

Meeting Minutes

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
June 26, 2023

I. Call to Order

The MCBDD Regular Board Meeting was called to order by Board President Wayne Carroll at 5:08 p.m. Other Board Members present included the following: Dave Hartman, Andy Olah, Sandra Thomas Fain, Lisa Dreaden, and Ann Salek. Mark Gryskiewicz was excused.

Staff present included the following: Stacey Maleckar, Annie Finnerty, Shannon Lees, Rose Koty, Bobby Richards, Patti Hetkey, John Thomas, Tom Majkrzak, John Krebs, Celeste Bajorek, Paula Majoros, and Marie Friss.

Others present included the following: Keisha Thomas and Melanie Kasten-Krause (The Society).

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 Donated Funds Committee Meeting, May 9, 2023
A Motion was made by Ms. Dreaden, seconded by Mr. Olah, to approve the Minutes from the Donated Funds Committee Meeting on May 9, 2023. Mr. Hartman abstained. All others voted “yes.” The Motion was approved.

2. Approval of the Minutes from the Ethics Committee Meeting, May 15, 2023
A Motion was made by Ms. Salek, seconded by Ms. Dreaden, to approve the Minutes from the Ethics Committee Meeting on May 15, 2023. The Motion was approved with a unanimous “yes” vote.

3. Approval of the Minutes from the Regular Board Meeting, May 15, 2023
A Motion was made by Ms. Thomas Fain, seconded by Mr. Hartman, to approve the Minutes from the Regular Board Meeting on May 15, 2023. The Motion was approved with a unanimous “yes” vote.

D. Presentation

1. The Society’s 70th Anniversary
The Society (formerly SHC) was recognized by the Board for their 70th Anniversary of providing vital services to individuals with developmental disabilities in Medina County. Executive Director Melanie Kasten-Kraus was present and accepted the Letter of Recognition and Appreciation.

E. Old Business – There was no Old Business

Ms. Maleckar asked the Board Members to respond to Ms. Lees' email regarding availability for a Special Board Meeting requested for Monday, August 7. This Special Board meeting is in regard to approval of contractors for capital projects. Mr. Olah stated he is available on August 7.

F. New Business

1. Appropriation Increase-Capital Projects Resolution #16-23

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to approve Resolution #16-23 to authorize the Medina County Auditor to make the following appropriation increase for the purpose of increasing appropriations for the capital sales tax contract project account:

INCREASE	AMOUNT
2856-9696-50590 SALES TAX CAP CONT CONTR	\$8,800.00

2023 Budget Appropriation increase: 28569696-50590 will increase from \$23,200.00 to \$32,000.00. These sales tax dollars may only be used for school projects. The Motion was approved with a unanimous "yes" vote.

2. Meyer Design Playground Resurface Resolution #17-23

A Motion was made by Ms. Thomas Fain, seconded by Ms. Dreaden, to approve Resolution #17-23 to authorize the Superintendent to accept the scope of work for a proposal with Meyer Design Inc. for the following services:

- Rubber Surfacing – Swing Set Area
- Remove and realign middle swing (risk assessment item)
- Repair rubber perimeter at platform swing
- Remove (2) Spring Bouncer Animals

The cost for the scope of work and any elected options shall not exceed: \$49,100.00. The Motion was approved with a unanimous "yes" vote.

3. Appropriation Transfer Resolution #18-23

A Motion was made by Mr. Olah, seconded by Mr. Hartman, to approve Resolution #18-23 to authorize the Medina County Auditor to make the following appropriation transfers (\$8,500.00) from Early Intervention Other Expenses to Early Intervention Supplies for the purpose of purchases needed under the EI ARPA grant funding. The Motion was approved with a unanimous "yes" vote.

