave a summary of the financial statements noting significant variances. We opened February with a cash balance of \$119,251,252. Our total revenues were \$1,221,517, and our expenditures

were \$6,090,254 for a cash balance ending of \$114,382,515. We opened March with a cash balance of \$114,382,515. Our total revenues were \$56,516,305, and our expenditures were \$7,347,968 for a cash balance ending of \$163,550,852.

Focusing on March, our total revenue is overbudget by 4% for the month which was the result of our first levy payment being \$2.2 million lower than expected. We anticipate this will even out and we will monitor it throughout the year. Our Medicaid Administrative Claiming is slightly lower, which is typical as the payment structure is three months behind, but we will also monitor this throughout the year. Our Title XX money is higher than normal, but this will even out when we get our next payment. Our Medicaid ICF is higher than budgets due to the increase in the numbers of individuals served (5 out of 6 individuals, as opposed to 4 out of 6 individuals served.) Medicaid Waiver Billing shows a YTD variance of 98%, however the cost is a comparatively nominal \$30K for the entire year. Timing issues account for revenue variances in Rent, Waiver Match Reimbursement and Community Partner Reimbursement. These revenues will ultimately be over budget due to the new agreement Cuyahoga DD has with the Juvenile Court.

Again, focusing on March, our overall expenditures ended up 3% under budget. Employee benefits are 3% overbudget due to a workers Compensation issue that was budgeted for last year but was paid this year. Family Supports is overbudget by 18% related to Neon payment timing issue. This is expected to even out this year.

## **5. Announcements**

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

- Congratulations got to Tom Majkrzak who has been promoted to the role of Finance Manager for Cuyahoga DD. Tom has been with our organization for over a year when he came to us from the Medina County Board of Developmental Disabilities.
- The Calming Cove and a Universal Changing Table are now open at Cleveland Metroparks Zoo. These were created because of a partnership between Cuyahoga DD and Cleveland Metroparks Zoo. The Calming Cove space is located near the primates' section of the zoo. The changing table is near the rhinoceros enclosure. A big "thank you" goes to Janet Keeler for making this connection for us.
- On April 9, we attended the ribbon cutting ceremony for Great Lakes Science Center's Sensory Room. GLSC is committed to inclusiveness and features a new weekly program called "GLSC For Me" which offers a quieter, sensory-sensitive museum experience for people with DD.
- Cuyahoga DD's Good Life Ambassadors (GLA) recently held a presentation at Albert Einstein Academy. This is representative of the many hundreds of people who are impacted by our GLAs and their message of inclusivity.

## **6. Discussion Topic**

Superintendent Gibbs gave an overview of the status reports that we share with the Board every month. All reports are included with the meeting slides that are attached to these minutes.

The enrollment status report shows that in the past year we served 12,660 people, which is 2,000 more people than in 2022. The report also displays race and ethnicity demographics of the people we serve. This is important because the enrollment data proves that our outreach efforts to underserved communities are working.

There are several reports that show trends over time in the areas of Adult Day Services/Group Employment, Individual Employment, Transportation, Support Administration and Family Supports, Children's Services, Behavioral and Health Supports, and Assistive Technology/Therapy. The number of people assigned to Support Administrators has increased in recent years but so has the number of Support Administrators.

Caseloads are stable with the average going up 1 or 2 per caseload. Family Supports is a success story with a current total of 4,508 individuals receiving Family Supports.

In the area of Children's Services, Early Intervention, (age 0-3), we are serving 1,345 which shows a slight decrease on the chart. Overall numbers of children in Cuyahoga County served have increased, but the difference is that we are serving more children using contract providers which we did not do previously. The number of visits for school-age children has decreased due to us training school staff so that they can provide services as well.

The Major Unusual Incident (MUI) report shows the areas of abuse, neglect and misappropriation. These numbers have remained static over the last few years. A report redesign is in the process of being created to coincide with a new MUI rule applied by the State. This will occur on July 1, 2025. Mary Golier added that the rule change will mostly affect how an investigation is conducted. Other areas of change include the qualifications of unexpected hospitalizations and the timeline of when to investigate them. Also, verbal abuse is being changed to emotional abuse.

The employee staff report shows that we have 560 staff. Many positions require a degree, but we are constantly re-evaluating the requirements for specific positions. Mozelle Jackson requested that the number of open positions be listed in this report. Amber agreed. Sara Steimle questioned whether we are mandated by the state of which positions require degrees or not. Amber replied that there are no mandates, just professional best practices which are constantly being re-evaluated.

## **7. Status Reports**

## **8. New Business**

### **A. Managed Services Agreement with Terillium**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the budget for a contract with Terillium of Cincinnati, Ohio for Oracle Managed Services for the period January 1, 2025 to December 31, 2025, for a sum not to exceed \$65,000; 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 Sara Steimle.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

Superintendent Gibbs explained that in 2022 Cuyahoga DD implemented and rolled out Oracle software, which came from a different vendor. We switched vendors to Terillium and have been very satisfied with their services. Unlike our previous vendor, they offer training and support so that we can customize our own reports. The \$65,000 price of this item will be greatly reduced next year as Terillium ensures that our training will be up-to-date by that time.

### **B. Payments for UKG Licensing and Cloud Hosting**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the payments for an existing contract with Ultimate Kronos Group of Lowell, Massachusetts, for software licensing and cloud hosting for the period May 1, 2025, through April 30, 2029, at a cost not to exceed \$88,000 per year; 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 Sara Steimle, second by Alaina McCruel.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

Superintendent Gibbs explained that the Board previously approved a 5-year contract with UKG, but they only approved payment for one year of the contract. This item is for the approval of the contract payments for the remaining four years.

**C. Approval of Continued Employment of Several Employees**

RESOLVED, that Cuyahoga County Board of Developmental Disabilities, acting also as Ethics Council, approves hereby and authorizes the Superintendent to approve continued employment of several employees who have immediate family members that are employed with or serve on the Board of 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 Alaina McCruel, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

Superintendent Gibbs explained that this is a standard item brought before the Board acting as Ethics Council. These employees are not able to contract with these providers in any way, but we'd like the Board to know about them and to approve them.

**9. Comments from the Floor**

Larry Rodriguez, a member of Cuyahoga DD's community, spoke on the topic of funding for Synergy Conference. He listed his goals, including becoming a part of Cuyahoga DD's Board and the goal of finding part-time employment. He thanked the Board for all that they do. Superintendent Gibbs replied that Cuyahoga DD is a sponsor of the Synergy Conference and said that she will have someone follow up with him about being able to attend that.

Kara Bryden, a Support Administrator for Cuyahoga DD, spoke on the topic of diversity. She praised the strength of the Cuyahoga DD's diversity. She also advocated for her fellow workers and beseeched the Board to value their diversity and light.

**10. Adjournment**

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities hereby adjourns to Executive Session for the purpose of considering the employment of a public employee.

Motion by Alaina McCruel, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

Time adjourned: 6:21pm

**11. Reconvene**

A. Roll Call

Members present: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

Time reconvened: 7:05pm

**12. Adjournment**

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

Motion by Steve Scheidt, second by Alaina McCruel.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

Time adjourned: 7:06pm

**Next Meeting** – Next Meeting - May 22, 2025, 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](http://cuyahogadd.org) at least three days prior to the meeting.

Certified by:

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Stephen Scheidt, President

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Mozelle Jackson, Secretary