

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Nominating Committee Meeting Minutes
January 22, 2024

I. Call to Order

The Nominating Committee Meeting was called to order by Committee Member Wayne Carroll, at 4:31 p.m. Committee Member Dave Hartman was present, Sandra Thomas Fain (Chair) was excused. Mr. Hartman volunteered to be the Chair for this meeting.

Others present included the following: Stacey Maleckar, Annie Finnerty, Shannon Lees, Diana Davis, Sabrina Johnson, and Bobby Richards.

II. Discussion/Proposed Slate of 2024 Officers

The Nominating Committee met regarding the slate of Board Officers for 2024. After discussion, the proposed slate included the following:

President:	<u>Andrew Olah</u>
Vice President:	<u>Mark Gryskiewicz</u>
Secretary:	<u>Lisa Dreaden</u>

A Motion to accept the proposed slate of Board Officers was made by Mr. Hartman, and seconded by Mr. Carroll. The Motion was approved with a unanimous “yes” vote.

III. Adjournment

A Motion was made by Mr. Carroll, seconded by Mr. Hartman, to adjourn the meeting at 4:33 p.m. The Motion passed with a unanimous “yes” vote.

FOR APPROVAL

Nominating Committee Chair
Medina County Board of DD

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Annual Organizational Meeting Minutes
January 22, 2024

I. Call to Order

The MCBDD Annual Organizational Meeting was called to order by Board President, Wayne Carroll, at 5:03 p.m. Other Board Members present included the following: Dave Hartman, Andy Olah, Mark Gryskiewicz, Lisa Dreaden, and Ann Salek (arrived at 5:05 p.m.). Sandra Thomas Fain was excused.

Staff present included the following: Stacey Maleckar, Annie Finnerty, Shannon Lees, Carey Bates, Bobby Richards, Patti Hetkey, Celeste Bajorek, Ed Dryer, Diana Davis, Sabrina Johnson, and Christie Kimbler.

II. Nominating Committee Report and Election of Officers for 2024

The Nominating Committee consisted of Committee Members, Wayne Carroll and Dave Hartman. Sandra Thomas Fain was excused. Mr. Hartman acted as temporary Chair and stated that the Nominating Committee met on January 22, 2024. After discussion, the Committee voted to accept the following as the proposed slate of officers for 2024:

President: Andrew Olah
Vice Pres: Mark Gryskiewicz
Secretary: Lisa Dreaden

A Motion was made by Mr. Hartman, seconded by Ms. Dreaden, to accept the slate of Board Officers for 2024 as presented. With no further discussion and no additional nominations, the Motion was approved with a unanimous “yes” vote.

Mr. Olah requested that Mr. Carroll finish the Annual Organizational Meeting as Chair.

III. 2024 Committee Appointments

Mr. Carroll asked for volunteers for both the Donated Funds and Ethics Committees. The volunteers for the two committees are as follows:

Donated Funds: Dave Hartman (Chair), Ann Salek, Lisa Dreaden

A Motion was made by Ms. Salek, seconded by Ms. Dreaden, to approve the 2024 Donated Funds Committee appointments. The Motion was approved with a unanimous “yes” vote.

Ethics: Wayne Carroll (Chair), Mark Gryskiewicz, Sandra Thomas Fain

A Motion was made by Ms. Salek, seconded by Ms. Dreaden, to approve the 2024 Ethics Committee appointments. The Motion was approved with a unanimous “yes” vote.

IV. Review and Approval of the 2024 Table of Organization

A Motion was made by Mr. Hartman, seconded by Mr. Gryskiewicz, to approve the 2024 Table of Organization as presented. Ms. Dreaden asked if there were any changes from last year. Ms. Maleckar stated that the CSS position was removed, but other than that there were no major changes. The Motion was approved with a unanimous “yes” vote.

V. Required Forms

Mr. Carroll asked that each Board Member sign off on the required SB 10 form and return to Ms. Lees. Mr. Carroll also reminded the Board to submit the Board Member Self Evaluations and the Superintendent’s Evaluation to him as soon as possible. Mr. Carroll requested that Mr. Olah (newly appointed Board President) add Board Member Self Evaluations to the Agenda for the February 26, 2024, Board Meeting.