4. ProDoor Door Replacement Resolution #19-23

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to approve Resolution #19-23 to authorize the Superintendent to accept the scope of work for a proposal with ProDoor & Security for the following services: Labor and materials to replace (3) automatic sliding doors – A18, B17 & A1. The cost for the scope of work and any elected options shall not exceed: \$49,496.71. This project is in the Capital Improvements budget. Mr. Richards explained to the Board the location of the doors being replaced. The Motion was approved with a unanimous "yes" vote.

5. Legacy Roofing Resolution #20-23

A Motion was made by Ms. Dreaden, seconded by Ms. Thomas Fain, to approve Resolution #20-23 to authorize the Superintendent to accept the scope of work for a proposal with Legacy Roofing Services for the following services: Remove and replace gutters on the school and extend downspouts from upper area into lower gutter. The cost for the scope of work and any elected options shall not exceed \$40,149.00. Mr. Olah asked if an itemized quote was received. Mr. Richards stated we did not receive an itemized quote and that other quotes were received and also were not itemized. Mr. Richards stated that he could request the itemized costs and share with the Board at the July Board Meeting. The Board agreed to approve the Resolution now in order to not stall the project and receive the itemized costs at the July Board Meeting. The Motion was approved with a unanimous “yes” vote.

6. Appropriation Increase Resolution #21-23

A Motion was made by Mr. Hartman, seconded by Ms. Dreaden, to approve Resolution #21-23 to authorize the Medina County Auditor to make the following appropriation increase for the purpose of increasing appropriations for the IT contract services account:

INCREASE	AMOUNT
3300-0004-50580 INFORM TECH CONTR SVS	\$61,690.00

2023 Budget Appropriation increase:

33000004-50580 will increase from \$129,950.00 to \$191,640.00. The Motion was approved with a unanimous “yes” vote.

7. Abolishment and Creation of Positions Resolution #22-23

A Motion was made by Ms. Thomas Fain, seconded by Mr. Olah, to approve Resolution #22-23 to abolish the following position: Maintenance Repairman (1); and create the following positions: Maintenance Supervisor and Service and Support Administrator (2). Per recommendations in the recent performance audit and review of current caseload size, our SSA caseloads are currently in excess of the state average. The Performance Audit showed that on staffing levels, when normalizing for client population, we staff 5.5 fewer SSAs than the operational peer average in other counties. Adding two new SSA positions will allow SSAs more time to focus on the needs of the individuals on their caseloads. This request will result in a salary increase of approximately \$50,000 plus benefits for the remainder of 2023. The Maintenance Supervisor position will take the lead in assigning the building's daily tasks, maintenance requests, landscaping, snowplowing, and preventative maintenance to the operations and maintenance staff. The skill level is also being increased including a requirement to obtain HVAC certification which will ultimately decrease the need and cost of third-party vendors. This request will result in a salary increase of approximately \$5,000 per year. Mr. Hartman asked why we are eliminating the Maintenance Repairman position and asked if we would need it in the future. Ms. Davis stated that we do not need the second Maintenance Repairman position as the Maintenance Supervisor position will encompass these duties. Ms. Salek asked if the Maintenance Repairman duties will be contracted out. Ms. Maleckar stated that the current Maintenance Repairman duties will be incorporated into the Maintenance Supervisor position. In addition, the new position will allow us to do more in-house versus

contracting out i.e. HVAC projects. Ms. Maleckar stated that in regard to the new SSA positions, caseloads are getting more difficult to manage and we need to get them down. Mr. Hartman asked if the SSA caseloads were an issue before the performance audit. Ms. Maleckar stated that they were an issue and a plan was in place to add a new SSA position every other year. This Resolution will allow us to increase more quickly and get caseloads under control. Ms. Dreaden stated she feels this demonstrates responsiveness to the performance audit. Mr. Carroll requested a presentation regarding how SSA caseloads are assigned. The Motion was approved with a unanimous “yes” vote.

