medina county board of developmental disabilities

Monthly Board Meeting
November 16, 2026

Regular Board Meeting - 5:00 p.m.

- **Executive Session: Following General Session**
- ***Link to livestream available on***
  https://www.mcbdd.org/event-calendar/

MCBDD Board Meetings will be held in Board Conference Rooms 1 & 2. Attendees are requested to follow all posted safety guidelines.



The mission of the Medina County Board of Developmental Disabilities is to promote and empower individuals with developmental disabilities to live, learn, work and socialize as citizens in the community.

Medina County
board of developmental disabilities

www.mcbdd.org

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Agenda
November 16, 2026
5:00 p.m.

I. Call to Order

II. General Session

A. Pledge of Allegiance
B. Mission Statement Affirmation
C. Acceptance of Agenda
D. Approval of Minutes
1. Approval of the Minutes from the Regular Board Meeting, October 26, 2026

E. Presentation
1. 2027 Action Plan Draft - Stacey Maleckar

F. Follow Up

G. Old Business
1. State/Legislative Updates
2. Board Packet/Dashboard Update

H. New Business
1. Annual School Services Resolution #35-26
2. 2027 NEON Contract Resolution #36-26

I. Committee Reports
1. Approval of the Minutes from the Policy Review Committee Meeting, November 10, 2026
2. Approval-Ch. 2, 3

J. Reports Review
a. Superintendent's Report
b. Financial Reports: September
- Revenue
- Expenditure
- Cash Balance
- Cash Flow
- Voucher Report

c. Acceptance of Financial Reports Resolution #37-26
d. Board Stats Report

III. Open Forum (Board Policy Ch. 2, Sec. 4 E)

- The Board maintains discretion to hold an Open Forum
- The Board may not elect to address public comments during Open Forum; however, the Board shall provide acknowledgement, and response will be provided within a reasonable timeframe
- Five minutes per speaker/9 speakers/45 minutes total

IV. Executive Session

- Personnel – Superintendent Evaluation

V. Adjournment

The Next Regular Board Meeting is Scheduled for December 14, 2026

The mission of the Medina County Board of Developmental Disabilities is to promote and empower individuals with developmental disabilities to live, learn, work and socialize as citizens in the community.

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MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
October 26, 2026
Regular Board Meeting

I. Call To Order

The MCBDD Regular Board Meeting was called to order by Board Vice President Lisa Dreaden at 5:04 p.m. By Roll Call, other Board Members present included the following: Debbie Bokmuller, Andy Olah, Dave Hartman, and Adina Kolar (Virtual). Mark Gryskiewicz and Kelly Smith were excused.

Staff Present included the following: Stacey Maleckar, Carey Bates, Shannon Lees, Diana Davis, Ed Dryer, Patti Hetkey, Tracey Lambdin, Bobby Richards, Jennie Petrarca, and Marie Friss.

Others Present included the following: Wayne Carroll.

II. General Session

A. Pledge of Allegiance

The Pledge of Allegiance was recited.

B. Mission Statement Affirmation

The Mission Statement was recited.

C. Acceptance of Agenda

A Motion was made by Mr. Olah, seconded by Mr. Hartman, to approve the Agenda as presented. The Motion was approved with a unanimous "yes" vote.

D. Approval of Minutes

1. **Approval of the Minutes from the Regular Board Meeting, September 28, 2026**

A Motion was made by Ms. Bokmuller, seconded by Mr. Olah, to approve the Minutes from the Regular Board Meeting on September 28, 2026. The Motion was approved with a unanimous "yes" vote.

2. **Approval of the Minutes from the Special Board Meeting/2027 Budget Draft Review, October 12, 2026**

A Motion was made by Mr. Olah, seconded by Ms. Bokmuller, to approve the Minutes from the Special Board Meeting/2027 Budget Draft Review on October 12, 2026. The Motion was approved with a unanimous "yes" vote.

E. Presentation

1. Transportation and Key Life Transitions

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Ed Dryer, Director of Community Supports and Development, and Jennie Petrarca, Director of SSA, shared information regarding the following topics:

- **Transportation Options**: Natural Supports; DL/Vehicle; Public Transportation; Ride Sharing; Waiver/Local Services.
- **Waiver Transportation:** NMT (employment, ADS, Voc. Hab. programs, other service locations); Community Integrated Employment (higher rate optional, see NMT rule); HPC; Self Directed (Uber/Lyft, private company, family/community member).
- **What We've Done:** ARPA grant for stipends (2024); local money used to continue NMT stipend (2025); increased promotion and communication with independent providers.
- **Known Barriers:** Limited to no public transportation; limited transportation in rural areas; public transportation does not offer ongoing schedules; Uber/Lyft inconsistent.
- **Next Steps:** Increase utilization of independent providers; educate on Self-Directed transportation; increase collaboration with MCPT.
- **Key Life Transitions:** Gathered feedback; evaluated current resources; developing new tools.

Questions/Comments:

<u>Transportation</u>

- Mr. Hartman asked what hours are considered normal or if it is strictly mileage; he asked if it is regular cost between 8am and 5pm, for any transportation provider. Mr. Dryer stated that there is a standard rate for transportation, regardless of day or time. Transportation is directly from their home to their work site.
- Ms. Bokmuller recommended looking into approaching the senior population for possible drivers i.e. senior center or Medina County Senior and Adult Services (formerly Office for Older Adults).
- Stipend information is available on the provider portal.
- Ms. Kolar stated she would not feel comfortable using Uber or Lyft. Mr. Dryer stated that this type of transportation is not for everyone.
- Ms. Petrarca stated there are support brokers available to assist individuals with self-directed options.
- Mr. Olah asked if drivers must provide vehicle inspection information. Ms. Petrarca stated that certified providers, as part of their certification, must provide this info.

<u>Key Life Transitions</u>

- Ms. Bokmuller referenced a Transition Academy Curriculum she had seen at a conference. She stated that Cuyahoga County has purchased the curriculum and recommended we reach out to them to obtain.
- Ms. Dreaden recommended guidance on selecting an adult day program.
- Mr. Olah recommended information regarding how counseling can be obtained.

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F. Old Business

1. State/Legislative Update

Ms. Maleckar sent the Gongwer articles to the County Commissioners. There will be a public meeting after the first of the year. It will be held at the Commissioners' Office and will include legislators. We will have at least one new Commissioner next year and a new Auditor. Twelve county boards have levies on the ballot next week. Mr. Olah requested the levy results, including how close the vote was, etc. Ms. Bates stated that OACB will release an email the night of the election or the morning after with this information. Mr. Hartman stated he is attending the OACB Conference and reminded the Board to let him know if there are any issues or topics for which they would like him to get more information. Ms. Lees will send the Board information regarding some virtual sessions.

2. Board Packet/Dashboard Update

Ms. Maleckar stated there is a meeting scheduled with DatSmart on Wednesday to begin discussion about the dashboard using PowerBI. Ms. Kolar requested that when the Board Packet link is sent, also send a link to the SharePoint portal.

G. New Business

1. Revised 2027 Agency Calendar Resolution #27-26

A Motion was made by Ms. Bokmuller, seconded by Ms. Kolar, to approve Resolution #27-26 to approve the Revised 2027 Agency Calendar. The revision removed the October In-Service Day for 2027. Ms. Bokmuller asked if staff are still required to complete the training just online and asked why staff aren't still given that day off to use to complete the training if they so choose. Ms. Maleckar stated that yes, staff now complete the training online; however, the trainings come out quarterly to allow staff time to complete. Staff should be completing the trainings on agency time, not their own time. Mr. Hartman requested that the four holidays over winter break be indicated in yellow. A Revised Motion was made by Ms. Bokmuller, seconded by Ms. Kolar, to approve the Revised 2027 Agency Calendar with the additional revision requested by Mr. Hartman. The Revised Motion was approved with a unanimous "yes" vote.

2. Delta Dental Contract Resolution #28-26

A Motion was made by Mr. Olah, seconded by Ms. Bokmuller, to approve Resolution #28-26 to approve the 2027 Delta Dental Contract. There are no changes to the level of benefits and no rate increases. Ms. Bokmuller stated she appreciated the information regarding the rates. The Motion was approved with a unanimous "yes" vote.

3. 2027 Budget Allocation Resolution #29-26

A Motion was made by Ms. Bokmuller, seconded by Mr. Hartman, to approve Resolution #29-26 to approve the 2027 Budget including total revenue of $26,840,453.00, total expenditures of $30,149,113.00, and total reserves of $13,296,391.00, consisting of capital and general reserves. The Motion was approved with a unanimous "yes" vote.

4. Non-Federal Share of Medicaid Resolution #30-26

A Motion was made by Mr. Hartman, seconded by Mr. Olah, to approve Resolution #30-26 to spend up to a total of $12,678,477.00, in calendar year 2027, to pay the non-federal share of Medicaid services as required by Section 5126.0511 (B) of the Ohio Revised Code. This amount

shall be adequate to ensure that Medicaid services will be available in the county in a manner that conforms to all applicable state and federal laws. The Motion was approved with a unanimous "yes" vote.

5. Excess Property Resolution #31-26

A Motion was made by Mr. Olah, seconded by Ms. Bokmuller, to approve Resolution #31-26 to declare the attached items as excess property and unusable by the Medina County Board of Developmental Disabilities. Ms. Bokmuller asked if we get money back from the auctions. Ms. Bates stated that we do. The Motion was approved with a unanimous "yes" vote.

6. Delegate Assembly Resolution #32-26

A Motion was made by Ms. Bokmuller, seconded by Mr. Olah, to approve Resolution #32-26 to appoint a delegate and an alternate to attend, vote, and to give the authority to use their discretion in representing the Board's best interest at the OACB Delegate Assembly to be held Wednesday, November 11, 2026, in Columbus.

Delegate: <u>Dave Hartman</u>

Alternate: <u>Stacey Maleckar</u>

The Motion was approved with a unanimous "yes" vote.

7. Appropriation Transfer Resolution #34-26

A Motion was made by Ms. Bokmuller, seconded by Mr. Hartman, to approve Resolution #34-26 to authorize the Medina County Auditor to make the following appropriation transfers: $3,000.00 from Operations-Supplies to Utilities-Gas. The purpose of this transfer is due to projected natural gas needs for the remainder of the year. There was higher usage at the beginning of this calendar year due to weather/temperatures. The Motion was approved with a unanimous "yes" vote.

H. Committee Reports

1. Approval of the Minutes from the Policy Committee Meeting, September 28, 2026

A Motion was made by Ms. Bokmuller, seconded by Mr. Olah, to approve the Minutes from the Policy Committee Meeting, September 28, 2026. The Motion was approved with a unanimous "yes" vote.

2. Policy Review and Approval – Chapters 1 & 2

A Motion was made by Mr. Olah, seconded by Ms. Kolar, to approve MCBDD Policy Chapters 1 & 2 as presented. Mr. Hartman expressed continued concern regarding the delineation of "The Board" and "MCBDD." After discussion, it was decided to re-submit Chapter 2 to the Policy Review Committee, which meets again on November 10, 2026, for further review. A Revised Motion to approve only Chapter 1 was made by Mr. Olah, seconded by Ms. Kolar. The Revised Motion was approved with a unanimous "yes" vote. A reminder was given to the Board to submit their recommendations for Chapters 3 & 4 to the Policy Committee prior to the scheduled meeting. Committee Members are Kelly Smith, Chair, Adina Kolar, and Debbie Bokmuller.

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I. Reports Review

a) Superintendent's Report - Stacey Maleckar
- Ms. Bokmuller requested that ShiftAbility come to a Board Meeting and do a presentation. Ms. Maleckar will look into this and stated that they also do townhall meetings.

b) Financial Report(s) - Carey Bates, Director of Business
- Revenue
  - At 58%
  - Have not received 2nd half tax payment. This is later than the typical payment cycle for receipt of taxes.
  - Donations: $1K confidential scholarship to be used for one additional scholarship awarded in calendar year 2027.
  - Donated Fund Interest: $967.73 (have not received since 2024 due to previous county overpayment; should receive two times per year).
- Expenditures
  - At 67%.
- Cash Balance – $31M.
- Cash Flow - $915K use of fund balance; YTD use is 6.5M. This will continue to grow until we receive the 2nd half tax payment.
- Voucher Report – Board questions addressed.

c) Acceptance of Financial Reports Resolution #33-26.
A Motion was made by Mr. Hartman, seconded by Mr. Olah, to approve Resolution #33-26 to accept the financial reports for September 2026. The Motion was approved with a unanimous "yes" vote.

d) Board Stats Report
- Projected YTD added for referrals.
- Board questions addressed.

e) Quarterly Reports (Contracts/Ombudsman/MUI/Waiver Statistics)
- Board questions addressed.

f) Action Plan Dashboard (FA 3)
- Ms. Maleckar reviewed and stated we are on target.

III. Open Forum (Board Policy Ch. 2, Sec. 4 E)

Wayne Carroll
- Mr. Carroll stated that the right lists in Ch. 1 Policy could be modified based on whether or not the individual is a minor and has a guardian. Also recommended training for guardians on individual rights.
- Mr. Carroll stated that Ohio has over 250 measles cases and asked if that is being addressed i.e. are kids with measles being segregated.

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- Mr. Carroll asked if the new dashboard that is being developed will be available to the public, and if not, he asked how he can make a public records request since the information is subject to the Public Records Act.

IV. Executive Session

A Motion was made by Mr. Olah, seconded by Ms. Bokmuller, to enter into Executive Session for the following reason(s): Personnel Matters. Ms. Davis was invited to stay. The Board entered Executive Session at 6:30 p.m. The Board exited Executive Session at 6:48 p.m.

V. Adjournment

A Motion was made by Mr. Olah, seconded by Ms. Bokmuller, to adjourn the Regular Board Meeting at 6:49 p.m. The Motion was approved with a unanimous "yes" vote.

_____ _____

Board Chair Board Secretary

_____

Date

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2026 SWOT Analysis

STRENGTHS:

The agency’s greatest strengths are its commitment to fiscal accountability and operational excellence, its knowledgeable and collaborative workforce, and its strong community partnerships that support comprehensive, person-centered services.

1. Strong Fiscal Stewardship, Accountability, and Operational Excellence.

2. Strong Community Partnership and Comprehensive, Person-Centered Services.

WEAKNESS:

The agency’s primary weaknesses are financial and workforce pressures, and limitations in provider capacity and community resources that affect consistent, sustainable service delivery

1. Resource Constraints, Rising Costs, and Uncertain Financial Sustainability.

2. Service Delivery Challenges, Provider Capacity, and Community Access.

OPPORTUNITIES:

The agency’s greatest opportunities lie in leveraging technology and data to improve efficiency, strengthening partnerships, and developing innovative, person-centered services that promote independence, workforce sustainability, and community inclusion.

1. Workforce Development, Service Innovation, and Person-Centered Community Inclusion.

2. Operational Efficiency, Technology, and Continuous Improvement.

THREATS:

The agency’s greatest threats are financial uncertainty and rising costs, workforce and provider instability amid growing service needs, and external regulatory, technological, and policy changes that could disrupt operations and limit access to essential services.

1. Increasing Fiscal Uncertainty Compounded by Increasing Service Demands.

2. Impacts of Unknown Changes in External Policies, System Shifts, Regulations, and Processes.

2027 Draft Action Plan

Focus Area: 1

Title: – Community Partnerships

Goal: Enhancing partnerships and outreach that support inclusion, awareness, and engagement in the community.

Initiatives:

1. Increase Community Employment through community partnerships throughout the county.
   Strategies:
   a. Increase business engagement of at least two businesses or employers in the Medina County Employment Collaborative to expand community employment.

   b. Expand community-based group employment opportunities with at least two local businesses and/or employment providers.

2. Use community partners to increase inclusion and accessibility throughout the county.
   Strategies:
   a. Expand environmental accessibility and inclusion outreach by creating or improving at least two quick reference resources.

   b. Provide at least five county daycares with the promotional document that outlines the current available resources.

   c. Create at least three opportunities for parents and students to connect with their home district for increased inclusion.

3. Engage community partners through outreach and education.
   Strategies:
   a. Create one new opportunity, event, or activity to engage the Medina County community in the mission of the MCBDD.

   b. Create an engagement plan to identify and address community knowledge of MCBDD.

   c. Create a series of six personal stories of individuals served to share with the community for greater awareness and that demonstrate the impacts of MCBDD services.

Focus Area: 2

Title: – Wellbeing

Goal: Fostering a holistic approach that supports individuals throughout their lives.

Initiatives:

1. Connect individuals and families with support groups and resources for wellbeing.
   Strategies:
   a. Continue to track data to identify, review, and prioritize unmet service needs and recommend opportunities to address identified gaps.

   b. Collaborate with a provider agency to develop a day program that meets the needs of individuals requiring higher levels of support.

2. Increase advocacy skills for individuals to utilize throughout their lives.
   Strategies:
   a. Develop and implement two additional advocacy offerings.

   b. Implement at least three resources and/or opportunities to help individuals and families identify, develop, and strengthen daily living skills that promote greater independence.

3. Expand the utilization of technology to promote independence and inclusion.
   Strategies:
   a. Collaborate with Shiftability and provider agencies to increase the use of remote support by at least three individuals through education and consultation. (SWOT Opportunity)

   b. Develop a process to implement and engage participants in the Passport to Technology program.

   c. Implement at least three assistive technology (AT) trainings for provider agencies, individuals, and county board staff.

4. Analyze the Sustainability of MCBDD Services and Supports.
   Strategies:
   a. Evaluate potential state assumption of the local Medicaid match and make recommendations to the Superintendent, as appropriate. (SWOT Threat)

   b. Assess property tax levy sustainability and future local funding needs and make recommendations to the Superintendent as appropriate. (SWOT Threat)

   c. Analyze trends and patterns from Waiver Authorization Review Team on current service delivery funding to increase efficiency and sustainability. (SWOT Threat)

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Focus Area 3

Title: Thriving Workforce

Goal: Cultivating professional workforces that are engaged, informed, invested, and valued.

Initiatives:

1. Assist in recruitment and retention for positions in the developmental disabilities field.
   Strategies:
   a. Expand internship opportunities through the DSP-U Program by at least two.

   b. Develop a recruitment and transition plan for upcoming leadership retirements. (SWOT Weakness)

2. Support, train and develop leadership and workforce.
   Strategies:
   a. Provide at least one training per department to improve agency use of technology.

   b. Implement at least five training sessions and activities for participants in the internal Leadership Development program. (SWOT Opportunity)

   c. Coordinate at least two trainings for current leadership team. (SWOT Opportunity)

3. Promote a culture of value and respect within the local DD system.
   Strategies:
   a. Increase Diversity, Equity, and Inclusion-related initiatives by providing two presentations for agency staff and providers.

   b. Develop and implement an agency Core Values outreach initiative that introduces the Core Values to community partners and connects these values into agency staff interactions.

4. Engage workforces to increase communication and enhance relationships.
   Strategies:
   a. Increase participation in the county board and provider workgroup by at least two provider agencies.

   b. Implement at least two all-agency staff activities to enhance cross-department relationships. (SWOT Opportunity)

   c. Create quarterly agency training and/or activity for stakeholder awareness of existing digital resources.

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Follow-Up Information

1. Mr. Olah requested the November 2026 county board levy results, including how close the vote was. See below:

    - Ashland: 2.1 mill renewal with 1 mill new (3 years) - FAIL (49.25%/50.75%)
    - Champaign: 1.5 mill new (5 years) - FAIL (47.23%/52.77%)
    - Cuyahoga: 2.25 mill new (10 years) - PASS (64.11%/35.89%)
    - Delaware: 1.8 mill new (5 years) - PASS (57.57%/42.43%)
    - Henry: 2.5 mill new (5 years) - PASS (60.56%/39.44%)
    - Jefferson: 1.7 mill renewal (10 years) - PASS (68.41%/31.59%)
    - Logan: 2 mill new (5 years) - FAIL (43.41%/56.59%)
    - Mahoning: 2.4 mill new (5 years) - FAIL (47.63%/52.37%)
    - Marion: 3 mill renewal (5 years) - PASS (59.93%/40.07%)
    - Meigs: 2 mill new (5 years) - FAIL (45.68%/54.32%)
    - Pike: 2 mill new (5 years) - FAIL (37.52%/62.48%)
    - Tuscarawas: 1.2 mill new (10 years) - FAIL (41.32%/58.68%)

2. Ms. Bokmuller requested a presentation by Shiftability.
    - Shiftability provides “townhall” meetings. See link below to YouTube videos.

    https://www.youtube.com/watch?v=nKIx0kCGJTM

    https://www.youtube.com/watch?v=-okByh_YxdU

Medina County
board of developmental disabilities

RESOLUTION #35-26

NOVEMBER 16, 2026

THE MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
ANNUAL SCHOOL SERVICES

A Motion was made by_____, and seconded by _____, to approve the following Resolution:

WHEREAS, the Medina County Board of Developmental Disabilities has provided specialized school-age services to eligible citizens of Medina County per ORC 3323.09.

BE IT RESOLVED by the Medina County Board of Developmental Disabilities that the Board shall continue to provide educational services in accordance with each child's Individualized Education Program (IEP) for children ages five through high school graduation who are placed at Windfall School by their IEP team (including at minimum the parent(s), one or more staff representing the local school district, and a Windfall School administrator and teacher), during the 2027-2028 school year under the following conditions:

1. The Board shall only serve children who have intensive specialized educational, behavioral, and/or medical needs.
2. Per ORC 3323.021 MCBDD is permitted to contract with a school district for educational services. It is also indicated that if the provider of service intends to increase the amount it charges for some or all of those services during the next school year, the provider of services shall notify the school district of these intended changes no later than the first day of March of the current fiscal year.
3. MCBDD bills tuition to the District of Residence LEA. The tuition is based on 100% direct service costs determined by the most recently submitted County Board Cost report. If a child requires extraordinary services such as a one-on-one educational aide, the local school district shall pay the cost of providing that service. If the child is not a resident of a Medina County LEA, the school district of residence shall pay the tuition cost of providing that service.
4. The public school district enters into a contract with the Board identifying the terms and conditions of service delivery and tuition costs for the school year.

This is an annual resolution of service provision.

In witness whereof, we have hereunto set our hand to this Resolution this 16th day, of November, 2026.

THE MOTION WAS CARRIED, AND WAS ASSIGNED RESOLUTION #35-26.

_____
Board Chair
Medina County Board of Developmental Disabilities

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Medina County
board of developmental disabilities

RESOLUTION #36-26

NOVEMBER 16, 2026

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

NORTHEAST OHIO NETWORK (NEON)
COUNCIL OF GOVERNMENT (COG)

A motion was made by _____ and seconded by _____ to authorize the Superintendent to enter into a contract with Northeast Ohio Network (NEON) for the following services:

- Family Support Services (FSS) & Campership Administration – new for 2027
- Board Fund Administration of Locally Funded Programs (SL and local residential)
- Contract Management of Locally Funded Services
- Provider Compliance Reviews
- Quality Assessment Registered Nurse Reviews
- Fiscal Supports/Funds Management
- Membership Fee
- Back-up MUI Investigations
- Other services as determined necessary by the Superintendent

The contract will be effective from January 1, 2027, through December 31, 2027, for an amount not to exceed $90,000.00.

Explanation: The MCBDD participates in the Northeast Ohio Network (NEON) Council of Governments to leverage shared services, regional collaboration, and specialized expertise in support of individuals with developmental disabilities. Through this partnership, MCBDD can access administrative, fiscal, compliance, and quality assurance services that support effective program oversight, promote operational efficiency, and strengthen the sustainability of locally funded services. The 2027 contract continues this collaborative approach and includes the addition of FSS & Campership Administration.

THE MOTION WAS CARRIED AND ASSIGNED RESOLUTION #36-26.

_____
Board Chair
Medina County Board of Developmental Disabilities

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Agreement by and between Medina County Board of
Developmental Disabilities and
North East Ohio Network

THIS AGREEMENT ("Agreement") is entered into this 14th day of October, 2026, by and between the Medina County Board of Developmental Disabilities, located at 4691 Windfall Road, Medina, OH 44256, hereinafter referred to as the "Board", and North East Ohio Network COG, located at 721 Boardman Poland Road, Suite 103, Boardman, Ohio 44512-5107, hereinafter referred to as "NEON", a Council of Governments organized according to the laws of the State of Ohio pursuant to Chapter 167 of the Ohio Revised Code. Unless notification of termination is received by either party in accordance to Section VI of this agreement, it will be assumed that both parties desire to extend and continue said agreement; The effective date is January 1, 2027 and it is provided that said agreement shall extend on a yearly basis under the same terms and conditions as contained in this agreement.

WHEREAS, in accordance with Chapter 5126 of the Ohio Revised Code, the Board exists for the purpose of administering and supervising facilities, operating an array of programs and services established under Chapter 5126 of the Ohio Revised Code and in so doing, is subject to the rules, regulations, and standards of the Ohio Department of Developmental Disabilities; and

WHEREAS, NEON is organized for the purpose of providing services to and on behalf of its member county boards of Developmental Disabilities, which includes the Board, each of which is represented on NEON's governing board. In its provision of such services, NEON operates in continuous consultation and cooperation with, and for the mutual benefit of, such member county boards; and

WHEREAS, NEON is structured to assist the Board in provision of administrative and financial services related to major unusual incident investigations, quality assurance services, provider compliance reviews, free choice of provider processes, quality assessment registered nurse services, nursing consultation, family support services, provider and county board training and technical assistance, and local funding administration (via both room and board funds and county board funds) for persons with developmental disabilities in Medina County; and

WHEREAS, the Board desires to obtain the services of NEON, and NEON agrees to provide such services, as further described in Exhibit A, attached and incorporated herein, to operate and manage the designated functions for: the Board's County Fund Administration of locally funded program, quality assessment registered nurse services, provider compliance reviews, back-up major unusual incident investigations, processing of program invoice payments, and management of Board Funds. These services include, but are not limited to the following:

- Development, negotiation, monitoring and auditing of locally funded agreements and invoices for services as requested by the Board;
- Maintaining agreements with service providers as designated by the Board, on behalf of the Board;
- Provision of Family Supports Services program administration including authorizing and making payments, preparing reports for the Board and State of Ohio, and communicating with families and providers;
- Fiscally responsible distribution and reconciliation of spending of state, local and Medicaid funds;
- Management of Board funds deposited with NEON by the Board and state-allocated funds disbursed to NEON at the Board's direction; and
- Other tasks as may be indicated or requested by the Board.