VI. Adjournment

A Motion was made by Mr. Olah, seconded by Mr. Hartman, to adjourn the meeting at 5:16 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

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
January 22, 2024

I. Call to Order

The MCBDD Regular Board Meeting was called to order by Board President Andy Olah at 5:30 p.m. Other Board Members present included the following: Wayne Carroll, Dave Hartman, Lisa Dreaden, Mark Gryskiewicz, and Ann Salek. Sandra Thomas Fain was excused.

Staff present included the following: Stacey Maleckar, Annie Finnerty, Shannon Lees, Diana Davis, Sabrina Johnson, Carey Bates, Celeste Bajorek, Patti Hetkey, Bobby Richards, Ed Dryer, and Christie Kimbler.

II. Executive Session

No Executive Session was held.

III. General Session

A. Pledge of Allegiance

The Pledge of Allegiance was recited.

B. Mission Statement Affirmation

The Mission Statement was recited.

C. Recognitions

1. Retirement(s)

Superintendent Stacey Maleckar read two Retirement Proclamations: Kim Deiderich (SSA) and Cindy Millner (School). The proclamations thanked both staff for their many years of dedicated service, highlighted accomplishments, and wished them the very best in their retirements.

D. Approval of Minutes

1. Approval of the Minutes from the Regular Board Meeting, December 18, 2023

A Motion was made by Mr. Carroll, seconded by Mr. Gryskiewicz, to approve the Minutes from the Regular Board Meeting on December 18, 2023. The Motion was approved with a unanimous “yes” vote.

E. Follow Up

Ms. Maleckar reviewed the Follow Up information that was included in the Board Packet. Mr. Carroll then asked about an issue that was brought to the Board a few months ago during public forum involving R. Miller and her employment with Walmart. Mr. Carroll asked what the outcome was for this issue. Ms. Maleckar stated that Mr. Dryer reached out several times and provided what assistance the Board was able to offer.

F. Discussion Items

1. CARF Survey

Ms. Maleckar stated the MCBDD did very well on the CARF Survey. She stated the surveyors were very complimentary of the facility and the longevity of the staff. They were also impressed with the visit to the worksite. There were only three small recommendations received. The report should come out in about six weeks.

2. 2024 Performance Outcomes

Mr. Hartman asked Ms. Davis why the job descriptions are being reviewed and re-formatted. Ms. Davis stated this is a result of a request of the Board at a previous meeting. She stated there is a lot of verbiage on the job descriptions and they need the review and re-formatting. Mr. Hartman asked Mr. Richards about the outcome to *Improve Preventative Maintenance*. Mr. Richards stated we have a new software that will help track projects, improving documentation and tracking.

3. 2024 Action Plan Draft

Mr. Hartman asked if there were any public comments received. Ms. Maleckar stated we received a few i.e. changing tables in the community. She stated most are already being addressed in the plan.

G. Old Business

There was no Old Business.

H. New Business

1. 2024 Action Plan Approval Resolution #01-24 (ACTION)

A Motion was made by Mr. Carroll, seconded by Ms. Dreaden, to approve Resolution #01-24 to approve the 2024 Action Plan as presented. There was no additional discussion. The Motion was approved with a unanimous “yes” vote.

2. 2024 Agency Calendar Revision Resolution #02-24 (ACTION)

A Motion was made by Ms. Dreaden, seconded by Mr. Gryskiewicz, to approve Resolution #02-24 to approve the submitted revisions to the 2024 MCBDD Agency Calendar. Mr. Hartman asked how many holidays, including break, are on the 2024 calendar. Ms. Davis stated there are 16. The Motion was approved with a unanimous “yes” vote.

3. Superintendent’s Contract Resolution #03-24 (ACTION)

A Motion was made by Mr. Carroll, seconded by Ms. Dreaden, to approve Resolution #03-24 to approve the three-year employment contract for Superintendent Stacey Maleckar, beginning January 1, 2024, and ending December 31, 2026. The Motion was approved with a unanimous “yes” vote.

4. Excess Property Resolution #04-24 (ACTION)

A Motion was made by Mr. Gryskiewicz, seconded by Ms. Salek, to approve Resolution #04-24 to declare the requested items as excess property and unusable by the MCBDD. The Motion was approved with a unanimous “yes” vote.

