

# Meeting Minutes

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**Regular Board Meeting Minutes**  
**March 27, 2023**

**I. Call to Order**

The MCBDD Regular Board Meeting was called to order by Board President Wayne Carroll at 5:09 p.m. Other Board Members present included the following: Dave Hartman, Andy Olah, Ann Salek, Sandra Thomas Fain, and Mark Gryskiewicz. Lisa Dreaden was excused.

Staff present included the following: Stacey Maleckar, Annie Finnerty, Shannon Lees, Bobby Richards, Patti Hetkey, Sabrina Johnson, Carey Bates, Ed Dryer, Celeste Bajorek, Pam Hunt, and Marie Friss.

Others present included the following: Keisha Thomas.

**II. General Session**

**A. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**B. Mission Statement Affirmation**

The Mission Statement was recited.

**C. Approval of Minutes**

1. Approval of the Minutes from the Regular Board Meeting, February 27, 2023

A Motion was made by Ms. Thomas Fain, seconded by Mr. Hartman, to approve the Minutes from the Regular Board Meeting on February 27, 2023. The Motion was approved with a unanimous “yes” vote.

**D. Presentation (Attachment)**

1. Committed to Inclusion – Pam Hunt

Pam Hunt, Director of Community Development, shared information regarding the Committed to Inclusion Project. Mr. Olah asked if we could highlight participating businesses monthly, similar to what we do for DSP Spotlights. Ms. Hunt stated that we are already doing this via multiple social media platforms. Mr. Olah asked if there is follow-up with interested businesses. Ms. Hunt stated that our interactions with the businesses are ongoing. Mr. Carroll asked if we have considered hiring a community liaison for this purpose. Ms. Maleckar stated that the Community Supports Department is set up to cover this.

**E. Discussion Items**

1. Performance Audit Update

The Performance Audit is now complete, we have received the final report, and the report is now public. Ms. Maleckar acknowledged the internal team that worked closely with the State Audit Team: Stacey Maleckar, Annie Finnerty, Diana Davis, Carey Bates, as well as the rest of Management Team. The audit showcases all the good things the MCBDD does and that the MCBDD is financially solid and in line with peers; however, it is beneficial to have the third party opinion. The following areas were reviewed: salaries, staffing, benefits, cash balance, and TCM.

Recommendations in the report were reviewed. We have not had any feedback from the Budget Commission; however, Ms. Maleckar has had some conversation with County Commissioners Steve Hambley and Aaron Harrison.

## **F. Old Business – There was no Old Business**

## **G. New Business**

### **1. Abolishment and Creation of Positions Resolution #09-23**

A Motion was made by Ms. Salek, seconded by Mr. Gryskiewicz, to approve Resolution #09-23 to abolish the following positions: Director of Community Services and Director of Community Development and create the following positions: Director of Community Supports and Development and Community Projects Supervisor. There will now be one director in the Community Supports Department. The Board requested to see the job descriptions for the new positions. The Motion was approved with a unanimous “yes” vote.

### **2. Approval of the 2024 Agency Calendar & 2023-2024 Windfall School Calendar**

A Motion was made by Mr. Olah, seconded by Ms. Thomas Fain, to approve the 2024 Agency Calendar & 2023-2024 Windfall School Calendar. Mr. Carroll asked how these calendars align with other school districts. Ms. Maleckar stated that we use the county calendar, which takes into consideration all districts, when creating our school calendar. Mr. Carroll asked if transportation is an issue when we are closed. Ms. Maleckar stated that we do our best to align with Wadsworth School because they are a large district that uses their vehicles and drivers opposed to contracted transportation. Ms. Thomas Fain asked if we recognize all federal holidays; she did not see Juneteenth on the calendar. Ms. Maleckar stated that the AFSCME Union approved swapping Good Friday for Juneteenth in 2024 (as seen on the agency calendar); however, the OEA Union negotiations have not happened yet. We expect the two unions to align, and the 2023-2024 Windfall School Calendar will be revised, as needed, once negotiations are done. The Motion was approved with a unanimous “yes” vote.

## **G. Reports Review**

- Superintendent’s Report – Ms. Maleckar reviewed the Superintendent’s Report and addressed questions from the Board.
  - Ms. Johnson gave an update regardless Boundless removing some residential services from Medina County. She stated that all individuals affected (12) have new providers in place. Those affected were in congregate settings.
- Financial Reports – Ms. Bates reviewed the following:
  - Revenue
    - No donations received.
  - Expenses
    - Plow for Operations truck.
    - Match for four individuals in a developmental center.
    - Prior year carryover-all funds-\$90,167.00 (CI & Contract Services).

- Cash Balance
  - \$30.7M
- Cash Flow
  - \$1M of fund balance used.
  - BP card was cancelled due to added fees. Will update credit card policy in April to remove from current policy.
- Voucher Report
  - Mr. Carroll asked about emergency housing costs and the process. Ms. Johnson stated that each situation is reviewed individually, via Needs Committee. Guidelines are in place for the amounts spent and they are tracked. Ms. Bates stated that we have not had any emergency housing needs last year or so far this year. She stated that what is on this month's voucher report is rental subsidies and we get reimbursed for them.

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to approve Resolution #10-23 to approve the Financial Reports for February, 2023. The Motion was approved with a unanimous "yes" vote.

- MCBDD Enrollee Statistics Report
  - Mr. Carroll asked about the decrease in EI. Ms. Bajorek stated that EI numbers fluctuate and there are 18 categories for why kids leave EI.
- Personnel Control Report
  - Ms. Maleckar stated that all agency positions are filled.
- Action Plan Progress Report
  - Ms. Maleckar stated we are moving in the right direction and doing well; no concerns. We are continuing to build capacity with remote supports. Mr. Carroll recommended offering assistance for families who have loved ones in a group home, etc., in regard to technology and connecting to that loved one.
  - Mr. Hartman was impressed by the participants at the SSA Mingle.
  - Leadership Academy – about eight applications were received. This is a program that will help build confidence and skills for individuals with disabilities to be more active in their communities and or take on leadership roles i.e. committees, boards, attending council meetings, etc.
  - Mr. Hartman asked Ms. Maleckar to research SB 38 and give an update next month and to monitor updates with HB 1.

### **III. Open Forum**

No speakers from the audience.

### **IV. Executive Session**

No Executive Session was held.

The Board extended their thanks and best wishes to Pam Hunt who will be leaving the MCBDD for a new opportunity on April 21, 2023. Ms. Hunt has done an amazing job and will be missed.

**V. Adjournment**

A Motion was made by Ms. Thomas Fain, seconded by Mr. Gryskiewicz, to adjourn the meeting at 6:55 p.m. The Motion was approved with a unanimous “yes” vote.

**FOR APPROVAL**

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Board Chair  
Medina County Board of DD

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Board Secretary  
Medina County Board of DD