WHEREAS, NEON desires to provide its services for the benefit of individuals serviced by the Board;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereby agree to the terms of the preamble which is herein restated in its entirety as if fully rewritten, and the parties hereby further agree as follows:

Section I. Medicaid Local Administrative Authority

The Board and NEON will collaborate on certain tasks related to "Medicaid Local Administrative Authority" (MLAA) and other obligations of the Board. Pursuant to Ohio Revised Code 5126.055 (A), this Agreement sets forth the assistance NEON shall provide and the manner in which the parties shall work together, with respect to such tasks.

The parties agree that they shall at all times cooperate to accomplish MLAA tasks and responsibilities and other tasks and responsibilities described herein, in a joint effort to optimize the results thereby achieved and the efficiency with which they are achieved. The MLAA tasks and responsibilities allocated to NEON hereunder do not constitute a delegation of the Board's MLAA.

Section II. North East Ohio Network Obligations

A. General

1. NEON shall provide the services outlined in the preamble and Exhibit A. All such services shall be provided in accordance with applicable Federal and State laws, and all administrative rules promulgated under the authority of such laws.

2. NEON agrees to abide by all applicable Rules and Regulations of the Ohio Department of Developmental Disabilities and the policies and procedures of the County Board, where applicable.

3. NEON employees shall in no way be considered employees of the Board for any purpose including, but not limited to, retirement benefits, worker's compensation, unemployment compensation, health insurance, or any other fringe benefit.

4. All Supported Living or other contracts between NEON and service providers providing services to individuals enrolled with the Board shall, require all of the following:

    a. Such providers shall conduct criminal background investigations of all personnel who will provide services to such individuals. Such investigations, and such personnel, shall meet the applicable requirements of the Ohio Revised Code and Ohio Administrative Code.

    b. Such providers shall present evidence of the results of such criminal background investigations upon request by NEON or the Board.

    c. Such providers shall act in compliance with all laws and regulations (including, without limitation, Medicare and Medicaid program requirements as applicable) that relate to the performance of the Service Contract.

    d. In the event that a provider acts as a Business Associate on behalf of NEON, NEON shall obtain the provider's assurance of compliance with HIPAA requirements through a signed Business Associate Agreement.

B. Laws and Regulations

1. NEON shall be responsible for compliance with all Federal, State, and Local laws and regulations and all administrative rules promulgated under the authority of such laws addressing the home and community based service programs, and addressing any and all other aspects of this Agreement.

2. NEON agrees to comply with State and Federal regulations regarding Regional Councils of Governments organized according to Chapter 167 of the Ohio Revised Code.

3. NEON shall employ staff with sufficient academic background, experience, certification, and licensure necessary to provide the services under this Agreement.

4. NEON will undertake or cause to be undertaken a criminal background investigation of all personnel who will be engaged under this Agreement to provide services. Such investigation, and such personnel, shall meet all of the requirements of the Ohio Revised Code and the Ohio Administrative Code.

5. NEON shall comply with all local, state, and federal requirements regarding fair employment practices, and wage/hour standards.

6. NEON shall document services provided under this Agreement in a format and manner mutually agreed upon by the parties. A copy of such documentation shall be maintained for the period as reflected in the NEON records retention policy and schedule from the date NEON receives payment for the services, or until the date any audit initiated during said retention period is completed, whichever is longer.

7. HIPAA Compliance and Confidentiality. The parties shall comply with all laws and regulations that relate to confidentiality of information regarding individuals receiving DD services. The parties shall cooperate to operationalize the Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirements. Prior to the Effective Date, NEON agrees that it will execute the Board's standard HIPAA Business Associate Agreement and be bound by the terms thereof.

8. In addition to the foregoing, NEON agrees to comply with Ohio Revised Code 3517.13. NEON further agrees that all applicable parties listed in ORC 3517.13 are in full compliance with ORC 3517.13.

C. Insurance

NEON shall acquire, and maintain, appropriate liability insurance as set forth herein, and the cost of this coverage shall be solely borne by NEON. At its sole expense, NEON shall carry commercial general liability insurance coverage (including, but not limited to, claims for bodily injury and property damage arising out of premises, operations, and products/completed operations; and advertising and personal injury liability) for the provision of all services pursuant to this Agreement with limits of no less than $1,000,000.00 per occurrence and $3,000,000.00 in the aggregate. At its sole expense, NEON shall also carry Errors and Omissions and Employment Practices Injury insurance in an amount of at least $1,000,000 per occurrence with an annual aggregate limit of at least $2,000,000. At its sole expense, NEON shall also carry appropriate insurance with Cyber Liability coverage in a single combined limit of not less than $1,000,000.00 per occurrence.

D. Financial Audit

NEON shall be responsible for the selection and payment of a certified public accounting firm to audit NEON's financial records for each calendar year. Said audit is to be submitted to the Board upon receipt.

E. Reports

NEON shall prepare and submit to the Board a report of its operations for each calendar year, monthly financial reports, and other reports as requested by the Board.

F. Calendar

NEON shall operate on a January 1 -December 31 calendar year.

G. Disclosure

1. NEON shall maintain such records as are required to fulfill all reporting requirements to the State of Ohio.

2. NEON shall make its records available for examination by the Board following reasonable notice.

Section III. Board Obligations

A. The Board shall assist NEON by placing at NEON's disposal all available information pertinent to the services to be provided as permitted by applicable law.

B. The Board agrees to abide by all applicable Rules and Regulations of the Ohio Department of Developmental Disabilities.

C. The Board shall be responsible for the development of the Individual Service Plan for eligible individuals with developmental disabilities.

D. The Board shall be responsible for identifying the eligible individuals who are referred to NEON for purposes of acquiring services.

E. The Board shall provide NEON with information and referrals or other assistance that is necessary to perform the stated responsibilities.

F. The Board shall furnish funds to NEON as set forth herein for the operation of contracted Board programs as allocated and provided by the Ohio Department of Developmental Disabilities or local funding sources.

Section IV. Funding

A. The specific fees for services rendered by NEON are set forth in Exhibit A. NEON will submit invoices for services rendered pursuant to the schedule set forth in Exhibit A, all in arrears, to the Board for payment within thirty (30) days after the Board's receipt of such invoice.

B. NEON shall keep the Board's Funds segregated from all other funds handled by NEON. At the end of each calendar year, any funds remaining in the Board's account held by NEON pursuant to this Agreement, shall, at the Board's option, be subject to the following disposition by NEON: (1) such funds may be carried over in the Board's account and expended by NEON on behalf of the Board; or (2) such funds may be refunded to the Board.

C. NEON shall establish and maintain a system of internal controls according to generally accepted accounting principles.

Section V. Dispute Resolution

A. NEON shall respond in a timely manner to any deficiencies or complaints made by the Board for services described herein.

B. Service providers shall address any deficiencies or complaints made by, NEON, the Board or individuals serviced. If the service provider fails to develop a plan of compliance or correction that is acceptable to NEON, the Board and/or the individual receiving services, NEON shall address the concern pursuant to the rules and regulations set forth by the State of Ohio.

Section VI. Termination/Amendment

A. In the event that the Board ceases to be a member of NEON in good standing, this Agreement shall terminate.

B. Either party may terminate this Agreement at any time with 120 day written notice sent by certified mail, return receipt requested, to the other party to such party's notice address as set forth in Section VIII of this Agreement.

C. In the event that NEON is required by law to perform any necessary services for the Board (which are within the scope of the services set forth in this Agreement) after termination of this Agreement, then the performance of such services shall be subject to a separate written agreement to be mutually executed by and between the parties authorizing NEON to perform such necessary services at the rates set forth in the fee schedule set forth in the attached Exhibit A of this Agreement and also setting forth a maximum total expenditure by the Board for such services.

D. Upon termination of this Agreement, NEON will pay all outstanding Board obligations with Board funds placed at NEON. Upon termination of this Agreement, responsibility for any operations of programs shall be transferred to the Board, which the Board agrees to assume. All assets and funds of the Board shall transfer from NEON to the Board upon the effective termination date.

E. In the event of termination of this Agreement, all assets shall be transferred in accordance with Article IX & X of the NEON By-Laws.

F. This Agreement may only be amended or modified by mutual written agreement signed by both parties.

G. The Board and NEON may mutually agree to attach an addendum to this Agreement. The terms and provisions of any addendum shall supersede any other conflicting or inconsistent terms and provision in this Agreement to which an addendum is attached, including all exhibits or attachments thereto and all documents incorporated therein by reference.

Section VII. Employment Opportunity

In accordance with policies against discrimination, no person shall be illegally excluded from employment, participation in, or be denied the benefits of, the programs which are subject to this Agreement on the basis of race, ethnicity, age, color, religion, gender, national origin, disability, economic circumstance, HIV infection, AIDS-related complex or AIDS, and veteran status.

Section VIII. Notices

All notices or other communication shall be in writing with respect to this Agreement and shall be effective upon receipt if personally delivered, or 3 days after being deposited in the United States mail, properly stamped, sent via certified mail, return receipt requested, and addressed as follows:

If to the Board:

Stacey Maleckar, Medina Superintendent
Medina County Board of DD
4691 Windfall Road
Medina, OH 44256

If to North East Ohio Network:

Kelsi Garwood, Executive Director
North East Ohio Network
721 Boardman Poland Road, Suite 103
Boardman, Ohio 44512-5107

Section IX. Representations and Warranties

NEON warrants that the services provided by NEON and/or work delivered to the Board, do not infringe upon or violate the rights of any third party, and that use of same by the Board will not violate or infringe the rights of any person or party. By signing this Agreement, NEON certifies that NEON has not been debarred or suspended from receiving Federal monies as listed on the Exclusion List in the U.S. General Services Administration's System for Awards Management (SAM) nor is NEON otherwise ineligible for participation in federal assistance programs. NEON agrees to notify the Board within ten (10) business days should NEON be notified that NEON has been placed on this Exclusion List during any term of this Agreement. By signing this Agreement, NEON certifies that no finding for recovery has been issued against NEON by the Ohio Auditor of State. NEON agrees to provide full access by any applicable Federal awarding agency, any pass-through agency, the County, the comptroller of the United States, and the Ohio Auditor of State to any books, documents, papers and records of NEON which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts. NEON agrees that all financial, programmatic, statistical and recipient records and supporting documents, as applicable, will be maintained for a minimum of three (3) years after the submittal of the final expenditure report for the Federal award funding this Agreement, if applicable, or as otherwise provided by any minimum retention requirements specified by state or federal law, or by county policy. If any litigation, claim, negotiation, audit or other action involving the records has started before the expiration of the 3 year period, the records must be retained until completion of the action and resolution of all issues that arise from it or until the end of the 3-year period, whichever is later.

Section X. Miscellaneous

A. Should any administrative or judicial officer or tribunal of competent jurisdiction deem any portion of this Agreement unenforceable, the balance of this Agreement shall remain in full force and effect unless amended or terminated in accordance with the terms of this Agreement.

B. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and any other agreement, statement, or promise relating to the subject matter of this agreement that is not contained herein shall not be valid or binding.

C. At all times, NEON shall be an independent contractor.

D. Neither this Agreement nor any duties or obligations hereunder shall be assignable by either party without the prior written consent of the other party.

E. This Agreement shall be governed by and interpreted in accordance with the laws of Ohio.

F. To the extent permitted by Ohio law, each party agrees to be liable for the acts and omissions of its own officers, employees and agents engaged in the scope of their employment arising under this Agreement, and each party hereby agrees to be responsible for any and all liability, claims, costs, expenses or damages arising from any claim with respect to that party's role in connection with this Agreement. The parties agree that nothing herein shall be construed as a waiver of any immunity afforded by applicable law.

IN WITNESS WHEREOF, the Board by its Superintendent, and NEON by its Executive Director and President, have causes their names to be subscribed on the dates indicated below.

MEDINA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

By_____ Date: _____
Stacey Maleckar, Medina Superintendent

NORTH EAST OHIO NETWORK COG
(NEON)

By_____ Date: _____
John Vennetti, Board President

By_____ Date: _____
Kelsi Garwood, Executive Director

EXHIBIT A
NEON SERVICES PROVIDED TO MEDINA COUNTY BOARD OF DD
For January 1, 2027- December 31, 2027

A. NEON shall provide services to the Board as follows:

Board Fund Administration of Locally Funded Programs: Supported Living

- Develop and maintain provider agreements on behalf of the Board
- Make recommendations to the Board regarding allocation/resource
- Negotiate rates with providers, if indicated by the Board
- Pay invoices as approved by the Board
- Track individual authorizations and spending, and ensure invoices are paid accordingly

Contract Management of Locally Funded Services

- Develop and maintain provider agreements on behalf of the Board
- Provide copies of executed agreements to the Board for provider payment processing and recordkeeping.

Administration of FSS and Camperships

- NEON will provide administration of Family Support Services (FSS).
    - Once eligible, NEON will reach out with program info, enrollment paperwork, allotment amounts, FSS procedure, etc.
    - Reimbursements will be directed to go to NEON. If reimbursing vendor, NEON will ensure it is not a duplicate payment.
    - NEON will send out monthly EOBs.
    - NEON will handle communication directly with families: As needed but also mid-year reach out for those not utilizing.
    - NEON to send reports to MCBDD - Counts, amount spent by category, remaining allotments, etc.
- NEON will also provide administration of the Camperships.
    - Once eligible, NEON will send out confirmation letters and invoicing instructions.
    - Vendor invoices will be directed to NEON to process. Families are cannot be directly reimbursed for camperships. NEON will ensure it is not a duplicate payment.
    - NEON to send reports to MCBDD - Counts, balance and list of unused funds, etc.

Fiscal Supports/Funds Management

- Maintain a separate account for the Board's funds
- Manage and monitor Board funds
- Process FSS invoices and others as requested by Board

Quality Assessment Registered Nurse Reviews

- Complete on-site visits to observe administration of medication and/or health related activities to individuals
- Complete the Quality Assessment Review Tool and Summary Report per DODD protocol with the final documents submitted to the provider and the Board. The Board will receive the original final Quality Assessment Review Tool and Summary Report and NEON shall keep copies thereof which it shall retain in accordance with NEON's records retention policy, which is set forth in Exhibit B
- Complete follow-up with providers to determine that corrective measures have been implemented per plan of correction as submitted to the QARN
- Respond to medication administration questions by the Board
- Provide consultation/technical assistance as requested by the Board and providers
- NEON will provide the Board with quarterly reports of reviews completed

Provider Compliance Reviews

- Complete Provider Compliance Reviews of independent certified providers in Medina County, as requested by the Board
- Ensure completion of all assessments referred from the Board in adherence to rule requirements utilizing the State RDS and Quality Service Review Tool
- Prepare and submit final reports to parents or guardians, SSAs, provider(s), and the Superintendent's designee
- Follow-up with designated Board personnel regarding quality assurance issues
- Maintain files containing reviews and correspondence
- NEON will provide the Board with quarterly reports of reviews completed

Back-Up Investigative Agent

Responsibilities:

1. The MUI Board contact will notify NEON's Executive Director, for requests of IA services.
2. Once IA availability approved by NEON:
    a. The County Board will identify and notify NEON IA, the name and contact information of the County Board employee responsible for entry of initial reports into ITS
    b. The County Board will notify NEON IA for the issuance of a Major Unusual Incident requiring attention by NEON IA
    c. NEON IA will conduct all investigations per all applicable rules and regulations and send findings to the County Board contact; the County Board contact will distribute the findings to the team
    d. The County Board will be responsible to obtain and approve preventative measures and forward them to NEON's IA
    e. NEON IA will complete the Investigative Final Report, draft copies of the final written summary, final PPI letters and send all documents along with the final prevention plan to the County Board contact person.
    f. The County Board will be responsible for entering of final reports into ITS and recommend closure of the case at the county level
    g. The County Board contact assumes responsibility for printing and sending out all Final Written Summary and PPI letters.
    h. Cases closed weekly will be identified by the County Board and shared with NEON
    i. Completed and closed files of MUI investigations completed by NEON, including hard copies of the MUI Investigative Report, draft copies of the PPI and final Written Summary Letters, and all other papers, notes, documents and photographs will be turned over directly to the County Board contact on a monthly basis. NEON will maintain copies for one year, post completed/closed files.
    j. NEON IA will notify the county board contact for any request of extension of time
    k. The County Board will coordinate case documentation to DODD if case meets abuser registry material

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B. Service Fees for Calendar Year 2027:

Board Fund Administration of Locally Funded Programs

- $9,000 per year

Contract Management of Locally Funded Services

- $2,000 per year

Administration of FSS and Camperships

- FSS $15,000 per year
- Camperships $3,000 per year

Quality Assessment Registered Nurse Services

- $18,000 per year plus mileage reimbursement
  - Mileage Reimbursement - Reimbursement of actual mileage required to travel to and from the site. Mileage reimbursement will be calculated using the IRS Rate in effect at the time of travel.

Provider Compliance Reviews

- $25,000 per year plus mileage reimbursement
  - Mileage Reimbursement - Reimbursement of actual mileage required to travel to and from the site. Mileage reimbursement will be calculated using the IRS Rate in effect at the time of travel.

Fiscal Supports/Funds Management

- $5,000 per year

Membership Fee

- $8,000 per year

Investigative Agent

- $55.00 per hour plus mileage reimbursement calculated using the IRS Rate in effect at the time of travel.

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Policy Review Committee Meeting Minutes
Tuesday, November 10, 2026
9:30 a.m.

Committee Members:
Kelly Smith (Chair)
Adina Kolar
Debbie Bokmuller
Stacey Maleckar

I. Call to Order

The Policy Review Committee Meeting was called to order by Committee Chair Kelly Smith at 9:34 a.m. By Roll Call, other Committee Members present included the following: Adina Kolar (Virtual), Debbie Bokmuller, and Stacey Maleckar. Others present included the following: Shannon Lees, Carey Bates, Bobby Richards, and Diana Davis.

II. Policy Review

The Committee reviewed the following policy chapters:

1. Chapter 2
   - Ms. Bokmuller stated there are some instances where there is some crossover regarding Board vs. MCBDD. After the meeting, she will send some items she found.
   - Ms. Maleckar acknowledged Mr. Hartman's recommendations sent to the Committee. Regarding FSS, Section 1 Bullet 14, "subject to availability of funds" will be added.
   - Ms. Bokmuller - Social Media section needs to align more with legal language. It needs to be clearer regarding what is permitted vs. not permitted. Ms. Davis will speak with labor attorney.
   - Ms. Bokmuller - Voting by Chair: If the Chair is a regular voting member, then they are not the tie breaking vote, per Roberts Rules. Since the President is a regular voting member, the sentence stating the President's vote is the tie breaking vote will be removed.

2. Chapter 3
   - Ms. Bokmuller stated she feels that much of the policy could be moved to procedure.
   - HR section B 7 – Ms. Bokmuller asked if we need to clarify renewal of what. Ms. Davis stated we can add "prior to renewal of employment contract."
   - Section D 5 – In order to protect the Superintendent, Ms. Bokmuller requested a clear definition of what lobbying means. Ms. Maleckar will investigate.

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- Ms. Bokmuller asked if some of the Sections F and G (Agency Credit Cards and Credit Card Procurement) could be procedure rather than policy to not have to come to the Board for things like credit limit or bank name changes. Ms. Bates stated what is in the policy is by legal requirement of what should be included in policy. Ms. Bokmuller requested the legal reference; Ms. Bates will send it to the Committee.
- Gifts and Donation, Sec 3 A. – Ms. Bokmuller asked if the Board should be notified of large donations. The Committee reviewed policy section regarding the Superintendent having authority to decide where to use a donation when the donation can't be used for the intended purpose. Ms. Bates stated that we have Donated Funds Committee for this purpose; if this occurred, Ms. Bates would notify the Superintendent before calling a Donated Funds Committee Meeting. Ms. Bokmuller then asked if the Donated Funds Committee should have a policy regarding receipt of a donation of a specific threshold and when it should come to the Board. Ms. Bates stated if we received a large donation that couldn't be spent where the donor requested, she would go back to donor and let them know it could not be allocated where requested and ask where they would like it to go. If they don't specify, it will go to the Donated Funds Committee. Ms. Bokmuller asked if, with changes in both the Director of Business and Superintendent in the future, should the wording be changed to ensure the appropriate process is followed i.e. "Any donation over (specified amount), the Superintendent will notify Board." Ms. Smith stated that donations are reviewed monthly at the Board Meeting, which would allow for dialogue. Ms. Bokmuller stated her focus is to ensure the Board is notified, in a timely fashion, of large donations. Ms. Bates recommended the language "all donations received are reported to the Board." The Committee agreed.
- Ms. Bokmuller – Section 4 Public Records – Ms. Bokmuller asked if employees being notified three days in advance of personnel file review is part of the collective bargaining agreement. Ms. Davis stated that it is and that employees are trained annually in this.
- Ms. Bokmuller – Section 4 – Ms. Bokmuller asked if there is an email archive since the policy states email containing PHI must be deleted immediately. Ms. Lees reviewed the retention period for Outlook email and the email archive system.
- Ms. Bates stated that since the Committee received Chapter 3 for review, there was a minor change made to Section C, Targeted Case Management. This section will now be pointed to Chapter 7. Ms. Bates stated her revision was sent to Ms. Maleckar and Ms. Finnerty and asked the Committee if it could be included in this review. The Committee agreed to include the revision with this current review.
- The Committee agrees with recommended changes to Chapter 3; it will go to the Board for approval at the November 16, 2026, Board Meeting.
- Ms. Bokmuller asked about the best way to report policy changes to the Board outside of the red line version and asked if a summary should be provided. Ms. Maleckar stated the Board is given the draft which includes both deletions and

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additions. Board Members are expected to review material and be prepared for meetings.

3. Chapter 4
   - Ms. Bokmuller stated she feels Chapter 4 needs to be reviewed by legal counsel prior to being reviewed by the Policy Committee. She stated the AI tool she used flagged a lot of issues. Ms. Davis stated much of the policy is taken directly from ORC/OAC. The Committee was in agreement of the legal review. Ms. Davis will contact Labor Attorney Jim Budzik regarding the legal review. Approval of policy Chapter 4 will be on hold until the legal review is completed.
   - Chapters 2 and 3 will be presented to the Board for approval on November 16, 2026.
   - The next chapters for review are Chapters 5, 6 & 7, scheduled for February, 2027. Ms. Bates asked if we should do Chapter 7 before February with the new SSA requirements. Ms. Maleckar stated we can do Chapter 7 in January, 2027. The January meeting was scheduled for January 11, 2027, at 10:00 a.m. Chapter 7 Policy will be provided to the entire Board in December for review and recommendations. Recommendations are to be submitted to the Policy Review Committee by January 4, 2027.

III. Adjournment

A motion was made by Ms. Bokmuller, seconded by Ms. Kolar, to adjourn the Policy Review Committee Meeting at 11:12 a.m. The Motion was approved with a unanimous "yes" vote.

_____ _____

Committee Chair Date

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Subject: Recommended policy changes for approval; policy submitted for review.