5. Policy Review and Approval (ACTION)

A Motion was made by Mr. Carroll, seconded by Mr. Gryskiewicz, to approve the requested MCBDD Policy revisions as presented. In regard to the revision of policy Ch. 3, Sec. 2 F, page 2, Mr. Hartman recommended the time employees have to submit receipts be stated as follows: “within five business days upon return to work.” The Board agreed. The Motion by Mr. Carroll, and seconded by Mr. Gryskiewicz, was revised to include this revision. Mr. Hartman asked if we have had any issues with staff using the credit card i.e. lost cards. Ms. Bates stated that staff do not physically use the card, and the card is only used in cases where the agency won’t accept purchase orders. While this new rule does allow more flexibility for use of the agency credit card, our process of when we use the card will not change. Mr. Hartman asked about #4 on the Ch. 3, Sec. 2 H policy. Ms. Bates stated that per IRS changes, we must add this type of reimbursement on the W2 with a notation. Upon the explanation, Mr. Hartman was in agreement with this. The Revised Motion was approved with a unanimous “yes” vote.

I. Reports Review

- Superintendent’s Report
 - Ms. Malekar reviewed the Superintendent’s Report and addressed questions from the Board.
- Financial Reports – Ms. Bates reviewed the following:
 - Revenue
 - 107% of revenue was received.
 - \$690,493.00 – CY20 Cost Report Settlement: CY19 was received in August, 2023, but was supposed to be received in 2022.
 - No donations received.
 - Questions regarding housing and CAP funds were addressed.
 - Ms. Bates reviewed the Year End Summary.
 - Expenses
 - 91% of expenses were paid.
 - December was a three-pay period month.
 - \$94,554.35 paid to the county for excess medical claims; last year was \$1M.
 - Capital Projects – three exterior door replacement and custodial walk-behind floor machine.
 - \$144K for CY23 Q3 provider retention payment.
 - Match for six developmental center residents.
 - Ms. Bates reviewed the Year End Summary.
 - Cash Balance
 - \$38M - off projection by 4%, mostly due to the extra cost report settlement of \$690K and less expenses than projected; \$354K.
 - Cash Flow
 - \$729K used of fund balance.
 - YTD – added \$3.6M to fund balance.
 - Ms. Bates stated she sent the revised appropriation for the general reserve account to the county. The revised appropriation is as follows: \$8,544,280.00 (40% of prior year 2023 general fund expenses). Amount will be adjusted once full budget is granted.

- Voucher Report
 - Board Member questions were addressed.

A Motion was made by Mr. Hartman, seconded by Mr. Carroll, to approve Resolution #05-24 to approve the Financial Reports for December, 2023. The Motion was approved with a unanimous “yes” vote.

- Enrollee Stats
 - There were no questions or comments from the Board.
- Personnel Control Report
 - There were no questions or comments from the Board.
- Quarterly Reports
 - Ombudsman – The Board requested more detail on the Ombudsman report.
 - Community Employment – No questions or comments.
 - Agency Contracts – No questions or comments.
 - Community Provider – Ms. Bates stated this report may no longer be needed since the MCBDD is no longer providing services. The Board would like to continue receiving this report for the time being.
 - Fiscal Indicators – No questions or comments. Ms. Maleckar noted the number of waivers allocated in 2023: 43 waivers; mostly Level One waivers.
 - Performance Outcomes – Mr. Hartman asked if corrective action is in place in regard to SSA making only 66% of the performance outcome to send out ISPs on time. Ms. Johnson stated this was mostly due to the transition from Gatekeeper to Brittco and the new OH ISP. She stated things are working well now and we should be good for 2024.
 - The Board discussed some of the items in the Miscellaneous Packet for Community Engagement. Mr. Carroll pointed out the Scams training and discussed the issue of people with disabilities having their identity stolen.

IV. Open Forum

There were no speakers.

V. Executive Session

No Executive Session was held.

VI. Adjournment

A Motion was made by Mr. Hartman, seconded by Mr. Carroll, to adjourn the meeting at 7:00 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