8. Excess Property Resolution #23-23

A Motion was made by Mr. Olah, seconded by Mr. Hartman, to approve Resolution #23-23 to declare the requested items as excess property and unusable by the Medina County Board of Developmental Disabilities. Mr. Hartman asked about the Lenovo devices going up for auction. Mr. Richards stated they have aged out and are being replaced with laptops. Mr. Carroll asked if staff are able to request what type of device they are assigned. Mr. Richards stated that the type of device staff are assigned is based on their job duties. Mr. Richards also stated that all devices are properly wiped before being auctioned or destroyed. 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.
 - Mr. Hartman shared that he was approached by a grandparent at the Windfall graduation who was very grateful for the Board services for his grandchild.
 - Mr. Carroll requested data regarding the kids in Windfall Preschool and where they go from there.
 - Mr. Carroll recommended getting CEUs approved for the Guardianship training in order to get more participants. Ms. Salek stated the training agenda would need submitted to the Bar Association for approval.
 - Mr. Hartman attend the Special Olympics State Games and reported it went well. Thanks were extended to Amy Smith and all volunteers.
- Financial Reports – Mr. Majkrzak reviewed the following:
 - Revenue
 - 50% reimbursement of match per agreement with JFS for a child on a waiver (JFS has custody).
 - Three donations received: \$150.00 for educational recreation items; \$22.50 for Education Donated Funds (Box Tops for Education); \$35.00 for Memorial Grove.
 - Mr. Hartman asked how we can increase donations and if the community knows that we take donations and for what purposes. He stated donations are down 90% from this time last year. Mr. Majkrzak stated that the donation account will get a boost on next month’s report with what was received at the Ice Cream Social.
 - Expenses
 - \$13,200.00 for property insurance. Re-eval has not yet been completed.
 - \$4,281.00 for Special Projects – DSP retention, employee referral, DSP training curriculum.

- Equipment – mostly EI ARPA grant purchases.
- Match for five individuals in a developmental center.
- No concerns at this time.
- Cash Balance
 - Fund Balance: \$38.5M.
- Cash Flow
 - Monthly Cash Flow: \$736K use of fund balance.
- Voucher Report
 - There were no questions from the Board.

A Motion was made by Ms. Salek, seconded by Ms. Dreaden, to approve Resolution #24-23 to approve the Financial Reports for May, 2023. The Motion was approved with a unanimous “yes” vote.

- MCBDD Enrollee Statistics Report
 - Ms. Maleckar stated there are no concerns at this time.
 - In order to ensure individuals with disabilities do not fall through the cracks, Mr. Carroll requested a report regarding who the case managers are for eligible individuals who do not have an SSA, including those in an ICF. Mr. Carroll stated he is aware that ICFs have case managers or “Qs.” Mr. Olah stated he has concerns about asking for information regarding individuals outside of the county board enrollment. Mr. Thomas stated that we would not have information on any individuals that moved to the ICF from outside of Medina County as the ICF is not required to report that information to us; however, we can run a report on individuals that are in our data system that moved to an ICF since we would have updated their address when that happened. Mr. Thomas also stated that, procedurally, when there is a MUI at the ICF, the ICF is responsible for investigating the incident and establishing a prevention plan; however, the ICF does report the MUI to the MCBDD. Ms. Dreaden recommended this information be provided to the Board as an annual report. Ms. Maleckar will work with Mr. Thomas to gather the requested data. Mr. Hartman added that we need to be careful about adding new SSA positions if the enrollment hasn’t increased significantly.
- Personnel Control Report
 - Ms. Davis stated that we are now fully staffed.
- Action Plan Update – Focus Area 1
 - Ms. Maleckar reviewed the Focus Area 1 Dashboard.

III. Open Forum

No speakers.

IV. Executive Session

There was no Executive Session.

V. Adjournment

A Motion was made by Ms. Thomas Fain, seconded by Ms. Dreaden, to adjourn the meeting at 6:42 p.m. The Motion was approved with a unanimous “yes” vote.

FOR APPROVAL

Board Chair
Medina County Board of DD

Board Secretary
Medina County Board of DD

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