Current Chapter and Title	Section and Title	Recommended Policy Changes	Comments
Chapter 2 The MCBDD (Board)	All	See attached policy	Initial Review by Policy Committee To Board for Approval
Chapter 3 Administration	All	See attached policy	Initial Review by Policy Committee To Board for Approval

Chapter 2 – The MCBDD (Board)

SECTION:

RED = Original Revisions submitted to Policy Committee 9.28.26
GREEN = Recommended Changes from Policy Committee
PURPLE = Recommended Changes from Policy Committee Meeting 11.10.26

1. BOARD DUTIES AND RESPONSIBILITIES

A. Superintendent
B. ~~Employment First~~ Move to SSA Ch. 7
C. Social Media

2. MEMBERSHIP

A. Appointments of Board Members
B. Oath of Office
C. Person Who May Not Serve on a County Board of Developmental Disabilities
D. Declaration of Eligibility Prior to Appointment to Board
E. Time and Term of Appointments of Board Members
F. Reappointment of Members of Board
G. Filling of Vacancy on Board for Unexpired Term
H. Members of Board not Compensated - Reimbursement Expenses
I. Members of Board to Attend Annual In-Service Training
J. Grounds for Removal
K. Waiver of Removal Requirement for Non-Attendance
L. Request for Hearing on Proposed Removal of Board Member

3. ORGANIZATION OF BOARD

A. Notification Pertaining to MCBDD Board Members
B. Board Officer Duties
C. Committees of the Board
D. Appointing Ethics Committee
E. Reviewing Direct Services Contracts
F. Direct Service Contracts Requirements

4. BOARD MEETINGS

A. Electronic Participation
B. Executive Session

C. Special Meetings
D. Public Notice for Board Meetings
E. Open Forum

5. ETHICS POLICY

A. General
B. General Standards of Ethical Conduct
C. Agency-Wide Compliance Standards of Ethical Conduct
D. Use of Authority
E. Employee Conflict of Interest Affidavit
F. Penalties
G. Compliance with the Law

6. ACCESSIBILITY

A. Accessibility Plan

SOURCE:
ORC Chapter 3323 (Education Children with Disabilities)
ORC Chapter 2921 (Offenses Against Justice and Public Administration)
ORC 5126
OAC 5123
OAC 5123-4-01
42 USC Sec. 12101

DEFINITIONS

- "**Immediate family**" (ORC 102.01) means a spouse residing in the person's household and any dependent child.
- "**Appointing authority**" means the entity with statutory authority to appoint members to boards of developmental disabilities pursuant to section 5126.022~~1~~1 of the Revised Code.
- "**Unit**" means fifty minutes of instruction.
- "**In-service training**" means Department provided or approved training of Board Members pursuant to sections 5126.0210 and 5123-4-03 of the Ohio Revised Code/Ohio Administrative Code that may include, but is not limited to, the following topics: ethics, including conflicts of interest and the Board's Ethics Committee; boardsmanship; open meeting requirements; confidentiality; and current issues in the field of developmental disabilities.
- "**Special meeting**" means a meeting which is neither a regular meeting nor an adjournment or a regular (or special) meeting to another time or day to consider items specifically stated on the original agenda of such regular (or special) meeting**.**
- **The Board means the seven person appointed members.**
- **MCBDD means the agency and/or Administration**

GENERAL (ORC 5126.02, ORC 5126.07)

Each county shall have its own county board of developmental disabilities which shall be operated as a separate administrative and service entity. The functions of the county board shall not be combined with the functions of any other entity of county government. The President of the Board and Superintendent should be kept informed of activities and meetings. Any final conclusions should be presented to the President and Superintendent before being released to the press or general public. No county board of developmental disabilities or any

agency, corporation, or association under contract with a county board of developmental disabilities shall discriminate in the provision of services under its authority of contract on the basis of race, color, sex, creed, disability, national origin, religion, age, sexual orientation, gender identity, gender expression or inability to pay

1. BOARD DUTIES AND RESPONSIBILITIES

SOURCE:
ORC 5126
OAC 5123-4-01

The Board shall: (ORC 5126.05)

- operate as a committee of the whole;
- authorize special committees as are deemed necessary and the members of such committees shall be appointed by the President: the term of Board committee membership is for one calendar year from January until the following year of the Board organization meeting;
- ~~administer and operate facilities, programs, and services as provided by ORC Chapter 5126 and Chapter 3323 and~~ establish policies for the administration and operation of facilities, programs and services per Ohio Revised Codes chapters 5126 and 3323;
- ensure that the programs so administered and operated conform to the rules, regulations, and standards established by the Director of the Department of Developmental Disabilities and the State Board of Education pursuant to Chapter 119 of the Ohio Revised Code;
- ~~coordinate, monitor, and evaluate existing services and facilities available to individuals with developmental disabilities~~;
- provide early intervention services~~, supportive home services, and adult services,~~ according to the plan and priorities developed under ORC 5126.04;
- provide or contract for special education services pursuant to ORC Chapters 3317 and 3323 and ensure that related services, as defined in ORC 3323.01, are available according to the plan and priorities developed under ORC 5126.04;
- ~~•~~ adopt a budget, authorize expenditures for the purposes specified approve attendance of Board Members ~~and employees at professional meetings and approve expenditures for attendance and exercise such powers and duties as are prescribed by the director;~~
- Approve the submission of ~~submit~~ annual reports of its work and expenditures, pursuant to ORC 3323.09 and 5126.12 to the Director, the Superintendent of public instruction, and the Board of County Commissioners at the close of the fiscal year and at such other times as may reasonably be requested;
- authorize all positions of employment, establish compensation, including but not limited to salary schedules and fringe benefits for all ~~Board~~ MCBDD employees, approve contracts of employment for management employees that are for a term of more than one year, employ legal counsel under ORC 309.10 and contract for employee benefits;
- provide service and support administration in accordance with ORC 5126.15;
- ~~•~~ ~~certify respite care homes pursuant to rules adopted under ORC 5123.171 by the Director of Developmental Disabilities;~~
- require individual program or service plans for individuals who are being served or who have been determined eligible for services and are awaiting the provision of service and ensure that methods of having their service needs evaluated are available;
- establish a Family Support Services program subject to availability of funds; ~~subject to the availability of money from state and federal sources~~;
- reserve the right to choose not to respond to or investigate anonymous complaints or rumors (Identification of the source of a complaint is necessary in order to effect resolution of the conflict);
- plan, and set priorities based on available resources for the provisions of facilities, programs, and other services to meet the needs of individuals, former eligible residents of the county residing in state institutions or, before the effective date of the amendment

to ORC 5126.04, placed under purchase of service agreements under ORC 5123.18, and children subject to a determination made pursuant to Section 121.38 of the Ohio Revised Code;

- ~~assess the facility and service need of the individuals with developmental disabilities who are residents of the county or former residents of the county residing in state institutions or, before the effective date of the amendments to ORC 5126.04, placed under purchase of service agreements under section 5123.18 of the Ohio Revised Code; and~~
- ~~develop and~~ adopt an annual Action Plan
- Notify the Superintendent and Board President, in writing, of any concerns ~~or questions~~ regarding agency services, supports, contracts, or MCBDD employees that are expressed to a Board Member. Board Members shall not independently investigate concerns.

The ~~Board~~ MCBDD *may*:

- enter into contracts with other such boards and with public or private, nonprofit, or profit-making agencies or organizations of the same or another county, to provide the facilities, programs, and services authorized or required, upon such terms as may be agreeable, and in accordance with this chapter and Chapter 3323 of the Ohio Revised Code and rules adopted there under and in accordance with sections 307.86 and 5126.071 of the Ohio Revised Code;
- ~~may combine transportation for children and adults enrolled in programs and services offered under Chapter 5126 of the Ohio Revised Code with transportation for children enrolled in classes funded under section 3317.20 or units approved under section 3317.05 of the Revised Code; and~~
- contract with such a governing board even though the governing board includes an individual who is an employee of the ~~Board~~ MCBDD: that member of the governing board may not vote on any matter before the governing board concerning a contract with the ~~Board~~ MCBDD or participate in any discussion or debate regarding such a contract.

The Board *shall not*:

- engage directly in collective bargaining, grievance/arbitration hearing, or contract discussions with employee associations, presidents, or representatives, unless granted permission by an approved Board motion;
- become directly involved in the resolution of staff complaints;
- contract with a nongovernmental agency whose board includes a Medina County Commissioner;
- participate in or vote on any matter before the Board concerning a contract agency of which they or a member of their immediate family are also a Board Member or employee;
- expend public funds to prepare and distribute material for the specific purpose of promoting a bond issue or tax levy, or promoting or opposing any candidate for political office; or
- expend public funds for the purposes prohibited by the laws of the State of Ohio.

A. Superintendent (ORC 5126.0219, ORC 5126.022)

MCBDD shall employ a Superintendent. The Board shall provide for a Superintendent who is qualified, as specified in rules adopted by DODD in accordance with Chapter 119 of the Ohio Revised Code. The Superintendent shall have no voting privileges on the Board. The Superintendent shall be a member ex-officio of all special committees of the Board and of all committees and commissions appointed by the Board.

The Board shall prescribe the duties of its Superintendent and review the Superintendent's performance. The Superintendent may be removed, suspended, or demoted for cause pursuant to section **5126.23** of the Revised Code. The Board shall fix the Superintendent's compensation and reimburse the Superintendent for actual and necessary expenses.

The Superintendent shall be employed under a contract. To enter into a contract, the Board shall adopt a resolution agreeing to the contract.

Each contract for employment or re-employment of the Superintendent shall be for a term of not less than one and not more than five years. At the expiration of the Superintendent's current term of employment, the Superintendent may be re-employed. If the Board intends not to re-employ the Superintendent, the Board shall give the Superintendent written notification of its intention. The notice shall be given not less than ninety days prior to the expiration of the Superintendent's contract.

If a vacancy occurs in the position of Superintendent, the Board may appoint a person who holds a valid Superintendent's certificate issued under the rules of the DODD to work under a contract for an interim period not to exceed one hundred eighty days until a permanent Superintendent can be employed or arranged for. The Director of DODD may approve additional periods of time for these types of interim appointments when so requested by a resolution adopted by the Board, if the Director determines that the additional periods are warranted and the services of a permanent Superintendent are not available.

SOURCE:
Executive Order signed by the Governor March 19, 2012 (Employment First) MOVE TO SSA Chapter 7

General:
The purpose of this policy is as follows: to ensure that the individuals served by Medina County Board of Development Disabilities (MCBDD), in accordance with all other policy and procedures, are encouraged to identify the individuals' unique strengths, interests, abilities, preferences, resources and desired outcome as they relate to community employment. All individuals shall have opportunities to explore work, community engagement, volunteerism, and entrepreneurship in their community in a manner that is the least restrictive and to identify community employment as the desired outcome for every individual of working age. The MCBDD supports the Executive Order signed by the Governor March 19, 2012 for the Employment First Initiative.

DEFINITIONS:

- "**Community Employment**" means competitive employment that takes place in an integrated setting.
- "**Chosen Representative**" refers to the person selected by the individual to provide representation, advocacy, advice, and assistance in day-to-day coordination of services in accordance with the ISP.
- "**Individual**" refers to the person with developmental disabilities who is eligible to receive services and supports from the MCBDD.
- "**Individual Support Plan**" (ISP) refers to the document that reflects the individuals wants and needs in all areas of his/her life and includes the services, supports, and activities to be provided to reach the desired outcomes.
- "**Least Restrictive**" is when a person receives only the services and supports needed to participate in activities and become full partner and participant and to receive services and supports in the most typical environment.
- "**Natural Support**" is a support that is not paid. Natural supports can include, but are not limited to, family members, neighbors, significant others, and community members who share interests with the person they are supporting. Natural supports shall be documented in the ISP.
- "**Person Centered Planning Process**" refers to the process where each individual shall participate in an individualized process to identify the individual's unique strengths, interests, abilities, preferences, resources, and desired outcomes as they relate to community employment.
- "**Transition**" refers to the time period before the individual graduates from high school and enters work or college. Effective transition services and supports shall be in place in sufficient time to discover the person's personal genius and supports and services needed to ensure success.

B. Employment First

Everyone can contribute to their community. Services and supports that a person receives from the Board will be an outcome of the Person Centered Planning process.

1. Individuals determined to be eligible for services provided by MCBDD shall be encouraged to participate in exploration and discovery opportunities to explore individualized options and teach skill building, work, volunteerism, and/or entrepreneurship in their community.
2. An assessment process will be employed to help individuals discover their personal genius and identify personal goals, skills, strengths, and areas of supports needed for full participation in their community and determine their place on the path to community employment.
3. All individuals will be encouraged to identify natural supports and a chosen representative who might support their participation in the community.
4. Individuals receiving services from the county board will enhance their community through participation and contributions where they live, work, and recreate. To this end, the individual will uncover all supports (both paid and natural supports) needed to be a full participant in his/her community. The individual, to the extent possible, will receive the supports in his/her community and from the community as much as possible.
5. MCBDD will work with community partners to develop and support opportunities for people to work and grow in their community. This includes collaborating with school districts in the county to ensure a framework exists for individuals approaching completion of a program or service, as well as employers and providers of service. Through this collaboration, the county board shall identify and attempt to resolve any duplication of efforts.
6. The county board shall disseminate information to individuals served, families, schools, community partners, employers, and providers of service about resources and opportunities including Medicaid buy-in and other work incentive programs that facilitate community employment.
7. The county board shall outline and periodically update its strategy and benchmarks for increasing the number of individuals of working age engaged in community employment services in its strategic plan.
8. Appropriate measures and outcomes will be maintained to determine effectiveness and direction of the activities for this policy. Measures and/or outcomes will be reported to the county board and to the Department of Developmental Disabilities on a regular basis.

C. Social Media

The Medina County Board of Developmental Disabilities has embraced social media to improve accessibility and transparency and to foster positive relationships with key audiences such as individuals who receive services, families, guardians, community partners, and taxpayers. The intent of the MCBDD Social Media Policy is to protect the privacy, confidentiality, and interests of MCBDD, as well as our services, employees, partners, families, and individuals served.

The appropriate use of social media can assist the ~~Board~~ the MCBDD in achieving the following:

1. promoting a positive image within the community;
2. reaching a larger audience to promote and increase awareness of the ~~Board's~~ MCBDD's mission, core values, services, successes, and individuals served;
3. increasing customer service and satisfaction;
4. gaining customer input; and
5. enhancing communication.

Definitions:

- ~~**Board**: In this policy, the Board will mean the Medina County Board of Developmental Disabilities, Board Members, Administration, and staff members.~~ Use definition at the beginning of this chapter
- **Social Media**: Works of user-created video, audio, text, or multimedia that are published and shared through a computer, cell phone, or other devices to the general public or anyone who can access such sites. Examples of these sites may include, but are not limited to, the following: Facebook, Twitter, Tumblr, Pinterest, LinkedIn, Google +,Blogs, Flickr, YouTube, etc.

1. The ~~Board~~ MCBDD respects the right of privacy of its employees, individuals served, independent contractors, volunteers, and visitors and has the following guidelines regarding all usage including off duty use of social media:
   a. Personal information will be carefully protected in regards to what is shared online.
   b. The ~~Boards'~~ MCBDD's policies and procedures, including but not limited to, Confidentiality, HIPAA, Acceptable Use, Harassment, and Conduct Between Staff and Enrollees shall be known and followed.
   c. Close relationships are enjoyed by many staff and the individuals we serve. Any identifying and/ or confidential information about individuals served or their families, guardians, or caregivers shall not be transmitted.
   d. ~~Board~~ MCBDD logos or materials shall not be used without first obtaining permission from the Community Relations Manager. Images of individuals served, their families, caregivers, Board employees, or the workplace shall not be transmitted without proper authorization.
   e. Social media may not be used to harass any individuals, including but not limited to, Board Members, fellow employees, individuals served, their families, guardians, caregivers, customers, providers, or others associated with the Board.
   f. It shall be clear to the readers that the views you express on your social media are yours alone and do not reflect the view of the ~~Board~~ MCBDD~~.~~ To help reduce the potential for confusion, it is requested that you put the following notice in a reasonably prominent place on your site: The views expressed are mine and do not necessarily reflect the views of my employer.
   g. You have sole responsibility for what you post to your site. Social media communications are public record and are able to be immediately searched and shared. Special care should be taken when considering communicating with individuals served on social media sites.
   h. You will not complain about the ~~Board~~ MCBDD or co-workers in your social media communication. If you have an issue or complaint, it must be handled through the appropriate chain of command. Do not comment on anything related to legal matters, litigation or with any parties in which the ~~Board~~ MCBDD may be in litigation.
   i. Questions regarding any matter related to your site/postings should be directed to your supervisor or the ~~Board's~~ MCBDD Human Resources Department.
   j. No employee should establish an online social media presence to represent it as an MCBDD sponsored entity. All social media accounts for MCBDD will be setup by the Community Relations Manager.
   k. All mainstream media inquiries must be referred to the Community Relations Manager.
2. There are exceptions in regards to sharing information. They are as follows:
   a. Information may be shared as required by law or other ~~Board~~ MCBDD policies.
   b. Information may be shared if written consent has been provided to the ~~Board~~ MCBDD and provides specific information.
   c. If an individual who is his/ her own guardian desires to share information, one may assist them in doing so if it is in your job duties.

Failure to adhere to this policy will result in disciplinary action, up to and including termination.

2. MEMBERSHIP (ORC 5126.021)

The Board shall consist of seven (7) members, five (5) of whom are appointed by the Medina County Commissioners and two (2) of whom are appointed by the Senior Medina County Probate Judge.

A. Appointments of Board Members (ORC 5126.0212)

The appointing authority shall appoint only individuals who are residents of Medina County, citizens of the United States, and interested and knowledgeable in the field of developmental disabilities and other allied fields. If the appointing authority is a Board of County Commissioners, appoint at least one individual with developmental disabilities and at least one individual who is a family member of an individual with developmental disabilities. ~~two individuals who are eligible for services provided by the county board or are immediate family members of such individuals.~~ ~~The Board of County Commissioners shall, whenever possible, ensure that one of those two members~~

~~is an individual eligible for adult services or an immediate family member of an individual eligible for adult services and the other is an immediate family member of an individual eligible for early intervention services or services for preschool or school age children~~; If the appointing authority is a senior probate judge, appoint at least one individual with a developmental disability or ~~who is~~ an immediate family member of an individual eligible for residential services or supported living. If a senior probate judge appoints an individual with developmental disabilities, that appointment satisfies the requirement that a county commissioner appoint at least one such individual. The membership of the Board shall include to the maximum extent possible, individuals who have professional training and experience in business management, finance, law, health care practice, personnel administration, or government service and, provide for the county board's membership to reflect as nearly as possible, composition of the county that the county board serves.

B. Oath of Office

The following Oath of Office shall be administered to new Board Members by the appointing authority for that Board Member (either the County Commissioner or the Probate Judge). It shall read:

"Do you solemnly swear that you will support the constitutions of the United States and the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Medina County Board of Developmental Disabilities to the best of your ability, and in accordance with the laws and the rules, regulations, and policies of the Board now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is appointed?" The answer is: "I do."

C. Persons Who May Not Serve on a County Board of Developmental Disabilities (ORC 5126.023)

The following individuals shall not serve as Board Members*:*

- Elected public officials, except for a township trustee, township fiscal officer, or individuals excluded from the definition of a public official or employee in ORC 102.01 (B);
- An immediate family member of a member of the MCBDD;
- An employee of any county board;
- An immediate family member of an employee of the MCBDD;
- A former employee of the MCBDD whose employment ceased less than four calendar years before the former employee would begin to serve as a member of the Board;
- A former employee of the MCBDD whose employment ceased less than two years before the former employee would begin to serve as a member of a different county board;
- Unless there is no conflict of interest, an individual who or whose immediate family member is a Board Member of an agency licensed or certified by the Department of Developmental Disabilities to provide services to individuals with developmental disabilities or an individual who or whose immediate family member is an employee of such an agency; or
- An individual with an immediate family member who serves as a County Commissioner of Medina served by the MCBDD unless the individual was a member of the Board before October 31, 1980.

D. Declaration of Eligibility Prior to Appointment to Board (ORC 5126.024)

No individual may be appointed or reappointed to the Board unless the individual, before the appointment or reappointment, provides to the appointing authority a written declaration specifying both of the following:

- That no circumstance described in ORC 5126.023 exists that bars the individual from serving on the Board; and
- Whether the individual or an immediate family member of the individual has an ownership interest in or is under contract with an agency contracting with the ~~Board~~ MCBDD, and, if such an ownership interest or contract exists, the identity of the agency and the nature of the relationship to that agency.

On appointment or reappointment of an individual to the Board, the appointing authority shall provide a copy of the individual's declaration to the Superintendent of the ~~Board~~ MCBDD. The declaration is a public record for the purpose of ORC 149.43.

E. Time and Term of Appointment of Board Members (ORC 5126.025)

Except for members appointed under section 5126.027 of the Ohio Revised Code to fill a vacancy, members of the Board shall be appointed or reappointed not later than the last day of November, commence their terms on the date of the stated annual organizational meeting in the following January as provided under section 5126.029 of the Ohio Revised Code, and serve terms of four years. The membership of an individual appointed as an immediate family member of a recipient of services shall not be terminated because the services are no longer received.

F. Reappointment of Members of Board (ORC 5126.026)

Except as otherwise provided in ORC 5126.0218, a member of the Board may be reappointed to the Board. Prior to making a reappointment, the appointing authority shall ascertain, through written communication with the Board, that the member being considered for reappointment meets the requirements of ORC 5126.021~~2~~ and 5126.0218.

A member who has served during each of three consecutive terms shall not be reappointed for a subsequent term until two years after ceasing to be a member of the Board, except that a member who has served for ten years or less within three consecutive terms may be reappointed for a subsequent term before becoming ineligible for reappointment for two years.

If, however, a county board experiences extenuating circumstances that would severely restrict the ~~board~~ MCBDD from being able to fill a pending vacancy of a Board Member who will become ineligible for service on the Board after serving three consecutive terms, the appointing authority may request a waiver from the Director of Developmental Disabilities to allow that member to serve an additional four-year term subsequent to serving three consecutive four-year terms. The Director shall determine if the extenuating circumstances associated with the board warrant the granting of such a waiver.

G. Filling of Vacancy on Board for Unexpired Term (ORC 5126.027)

Within sixty days after a vacancy on the Board occurs, including a vacancy created under ORC 5126.0213, the appointing authority shall fill the vacancy for the unexpired term. Before filling a vacancy, the appointing authority shall cause a notice of the vacancy to be published on at least two separate dates in one or more newspapers serving the county the MCBDD serves. A member appointed to fill a vacancy occurring before the expiration of the term for which the member's predecessor was appointed shall hold office for the remainder of that term.

H. Members of Board Not Compensated - Reimbursement for Expenses (ORC 5126.028)

Members of the MCBDD shall serve without compensation, but shall be reimbursed for necessary expenses incurred in the conduct of Board business, including expenses incurred within Medina County. Board Members ~~of the Board~~ and/or the ~~Board~~ MCBDD as a body may join an association of Boards and have their dues paid by the ~~Board~~ MCBDD, as approved by the Superintendent.

I. Members of Board to Attend Annual In-Service Training (ORC 5126.0210, ORC 5126.0211, OAC 5123-4-03)

During each calendar year of a Board Member's term, the member shall attend a minimum of four hours of in-service training, except as provided in OAC 5123-4-03 (C) (b) (c) (d). This training shall not be considered regularly scheduled meetings of the Board.

A Board Member shall be considered present at an in-service training session even though the member is not physically present in the room in which the session is held if the member is connected to the session through a system that enables the member to communicate with the individuals participating in the session and such individuals to communicate with the member.

Board Members appointed after the Board's annual organizational meeting and Board Members appointed to complete the remainder of a former Board Member's term shall attend in-service training during the first calendar year of the member's appointment in accordance with the following schedule:

- Members appointed on or before March 31 shall complete a minimum of four hours of in-service training.
- Members appointed after March 31 but prior to July 1 shall attend a minimum of three hours of in-service training.
- Members appointed after June 30 but prior to October 1 shall attend a minimum of two hours of in-service training.
- Members appointed after September 30 but prior to the succeeding January 1 shall attend a minimum of one hour of in-service training.

J. Grounds for Removal (ORC 5126.0213)

Subject to provisions of ORC 5126.0214 and 5126.0216, an appointing authority shall remove a member of the Board for any of the following reasons:

1. Neglect of duty;
2. Misconduct;
3. Malfeasance;
4. Ineligibility to serve on the Board pursuant to ORC 5126.023;
5. Failure to attend at least four hours of in-service training session each year;
6. Failure to attend within one year four regularly scheduled board meetings;
7. Failure to attend within one year two regularly scheduled board meetings if the member gave no prior notice of the member's absence; or
8. Consistently poor performance on the Board, as demonstrated by documentation that the President of the Board provides to the appointing authority and the appointing authority determines is convincing evidence.

The removal provisions of 6 and 7 above do not apply to absences from special meetings or work sessions.

K. Waiver of Removal Requirement for Non-Attendance (ORC 5126.0214, ORC 5126.0215)

An appointing authority shall not remove a member of the Board from the Board by reason of 5, 6 or 7 of section 5126.0213 of the Ohio Revised code above, if the Director of DODD waives the requirement that the member be removed. The Director may issue the waiver only if the appointing authority requests that the Director issue the waiver and provides the Director evidence that is satisfactory to the Director that the member's absences from the in-service training sessions or regularly scheduled Board meetings are due to a serious health problem of the member or a member of the member's immediate family. The Director's decision on whether to issue the waiver is final and not subject to appeal.

The Board may pass a resolution urging the appointing authority to request that the Director issue the waiver. The member whose absences from the sessions or meetings are at issue may not vote on the resolution. The appointing authority may request the waiver regardless of whether the Board adopts the resolution.

If there are grounds for the mandatory removal of a member from the Board under ORC 5126.0213, the Board shall supply the Board Member and the member's appointing authority with written notice of the grounds.

L. Request for Hearing on Proposed Removal of a Board Member (ORC 5126.0216, ORC 5126.0217, ORC 5126.0218)

An appointing authority shall afford a member of the Board an opportunity for a hearing on the member's proposed removal in accordance with procedures the appointing authority shall establish, unless the appointing authority requested that the Director of DODD waive the mandatory removal under ORC 5126.0214 and the Director refused to issue the waiver. The appointing authority shall hold the hearing if the member requests the hearing not later than thirty days after the date that the Board sends the member the notice required by ORC 5126.0215. If a member of the Board requests a hearing within the time required by ORC 5126.0216, the appointing authority may not remove the member from the Board before the conclusion of the hearing.

A member of the Board who is removed from the Board is ineligible for reappointment to the Board for not less than one year. The appointing authority shall specify the time during which the member is ineligible for reappointment. If the member is removed for failure to attend at least four hours of in-service training, the Board shall specify the training the member must complete before being eligible for reappointment.

3. ORGANIZATION OF THE BOARD (ORC 5126.029)

MCBDD shall hold an organizational meeting no later than the thirty-first day of January of each year. The Board President shall have appointed a nominating committee prior to this meeting. Nominations for the new officers shall be brought to the Board by the Nominating Committee. The Board shall elect its officers, which shall include a President, Vice-President, and Recording Secretary. After its annual organizational meeting, the Board shall meet in such manner and at such times as prescribed by rules adopted by the Board, but the Board shall meet at least ten times annually in regularly scheduled sessions in accordance with ORC 121.22. A majority of the Board constitutes a quorum. The Board shall adopt rules for the conduct of its business and a record shall be kept of Board proceedings, which shall be open for public inspection. Voting may be by voice except that on all questions involving the expenditure of moneys, the yeas and nays shall be taken and entered in the records and minutes of the proceedings of the Board.

A. Notification Pertaining to MCBDD Board Members

Any person may visit, e-mail or telephone the central office of the ~~Board~~ MCBDD during that office's regular office hours to determine, based on information available at that office: The time and place of regular meetings; the time place and purposes of any then known special meetings, and whether the available agenda of any such future meetings states that any specific type of public business, identified by such person, is to be discussed at such meeting.

Any notification provided herein to be given by the Superintendent may be given by any person acting on behalf of or under the authority of the Superintendent. A reasonable attempt at notification shall constitute notification in compliance with these policies.

The Superintendent shall maintain a record of the date and manner, and time if pertinent under these rules, of all actions taken with regard to notices and notifications and shall retain copies of proofs of publications of any notifications or notices published in accordance with the agencies approved retention schedule.

B. Board Officer Duties

The duties of the President shall be:

- To preside at all meetings of the Board;
- To appoint committee chairpersons and/or committee members;
- To request an audit of the financial records and accounting assets at appropriate intervals;
- To perform such other duties as may be prescribed by law or by action of the Board;
- To represent the Board as its official spokesperson; and
- To be a member ex-officio of all special committees of the Board and of all committees and commissions appointed by the Board.

The duties of the Vice-President shall be:

- To preside in the absence of the President;
- To perform the duties of the President in his absence; and
- To perform such other duties designated by the President.

The duties of the Recording Secretary shall be to:

- Keep a complete and correct record of all resolutions and meetings of the Board, including a complete statement of approved expenditures and resolutions acted upon; and of any committee meeting the President of the Board requests the Secretary to attend;
- File a certified copy of the Board minutes in the Administrative Office as a repository;
- Provide each member of the Board with a copy of the minutes, including a complete statement of approved expenditures and resolutions acted upon; and
- Perform such other duties as may be delegated either by the President of the Board or assigned by the Board;

Any duties of the Recording Secretary may be delegated to persons acting on behalf of, or under the authority and supervision of, the Recording Secretary.

C. Committees of the Board

Committee membership shall be limited to three Board Members. The Board shall authorize special committees as are deemed necessary and the members of such special committees shall be appointed by the President. A special committee shall report its recommendations to the Board for appropriate action. The Superintendent, or designee, shall serve on any committee.

D. Appointing Ethics Committee (ORC 5126.0212, ORC 5126.031)

Annually at the organizational meeting required by ORC 5126.029, the President of the Board shall appoint three members of the Board to an Ethics Committee to review all direct services contracts. The Board's President may be one of those appointed. The Superintendent/designee shall be a non-voting member of the Committee. The President shall not appoint a person to the Committee if the person, or any member of the person's immediate family, will have any interest in any direct services contract under review by the Committee while the person serves on the Committee or during the twelve-month period after completing service on the Committee. If a Committee member or a member of the Committee member's immediate family has or will have such an interest, the President shall replace the member by appointing another Board Member to the Committee.

The Committee shall meet regularly as directed by the Board to perform its duties. Minutes shall be kept of the actions of the Committee. The minutes shall be part of the public record of the Board. Any action taken by the Committee on direct services contracts under its review shall be in public. The Committee shall afford an affected party the opportunity to meet with the Committee on matters related to a direct services contract or any action taken by the Committee.

In no circumstance shall a member of the MCBDD participate in or vote on any matter before the Board concerning a contract agency of which the member or an immediate family member of the member is also a Board Member or an employee.

If MCBDD establishes a policy specifying that the ~~Board~~ MCBDD is not willing to enter into direct services contracts with any person who is a Board Member or former Board Member or a member of the immediate family of a Board Member or former Board Member, the Board may assume the responsibilities and perform the duties of an Ethics Committee specified in ORC **5126.032**. The policy shall be established by resolution adopted by a majority of the members of the Board in attendance at a meeting at which there is a quorum and shall be in effect for one year after its adoption, at which time the Board shall, by resolution adopted in the same manner as the initial resolution, either renew the policy or establish a new one.

E. Reviewing Direct Services Contracts (ORC 5126.032)

The Ethics Committee appointed for the MCBDD shall review all direct services contracts, and approve or disapprove each contract in accordance with the standards in ORC **5126.033**. The Committee shall develop, in consultation with the prosecuting attorney, and recommend to the Board ethical standards, contract audit procedures, and grievance procedures with respect to the award and reconciliation of direct services contracts. The Superintendent, or an employee of the MCBDD designated by the Superintendent, shall, in accordance with a policy established by the Board, certify to the Committee a copy of each proposed direct services contract or contract renewal at a

reasonable time before the contract would take effect if entered into or renewed, if, at the time the contract or renewal is proposed, resources approved by the Board for such purposes are available.

The Committee shall promptly review each direct services contract certified to it. If the contract does not meet the conditions specified in section **5126.033** of the Revised Code, the Committee shall recommend that the ~~Board~~ MCBDD not enter into the contract or suggest specified revisions. The Superintendent shall provide all the information the Committee needs to make its determinations.

The Committee shall certify to the Board its recommendation with regard to each contract. Except as provided in ORC 5126.032 (B), the Board, by resolution, shall enter into each direct services contract that the Committee recommends or recommends with specified revisions. The ~~Board~~ MCBDD shall not enter into any contract that is not recommended by the Committee or enter into any contract to which revisions are suggested if the contract does not include the specified revisions.

The prosecuting attorney, at the request of the ~~Board~~ MCBDD, shall prepare a legal review of any direct services contract that has been recommended, or recommended with revisions, by the Committee. The ~~Board~~ MCBDD shall enter into only those contracts submitted for review that are determined by the prosecuting attorney to be in compliance with state law.

F. Direct Services Contract Requirements (ORC 5126.033)

MCBDD shall not enter into a direct services contract unless the contract is limited either to the actual amount of the expenses or to a reasonable and allowable amount projected by the Board. MCBDD shall not enter into a direct services contract that would result in payment to a Board Member, former Board Member, employee, former employee, or member of the immediate family of a Board Member, former Board Member, employee, or former employee if the person who would receive services under the contract stands to receive any preferential treatment or any unfair advantage over other eligible persons.

MCBDD shall not enter into a direct services contract for services provided in accordance with ORC 5126.11 (FSS), 5126.40 (Supported Living) and 5126.46 (Residential Services) under which an individual, agency, or other entity will employ an individual who is also an employee of the ~~Board~~ MCBDD unless all of the following conditions are met:

- The employee is not in a capacity to influence the award of the contract.
- The employee has not attempted in any manner to secure the contract on behalf of the individual, agency, or other entity.
- The employee is not employed in management level two or three according to DODD and does not provide service and support administration.
- The employee is not employed by the ~~Board~~ MCBDD during the period when the contract is developed as an administrator or supervisor responsible for approving or supervising services to be provided under the contract and agrees not to take such a position while the contract is in effect, regardless of whether the position is related to the services provided under the contract.
- The employee has not taken any actions that create the need for the services to be provided under the contract.
- The individual, agency, or other entity seeks the services of the employee because of the employee's expertise and familiarity with the care and condition of one or more eligible persons and other individuals with such expertise and familiarity are unavailable, or an eligible person has requested to have the services provided by that employee.
- The Superintendent of the MCBDD shall notify the employee and the individual, agency, or other entity that seeks the employee's services of the Ethics Committee's determination under section ORC 5126.032 regarding the contract. The Committee's determination shall be binding on all parties.
- The employee who is the subject of the contract shall inform the Superintendent of the MCBDD of any employment the employee has outside the ~~Board~~ MCBDD that is with any individual, agency, or other entity that has a contract with the MCBDD. If the employee does not inform the Superintendent of outside employment with any agency or other entity that has a contract with the ~~Board~~ MCBDD, the employee may be subject to disciplinary action.

4. BOARD MEETINGS (ORC 121.22)

The Board shall observe Robert's Rules of Order Revised, except as otherwise provided by these rules and regulations or by statute. The Board may recess a regular meeting to such a time and place as it deems advisable, and the meeting shall be considered a regular meeting.

Agenda:

The Superintendent shall prepare and deliver a copy of the agenda to the members of the Board and to the media five days prior to any regular Board meeting. The Superintendent in consultation with the Board President shall prepare a final agenda for each meeting of the Board. Business at each regular meeting may include, but not be limited to, the following:

- Roll call;
- ~~Announcements;~~
- Minutes;
- Financial reports;
- Committee reports;
- Old business;
- New business;
- Discussion Items
- Public Forum
- Executive session; and
- Adjournment.

Voting:

Where a quorum is present, a majority vote, that is a majority of the cast votes, is sufficient for adoption of any Motion that is in order. All votes shall be recorded in the Minutes. ~~In the event of a "tie" vote, the Chair would cast the deciding vote, provided the Chair was not part of the original vote.~~

Where a quorum is present, several members' refusal to vote is not sufficient, even if a majority, to defeat the action of those actually voting. Members present, including the President, are obligated to vote, unless they wish to be regarded as assenting to the decision of the voluble majority.

Each Board Member will vote via roll call.

Minutes:

Minutes are the official record of all business transacted, activities undertaken, and plans projected. Minutes should contain actions taken and not be a record of discussions and statements, but may make mention of an item of discussion and information made public. Personal opinions of praise or criticism should not be recorded in written minutes.

The Board shall promptly prepare, file, and maintain minutes of all public meetings, including special and emergency meetings, and Board committee meetings. These minutes must be available to the public.

In order to obtain a detailed account of all Board activities, the Board shall ~~audiotape~~ record the proceedings of all public meetings, including special and emergency meetings, and Board committee meetings and maintain those ~~audiotapes~~ recordings on file as a record of all discussions that occur, so that the public may understand the reasons behind the Board's decisions. Board Meeting ~~audiotapes~~ recordings shall be retained in accordance with the approved agency retention schedule. All Board minutes shall comply with MCBDD's related procedures.

- The minutes of the preceding meeting(s), with any changes made by motion properly made and carried, or as directed by the President without objection, shall be approved by the Board and signed by the President and Recording Secretary.
- The minutes may be corrected whenever an error is noticed regardless of the time that has elapsed, but after their adoption, when too late to reconsider the vote, they require a two-thirds vote for their amendment.

- Originals of approved minutes and resolutions of the Board and Committees shall be filed permanently in the Administrative office, and shall be made available to any citizen desiring to examine them at a mutually convenient time.
- Numbered and dated resolutions shall be maintained in a separate journal.

A. Electronic Participation (ORC 5126.0223)

A member of the Board may attend a meeting of the Board or a meeting of a committee of the Board via means of electronic communication if all of the following apply:

1. The means of electronic communication permits the Board Member(s) attending the meeting via means of electronic communication, the Board Members present in-person at the place where the meeting is conducted, and all members of the public present in-person at the place where the meeting is conducted to simultaneously communicate with each other during the meeting; and
2. At least one-third of the members attending the meeting are attending in-person at the place where the meeting is conducted, as referenced in the table below; and
3. In the case of a regular meeting of the Board, the member attending the meeting via means of electronic communication attends at least one-half of the annual regular meetings of the Board in-person at the place where the meeting is conducted; and
4. The member attending the meeting via means of electronic communication notified the President of the Board of their intent not less than 48 hours before the meeting, except in the case of declared emergency; and
5. All votes taken at the meeting are taken by roll call vote.

Any Board Member attending a meeting of the Board or a meeting of a committee of the Board via electronic means is considered present at the meeting, is counted for purposes of establishing a quorum, and may vote at the meeting.

For purposes of determining whether one-third of members are attending a meeting of the Board or a committee meeting of the Board in-person, the following table can be used as a guide:

Number of Meeting Participants	In-Person Attendance Required
2 total	1 in-person
3 total	1 in-person
4 total	2 in-person
5 total	2 in-person
6 total	2 in-person
7 total	3 in-person

B. Executive Session (ORC 121.22)

The members of the Board may hold an executive session only after a majority of a quorum of the Board determines, by a roll call vote, to hold an executive session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters: (If the Board holds an executive session to consider any of the matters listed below, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those divisions are to be considered at the executive session.)

1. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an employee, or the investigation of charges or complaints against an employee, unless the employee requests a public hearing. The motion and vote to hold the executive session need not include the name of any person to be considered at the meeting;
2. To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. No member of the Board shall use this as a subterfuge for providing covert information

to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a member of the Board that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers;

3. Conferences with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action;
4. Preparing for, conducting, or reviewing negotiations or bargaining sessions with employees concerning their compensation or other terms and conditions of their employment;
5. Matters required to be kept confidential by federal law or regulations or state statutes; and/or
6. Details relative to the security arrangements and emergency response protocols for the MCBDD if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the MCBDD.

A resolution, rule, or formal action of any kind is invalid unless adopted in an open meeting of the Board. A resolution, rule, or formal action adopted in an open meeting that results from deliberations in a meeting not open to the public is invalid unless the deliberations were for a purpose specifically authorized above and conducted at an executive session held in compliance with this policy. A resolution, rule, or formal action adopted in an open meeting is invalid if the Board that adopted the resolution, rule, or formal action violated this policy.

Any Board action proposed following an executive session shall specify, with some detail, the nature of action to be taken.

C. Special Meetings (ORC 121.22)

Special meetings shall be held and conducted in accordance with the rules and regulations applicable to all Board meetings. A special meeting of the Board may be called by the President or the Superintendent with the knowledge and approval of the President, or by any two Board Members by serving notice of the date and place and subject matter of such meeting upon each member of the Board at least 24 hours prior to the date of such meeting. No other business than listed in the notification may be conducted at special meetings, except in case of an emergency requiring immediate official action. In the event emergency action is necessary the nature of the emergency must be stated in the minutes of the meeting.

Every public body, by rule, shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. A public body shall not hold a special meeting unless it gives at least twenty-four hours' advance notice to the news media that have requested notification, except in the event of an emergency requiring immediate official action. In the event of an emergency, the member or members calling the meeting shall notify the news media that have requested notification immediately of the time, place, and purpose of the meeting.

Any person, upon request ~~and payment of a reasonable fee~~, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. ~~Provisions for advance notification may include, but are not limited to, mailing the agenda of meetings to all subscribers on a mailing list or mailing notices in self-addressed, stamped envelopes provided by the person.~~

Any news medium organization that desires to be given advance notification of special meetings of the Board shall file a written request for such notice with the Superintendent. The written notification required under this section shall be ~~a copy of the agenda of the meeting or for the media~~ a notification form including meeting type, date, time and location. All postings for special meetings shall be done in the same place as those postings for the regular and organizational meeting.

D. Public Notice for Board Meetings (ORC 121.22)

Public notice of all meetings of the Board shall be given in accordance with Section 121.22 of the Ohio Revised Code. Notices of all meetings shall be posted on employee bulletin boards in conspicuous places. Notices will be placed in areas of the MCBDD accessible to

the public.

The Superintendent shall post a statement of the time(s) and place(s) of regular meetings of the Board. ~~for each regular meeting other than the organizational meeting of the Board~~. The Superintendent shall check at reasonable intervals to ensure that such statement remains so posted. If at any time during the calendar year, the time or place of any regular meeting is changed on a permanent or temporary basis, a statement of the time and place of such changed regular meeting shall be so posted by the Superintendent at least 24 hours before the time of the first changed regular meeting. The Superintendent shall post a statement of the time and place of the organizational meeting of the Board at least 24 hours before the time of such organizational meeting.

Upon the adjournment of any regular or special meetings to another day, the Superintendent shall promptly post notice of the time and place of such adjourned meeting.

E. Open Forum

The Board endorses the principles of open communication with the public and free communication with all agency personnel through recognized channels of communication. At their discretion, and subject to the nature of the agenda, the Board may schedule an Open Forum during the regular monthly meeting which shall provide an opportunity for the public to address the Board. Any individual or group may address the Board concerning any subject that lies within the Board's jurisdiction, including items scheduled on the Board meeting agenda. Questions are to be directed to the Board as a whole**,** and may not be put to any individual member of the Board or the administrative staff.

It shall be in order for members of the Board to interrupt a speaker at any time to ask questions in order to clarify the discussion. Not more than five (5) minutes shall be allotted to each speaker and no more than forty-five (45) minutes totally across all subjects under discussion, except with the consent of the majority of the Board. If additional time is needed to address the subject(s), the Board, at its discretion, may schedule a Special Board Meeting. The Board does not obligate itself to consider any question(s), request(s), or proposal(s) during the Open Forum session.

No person may present, at any meeting of the Board, a complaint against an individual Board employee. Any charge or complaint against an individual Board employee shall follow the informal resolution of complaints process found in Board policy Chapter 11, Section 3 K, and shall be signed and dated by the person making the charge or complaint.
Mutual courtesy and respect during Open Forum are expected at all times. Speakers or members of the public who fail to maintain an acceptable demeanor or who act in such a manner as to disrupt the general proceedings shall be asked by the President to yield the floor and/or to cease their disruption.

The Board does not obligate itself to formally consider any question(s), request(s), or proposal(s) unless submitted to the President, in writing, at least ten (10) calendar days before the meeting. Depending on the nature of such question(s), request(s), or proposal(s), the Board may not elect to address these issues at its next meeting, but nonetheless shall provide acknowledgement and indicate a reasonable timeframe for a response. In any event, the person who provided such question(s), request(s), or proposal(s), shall be contacted within (10) calendar days following the meeting to confirm the status of the response.

5. ETHICS (ORC 102.01)

A. General

It is policy of the ~~Board~~ MCBDD to carry out its mission in accordance with the strictest ethical guidelines and to ensure that Board Members and employees conduct themselves in a manner that fosters public confidence in the integrity of the ~~Board~~ MCBDD~~,~~ its

processes, and its accomplishments.

Any questions relating to the existence of a conflict of interest shall be submitted to the Board's Ethics Committee, which may refer the matter to the Medina County Prosecutor or the ~~Board's~~ MCBDD's approved legal counsel, or the Ohio Ethics Commission for resolution.

B. General Standards of Ethical Conduct

Under well-established principles, everyone must meet certain standards of conduct and attention in carrying out his or her responsibilities to the Medina County Board of Developmental Disabilities.

- **STANDARD I: Duty of Care**
  There is a level of competence that is expected of everyone, and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that everyone owes the duty to exercise reasonable care when he or she makes a decision as a steward of the Agency.
- **STANDARD II: Duty of Loyalty**
  The duty of loyalty is a standard of faithfulness; everyone must give undivided allegiance when making decisions affecting the organization. This means that no one can use information obtained as a member for personal gain, but must act in the best interests of the Agency.
- **STANDARD III: Duty of Obedience**
  The duty of obedience requires everyone to be faithful to the organization's mission. No one is permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage funds to fulfill the Agency's mission.

C. Agency-Wide Compliance Standards of Ethical Conduct

Board officials and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102 and 2921 of the Ohio Revised Code and ORC 5126.031, 5126.032, and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws is provided by the ~~Board~~ MCBDD, and receipt acknowledged, as required in ORC 102.09(D).) Officials and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety. The Medina County Board of DD shall:

1. **Comply with the Law.** MCBDD is subject to numerous local, state, and Federal laws pertaining to all aspects of its operation. Employees are required to understand and abide by those laws which are applicable to them in the performance of their jobs.
2. **Provide Excellent Services.** MCBDD employees shall treat all individuals with a spirit of kindness, patience, and understanding in the performance of their duties. Each individual is an individual and should be treated as such. Each individual should be respected, with their needs and preferences considered as decisions are made. Steps shall be taken so that each individual understands his or her program needs and options, treatment methods utilized, and outcomes. MCBDD shall provide services in a manner that does not discriminate against any person because of age, race, religion, gender, sexual orientation, national origin, or for any other reason prohibited by applicable state and Federal law. At all times, competent and qualified individuals shall provide appropriate care, while considering the safety and wellbeing of individuals served. Employees shall take every measure to ensure that individual rights as enumerated under ORC 5123.62 are preserved.
3. **Protect Confidential Information.** MCBDD is committed to maintaining the confidentiality of protected health information, as well as appropriate personnel information, in accordance with applicable legal and ethical standards.
4. **Not Accept Inappropriate Gifts or Gratuities.** The following standards apply to the giving or receiving of gifts and gratuities:
   - Receiving Gifts from Individuals and Vendors - Employees are prohibited from soliciting tips, personal gratuities, or gifts from individuals, providers, and other vendors. Employees may, however, accept non-monetary gratuities or gifts of a nominal value (approximately $25 or less), such as cookies, flowers, or candy if the gift would not influence, or reasonably

appear to others to be capable of influencing, the employee's business judgment in conducting affairs with the individual or vendor.

- Giving Gifts to Individuals and Vendors - Employees shall not offer or give money, services, or other things of value with the expectation of influencing the judgment or decision-making process of any individual, provider, vendor, governmental official, or any other person. An employee who is in doubt about whether a situation involving the giving or receiving of something of value is acceptable, should ask his or her supervisor, or the Administration Office.

5. **Avoid Conflicts of Interest.** It is the policy of MCBDD to prohibit its employees and other associates from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of MCBDD, its individuals, or its vendors. Therefore, employees, management, Board Members, and other contract individuals shall disclose to the Assistant Superintendent any potential conflict of interest they or their immediate family have in any firm which does business with MCBDD or which competes with MCBDD. An employee of the ~~Board~~ MCBDD may also be a member of the governing board of a political subdivision, including the Board of education of a school district, or an agency that does not provide specialized services.
6. **Keep Accurate and Complete Records.** It is essential that MCBDD report accurate information to governmental entities and other third parties. In order to meet this obligation, it is equally essential that every employee accurately and clearly document the relevant facts or the true nature of any and all individual training, services, programs, incidents, and activities. No employee should knowingly or with reckless disregard for the truth make any false or misleading statement on any form or to any other officer, employee, or auditor for MCBDD. All individual records shall meet the documentation standards required for quality care and to meet reimbursement regulations. Employee travel and entertainment-related expenses shall be accurately documented and supported when seeking reimbursement from the ~~Board~~ MCBDD~~.~~
7. **Adhere to Anti-Referral and Health Care Fraud and Abuse Legislation.** All employees of MCBDD are required to comply with laws which prohibit health care fraud and abuse. Activities that are prohibited include, but are not limited to:
   - Intentionally or knowingly recording incorrect, false, or fraudulent documentation, or making false or fraudulent claims for payment or approval;
   - Offering or receiving remuneration (such as a kickback, bribe, or rebate) as an inducement to make a referral for the furnishing (or arranging for the furnishing) of any item or service;
   - Submitting false information for the purpose of gaining or retaining the right to participate in a plan or obtain reimbursement for services; and,
   - Referring Medicaid individuals to any entity for "designated health services" when the staff member or an immediate family member has a financial relationship with the entity (unless the arrangement complies with applicable legal exceptions).
8. **Conduct Political Activities According to the Law.** MCBDD does not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. While MCBDD supports employee participation in the political process, employees are not permitted to use positions in MCBDD to try to influence the personal decisions of others to contribute or otherwise support political parties or candidates except as lawfully permitted through political action committees.
   MCBDD may participate in lobbying activities or advocating the passage or defeat of certain legislation that pertains to issues that affect the field of DD. Lobbying activities or advocating the passage or defeat of certain legislation shall not constitute a substantial part of the activities of MCBDD.
9. **Provide a Safe Workplace.** It is the policy of MCBDD to comply with all applicable state and Federal laws designed to improve workplace safety. MCBDD is committed to training employees to carry out their work in manner that is safe for them, their coworkers, and the individuals they serve.
10. **Not Tolerate Harassment or Discrimination.** It is MCBDD's policy not to discriminate on the basis of race, color, religion, national origin, age, disability, sexual orientation, or gender in relation to employment practices. Furthermore, MCBDD prohibits harassment of its employees in any form by supervisors, coworkers, consumers, family members, providers or vendors.

11. **Appropriately Use its Assets.** All employees are charged with protecting and preserving MCBDD's assets and resources by following procedures to prevent their loss, theft, or unauthorized use. No part of the revenue of MCBDD shall inure to the benefit of, or be distributed to, its Board Members, Management Team, employees, or other persons having direct or indirect personal or private interest in the activities of MCBDD, except to the extent that payroll reimbursement constitutes reasonable compensation for services rendered in the necessary course of MCBDD's operations.
12. **Protect the Environment.** It is the policy of MCBDD to comply with all state and Federal laws protecting the environment. Employees shall dispose of all waste and other materials and store all chemicals and substances in accordance with applicable laws and regulations. It is important to file all necessary reports accurately and promptly and to cooperate fully with all governmental authorities in the event of an environmental incident.
13. **Protect Access to Information Systems.** MCBDD is committed to protecting all aspects of its information systems. All employees and other associates with access to MCBDD's computerized information system shall abide by MCBDD's computer policies and procedures, including the protection of confidential information, passwords, and other access information.
14. **Adhere to Intellectual Property Laws.** MCBDD is committed to adhering to all applicable intellectual property laws. All software used in connection with MCBDD's operations shall be properly licensed and used in accordance with that license. Additionally, MCBDD shall respect the intellectual property and copyright laws regarding books, trade journals, magazines, and other applicable resources.
15. **Witnessing of documents.** Personnel shall not act as a witness to documents such as Power of Attorney, guardianship, advance directives, and/or agency contracts without the expressed written approval of the Superintendent. Personnel are authorized to countersign documents such as intake forms, authorizations (i.e., release of information form), treatment plans, etc. as directly related to their job duties."
16. **Notary Public signature and seal.** Employees who are certified as Notary Publics may witness documents such as Power of Attorney, guardianship, advance directives, and/or agency contracts for clients, personnel, and other stakeholders in accordance with applicable state laws. The person who witnesses a document should be neutral and have no financial or other interest involved.

D. Use of Authority

Specifically, no individual Board Member shall:

- seek special privileges for personal gain;
- personally assume unauthorized authority;
- disclose confidential information;
- place the interest of any group or faction above the interest of the entire program;
- criticize ~~Board~~ MCBDD employees publicly;
- act on any complaint by an employee or against an employee that does not follow established procedure; or
- act on any complaint by an individual or caregiver receiving service that does not follow established procedure.

E. Employee Conflict of Interest Affidavit

Every Board official or employee who may have a direct or indirect financial interest in or is employed by any person, agency, direct service provider, or organization that contracts with the ~~Board~~ MCBDD shall fill out a complete and accurate Employee Conflict of Interest Affidavit and submit it to the Board's Ethics Committee by April 15 of each year. An official or employee elected, appointed, or employed to a position after April 15 shall file a statement within ninety days of appointment or employment.

F. Penalties

Failure of any Board official or employee to abide by this ethics policy, or to comply with the ethics law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

G. Compliance with the Law

The ~~Board~~ MCBDD shall operate in compliance with all laws, legal requirements, and regulations of all governmental authorities and legally authorized agencies under whose authority it operates. The ~~Board~~ MCBDD shall operate in accordance with applicable state and federal laws including but not limited to:

- Ohio Administrative Code Section 5123
- The Ohio Revised Code Chapter 5126
- Title VI of the Civil Rights Act of 1964 (42 USC Sec 2000d-2000d-4)
- Section 504 of the Rehabilitation Act of 1973 (29 USC Sec 794)
- The Americans with Disabilities Act (42 USC Sec 12101 et seq.)

6. ACCESSIBILITY (42 USC Sec. 12101)

The ~~Board~~ MCBDD shall ensure that no qualified Individual shall, on the basis of disability, be excluded from employment opportunities or participation in or be denied the benefits of the programs, services, or activities that are administered by the ~~Board.~~ MCBDD

Policies and procedures will be modified, where necessary, to avoid discrimination on the basis of disability. All materials produced in whole or in part by the ~~Board~~ MCBDD will be made available in alternate formats, if requested.

The ~~Board~~ MCBDD will arrange all meetings and other events at accessible locations. The ~~Board~~ MCBDD will ensure that auxiliary aids and services or other accommodations will be made available, if requested, unless such accommodations create an undue burden for the ~~Board.~~ MCBDD.

A. Accessibility Plan

The ~~Board~~ MCBDD shall develop an annual plan to identify or address barriers to people with disabilities within the organization and the community. The plan is developed following an evaluation of ~~Board~~ MCBDD programs and services, and shall be reviewed annually.

Revisions:
2.14 Employment First: Approved 2/24/14 (New)
2.15 Social Media: Approved 6/23/14 (New)
2.6 Ethics: Approved 12/11/17 (Updated)
New Policy Format Approved by Board: 10/26/20
Annual Review/Update: Approved 01/25/21
Annual Review/Update: Approved 9/26/22
Section 1-c Social Media: Approved 7/24/23 (Revision)
Section 2 Membership: Approved 10/23/23 (Minor Revision)
Section 3 D Appointing Ethics Committee: Approved 10/23/23 (Revision)
Section 3 E Reviewing Direct Svc. Contracts: Approved 10/23/23 (Revision)
Section 3 F Direct Svc. Contract Requirements: Approved 10/23/23 (Revision)
Section 4 Board Meetings: Approved 10/23/23 (Minor Revision)
Section 4 B Executive Session: Approved 10/23/23 (Revision)
Section 4 A Electronic Participation: Approved 11/13/23 (New)
Section 4 A-D: Renumbered only: Approved 11/13/2023
Section 4 E Open Forum: Revised. Approved 07/28/2025

Chapter 3 – Administration

SECTION:

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   - C. Public Information
   - D. Obligations

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C. Retention

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E. Historical Records

F. Electronic Records

G. ~~Electronic Signatures~~ Document Imaging and Transmission of Records

H. ~~Quality Assurance – Electronic Records~~ Electronic Signatures

~~H.~~I. Quality Assurance – Electronic Records

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G. Rate Structure

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12. AGENCY MOBILE DEVICE

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14. ABUSE PREVENTION

1. SUPERINTENDENT DUTIES AND RESPONSIBILITIES

The execution of Board policy and the administration of the MCBDD facilities, programs and services shall be the responsibility of the Superintendent and his/her designees. To this end, there shall be a continuous effort by the administration and the Board to improve the policies of the MCBDD, to develop clear, precise administrative and operational procedures, and to provide means by which the Board can operate programs, facilities, and services in accordance with its legal obligations and prerogatives. At all times the Superintendent shall be responsible for the operation and administration of the Board's programs, facilities and services, subject to the supervision of the Board and applicable laws of the State of Ohio. All reports required by Ohio Department of Developmental Disabilities (DODD) shall be submitted according to schedules prescribed under state rules or directives.

A. General Administration

1. Administer the work of the Board, subject to the Board's rules. (ORC. 5126.~~024 (A)~~ 0220)
2. Administer all programming for children and adult enrollees.
3. Recommend to the Board changes necessary to increase the effectiveness of programs and services offered by the ~~Board~~ MCBDD pursuant to Chapters 3323 and 5126 of the Ohio Revised Code.
4. Provide general supervision to ongoing operations of the program in accordance with the annual action plan approved by the Board and the Department.
5. Authorize the payment of Board obligations by the Medina County Auditor.
6. Authorize expenditures identified in the current Board-approved budget, or in motions passed by the Board.
7. Provide administration and direction regarding organization, instruction, finance, construction, plant maintenance, and other phases of the operation of the program. Equipment may not be loaned to other agencies without the Superintendent's approval.
8. Present, at the Board's annual organizational meeting, an organizational chart which, upon its review and approval by the Board, shall be included as an appendix to the annual action plan.
9. Prepare the annual budget within available funds and make recommendations concerning same to the Board and supervise the administration of said budget upon its adoption. The annual budget is to be submitted to the Board no later than its October meeting.
10. Keep the Board informed regarding the various instructional, training and homebound programs and provide evaluation of such programs, enrollee progress and the educational and building needs of the Center.
11. Promote among the personnel of the program an understanding of the policies of the Board and an awareness of the accomplishments and needs of the program.

12. Establish such administrative procedures as are necessary to execute the policies of the Board and to carry out the responsibilities as the Superintendent of the ~~Board~~ MCBDD~~.~~
13. Develop and implement such administrative practices and procedures as the Superintendent deems appropriate.
14. Assess the facility and service needs of individual residents of the County and former residents of the County who presently reside in State institutions or who are placed under purchase of service agreements as authorized by ORC. 5123.18.
15. Subject to the approval of the Board and the Director, plan and set priorities based on available funds for the provisions of facilities and services to meet the needs of individual residents in the County and of former residents of the County presently residing in State institutions or placed under purchase of service agreements in accordance with ORC. 5123.18.
16. Require IEPs and IFSPs for students, and ISPs for those eligible individuals.
17. Ensure that programs under ~~Board~~ MCBDD authority or on contract comply with the Ohio and United States Civil Rights Acts, which require nondiscrimination on the basis of race, age, color, sex, religion, creed, disability, national origin, or the inability to pay.
18. Ensure that all services of the ~~Board~~ MCBDD will occur in conformity with all applicable Federal statutes, the Ohio Revised Code, and the Ohio Administrative Code rules.
19. Prepare for the Board's approval the Annual Action Plan in consultation with Department Heads and monitor and report to the Board the progress regarding Plan implementation.
20. Provide to the Board for discussion and approval information on all proposed major changes in structure of departments and programs prior to implementation.

B. Human Resources

1. Approve all employment contracts and personnel actions that involve employees in the classified civil service, approve all employment contracts with management employees for a term of one year or less, and subject to the approval of the Board, approve all other employment contracts for management personnel. (O.R.C. 5126.~~02~~4~~.~~ 21)
2. Approve compensation for employees within the limits set by the salary schedule and budget as adopted by the Board and ensure that all employees and consultants are properly reimbursed for actual and necessary expenses incurred in the performance of official duties.
3. Take all personnel actions required to operate the Board's programs including, but not limited to recruitment, selection and employment of personnel; transfer, suspend, promote, demote, lay-off or remove individual employees except management employees, whose removal, suspension or demotion is governed by O.R.C. 5126.23; establish days and hours of work, position descriptions, work rules and evaluation procedures for all employees and approve all management employee contracts of one year or less and personnel actions for employees in the classified civil service as may be necessary for the work of the Board. (O.R.C. 5126.~~02~~4~~(C)~~ 21)
4. Supervise and prepare written position descriptions for each employment position, which includes certification requirements.
   - Teachers and specialists serving school-age students in the ~~Board's~~ MCBDD's program shall be properly certified pursuant to standards adopted by the State Board of Education.
   - Other professional staff providing services in the Board's programs shall be properly certified pursuant to standards adopted by the State Department of Developmental Disabilities.
5. Establish a performance evaluation system for staff ~~as approved by the Department of Administrative Service~~s.
6. Recommend staffing levels for all programs and services to include placement of staff, staff duties, and responsibilities.
7. Recommend candidates for employment or promotions in all program areas sixty days prior to renewal of employment contract.
8. Mediate and resolve, if possible, employee complaints, according to Board policies.

C. Public Information

1. Provide consultation to public agencies as defined in O.R.C. 102.01(C), including other county boards of developmental disabilities, and to individuals, agencies or organizations providing services supported by the Board.

2. Direct a public information program in cooperation with the Board to enlist the understanding, support and participation of the citizens of the community.
3. Be responsible for coordinating public information concerning ~~Center~~ MCBDD's services, programs, and activities.

D. Obligations

1. Attend meetings of the Board and participate as appropriate in all of its deliberations, except when such deliberations involve the Superintendent's own employment.
2. Provide sufficient, complete, and current information to the Board in a timely fashion to enable the Board to perform its required functions.
3. Notify the Board at least 30 days in advance of any out-of-state travel to association meetings or conventions, and report to the Board on all meeting or convention attendance not more than 30 days after return from said trip.
4. The Superintendent and all administrative employees shall abide by the prescriptions set forth in Ohio Revised Code Chapter 102 concerning ethical conduct in O.R.C. 2921.43, concerning soliciting or receiving improper compensation.
5. While performing in his/her capacity for the Board, the Superintendent shall not engage in lobbying efforts affecting issues in the areas of developmental disabilities at Board expense unless prior Board approval has been obtained. Add definition of lobbying/Stacey will provide.
6. The Superintendent shall work a minimum of forty (40) hours per week on a flexible schedule (O.R.C. 124.18).

2. BUSINESS OPERATIONS

The Medina County Board of DD shall comply with all legal requirements and maintain responsible financial practices in the fiscal management of the agency. This shall include:

1. Preparation of an annual program and expenditure plan (budget), showing sources of ~~income~~ revenue as well as expenses, by category.
2. Preparation of financial statements which are prepared and submitted to the Board monthly, showing ~~income~~revenue, expenditures, and ~~encumbrances~~ cash balances for all accounts;
3. An annual review of all accounts as part of a state audit of Medina County;
4. Submission of all reports as required by the State of Ohio, Medina County, ~~MCBDD~~ Board policy, and other funding sources;
5. Periodic administrative review of funding sources to ensure financial stability.
6. The ~~Board~~ MCBDD shall maintain fiscal records that comply with County and State auditor's requirements under the ORC.
7. Fiscal records of the ~~Board~~ MCBDD shall be maintained in a current status until the audit for that year has been completed. Fiscal records of the ~~Board~~ MCBDD shall be retained in an inactive status according to the approved Schedule of Records retention and Disposition (RC-2).

A. Program and Expenditures Plan

1. **Submission of Plan to Commissioners**
   ~~In December of each year, t~~The Board shall approve and submit to the Board of County Commissioners an expenditure plan (budget) for the next year, in accordance with the Medina County Commissioner's budget timelines. The expenditure plan shall list the total amount of money to be spent in the next calendar year for each fund, the amount to be spent for employee salaries and employees' benefits for each fund, and the total number of employee positions to be authorized.
2. **Date of Submission**
   No later than the regular October Board meeting of each year, the Superintendent shall prepare and submit to the Board a proposed program and expenditures plan for the next calendar year.
3. **Supporting Details**

The Superintendent shall submit with the proposed program and expenditures plan such supporting details as individual program expenditures or line-item account number expenditures that the Board requests or the Superintendent thinks necessary for complete understanding of the proposed plan.

4. **Required Reports (ORC 5126.038)**

The Medina County Board of DD shall submit to the Board of County Commissioners, in accordance with the normal program and expenditures plan process and as part of its budget request, a list identifying the total expenditures projected for any of the following:

a. Any membership dues of the members or employees of the Board, in any organization, association, or other entity;
b. Any professional services of the Board, its members or employees, or both;
c. Any training of the members or employees of the Board.

As used in this section, "professional services" means all of the following services provided on behalf of MCBDD, members or employees of the Board, or both:

- Lobbying and other governmental affairs services;
- Legal services other than the legal services provided by the Medina County Prosecutor or provided for the purpose of collective bargaining;
- Public relation services;
- Consulting services;
- Personnel training services, not including tuition or professional growth reimbursement programs for Board members or employees.

"Professional services" does not mean services provided pursuant to a service contract as defined in ORC 5126.~~035~~033.

B. Risk Management

The Medina County Board of DD desires to minimize any unnecessary risk exposure which would have a significant adverse affect on its consumers, staff, visitors, property, fiscal resources, or ability to fulfill its mission.

MCBDD shall manage its risks by developing a Risk Management Plan which shall include:

1) Identification and/or development of actions that will minimize risk exposure
2) Identification of responsible persons for the oversight of the risk exposure
3) Schedule of oversight reviews

MCBDD shall engage the most appropriate strategy to deal with risk exposure, which may include:

1) Risk acceptance: Accepting the consequence of a risk loss if it does occur
2) Risk avoidance: Not engaging in or abandoning an activity in order to eliminate the potential for a risk loss
3) Risk prevention: Minimizing the likelihood of a risk loss through intervening measures
4) Risk mitigation: Minimizing the severity of the risk loss
5) Risk Transference: Shifting the responsibility for a risk loss to an external party

In the event of a risk exposure loss, MCBDD shall analyze the cause of the risk loss and the strategy used to deal with the risk exposure in order to minimize or eliminate future risk loss occurrences.

C. Spending Authorization

1. **Authorization to Expend Salary and Benefit Funds**

The Superintendent is authorized to expend funds necessary for salaries and employee benefits as established by the Board's annual budget, as adopted and subject to amendment, up to the limit of each fund.

2. **Authorization to Expend Operation Funds**

The Superintendent is authorized to expend budget funds as ~~approved monthly by the Board at its meetings~~ as established by the Board's annual budget, as adopted and subject to amendment, up to the limit of each fund.

3. ~~.~~ Board Approval of Authorized Funds

The Board shall approve by resolution, agency financial statements of revenue, expenditures, cash balance, monthly cash flow and vendor reports at monthly Board meetings.

D. Bidding And Contract Award

1. **Advertising**

   The ~~Board~~ MCBDD shall advertise for bids and award contracts for any single purchase of goods or services in accordance with Section 307.86 of the Ohio Revised Code. Bidding is not required for direct and ancillary client services, service & support administration, residential services, and ~~family~~ health insurance services.

2. **Quotations**

   Quotations for goods and services shall be secured on the basis of carefully prepared specifications developed by the business office or department directors on the basis of a description of the needed goods or services by the user.

3. **Presentation of Bids**

   Any and all competitive bids (minimum of three responsible bids when possible) for alterations and other major projects shall be presented for Board consideration at a properly convened meeting with a recommendation by the Superintendent for contract awards. Any or all bids may be rejected by the Board.

4. **Authorization**

   The Superintendent is authorized to execute all documents necessary for contract awards made by the Board.

E. Responsibility for Fees

The Ohio Department of Developmental Disabilities shall charge the ~~Medina County Board of Developmental Disabilities~~MCBDD an annual fee equal to one and one-quarter per cent of the total value of all Medicaid paid claims for home and community-based services provided during the year to an individual eligible for services from the county board, ~~except that the Department shall not charge the fee for home and community-based services provided under the Medicaid waiver component known as the transitions developmental disabilities waiver~~. The ~~Board~~ MCBDD shall not pass the cost of the fee charged under Section 5123.0412 of the Ohio Revised Code on to a provider of home and community-based services.

F. Agency Credit Cards (includes gas cards)

Reference: ORC 301.27, ORC 2913.21, H.B.312, MCBDD Policy 3, H.B. 33

All agency bank credit cards shall bear the name of Medina County Board of Developmental Disabilities (MCBDD). Authorized bank credit cards are provided to the Superintendent and the Director of Business. A total of two (2) bank MasterCard credit cards are maintained in a locked safe in the Business Office. The MCBDD may authorize the use of an agency credit card to its employees. ~~A photocopy of the card is given to employees or Board Members to utilize when needed for pre-approved travel expenses~~.

All agency gas cards shall bear the name of Medina County Board of Developmental Disabilities. Authorized gas cards are provided to the Transportation Manager, Vehicle Drivers (CDL & Van), Operations Staff and the Business ~~Clerk~~Office.

Every employee or officer that is authorized to use the agency credit card or gas card will sign off on a review and understanding of the credit card policy prior to initial use and in the event this policy is updated.

Credit cards approved for authorized use include*:*

Vendor	***Type of Card***	***Credit Limit***
Huntington	MasterCard	$15,000.00

Shell Fleet Plus	Gasoline/Diesel	$ 2,000.00

The credit card may only be used for prior approved work-related expenses (that serves a public purpose) , and only when normal purchasing procedures outlined in the Administrative Procedures Manual for purchasing and travel are not accepted by a vendor. It shall be noted on a purchase requisition or professional training requisition by the Director of Business (or designee) when a vendor will not accept a purchase order (P.O.) or check in advance and that the agency credit card is approved to be utilized for payment. No late charges or finance charges shall be allowed as an allowable expense. The Superintendent or Director of Business is authorized to use the agency credit card to pay a vendor if an additional fee is assessed for use of a credit card in paying for a pre-approved expense, if this is the only way a proper public purchase can be made.

Utilization of the Gasoline Credit Card is authorized for the following expenses of MCBDD vehicles only:

- Gasoline
- Diesel
- Vehicle Oil and Fluids

Neither the agency credit card nor gas cards offer any type of reward program.

Employees and officers shall submit itemized credit card receipts to the Business Office within five business days upon return to work with detailed information regarding the expense. If an itemized receipt is not provided, the ~~Medina County Board of Developmental Disabilities~~MCBDD has the right to seek reimbursement from an officer or employee for such expenses. This reimbursement should be paid by the officer or employee directly to the MCBDD. If reimbursement is not received within 45 days of request, the dispute will be turned over to the Medina County Prosecutor's Office for review and investigation. Credits cards are not to be used for alcoholic beverages, entertainment, personal services, or cash advances.

For gas cards, upon purchase the employee completing the transaction signs, ~~records mileage,~~ and identifies unit # on receipt. The itemized receipts are turned into the Business Office (to Business Clerk).

Lost or stolen agency credit cards will be reported to the Director of Business immediately. Cards will be cancelled by the Business Office upon confirmation of a lost or stolen card. This is documented along with the assignment of any new cards. All transactions will be audited in the event of lost or stolen cards. Cards will be reissued from the issuing institution and delivered via U.S. Mail to the Director of Business.

Employees that are assigned gas cards are for fueling MCBDD vehicles only. Employees are responsible for the card. Employees must report any issues with the card (lost, stolen, broken, etc.) to the Director of Business. Employees must return the card(s) if they are leaving employment with the MCBDD or if they are moving to a different department that would not require ~~they~~them to have a card assigned ~~to them.~~

Credit card single daily use ~~limits~~ transactions will not exceed $1,000.00. In the event that business needs require a higher credit card limit, a written request will be submitted to the Superintendent and Director of Business for pre-approval. The higher credit limit may be granted for no more than 30 days. A new request must be submitted every 30 days, as necessary. Requests should detail the need for an increase and the limit requested. The Superintendent and Director of Business will approve the increase. A request for a higher credit card limit for the Superintendent must be pre-approved by the Board President.

The Superintendent and Director of Business monitor the use of credit cards. Credit card monthly invoices are matched to credit card receipts for accuracy. The actions or omissions by an officer or employee that qualify as misuse of a credit card account are subject to progressive discipline up to and including termination and prosecution. In the event of improper use of a credit card, the ~~Medina County Board of Developmental Disabilities~~MCBDD will seek guidance from the Medina County Prosecutor on course of action to be taken. Reimbursement shall be made directly to the MCBDD for any expenses not covered in this policy.

G. Agency Procurement Cards

Reference: ORC 301.29

The Medina County Board of DD may authorize the use of an agency procurement card. Procurement cards approved for authorized use include:

Vendor	***Credit Limit***
Darice (dba Pat Catan's)	$500.00 limit; $75.00 minimum purchase
Home Depot	$15,000.00 limit; no minimum purchase
Wal-Mart	$4,500.00 limit; no minimum purchase
Hobby Lobby	$500.00 limit; no minimum purchase
Amazon	$10,000.00 limit; no minimum purchase

The procurement card may only be used for the prior approved ~~work related~~work-related expenses listed below and only when normal purchasing procedures, outlined in the Administrative Procedures Manual for purchasing, are not accepted by a vendor. No late charges or finance charges shall be allowed as an allowable expense.

Procurement Card expenses may include:

- Office supplies
- Computer supplies and software
- Building maintenance materials and supplies
- Equipment
- Items to be used in the normal course of business

Individual procurement cards are subject to the following maximum limits:

- Daily spending per card: $ 5,000.00
- Monthly spending per card: $ 10,000.00
- Single transaction limit: $ 5,000.00
- Daily number of transactions per card: 10
- Monthly number of transactions per card: 50

Every employee or officer that is authorized to use an agency procurement card will sign off on a review and understanding of the procurement card policy prior to initial use and in the event this policy changes.

Employees and officers shall submit itemized receipts to the Business Office upon use of a procurement card with detailed information regarding the expense. If an itemized receipt is not provided, the ~~Medina County Board of Developmental Disabilities~~MCBDD has the right to seek reimbursement from an officer or employee for such expenses. This reimbursement shall be paid by the officer or employee directly to the MCBDD. If reimbursement is not received within 45 days of request, the dispute will be turned over to the Medina County Prosecutor's Office for review and investigation.

Lost or stolen agency procurement cards will be reported to the Director of Business immediately. Cards will be cancelled by the Business Office upon confirmation of a lost or stolen card. All transactions will be audited in the event of lost or stolen cards. Cards will be reissued from the issuing company and delivered via U.S. Mail to the Director of Business.

The Superintendent and Director of Business monitor the use of procurement cards. The Business Office will match and attach receipts to approved purchase requisitions and statements as ~~a part~~part of account reconciliations. The actions or omissions by an officer or employee that qualify as misuse of a procurement card account are subject to progressive discipline up to and including termination and prosecution. In the event of improper use of an agency procurement card, the ~~Medina County Board of Developmental Disabilities~~MCBDD will seek guidance from the Medina County Prosecutor on course of action to be taken. Reimbursement shall be made directly to the MCBDD for any expenses not covered in this policy.

H. Meal Reimbursement

General Business:

1. Authorized expenditures for meals by employees may be reimbursed for out-of-county travel or for meals included in the registration fee of an in-county or out-of-county conference or seminar. The reimbursement shall not exceed actual expenses or the following rate schedule, whichever is less:

   Breakfast $13.00

   Lunch $15.00

   Dinner $26.00

2. Gratuities up to 15% of the meal cost are reimbursable within, and not in addition to, the rate schedule and must be evidenced on the receipt by the restaurant or employee. Original dated itemized receipts are required. Credit/debit card receipts which only list the total expenditure amount are not acceptable. Alcoholic beverages are not reimbursable.

3. Budget constraints may limit authorization of meal reimbursement requests. The Board retains the right to refuse reimbursement of any expenses incurred without prior authorization.
4. Reimbursed meal expenses not associated with overnight travel and not included in the registration fee of a conference or seminar is considered taxable income and will be included on an employee's IRS W-2 Wage and Tax Statement.

I. Cash balance- ~~NEW~~

Reference: Performance Audit Recommendation
ORC 5126.053, 5705.222

Per the Government Finance Officer Association (GFAO)~~it~~, it is essential that governments maintain adequate levels of fund balance to mitigate current and future risks and to ensure stable tax rates. Having a positive account balance is fiscally responsible to ensure that future expenditures can be met in the event of a reduction in revenues. It also allows the MCBDD to continue to provide critical services during times of financial insecurity due to disruptions to expected revenue streams or unforeseen increases in expenditures.

The MCBDD needs to ensure to its stakeholders that the levy funding ~~we~~ it receives lasts the entirety of a levy cycle. MCBDD must also contend with potential risks that could impact this balance from ~~year-to-year~~year to year.

Due to local funds from property taxes not being received until after the first quarter, a minimum cash balance of at least 42% (5 months) worth of the next year's expenses is needed at the end of a levy cycle. The cash balance is monitored, at least annually, through the county board cost projection tool required by ORC 5126.053 as well as monthly cash balance and cash flow reports reviewed with the Board.

The MCBDD can allocate money to the reserve balance account (up to 40% of the prior year general fund expenditures – ORC 5705.222) until and if the above cash balance minimum is not met and the money needs to be used for current operating expenditures.

3. GIFTS, DONATIONS, AND FUND RAISING (O.R.C. 5126.05)

A. Acceptance and Recognition

The ~~Board~~ MCBDD may receive gifts, grants, donations, devices, and titles to property. Presentations of memorials or other awards may be recognized, but in no case shall such action be considered an endorsement of a product or business enterprise. In all cases, appropriate appreciation and acknowledgement shall be made. All donations received will be reported to the Board.

All gifts, grants, or donations made to the ~~Board, the Achievement Center~~MCBDD, or any individual or component thereof which have been designated as to their purpose, shall be used where possible only for such purposes as long as such use does not in any way conflict with the Mission Statement, Philosophy, and Principles of the Board. Such determination shall be made by the Superintendent. If~~, by a majority decision,~~ the ~~Board~~ MCBDD has determined that it is not possible to use the donation for its stated purpose, it can then be used for other purposes.
Individual Board or staff members are not permitted to accept gifts, sales incentives or promotions, or donations from individuals, organizations, businesses, or vendors in the course of conducting ~~Board~~ MCBDD business. All gifts, sales incentives, and/or donations shall be turned over to the agency.

Any person or organization wishing to donate goods to the ~~Medina County Board of DD~~MCBDD should contact the Facilities Activities Manager. Any person or organization wishing to donate supplies to the ~~Medina County Board of DD~~MCBDD for a specific event should contact the Community Relations ~~Coordinator~~Manager.

Any person or organization wishing to make a monetary donation to the ~~Medina County Board of DD~~MCBDD, or any of its programs, may make a check or money order payable to the Medina County Board of DD and mail it to the attention of the Business Office or may contact the Director of Business for further information. It is requested that the area to benefit from the donation be noted. The Board is unable to accept credit card or electronic donations.

Donations will not be accepted without the approval of the Superintendent or his/her designee or the Director of Business or his/her designee. Staff members are not permitted to accept donations of goods without prior authorization from the Superintendent, the Director of Business, or the Facilities Activities Manager.

B. Fiscal Responsibility

All monies received from gifts, grants and donations to the ~~Board~~ MCBDD shall be deposited with the Medina County Treasurer and credited to the appropriate Board fund. All real property, equipment, supplies or other property shall become the property of the ~~Board~~ MCBDD and shall be placed on the inventory records of the ~~Board~~MCBDD.

C. Solicitation/Fund Raising

The Medina County Board of DD, and any of its programs, services, departments, or facility names, shall not be used in any sort of fund raising activity without the approval of the Superintendent.

4. RECORDS

The ~~Board~~ MCBDD in accordance with Ohio Revised Code 149.011 (G) and The Ohio Public Records Act defines “Records" as including any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section 1306.01 of the ORC, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

The MCBDD Records Committee will consistently review policy and procedure to ensure adequacy and fulfillment of record keeping requirements.

A. Public Records/Access

The ~~Board~~ MCBDD believes that openness leads to a better-informed citizenry, better government and public policy. It is the policy of the ~~Board~~ MCBDD to strictly adhere to the state’s Public Records Act and ORC 149.43 which defines ~~Pubic~~Public Records as “records kept by any public office”. All exemptions to openness are construed in their narrowest sense. Under no circumstances should official records be removed from the agency premises without the permission of the Superintendent, his/her designee or the Department Director.

Every public office must organize and maintain public records in a manner that they can be made available in response to public records requests.

1. **Review of Records by Public**
   Public records are to be available for inspection during regular business hours, with the exception of published holidays. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the ~~Board~~ MCBDDto identify, retrieve, and review the records. If it is not clear what records are being sought, providing that contact information is provided, the records staff must contact the requester for clarification and should assist the requester in revising the request by informing the requester of the manner in which the office maintains its records. The requester does not have to put a records request in writing and does not have to provide his or her identity or the intended use of the requested public record. Copies of public records must be made available within a reasonable period of time. “Prompt” and

"reasonable" shall take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any redactions and/or legal review of the records requested. All records of the ~~Board~~ MCBDD are public unless they are specifically exempt from disclosure under Federal or State Law as provided in ORC 149.43. No documents, formats or analysis will be created to fulfill a public records request if such documents do not exist. If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation including legal authority for the denial. If the request is in writing, the explanation must also be in writing.

2. **Right of Review of Human Resources Records by Public (Collective Bargaining Agreement)**
   In the event any person, other than the employee's supervisor or other administrator or auditing/regulatory agency seeks to review the personnel file of an employee, the employee shall be notified at least three (3) working days in advance of such review. Such notice to the employee shall include the name of the person making the request and the date and time of the review. The employee shall have the right to be present at the time of the review and shall have the right to be accompanied by a representative of his/her choice. Prior to disclosure of Human Resource records to a member of the public, confidential information otherwise protected by Federal or State law shall be withheld or redacted from a copy of the record.
3. **Copying Official Records**
   Individuals who wish to obtain a copy of public records of the ~~Board~~ MCBDD may do so by complying with ~~Board~~ MCBDD policies under Chapter 3, Section 4 A, Public Records Access. The requestor may be asked to pay the current fee for the use of photocopying equipment. Those seeking public records will be charged only the actual cost of making copies. There is no charge for viewing (inspecting) public records or for documents e-mailed. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies. Prepayment of copy and/or mailing charges may be requested prior to duplication or mailing. All reproduction shall be conducted by ~~Board~~ MCBDD staff on ~~Board~~ MCBDD equipment, at the direction of Management.
4. **E-mail**
   Documents in electronic mail format are records as defined by the ORC 149.43 and 1306.01 when their content relates to the business of the office. E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedules based on the subject matter. Records in private e-mail accounts used to conduct public business may be subject to disclosure, and all employees or representatives of the ~~Board~~ MCBDD are instructed to retain their e-mails that relate to public business (see Chapter 3, Section 4 A Public Records Access) and to copy them to their business e-mail accounts.
5. **Exclusions to Public Records**
   Specific exclusions to public records include, but are not limited to:
   a. Medical records of staff;
   b. Enrollee records;
   c. MUI reports and investigative documents;
   d. Reports and reviews of the physical, mental, and social condition of an individual with a developmental disability made by an agency providing protective services to such individuals;
   e. Reports of suspected abuse of individuals with a developmental disability;
   f. Written reports of reviews pursuant to reports of abuse and neglect of individuals with a developmental disability;
   g. Security record or infrastructure record.
      i. The ~~Board's~~ MCBDD's disclosure of a security record or infrastructure record that is necessary for construction, renovation, or remodeling work on any public building or project does not constitute public disclosure for purposes of waiving division (B) of ORC 149.433 and does not result in that record becoming a public record for purposes of ORC 149.43. (this section is not new but was moved down from the letter g. above to a separate section)

B. Individual Records

Records of individuals are maintained according to all applicable state and federal regulation including, but not limited to, HIPAA, FERPA, ORC, and Ohio Administrative Code.

1. **Access to Individual Records**
   Staff members employed by the MCBDD who participate in programs and services, or administer/manage MCBDD operations should access records of only those individuals for whom they provide direct services, excluding confidential MUI reports and related investigative documents.
2. **Records of Eligible/Ineligible Individuals**
   Records of eligible and ineligible individuals shall be retained according to OAC 5123-4-01, -Administration and Operation of County Boards of Developmental Disabilities, ORC 5126.044 Confidentiality, Chapters 3 (Records), 5 (HIPAA), and 8 (School Services) of the MCBDD Policy Manual, and the approved Schedule of Records Retention and Disposition (RC-2).
   For enrollees placed by the LEA, confidentiality procedures shall be in accordance with the Family Educational Rights and Privacy Act (FERPA).

C. Retention

All official records of the ~~Boar~~d MCBDD
shall follow guidelines as set forth by the Ohio History Connection in the Ohio County Records Manual and the Local Government Records Handbook and the approved Schedule of Records Retention and Disposition (RC-2).

All records policies and procedures shall comply with all state rules and regulations, including ORC 149 (Documents, Reports, and Records), Chapter 1306 (Uniform Electronic Transaction Act), Ohio Administrative Code Sections 5123-4-01, ORC 149.381, and the Code of Federal Regulations 36 (CFR) B, Part 1220.

Any technology that accurately reproduces the original document is recognized as a legitimate means of record retention, under the UCC-UPA Code: Uniform Photographic Copies of Business Publications as Evidence Act. This includes any form of image processing that can capture, store, or retrieve information that is currently on paper.

D. Destruction

All official records, both public and non-public, recommended to be destroyed shall follow procedures as developed by the Medina County Records Commission and the Ohio History Connection under Chapter 149 of the ORC. Destruction of individual records shall follow procedures as outlined in policy Chapter 5, Section 9-B ~~13 C.~~ Those records which are required to be maintained permanently by the ~~Board~~ MCBDD may not be destroyed, but shall be retained in a storage status in such a manner as to preserve the integrity of the information contained therein.

E. Historical Records

The MCBDD, being proud of its history, shall retain records that are believed to have historical merit. The Superintendent shall appoint an overseer of these records.

F. Electronic Records

Records in the form of email, text messaging, instant messaging, and records entered directly into a software application are to be treated in the same fashion as records in other formats.

Public Record content transmitted to or from private account or personal devices is subject to disclosure. All employees or representatives of this office are required to retain their email records and other electronic records in accordance with applicable record retention schedules.

G. Document Imaging and Transmission of Records:

The MCBDD **does not** permit the use or acceptance of photographs of documents that are considered an MCBDD generated record. Images captured using mobile devices (e.g., photos of paperwork) are not considered secure, reliable, or acceptable for official recordkeeping purposes.

The MCBDD **does** permit use or acceptance of pictures of documents that are not considered an MCBDD generated record but are needed for service provision or coordination such as driver's license or state ID, Medicaid card, etc.

Approved Scanning Methods

All documents submitted for official purposes must be scanned using a reputable and secure scanning application that produces clear, complete, and legible digital images. Acceptable applications include, but are not limited to, Google Lens, Adobe Scan, or other approved scanning tools. Scanned documents must be properly aligned, complete, and free of distortion or missing information.

Handling of Protected Health Information (PHI)

Any employee who receives documents containing Protected Health Information (PHI) via email, text message, or other electronic means shall:

a. Promptly download and securely save the document to the appropriate location on the ~~Board's~~ MCBDD designated server or electronic records system; and
b. Ensure the document is filed within the appropriate individual or administrative record in accordance with applicable retention and confidentiality requirements.

Removal of PHI from Communication Platforms

Following secure storage of the document, employees shall immediately delete any attachments or messages containing PHI from:

a. Email inboxes and sent folders;
b. Text messages or messaging applications; and
c. Any temporary or local storage locations.

This requirement is intended to reduce the risk of unauthorized access, disclosure, or data breach.

Compliance

Failure to comply with this section may result in disciplinary action and may constitute a violation of applicable privacy laws, including, but not limited to, HIPAA.

H. Electronic Signatures

An Electronic Signature and Security Procedure will be used to facilitate the usage of electronic signatures for any and all records and documents where practicable. In order to increase efficiency in matters requiring signature authorization, the Medina County Board of Developmental Disabilities, either directly or through its authorized representatives, may require or permit a person to use an electronic signature in lieu of a handwritten signature in order to sign certain records or documents. Employees are limited to use of electronic signature technology only within the scope of their authority to sign. An electronic signature is not valid if the individual does not have the authority to sign the electronic record.

A person to whom a record or document is submitted for electronic signature shall not modify or alter the original record or document, except for the addition of that person's electronic signature and, if applicable, date/time stamp or other requested information. If errors are later found or if information must be added, only the designee will be authorized to make such changes to correct or amend the entry. If a

document is modified, an addendum added or new version created of the modified finalized version or addendum to the document will be required to be signed electronically.
MCBDD must use a computer software such as DocuSign or its approved equivalent, as well as a client database software such as Brittco (case notes, ISP's, etc.) that creates a secure, computer generated ~~time stamp~~stacetimestamp that independently records the date and time of the signature. Each record or document signed in accordance with this policy shall have attached to it a secure, audit trail that records information pertaining to the document, its unique identifiers, identification of all user actions, the date and time of all electronic signatures, and any other information for the purpose of verifying that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record or document.

~~H~~ I. Quality Assurance - Electronic Records

Source:

The National Archives website
Ohio History Connection
ORC 149

The Principle of Availability requires that in order for records to be useful, they must be available. Public Records and/or Confidential Records maintained in digital format are easily accessible by printing or emailing the information to the requestor.
The Principle of Integrity requires records to be reasonably guaranteed as authentic and unaltered (free from any additions, deletion, or corruption). To accomplish this, a notarized Certificate of Authenticity is available upon request to the Executive Administrator/Records Custodian.

Quality Assurance Measures

The MCBDD recognizes that Quality Assurance (QA) is vital to the success of any Electronic Document Management System (EDMS). It is the goal of the MCBDD to implement Quality Assurance steps at every stage of production to ensure that source documents are appropriately prepped, scanned, and filed and to confirm that all digital images are reviewed for accuracy before source documents are destroyed or placed in ~~offsite~~ storage.

Each area that scans and electronically retains documents that meet the definition of a record in accordance with ORC 149.011 (G) and ORC 1306.01 (G), will be responsible for completing Quality Assurance Reviews and reporting on the appropriate form. Quality Assurance projects to review electronic records created prior to current QA measures will be completed and documented as needed.

~~Quality Assurance measures will be performed while a scanning project is underway, as well as immediately after scanning is complete. This Quality Assurance will be done while the original source document is still available in the event a re-scan is necessary.~~

~~File errors in the Electronic Records Management System that are noted outside of the typical QA process will be documented on the Quality Assurance Staff Error Log and submitted to the Executive Administrator/Records Custodian for tracking purposes and correction.~~

Quality Assurance records will be kept in accordance with the approved agency retention schedule.

~~Quality Assurance projects to review electronic records created prior to current QA measures will be completed and documented as needed.~~

~~**Random Sampling**~~

~~Periodic, Random Sampling QA reviews will be completed by the Records Custodian or designee. Samples are taken from multiple applications within the electronic records management software or electronic records stored on the agency server. Random Sampling QA includes, but is not limited to, the following components: image clarity, document location, and index fields. Errors found will be logged on the QA Monitoring form and corrected by the creator, when permissions allow. Random Sampling and review of the records will be increased in the event a new staff is hired to conduct scanning or there is a change in the process.~~

Reporting

All agency QA reviews of the ERMS will be documented on the appropriate, approved QA form and submitted to the Executive Administrator/Records Custodian or designee on a quarterly basis. QA review data is reported quarterly to the Assistant Superintendent ~~and the Board~~.

Migration

It is the goal of the ~~Board~~ MCBDD to ensure digital continuity (the ability to use information in the way it is needed). The MCBDD uses both TIFF (Tagged Image File Format) and PDF (Portable Document Format) for scanned images. Both TIFF and PDF formats can be viewed across most, if not all operating systems, opened through a variety of applications, and integrated into other applications.
Any future system migration will be managed as a project and will involve input and action from personnel, both internally and externally (as necessary), with the appropriate expertise. The MCBDD will ensure that any new system will allow for the migration of both TIFF and PDF formats.

Destruction

Source documents that are in accordance with the duly enacted records retention policy (RC-2) of the MCBDD and approved for destruction after scanning will be stored in the Records Department for 90 days. After the 90 days, the documents will be destroyed per agency procedure and in accordance with the approved agency RC-2. (See agency RC-2 for complete list of documents that can be destroyed after scanning.)

~~**Offsite Storage**~~ **Permanent Retention**

Source documents with a permanent retention period will not be destroyed after being scanned. These source documents will be stored ~~at the Board's offsite storage facility~~ in the Records Department at MCBDD. (See agency RC-2 for complete list of files with ~~a permanent~~permanent retention.)

5. COORDINATION OF MEDIA

The Boar~~d~~ and MCBDD recognize ~~its~~ their responsibility as a public entity to provide information and education to the public through the media regarding individuals with developmental disabilities.

Under direction of the Superintendent, the Community Relations Manager will be responsible for producing, providing and coordinating information for educating the media about the Board and MCBDD, its programs and people with developmental disabilities. The Community Relations Manager will serve as the media liaison for the Board and MCBDD ~~and Administration~~ whenever official media statements are required. This person shall be responsible for contacts with media and maintain a cooperative and positive contact with media representatives throughout the county. The Superintendent or the Community Relations Manager may determine who can best represent the Board and MCBDD to the media on a particular topic.

Exception: The Special Olympics Coordinator may make routine information, such as game statistics, available to the media without clearance from the Superintendent.

6. SOLICITATION AND INFORMATION DISTRIBUTION

A. Solicitation and Information Distribution - Outside Sources

Solicitation or distribution of information by outside sources to staff members, stakeholders, or the general public, by anyone for any purpose is prohibited on ~~Board~~ MCBDD property, through ~~Board~~ MCBDD resources, or at ~~Board~~ MCBDD activities and events, except when prior approval is obtained through the Superintendent or Superintendent Designee.

B. Solicitation and Information Distribution - Employees

Solicitation and non-agency related information distribution during working hours of employees for any purpose is prohibited at all times in all areas of ~~Board~~ MCBDD facilities and through ~~Board~~ MCBDD resources unless approved by the Superintendent or Superintendent Designee.

7. INPUT FROM THOSE SERVED

~~The Board~~ MCBDD ~~-~~recognizes the importance of involving those individuals receiving services and their families in the planning process, and believes that every opportunity should be given for individuals being served to impact the service delivery system by providing feedback to the agency. The intent is to encourage personal involvement in the development of systems and supports that promote the integration and growth of each person in the environment of their choice.

Input from those served may be solicited through a variety of means, including, but not limited to:

- the individual planning process;
- an annual assessment of facility and service needs;
- a quality assessment inventory;
- ~~the Parent Advisory Committee;~~
- parent participation on the Board of DD and other related Advisory Boards;
- an annual public forum;
- an open forum at monthly Board meetings;
- ~~the consumer/staff action committee;~~
- ~~adult services work department meetings;~~
- parent/caregiver/advocate input

8. QUALITY ENHANCEMENT (O.R.C. 5126.081 & .082)

The Medina County Board of DD shall develop a process whereby the agency continually seeks to improve its operations and programs in order to promote quality of care and quality of life for individuals with developmental disabilities. This shall be accomplished through a managed system that includes evaluation, planning, reporting, and communications/training, and shall include:

- Quality Assurance - Verifying the effectiveness and accuracy of Board operations, faithful implementation of the individual plan, program documentation, the availability of resources to meet the need for services, and health and safety practices.
  -STAKEHOLDER SATISFACTION – a qualitative measure of the performance of agency services based on the responses of stakeholders.
  -COMPLIANCE REVIEW – verifying conformance with state rules and regulations, and accreditation standards.
  ~~-PROGRAM EVALUATION – a quantitative measure of the performance of agency programs based on enrollee outcomes.~~
  -FISCAL ACCOUNTABILITY – verifying conformance with standard accounting and business practices; ensuring fiscal integrity of the agency'
- Strategic Planning - developing agency goals and objectives based on information obtained from a variety of sources.

- Information/Communication - including staff training, information and support for individuals and families served, and community education and collaboration.

The results of any program evaluations shall be made available to the Board, individuals served, parents/guardians, caregivers, providers, contract agencies, and the community.

9. SERVICES FUNDING

It is the policy of ~~the Board~~ MCBDD to authorize and fund services in the most efficient and effective manner to as many county board eligible individuals as possible, based on need. Authorization and funding of services must be driven by assessed need of the individual using the Individual Service Plan (ISP). Following basic Medicaid tenets, ~~services must be based on "individual need and medical necessity" and assure health and safety~~ services must be based on an individual's assessed needs and desired outcomes, documented in the Individual Service Plan (ISP), and provided in accordance with applicable requirements to support the individual's health and welfare~~.~~. ~~The Board~~ MCBDD shall be the payer of last resort and must look to natural supports, alternative funding sources, private insurance, Medicaid card services, and home and ~~community based~~community-based services waivers prior to authorizing local ~~Board~~ funds. The ~~Board~~ MCBDD reserves the right of final decision on the interpretation of this policy. This policy will outline the service funding caps and the parameters under which ~~the Board~~MCBDD will pay.

A. Guidelines

~~The Board~~ MCBDD shall operate under the following guidelines:

1. To maximize local financial resources and use of Federal Medicaid dollars (home and community-based services waivers), ~~the Board~~ MCBDD will implement a locally-funded service cap to ensure the most efficient use of levy funds. A locally funded service cap allows ~~the Board~~ MCBDD to manage and comply with waiting list requirements outlined in OAC 5123-9-04 in order to effectively manage the county board's waiver waiting list (Current Needs List) to address individual needs.

   ~~The Board~~ MCBDD will authorize and fund supported living (locally funded HPC and HPC like services), any of the array of adult services (ADS) and non-medical transportation (NMT) up to the nonfederal share of the benefit limitations of the Level One Waiver cap for an adult or child, per OAC 5123-9-06.
2. Each individual eligible for county board services, whose ISP has identified a service need must:
   a. Determine if the service can be met with natural supports.
   b. Determine if the service can be met with alternative community resources.
   c. Determine if the service can be met with private insurance.
   d. Determine if the service can be met with Medicaid card services (Managed Care or Fee for Service).
   e. Determine if the needs can be met within the service funding caps outlined in this policy.
   f. Determine if the service can be met with home and community-based services waiver funding.
3. The ~~Waiving~~ Waiver Waiting List Assessment will be completed as needed to determine if a person has unmet needs and if those needs are short-term or long-term in nature.
4. If the service need can be met with Medicaid card services, the individual must apply for Medicaid and receive a denial, if not eligible, before local dollars will be authorized, unless there are extenuating circumstances. (See 3.~~10~~9.~~4~~C)
5. If the service can be met with home and community-based services waiver and a waiver is available, the individual must apply for Medicaid and receive a denial, or not meet the DD waiver Level of Care (LOC), before local dollars will be authorized, unless there are extenuating circumstances. (See 3.~~10~~9.~~4~~C)
6. If the service is short-term in nature, or if long-term, falls within the service funding caps, ~~the Board~~ MCBDD may choose to fund the need locally. However, this does not prohibit ~~the Board~~ MCBDD from requesting a person to enroll in Medicaid and on a home and community-based services waiver.

B. Refusal of Medicaid Waiver Services

If an individual refuses to apply for Medicaid or refuses to show proof of Medicaid denial, that individual shall be limited to the authorization and payment of the cost of services covered within the caps defined in this policy.

If an individual who is denied Medicaid refuses to work with the county board to develop a plan to become Medicaid eligible, if possible, that individual shall be limited to the authorization and payment of the cost of services covered within the caps defined in this policy.

The person will have the choice at this time to private pay for services over the funding cap or work towards becoming Medicaid eligible, so that the individual can use Medicaid card services or enroll on a home and community-based services waiver.

C. Extenuating Circumstances

For individuals whose service needs exceed the cap and are not Medicaid eligible and are not able to become eligible, the individual shall have the option to private pay directly to the provider for the services that exceed the cap. If the individual is unable to private pay, their case may be submitted to the Needs Committee for approval to exceed the service funding cap. Documentation of ineligibility may be required.

D. Grandfather Provision

Individuals receiving Supported Living and/or locally funded Adult Day Services and NMT services as of one day prior to the original effective date of this policy (1/1/2019), will have an individual cap equal to the services that were authorized on that date. ~~The Board~~ MCBDD reserves the right to continue to discuss the benefits of home and community-based services waivers and Medicaid eligibility with these individuals and this will occur annually at ISP meetings.

E. Fees For Services To Eligible Individuals

The Medina County Board of DD ~~(Board)~~ shall adopt a rate structure for persons who are eligible for services ~~from the Board.~~ The ~~Board~~ MCBDD shall make reasonable efforts to identify third-party payors who may be available to provide payment for services provided to individuals by the ~~Board~~ MCBDD and to collect payment from such third-party payors in accordance with the ~~Board~~ MCBDD rate structure. The ~~Board~~ MCBDD shall develop procedures for implementing this policy.

The process of identifying third-party payors is subject to rules promulgated by DODD pursuant to ORC 5126.045. In the event that DODD adopts rules under ORC 5126.045 and any part of this policy is inconsistent with such rules, the provisions of such rules shall apply.

This policy is effective retroactive to January 1, 2004.

F. Fees from Third Party Payors

Except as stated in this policy, the ~~Board~~ MCBDD shall make reasonable efforts to identify third-party payors who may be available to provide payment for services provided to individuals by the Board and to collect payment from such third-party payors in accordance with ~~Board~~ MCBDD rate structure.

G. Rate Structure

The ~~Board~~ MCBDD rate structure shall be used for billing third-party payors which provide coverage to individuals or families receiving services from the Medina County Board of DD.

H. Determination Of Available Third Party Payors

Determinations of third-party payors, which may be available for coverage of services provided by the Medina County Board of DD, shall be made at the time of initial enrollment and repeated at least once per year thereafter through the annual parent/guardian mailing and/or annual ISP meetings. If an individual is currently enrolled and third-party payor information was not previously obtained, the family shall be contacted ~~by letter~~ for the information.

All individuals or their families shall be instructed to notify the ~~Board~~ MCBDD of any change in such third-party payors.

I. Reasonable Efforts to Seek Reimbursement

The Medina County Board of DD will be deemed to have made reasonable efforts to seek reimbursement if the ~~Board~~ MCBDD submits claims to third-party payors identified as available to the individual in accordance with procedures adopted by such payors. If the claim is denied, an appeal is not required if the ~~Board~~ MCBDD determines that there is no reasonable likelihood of success if an appeal were to be filed.

10. BRING YOUR OWN DEVICE

This policy applies to all personally owned mobile devices which are configured to connect to the Network and to access resources therein. The employee, through meeting eligibility requirements, must follow the requirements listed below in exchange for access to MCBDD network resources. It is important that the obligations and consequences of this arrangement are understood. A signature is required on the last page of this policy confirming that it has been read and understood. These obligations include, but are not limited to:

- Employee(s) will hold MCBDD harmless (not liable) for any damage to personal mobile computing or telecommunications devices, regardless of its use for MCBDD or personal business at the time the damage occurred.
- Employee(s) must agree to allow Information Technology (I.T) to load manageability software on personally owned devices.
- Acceptance that a personal device may be remotely wiped (i.e., erasing all data and applications) by the MCBDD if it is deemed to pose a security risk.
- Devices lost, stolen or damaged must be immediately reported to the employee's immediate supervisor and to the I.T. Department.
- Understanding that the employee is solely responsible for backing up any personal content on the device.
- Agreement from the employee that the device will be kept updated and in good working order and password protected.
- Acknowledgement that the MCBDD will in no way be responsible for lost or stolen personal devices.
- The decision to be eligible to use a personally owned mobile device for MCBDD business will be based on a documented business need and appropriate management approval.
- Reimbursement of expenses incurred by authorized users will follow MCBDD purchasing guidelines.

Reimbursement Guidelines:

- Expenses incurred with the use of a personal device will not be reimbursed by the MCBDD. Applications needing purchased for business related use can be submitted for reimbursement following the purchasing policy. Applications will be approved for reimbursement based on business need.

E-Discovery:

In the unlikely event the MCBDD needs access to the device for e-discovery purposes; the employee is obliged to hand over the device along with the necessary passcodes. It is up to the end user to back up personal applications and other data prior to this event.

Failure to comply:

Employees failing to comply with this policy may be subject to loss of access to the Network and all MCBDD resources contained on the network through a mobile device. Access can be terminated and all agency data wiped from the device. Employees failing to comply with

this policy may be subject to disciplinary action up to, and including termination according to MCBDD's disciplinary guidelines. All Department Heads and management staff are responsible for enforcing this policy. All suspected violations of this policy will be reported immediately.

By accepting the MCBDD Network access privileges, users waive any and all rights of privacy in connection with their usage including, but not limited to, protections provided by the Federal Wiretaps Act of 1968 and the Electronic Communications Privacy Act of 1986, 18 U.S.C. § 2510-2520. All such information, content, and files shall be and remain the property of the MCBDD and users should not have any expectation of privacy regarding those materials.

MCBDD will establish procedures to establish general security/ safety of mobile devices and user responsibilities. Procedures will include termination of privileges and deletion of data on personal device.

11. COMPUTER AND INFORMATION SYSTEM USAGE

A. General Computer Usage

1. MCBDD computers and information systems are the property of Medina County. They may be used only for explicitly authorized purposes. MCBDD reserves the right to examine all data stored in or transmitted by their computers and systems. Without notice, MCBDD and authorized Medina County supervisors may enter, search, monitor, track, copy, and retrieve any type of electronic file of any employee or contractor. These actions may be taken for business-purpose inquiries including but not limited to theft investigation, unauthorized disclosure of confidential business or proprietary information, excessive personal use of the system, or monitoring work flow and employee productivity.
2. Personnel have no rights to privacy with regard to the Internet and e-mail. Authorized designees (as referenced above) may access any files stored on, accessed via, or deleted from computers and information systems. When necessary, Internet and e-mail usage patterns may be examined for work-related purposes, including situations where there is a need to investigate possible misconduct and to assure that these resources are devoted to maintaining the highest levels of productivity. MCBDD has the authority and ability to monitor Internet sites contacted, e-mail usage at its own discretion or at the request of management.
3. All software installed on any MCBDD computer must be licensed to MCBDD. No MCBDD employee may install, uninstall, or reconfigure any software or hardware owned by the county without prior authorization by MCBDD.
4. Audits: To verify legal ownership, the Board will rely on the Network Administrator to audit software licenses. MCBDD will be permitted to perform an audit at any time and will have full access to all of the computer equipment in possession of the Board for the purposes of conducting said audits. MCBDD will develop an audit procedure.
5. MCBDD will establish procedure to include allowable uses of computer for business uses only as well as prohibited uses of computer and information systems.

B. Use of E-Mail

1. All employees will use "Outlook" for e-mail purposes and are not permitted to access non-board e-mail accounts from MCBDD computers. MCBDD will develop procedures to establish appropriate use of e-mail. All electronic data may be accessed at any time by MCBDD or management for legal and business purposes.

C. Use of the Internet

1. The internet is to be used for work-related purposes. MCBDD will permit personal use of the internet with reasonable restrictions as to the amount of time devoted to personal usage and sites visited provided such use does not adversely affect business or productivity. Incidental/occasional use is to be done while on lunch break. This privilege may be revoked at any time.
2. MCBDD has the right and may filter and deny users Internet access to sites considered inappropriate. Although not all-inclusive, examples of inappropriate sites that may be filtered are those depicting violence/profanity, partial or full nudity, sexual activity, gross depictions, intolerance, satanic/cult images, militant/extremist images, questionable/illegal activities, and gambling activities. There is no expectation for privacy for an employee's use of the Internet and others can view this activity at any time.

D. Securing computer equipment and electronic data:

1. MCBDD employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, DVD's, CD's, iPad's, etc.) shall secure those items in the office and when not in the office. If an employee loses a piece of equipment or it is stolen, he/she is required to immediately notify his/her supervisor and the Network Administrator.
2. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action according to MCBDD disciplinary guidelines, and may include a requirement that the employee who fails to secure said equipment and/or data be responsible for the cost of replacement.
3. Safeguards shall be taken in public or common areas to avoid unauthorized viewing of sensitive or confidential data.

E. Failure to comply:

Employees failing to comply with this policy may be subject to disciplinary action up to, and including termination according to MCBDD's disciplinary guidelines. All Department Heads and management staff are responsible for enforcing this policy. All suspected violations of this policy will be reported immediately.
MCBDD will establish procedures including securing computer equipment, physical security of equipment, password development and protection standards and maintenance of systems.

12. AGENCY MOBI~~B~~LE DEVICE

This policy applies to all agency mobile devices which are configured to connect to the Network and to access resources therein. The employee must follow the requirements listed below in exchange for access to MCBDD network resources. It is important that the obligations and consequences of this arrangement are understood. A signature is required on the last page of this policy confirming that it has been read and understood. These obligations include, but are not limited to:

- The Information Technologies Department will load manageability software on devices.
- Acceptance that a device may be remotely wiped (i.e., erasing all data and applications) by the MCBDD if it is deemed to pose a security risk. Knowing this, personal data of any kind should not be kept on the device.
- Devices lost, stolen or damaged must be immediately reported to the employee's supervisor and the I.T. Department.
- Devices lost, stolen or damaged due to negligence by the employee will be paid for at replacement cost by the employee.
- The decision to be eligible to use a mobile device for MCBDD business will be based on a documented business need and appropriate management approval.
- Reimbursement of expenses incurred by authorized users will follow MCBDD purchasing guidelines.

Reimbursement Guidelines:

Expenses incurred with the use of a device will not be reimbursed by the MCBDD. Applications needing purchased for business related use can be submitted for reimbursement following the purchasing policy. Applications will be approved for reimbursement based on business need.

E-Discovery:

In the unlikely event the MCBDD needs access to the device for e-discovery purposes; the employee is obliged to hand over the device along with the necessary pass codes.

Failure to Comply:

Employees failing to comply with this policy may be subject to loss of access to the Network and all MCBDD resources contained on the network through a mobile device. Access can be terminated and all agency data wiped from the device. Employees failing to comply with

this policy may be subject to disciplinary action up to, and including termination according to MCBDD's disciplinary guidelines. All Department Heads and management staff are responsible for enforcing this policy. All suspected violations of this policy will be reported immediately.

By accepting the MCBDD Network access privileges, users waive any and all rights of privacy in connection with their usage including, but not limited to, protections provided by the Federal Wiretaps Act of 1968 and the Electronic Communications Privacy Act of 1986, 18 U.S.C. § 2510-2520. All such information, content, and files shall be and remain the property of the MCBDD and users should not have any expectation of privacy regarding those materials.
MCBDD will establish procedures to establish general security/ safety of mobile devices and user responsibilities. Procedures will include termination of privileges and deletion of data on agency device.

13. FEDERAL FUNDING PROGRAMS

A. FEDERAL FUNDING REQUIREMENTS

The ~~Board~~ MCBDD fully complies with all federal, state and local guidelines pertaining to all grants. These areas include but are not limited to cash management, determining allowable costs, procurement by competitive proposals and time and effort.

1. **Financial Management**

Per 2 CFR Part 200.302, the county board will expend and account for Federal awards in accordance with state laws and procedures for expending and accounting for the states own funds. In addition the financial management system includes records documenting compliance with Federal statutes, regulations and the terms and conditions of the Federal award that are sufficient to permit the preparation of reports required by general and program specific terms and conditions and the tracing of funds to a level of expenditure adequate to establish that such funds have been used in accordance to the Federal statutes, regulations and terms and conditions of the Federal Award.

The financial management systems provide for the following:

- Identification in its accounts of all Federal awards received and expended and the Federal programs for which they were received.
- Accurate, current and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements for Federal programs.
- ~~Accurate, current and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements for Federal programs.~~
- Records that identify adequately the source and application of funds for federally-funded activities.
- Effective control over, and accountability for, all funds, property and other assets.
- Comparison of expenditures with budget amounts for each Federal award.
- Written procedures to implement the requirements for payments.
- Written procedures for determining the allowability of costs in accordance with Subpart E Cost Principles.
- Compliance with §200.305 regarding payments.

2. **Determination of Allowable Cost**

All Federal program guidelines are followed to determine allowable cost associated with the Federal grant and when necessary, support is sought by the pass-thru entity to ensure compliance is achieved.

3. **Procurement by Competitive Proposal**

The MCBDD procures materials and equipment under the competitive bidding process when state bidding thresholds are anticipated to be exceeded. All federal and state requirements are followed as part of this process under ORC 307.86, ORC 307.861 and §200.320 of the Uniform Guidance.

4. **Time and Effort**

   The MCBDD ensures that compensation for personal services includes all remuneration, paid currently or accrued for services of employees, rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in §200.431 Compensation – Fringe Benefits. Cost of compensation are allowable to the extent that they satisfy the specific requirements of §200.430 and §200.431.

B. TITLE XX

1. It shall be the policy of the MCBDD, ~~hereinafter referred to as the MCBDD~~, to participate in the Title XX federal assistance program through a contract/grant agreement with the Ohio Department of Developmental Disabilities (ODODD). The MCBDD agrees to the terms and conditions set forth in the contract/grant agreement and in the attachments that are deemed to be part of the contract/grant agreement. [OAC 5123-4-01].
2. The ~~Board~~ MCBDD shall be designated as the provider of all programs, services, and/or supports written in the individual family service plan (IFSP) for all enrollees for whom the Board intends to receive Title XX reimbursement. MCBDD provides Specialized Services for DD – Early Intervention (702.01) as established in the Title XX Services Profile, without regard to income, effective October 1st through September 30th annually.
3. Administration of this contract/grant agreement and the attachments shall include compliance documentation and billing for grant funds. Services will be documented daily for each recipient showing the billing unit and number of units provided daily for the services on the approved county profile and fee schedule (Addendum A~~1 and Addendum A2~~). The billing log will be maintained locally as backup to the quarterly billing process. Billing will be completed according to required online format and dates as per [OAC 5123-4-01]
4. Determination for eligibility for participation in the Title XX federal assistance program will coincide with eligibility for the MCBDD and based on eligibility for county board services per 5123-4-01of the Administrative Code. These services will be provided to eligible individuals without regard to income and/or resources. Re-determination of eligibility will be completed at the annual program plan review for each participant. This process will include review of MCBDD services and benefits for participation in the Title XX services according to the service plan.
5. The Board shall adhere to the proper reporting, billing, and documentation criteria as outlined in the Title XX contract, its assurances, and attachments. Rates for services reimbursed are based on the standard fee schedule established by the Ohio Department of Developmental Disabilities as listed in Addendum A~~2~~ of the Title XX grant.

The Board shall maintain in each consumer's current file a copy of the most recent individual family service plan that substantiates the provision of Title XX services.

All records that support claims for Title XX reimbursement shall be made available for any partial or full needs review within a reasonable time following request from the auditing or reviewing authority. Title XX services and the current ~~application~~ Certification for Proper Billing (DMR 1014-2) for eligibility determination/redetermination shall be reviewed annually, or when an individual's service plan is revised, in order to determine the frequency of redetermination, based upon the service plan. ~~Effective October 1, 2014, the application for eligibility will no longer be used. Instead, the new~~The Certification for Proper Billing (DMR 1014-2) will be completed by the Business Office for each eligible Title XX recipient as their Individual Family Service Plans are revised or renewed. The DMR 1014-2 will be ~~fully~~ utilized ~~no later than September 30, 2015,~~ for all Title XX recipients. ~~The DMR 1014-2 will only be reviewed again once a participant is no longer eligible for Title XX services with the reason noted on this form.~~

C. TARGETED CASE MANAGEMENT

~~Documentation of services provided to individuals served by the Board of Developmental Disabilities shall be documented utilizing the Targeted Case Management model. Documentation shall be entered into the client database software system as services are provided. On a monthly basis the services are batched and processed by the Business Office.~~

~~All employees who are responsible for documentation in this format shall adhere to Federal Efficiency Standards and local efficiency standards with respect to documentation requirements and proficiency.~~

Documentation requirements and standards are in accordance with MCBDD Policy Chapter 7 – Service and Support Administration, Section 4 – TCM, D – Documentation Requirements, and E – SSA Time Documentation.

D. ~~ADULT DAY ARRAY, COMMUNITY EMPLOYMENT AND~~ NON-MEDICAL TRANSPORTATION

~~MCBDD is no longer a direct service provider for adult day array services and community employment services but can provide this service as a provider of last resort, if necessary. In this situation, the MCBDD shall seek reimbursement from the waiver in the form of adult day array reimbursement.~~

MCBDD is no longer a direct service provider for non-medical transportation services but can provide this service as ~~a~~ provider of ~~last resort, if necessary~~ record for the Medina County Public Transit. In this situation, the MCBDD shall seek reimbursement from the waiver in the form of non-medical transportation reimbursement.

The MCBDD will adhere to all stipulations put forth in ~~5123-9-14, 5123-9-15, 5123-9-16, 5123-9-17~~ , 5123-9-18 ~~and 5123-9-19~~ of the Ohio Administrative Code.

Documentation of these services will be completed in accordance with ~~5123-9-14, 5123-9-15, 5123-9-165123-9-17~~ , 5123-9-18 and ~~5123-9-19~~ of the Ohio Administrative Code.

E. MEDICAID ADMINISTRATIVE CLAIMING

Through the Medicaid Administrative Claiming program (MAC), the MCBDD can be reimbursed in part for activities that assist individuals served in enrolling in Medicaid and in accessing Medicaid covered services. Medicaid covered services assist in contributing to the elimination of disparities facing individuals served and can improve the overall health of a population.

All employees involved with the program are to adhere to the guidelines set forth in the Medicaid Administrative Claiming manual.

14. ABUSE PREVENTION

SOURCE:
MCBDD Policy 4.6.3 and 4.6.9,
MUI Rule 5123-17-02,
OAC 5123:2-2-01,
OAC 5123:2-2-02(E),
OAC 5123:2-2-02,
MCBDD Code of Conduct

DEFINITIONS

Staff: Any individual who is employed by the Medina County Board of Developmental Disabilities.

Mandated Reporter: Refers to all staff and volunteers at the Medina County Board of Developmental Disabilities, but not a person receiving services. Staff are mandated for both on or off duty.

Policy Guidelines

Personnel Screening and Selection

Screening and hiring procedures provide safeguards to eliminate from consideration any candidate who demonstrates behavior that indicates a high risk for violating this policy.

In accordance with ~~Board~~ MCBDD Policy 4.6.3 and OAC 5123:2-2-01, all applicants under consideration for employment with the ~~Board~~ MCBDD must complete a criminal records check through the bureau of criminal identification and investigation (BCII), which demonstrates that he/she has not been convicted of or plead guilty to any disqualifying offenses listed in OAC 5123:2-2-02(E).

If the applicant cannot present proof that he/she has been a resident of Ohio for the five-year period immediately prior to the date of the background investigation, ~~the Board~~ MCBDD- shall also obtain information regarding his/her criminal records from the federal bureau of investigation.

Also in accordance to ~~Board~~ MCBDD Policy 4.6.9 and OAC 5123:2-2-02, the following databases will be checked as well:

- Office of Inspector General
- Ohio Abuser Registry
- Nurse Aide Registry
- Sex Offender Registry
- U.S. General Services
- Department of Rehabilitations and Corrections

Policy Elements

The outcome of the combined collaborative efforts of stakeholders who are vested in reducing the risk and incidents of abuse for people with developmental disabilities should cover multiple areas including:

- Abuse Awareness
- Reduction
- Prevention
- Advocacy
- Protection
- Prosecution
- Resiliency/Recovery

Training/Education

Abuse prevention training is provided to ensure that staff understand what constitutes abuse, signs and symptoms of abuse, and their responsibilities to protect people receiving services from abuse and neglect.

Staff receive training on the State of Ohio's reporting requirements and retaliation protections prior to allowing a new hire to provide care to people receiving services and annually thereafter.

Staff receive training on the ~~Board's~~ MCBDD Code of Conduct of people with developmental disabilities. ~~The Board~~ MCBDD shall ensure staff sign the Code of Conduct when they are hired and on an annual basis.

Staff receive training on IEP/IFSP's ~~/ISP's~~ that delineate how to interact with an individual based on the individuals strengths and needs including any required training on positive support strategies.

Pattern and trend analysis will be used to guide education and training in establishing best practice in abuse prevention.

Interactions and Conduct

Staff shall exercise safe, responsible, and respectful behavior in their interactions with people receiving services. The agency culture modeled by all levels of management reinforces the Code of Conduct.

Reporting Requirements and Process

Mandated reporters will report incidents per OAC MUI Rule 5123-17-02 and agency procedure #725 Reporting and Handling of UI/ MUI.

Environmental Safeguards

The design and use of the setting is evaluated by administration for its protective features and modified to improve prevention of abuse and neglect as needed. Setting is physically accessible to the individuals served. (See accessibility plan of the MCBDD which is reviewed annually).

REVISIONS:
3.5 Coordination of Media: Approved 12/15/14
3.9 Title XX: Approved 12/15/14 (Revised)
3.11 Bring Your Own Device: Approved 9/28/15 (New)
3.12 Computer and Information System Usage: Approved 9/28/15 (New)
3.13 Agency Mobile Device: Approved 9/28/15 (New)
3.4.7 Records: Approved 10/19/15 (Revised)
3.9-3.9.3 Title XX: Approved 1/22/18 (Delete)
3.14 Federal Funding Programs (New) Approved 1/22/18
Chapter 3.4 Records is being updated overall due to best practice recommendations from the Ohio Attorney General's Office. New number for Chapter 3. 4.2 due to relocation of this section to a more appropriate location.
(Approved April 23, 2018)
3.2.4 Responsibility for Fees: Approved 9/24/18 (Revision)
3.10 Services Funding: Approved 12/10/18 (Revised)
3.2.5 Agency Credit Cards (includes gas cards): Approved 1/28/19 (Updated)
3.2.6 Agency Procurement Cards: Approved 1/28/19 (Updated)
3.15 Abuse Prevention: Approved 6/24/19 (New)
3.10 Service Funding: Approved 9/28/20 (Revised)
New Policy Format Approved by Board: 10/26/20
Section 2 F – Agency Credit Cards: Approved by Board 12/14/20 (Revised)
Section 5 – Coordination of Media: Approved by Board 12/14/20 (Revised)
Section 3 – Gifts, Donations and Fund Raising: Approved by Board 02/22/21 (Revised)
Section 4 F – Quality Assurance-Electronic Records: Approved by Board 02/22/21 (New)
Section 13 – Title XX: Approved by Board 02/22/21 (Revised)
Section 4-Records: Approved by Board 6/28/21 (Revised)
Section 2 F-Business Operations/Agency Credit Cards: Approved by Board 2/28/22 (Revised)
Section 2 H-Business Operations/Meal Reimbursement: Approved by Board 2/28/22 (Revised)
Section 7-Input from Those Served: Approved by Board 2/28/22 (Revised)
Section 9-Service Funding: Approved by Board 2/28/22 (Revised)
Section 2-Business Operations/ G-Agency Procurment Cards: Approved by Board 9/26/22 (Revised)
Section 2-Business Operations/ F-Agency Credit Cards: Approved by Board 4/24/23 (Revised)
Section 2-Business Operations/ I-Cash Balance: Approved by Board 4/24/23 (New)
Section 2, F-Agency Credit Cards: Approved by Board 7/24/23 (Revised)
Section 4, G-Quality Assurance: Approved by Board 7/24/23 (Revised)
Section 5-Coordination of Media: Approved by Board 7/24/23 (Revised)
Section 6, A-D-Solicitation: Approved by Board 7/24/23 (Revised)
Section 9, A—Service Funding: Approved by Board 7/24/23 (Revised)
Section 13, C-D-Federal Funding: Approved by Board 7/24/23 (Revised)
Section 4 G – Electronic Signatures: Approved by Board 10/23/23 (New Section)
Section 4 H – Quality Assurance/Elec. Records: Approved 10/23/23 (Re-numbered due to new section above)
Section 4 A – New Section/Electronic Participation: Approved 11/13/23

Section 4 B-E – Relabeled due to new section listed above: Approved 11/13/23
Section 2 F – Agency Credit Cards: Approved by Board 01/22/24 (Revised)
Section 2 H – Meal Reimbursement: Approved by Board 01/22/24 (Revised)
Section 13 Federal Funding Programs: D, E, F: Approved by Board 06/23/25 (Revised)
Section 2 F – Agency Credit Cards: Approved by Board 09/28/26 (Revised)

medina county board of developmental disabilities

2025-2027 Strategic Plan Recap



FOCUS AREA 1

Community Partnership

Enhancing partnerships and outreach that support inclusion, awareness, and engagement in the community.

Initiatives:

1. Increase Community Employment through community partnerships throughout the county.
2. Use community partners to increase inclusion and accessibility throughout the county.
3. Engage community partners through outreach and education.



FOCUS AREA 2

Wellbeing

Fostering a holistic approach that supports individuals throughout their lives.

Initiatives:

1. Connect individuals and families with supports and resources for wellbeing.
2. Increase advocacy skills for individuals to utilize throughout their lives.
3. Expand the utilization of technology to promote independence and inclusion.
4. Analyze sustainability of MCBDD supports and services



FOCUS AREA 3

Thriving Workforce

Cultivating professional workforces that are engaged, informed, invested, and valued.

Initiatives:

1. Assist in recruitment and retention for positions in the developmental disabilities field.
2. Support, train, and develop leadership and workforce.
3. Promote a culture of value and respect within the local DD system.
4. Engage workforces to increase communication and enhance relationships.

AT OUR CORE

We Are Grounded In Purpose

SERVICE & SUPPORT ADMINISTRATION

- It's hard to believe we are already almost to the end of 2026! With that, it's the annual end of the year push for getting ISPs that start in January and February completed and sent to the managers to review before heading to the Business Office for fiscal approval. This ensures that individuals do not have any lapse in services and that providers are able to bill during the agency closure.
- Positive Behavior Support Specialist, Cynthia Lavoy, has submitted for her retirement, and we wish her all the best! The position has been posted, and we look forward to continuing the ongoing collaboration between the behavior support team and the SSAs.

COMMUNITY ENGAGEMENT

- November is National Disaster Preparedness Month, and we are sharing information relevant to people with disabilities. We are also promoting local resources for emergencies.

Upcoming Events and Promotions:

- 11/18 – NMCCA Non-Profit Showcase.
- Promoting holiday tips for inclusiveness.

EARLY INTERVENTION

- September was a busy month for the EI program. We took in 33 new referrals this month.
- At the beginning of the month, we eliminated our two regionalized teams and combined into one large EI team.
- On 9/14, we hosted our popular Fall Toddler Playgroup at Mugrage Park. Attendance was estimated to be approximately 60 parents and their toddlers.
- Medina County EI is participating in story times at the Medina Library this fall. Our staff is available at one story time each week to engage families with any questions related to child development/behavior or anything related to our EI program and services.
- We are excited to continue to expand our assistive technology lending library which now includes the AAC communication applications Proloquo2Go and TouchChat. These programs are on our EI iPads and can be signed out by a provider to help support a family with either introduction to AAC or to utilize while they wait for an ordered personal device.

WINDFALL SCHOOL

- 11/23 - Replay for Kids – Christmas gifts for our students.
- 11/24 - Friendsgiving @ 11:30 in the gym.
- One student is moving to Lorain County and will be enrolled at Murry Ridge.

COMMUNITY SUPPORTS & DEVELOPMENT DEPARTMENT

Community Partnerships

- **Brian Hart from Shiftability** met with three provider agencies in one-on-one meetings to discuss remote support for their respective agencies. Mr. Hart also presented to the SSA Department on a technology assessment that they will have free access to utilize.
- In partnership with other county boards from Region 6, MCBDD participated in the **Regional National Disability Employment Awareness Conference** in Bedford Heights on 10/14. We want to thank our own Jason Dresden, Employment Navigator, for representing Medina County as part of the development team.

Past Trainings and Presentations

Date	Title of Training	Presenter	Target Audience
10/21/2026	Independent Provider Meet & Greet Topic: Compliance Reviews *Attendance: 4*	Courtney Jordan, Provider Relations and FSS Specialist & Kim Bernardi, Quality Support Specialist	Independent Providers
10/22/2026	Scam Squad *Attendance: 20*	Thomas Condosta, Assistant Prosecutor, Medina County Prosecutor's Office	Individuals/Families Other Stakeholders Providers
11/5/2026	Career Planning 101 *Attendance: 27*	Jason Dresden, Employment Navigator	Individuals/Families Other Stakeholders Providers

Upcoming Trainings and Presentations

Date	Title of Training	Presenter	Target Audience
11/18/2026	Provider & SSA Mingle Topic: Community Integration	Ed Dryer, Director of Community Supports & Development Jennie Petrarca, SSA Director	Providers & SSAs
12/7/2026	Let's Talk Housing	John Thomas, SSA Manager	Individuals/Families Other Stakeholders Providers

Advocacy

- October's Advocacy meeting was virtual on 10/27. There were two independent Advocates, two homes, and a day program in attendance. We discussed Colorado's new accessible and inclusive playground; as well as DMFRadio, which is an internet radio station dedicated to playing both already known and new artists that identify as having a disability. We also discussed an article about a powerlifting couple with disabilities from Virginia, who were called "inspiring" by the gym owner, and what the attendees' thoughts were on people saying those with disabilities are already "inspiring" living their everyday life. Our mini lesson was for National Happiness and Forgiveness Day; what are the positive effects of living a happier life, in addition, what are the benefits of forgiveness.

People Together

- We completed our first school presentation for the 2026-2027 school year on 10/2 at Granger Elementary. Four Advocates, with a potential new Advocate observing, spoke to 72 students about inclusion and acceptance.

Provider Support

DSP Spotlight
Jennifer Shanholtz was selected for the November DSP Spotlight. Jennifer has worked as a DSP for AC Passage for the past 2 years. Jennifer was nominated by Amber Clark who had this to say, *"Jennifer goes above and beyond here at ACP, including caring for the individuals, working the floor at the day program, providing transportation, and just being a wonderful person in general."* Jennifer shared that her favorite thing to do with the people she serves is, *"I love picking them up in the van every morning and getting their day started."* Congratulations, Jennifer!!! Thank you for all you do!!!

SPECIAL OLYMPICS OHIO, MEDINA COUNTY

BASKETBALL: 48 Athletes (Skills, D5, D4, D3) SWIM: 20 Athletes
BOWLING: 138 Athletes + 15 Unified Partners (153 total)

- On 10/6, the Summer Sports Banquet (Golf, Cornhole, and Softball) was held at Windfall Gym. Thank you to City Barbecue for donating the dinner and to Medina High School and St. Francis School for sending volunteers.
- On 10/27 - Basketball season began with four teams: Skills, D5, D4, and D3; 48 total Athletes.
- On 11/3, Swim season began at Medina Recreation Center with 20 swimmers.
- Medina County Flash competed in State Cornhole (results finalized 10/30/26).
  Team results: Three Gold and two Silver medals, along with four Fourth Place finishes.
  - 1st Place: Daugherty, Megan; Friedrick, Mikyta / Friedrick, Vadym; Fry, Josh
  - 2nd Place: Albright, Randy / Albright, Rob; Leidy, Alida / Marsick, Sophia
  - 4th Place: Bennett, Adrianna; Davis, Zoe; Lewis, Jessica; Plasco, Nate
- The Special Olympics program was recognized at the Wadsworth Eagles' People Helping People event and received a check.

UPCOMING EVENTS:

- 11/27/2026 – Black Friday Bowl, the day after Thanksgiving.
- 11/28/2026 – First Basketball game of the season.
- 1/24/2027 – Swim Regionals at Canton McKinley High School, Canton, OH.
- 2/6/2027 – Basketball Regionals at Cloverleaf Rec Center, Lodi, OH.
- 2/19/2027 – Special Olympics Ohio State Indoor Winter Games (Swim & Basketball) at Ohio State University, Columbus, OH.
- Special Olympics event calendar is now live and can be subscribed to here:
  Special Olympics-Medina calendar
- Medina Special Olympics has a new website: https://www.sooh-medinaflash.org/

OPERATIONS

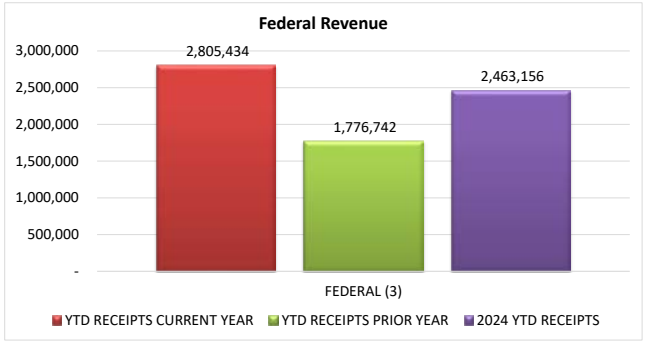
- There were 1,348 in-person voters at the MCBDD on Election Day. (2024 Election we had 1,207 voters.)
- The National School Lunch and Breakfast Program has been preparing for the administrative review. Offsite information was submitted and reviewed. The next step is an onsite review on 11/10.

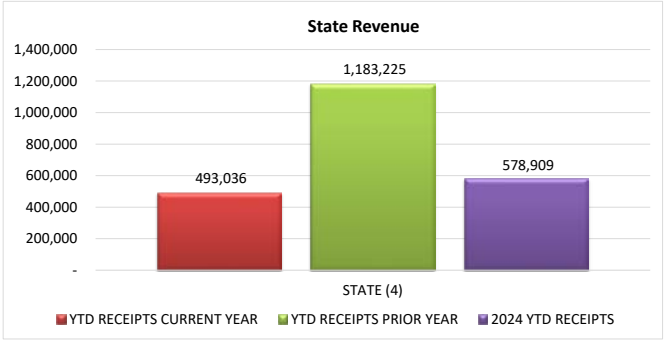
Aktion Club

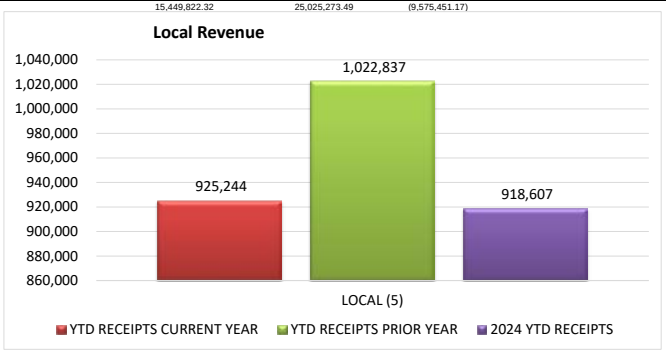
- Aktion Club donated money to The Society for the Boo Bags for this year.
- Membership fees have been paid for 33 members of the club for the 2026-2027 year.
- The club is excited to prepare for the holiday season by decorating Hospice with MCBDD on 11/30.
- Lunch with Santa is scheduled on 12/12.

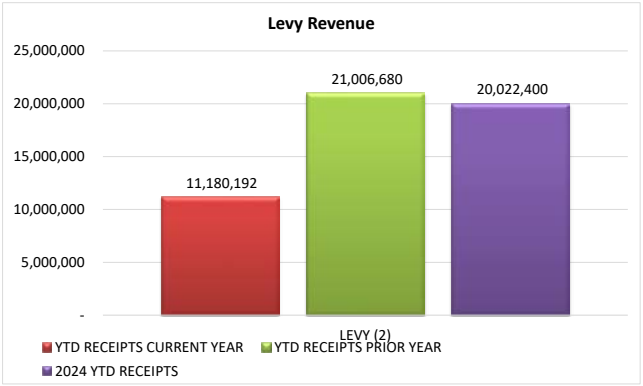
MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
MONTHLY STATEMENT OF RECEIPTS
ALL FUNDS (1) - NEW REPORT BY CATEGORY
10/31/2026

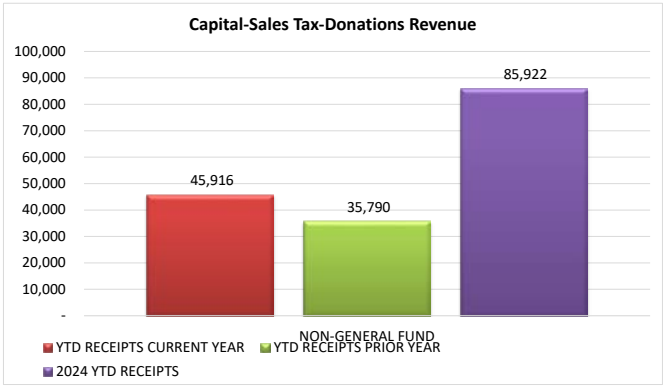
REVENUE CATEGORY	BUDGETED RECEIPTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	VARIANCE ANALYSIS: YTD RECEIPTS CURRENT YEAR	YTD RECEIPTS PRIOR YEAR	INCREASE (DECREASE)	% INCR. (DECR.)	MTD % 83.33% % OF BUDGET RECEIVED
LEVY (2)	20,286,010	-	-	-	10,109,246	1,070,947	-	-	-	-	-	-	-	11,180,192	21,006,680	(9,826,488)	(46.78)	55.11
FEDERAL (3)	3,729,958	986,637	85,876	122,042	748,439	105,697	337,431	82,942	93,898	210,577	31,896	-	-	2,805,434	1,776,742	1,028,693	57.90	75.21
STATE (4)	972,000	53,476	75,329	48,655	48,611	43,817	38,343	44,215	21,640	64,719	54,232	-	-	493,036	1,183,225	(690,188)	(58.33)	50.72
LOCAL (5)	1,101,739	61,698	157,380	29,042	189,894	108,862	83,227	54,153	39,077	58,186	143,725	-	-	925,244	1,022,837	(97,593)	(9.54)	83.98
NON-GENERAL FUND	37,400	7,767	-	2,825	10,490	150	940	9,302	40	1,968	12,433	-	-	45,916	35,790	10,125	28.29	122.77
	26,127,107	**1,109,578**	**318,584**	**202,563**	**11,106,679**	**1,329,474**	**459,941**	**190,612**	**154,655**	**335,450**	**242,286**	**-**	**-**	**15,449,822**	**25,025,273**	**(9,575,451)**	**(38.26)**	**59.13**
check:	26,127,107	1,109,578.15	318,584.42	202,563.15	11,106,679.24	1,329,473.58	459,941.23	190,612.02	154,655.27	335,449.61	242,285.65	-	-	15,449,822.32	25,025,273.49			
TRANSFER (9)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
														15,449,822.32	25,025,273.49	(9,575,451.17)		

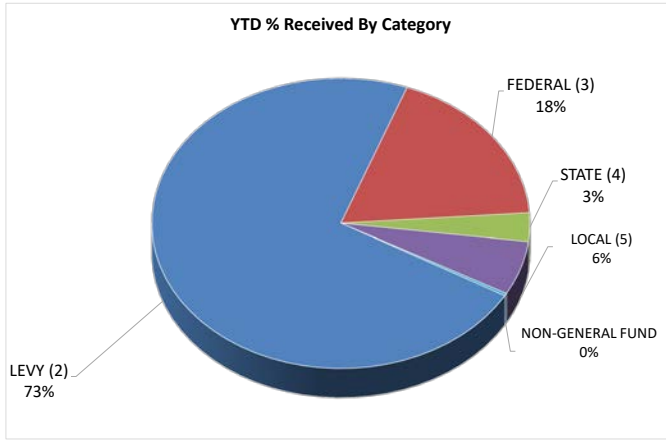










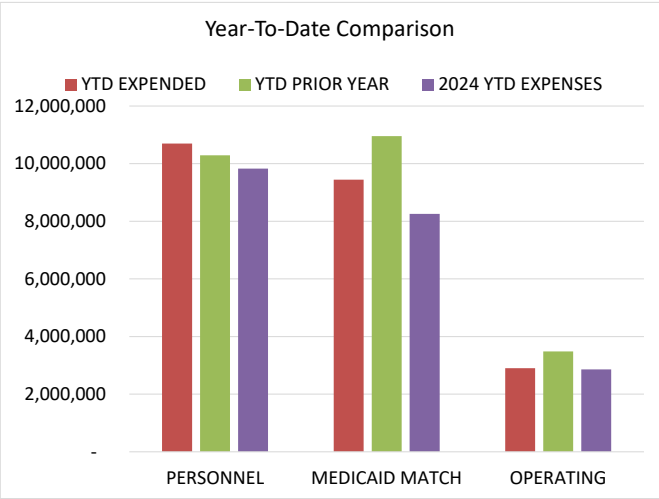


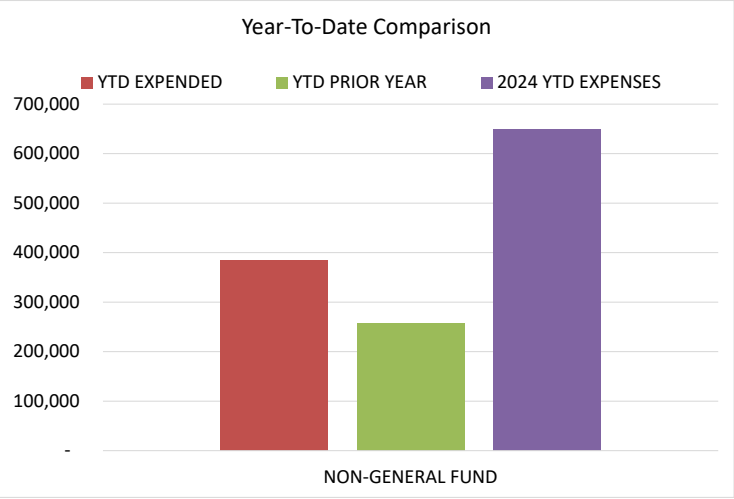
Footnotes:

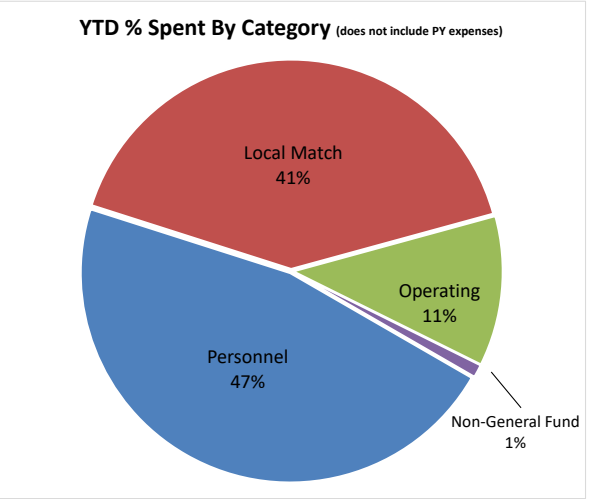
1. This report combines all funds for MCBDD (General (3300), Capital (2855), Capital Sales Tax (2856) and Donated (3315)).
2. LEVY - Real Estate taxes and Rollback/Homestead (paid by the State) are each received twice a year. Typically in April/May and August/September, respectively. CY25 levy revenue increase is due to the repayment of NEXUS taxes owed for previous years that were under appeal.
3. FEDERAL - Targeted Case Management (TCM), Waiver, Medicaid Administrative Claiming (MAC) revenues, as well as other Federal grants (Title XX, National School Lunch, Title VI). Medicaid Settlements - cost report and waiver match reconciliations. For CY26 budgeted for FY24 waiver match reconciliation and CY23 cost report settlement. Received the CY22 Cost report settlement ($899,742) in January 2026 that was expected December 2025. Received FY24 waiver match reconciliation in April ($477,618.17).
4. STATE - Ohio Department of Education and Workforce (ODE-W) subsidy, as well as other State grants (Rental Assistance Program (RAP), Attorney General School Safety Grant, Keeping Families Together (KFT), and Capital Housing pass-thru funds). CY25 had two capital housing projects (pass-thru) - Feb and Sep.
5. LOCAL - School tuition, EI service coordination contract, county vehicle maintenance management, JFS match share, school lunch accounts, auction, scrap, rent, refunds, benefit contributions for PT staff.
6. CAPITAL - State capital grant funds (non-residential) - State FY bi-ennium cycle (last received in 2024), other miscellaneous.
7. SALES TAX - Sales tax funds received for the benefit of capital projects for Windfall School only. Received quarterly.
8. DONATIONS (including interest and refunds): Mar - $2,825.00 (Storypoint East bake sale proceeds - $125 to donor scholarships, Robert Sefcik for camperships - $1,200, Mark & Lisa Krosse for donor scholarships - $1.500), Jun - $940.39 (Community Shred day $910.39 to Donor Scholarship fund, Donation in lieu of flowers for mother of former client, also passed - $25 to Community Supports, found money (inter-office envelope) - $5 to Special Events), Aug - Paula & Greg Majoros $40 to Memorial Grove for brick (W.W.), Sep - $1,000 confidential donation to be used to award one additional scholarship in CY2027, Oct - $1,124 (V3 transportation event to Children Services), $150 (Great Lakes Honda West to Children Services), $500 (Warren & Deborah Biggs-WDB Associates LLC to Memorial Grove for tree in grandson's (LB) name).
9. TRANSFER - Cash transfer from general fund to capital improvement fund - no cash transfers expected in CY26.

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
MONTHLY EXPENDITURE STATEMENT
ALL FUNDS (1) - NEW REPORT BY CATEGORY
October 2026

								YTD VARIANCE ANALYSIS				MTD %	83.33%
EXPENSE CATEGORY	INITIAL BUDGET	BUDGET CHANGES	ADJUSTED BUDGET	YTD PRIOR YEAR EXPENSES (3)	AUG	SEP	OCT	YTD BUDGET	YTD EXPENDED	YTD PRIOR YEAR	INCREASE (DECREASE)	CY UNSPENT BALANCE	% SPENT
PERSONNEL (4)	13,276,708	-	13,276,708	-	1,017,610	984,162	1,441,681	10,792,049	10,695,927	10,288,290	407,637	2,580,781	80.56
LOCAL MATCH (2)	13,455,055	-	13,455,055	73,748	4,455,999	20,312	19,657	11,212,546	9,445,150	10,958,380	(1,513,230)	4,083,653	69.65
OPERATING (5)	4,681,383	-	4,681,383	242,876	393,311	225,080	219,394	3,901,153	2,903,403	3,481,993	(578,590)	2,020,856	56.83
NON-GENERAL FUND (6)	445,280	-	445,280	154,758	110,199	21,050	7,468	371,067	383,889	257,313	126,576	216,149	51.46
	31,858,427	**-**	**31,858,427**	**471,382**	**5,977,119**	**1,250,604**	**1,688,200**	**26,276,814**	**23,428,370**	**24,985,976**	**(1,557,607)**	**8,901,439**	**72.06**
				MTD PRIOR YEAR EXPENSES (3)	**-**	**-**	**-**		**471,382**	**602,370**	**(130,988)**		
	31,858,427	0	31,858,426.65	471,382	5,977,118.58	1,250,603.70	1,688,200.30	26,276,814	23,428,369.79	24,985,976.37		8,901,439	
TRANSFER (7)	-	-	-	-	-	-	-	-	-	-	-	-	
RESERVE GENERAL (8)	10,985,275	(88,884)	10,896,391	-	-	-	-	10,896,391	-	9,528,651	1,367,740	10,896,391	-
RESERVE CAPITAL (8)	2,400,000	-	2,400,000	-	-	-	-	2,400,000	-	1,467,357	932,643	2,400,000	-
	13,385,275	**(88,884)**	**13,296,391**					**13,296,391**	**-**	**10,996,008**	**2,300,383**	**13,296,391**	**-**







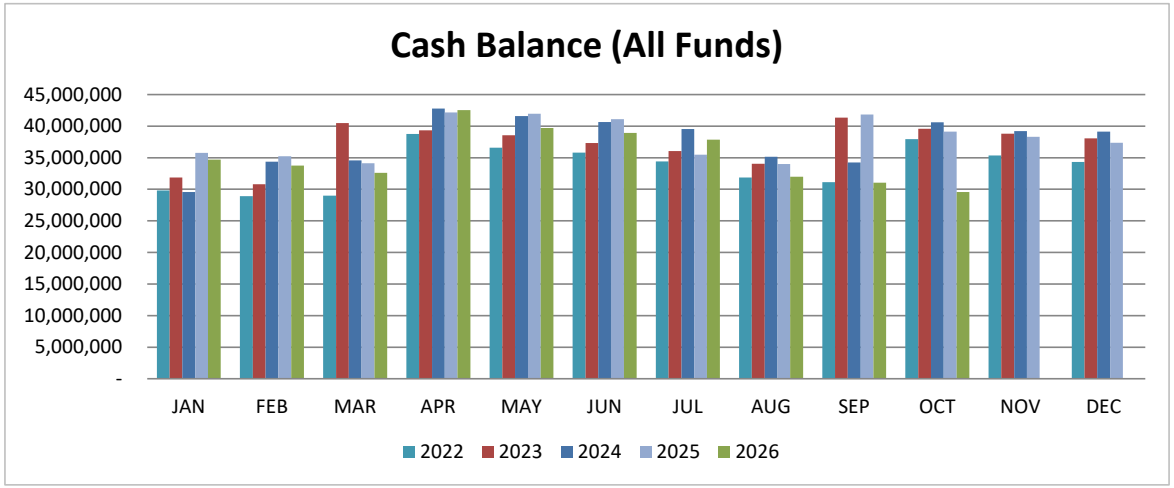
FOOTNOTES:

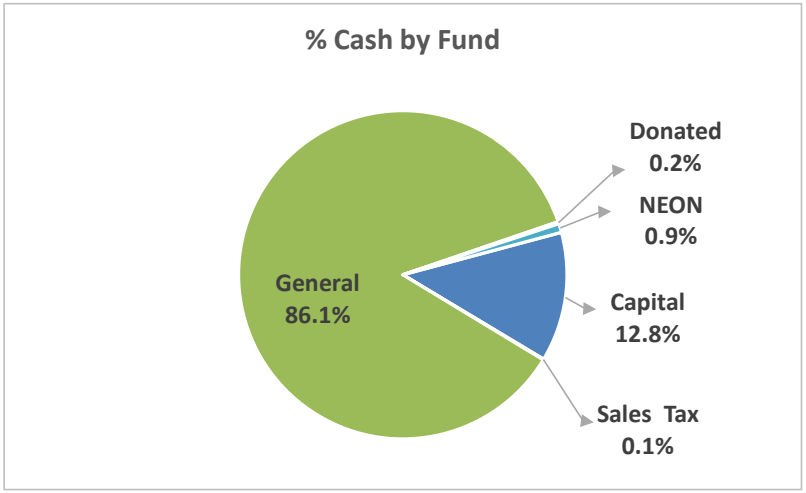
1. This report combines all funds for MCBDD (General (3300 , Capital (2855), Sales Tax (2856) and Donated (3315)); Initial Budget is the initial approved 2026 Budget. Budget changes are for appropriation transfers, increases or decreases that occur after the intial budget is approved. Adjusted budget is current budget net of budget changes.
2. Local Match includes quarterly payments (Jan, Apr, Jul, Oct) plus 5th invoice (Jul) to DODD for Medicaid match, as well as match for those individuals living in a DC (monthly).
3. Prior Year Expenses is 2025 expenses paid in 2026. Starting in 2026, the unspent budget and % spent formulas will not include PY expenditures.
4. Personnel - three pay months (May and October 2026). Group Health is paid 2x/month, Dental is paid monthly.
5. Operating includes such expenses as supplies, fees, insurance, contract services, utilities, travel, training, equipment, etc.
6. Non-general fund category includes capital improvements, capital sales tax and donated fund expenses. CY2024 included the workshop ADA bathroom renovation costs.
7. Transfers- This is not an expense but is needed when money is transferred between funds (e.g. general fund to the capital improvement fund). None needed for 2026.
8. Reserve - Designated reserve accounts authorized by ORC 5705.222 (C). The general reserve gets adjusted every year once the prior year books close. General reserve can be up to 40% of prior year expenses.

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
CASH BALANCE FOR MONTH ENDING: OCTOBER 31, 2026

			CURRENT YEAR	PRIOR YEAR	NET CHANGE (3)
FUND #	2855	Capital Fund	1,373,550.25	2,821,702.78	(1,448,152.53)
	2855	Capital Fund Reserve (2)	2,400,000.00	1,467,357.00	932,643.00
	2856	Capital Sales Tax Fund	24,299.33	38,330.83	(14,031.50)
	3300	General Fund	14,564,331.87	25,153,744.04	(10,589,412.17)
	3300	General Fund Reserve (2)	10,896,391.00	9,528,651.00	1,367,740.00
	3315	Donated Fund	60,783.12	57,942.17	2,840.95
	NA	Residential Fund- Held by NEON (1)	256,786.33	66,759.81	190,026.52
		TOTALS	**29,576,141.90**	**39,134,487.63**	**(9,558,345.73)**
		RESERVE TOTAL	**13,296,391.00**	**10,996,008.00**	**2,300,383.00**
		TOTALS LESS RESERVES	**16,279,750.90**	**28,138,479.63**	**(11,858,728.73)**

FUND	CASH BALANCE	% OF TOTAL CASH
Capital	3,773,550.25	12.8%
Sales Tax	24,299.33	0.1%
General	25,460,722.87	86.1%
Donated	60,783.12	0.2%
NEON	256,786.33	0.9%
	29,576,141.90	**100.0%**





Footnotes:

1 - Cash held by NEON is used to pay Supported Living and Family Support Services. The annual cash transfer to NEON occurred in January 2026, compared to April in the prior year, resulting in a timing-related difference in reported fund balance.

2 - Reserve accounts are authorized under Ohio Revised Code 5705.222. The General Reserve balance is projected to decrease to $10,896,391 in February 2026, primarily due to prior-year expenditures coming in below budget, resulting in an adjustment needed to this account.

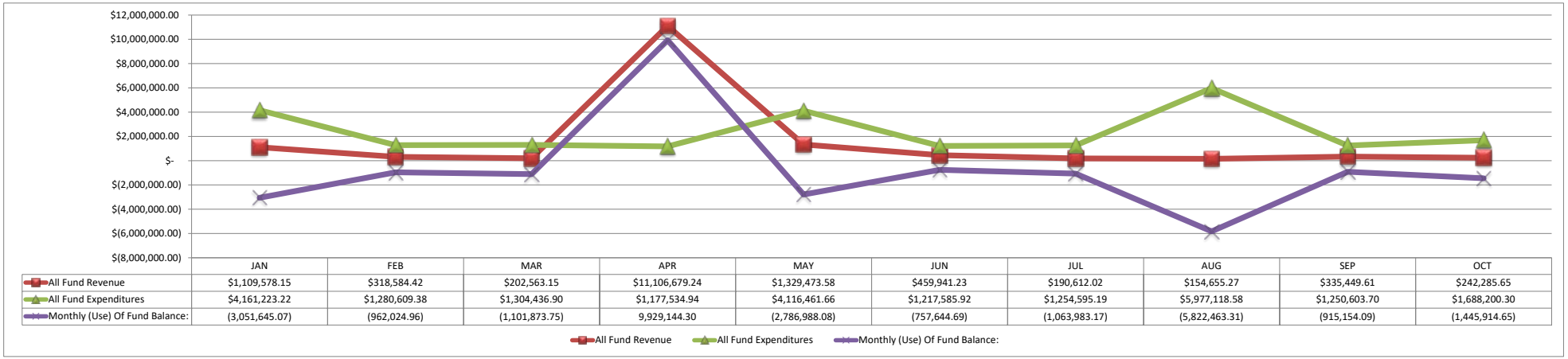
3 - Net Change - Year-over-year net changes reflect fund-specific activity and timing factors. The Capital Fund decrease is attributable to expenditures associated with prior-year capital project budgets and change to the capital reserve account. The Capital Sales Tax Fund change reflects the timing of revenue receipts and project expenditures. The General Fund change is primarily driven by the change in the general reserve appropriation and also reflects the deficit spending trend that began in 2025.

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
MONTHLY CASH FLOW
10/31/2026

FUND	DESCRIPTION	BEGINNING BALANCE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	YTD TOTAL
2855	Capital Improvements Revenue		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 4,110,508.66**
2855	Capital Improvements Expenses		$ 3,380.00	$ 74,808.48	$ 81,851.35	$ -	$ 25,376.15	$ 9,496.60	$ 37,085.00	$ 80,073.83	$ 19,497.00	$ 5,390.00	**$ 336,958.41**
	Total Cash Available:	**$ 4,110,508.66**	**$ 4,107,128.66**	**$ 4,032,320.18**	**$ 3,950,468.83**	**$ 3,950,468.83**	**$ 3,925,092.68**	**$ 3,915,596.08**	**$ 3,878,511.08**	**$ 3,798,437.25**	**$ 3,778,940.25**	**$ 3,773,550.25**	**$ 3,773,550.25**
2856	Capital Sales Tax Revenue		$ 7,767.36	$ -	$ -	$ 10,489.75	$ -	$ -	$ 9,302.40	$ -	$ -	$ 10,658.99	**$ 66,124.33**
2856	Capital Sales Tax Expenses		$ -	$ -	$ 11,825.00	$ -	$ -	$ -	$ -	$ 30,000.00	$ -	$ -	**$ 41,825.00**
	Total Cash Available:	**$ 27,905.83**	**$ 35,673.19**	**$ 35,673.19**	**$ 23,848.19**	**$ 34,337.94**	**$ 34,337.94**	**$ 34,337.94**	**$ 43,640.34**	**$ 13,640.34**	**$ 13,640.34**	**$ 24,299.33**	**$ 24,299.33**
3300	General Fund Revenue		$ 1,101,810.79	$ 318,584.42	$ 199,738.15	$ 11,096,189.49	$ 1,329,323.58	$ 459,000.84	$ 181,309.62	$ 154,615.27	$ 333,481.88	$ 229,852.66	**$ 48,505,203.54**
3300	General Fund Expenditures		$ 4,157,843.22	$ 1,205,800.90	$ 1,210,210.55	$ 1,176,734.94	$ 4,091,085.51	$ 1,208,089.32	$ 1,217,510.19	$ 5,866,919.75	$ 1,229,554.20	$ 1,680,732.09	**$ 23,044,480.67**
	Total Cash Available:	**$ 33,101,296.84**	**$ 30,045,264.41**	**$ 29,158,047.93**	**$ 28,147,575.53**	**$ 38,067,030.08**	**$ 35,305,268.15**	**$ 34,556,179.67**	**$ 33,519,979.10**	**$ 27,807,674.62**	**$ 26,911,602.30**	**$ 25,460,722.87**	**$ 25,460,722.87**
3315	Donated Fund Revenue		$ -	$ -	$ 2,825.00	$ -	$ 150.00	$ 940.39		$ 40.00	$ 1,967.73	$ 1,774.00	**$ 65,888.83**
3315	Donated Fund Expenditures		$ -	$ -	$ 550.00	$ 800.00	$ -	$ -		$ 125.00	$ 1,552.50	$ 2,078.21	**$ 5,105.71**
	Total Cash Available:	**$ 58,191.71**	**$ 58,191.71**	**$ 58,191.71**	**$ 60,466.71**	**$ 59,666.71**	**$ 59,816.71**	**$ 60,757.10**	**$ 60,757.10**	**$ 60,672.10**	**$ 61,087.33**	**$ 60,783.12**	**$ 60,783.12**
ALL	All Fund Revenue		$ 1,109,578.15	$ 318,584.42	$ 202,563.15	$ 11,106,679.24	$ 1,329,473.58	$ 459,941.23	$ 190,612.02	$ 154,655.27	$ 335,449.61	$ 242,285.65	**$ 52,747,725.36**
ALL	All Fund Expenditures		$ 4,161,223.22	$ 1,280,609.38	$ 1,304,436.90	$ 1,177,534.94	$ 4,116,461.66	$ 1,217,585.92	$ 1,254,595.19	$ 5,977,118.58	$ 1,250,603.70	$ 1,688,200.30	**$ 23,428,369.79**
	Total Cash Available:	**$ 37,297,903.04**	**$ 34,246,257.97**	**$ 33,284,233.01**	**$ 32,182,359.26**	**$ 42,111,503.56**	**$ 39,324,515.48**	**$ 38,566,870.79**	**$ 37,502,887.62**	**$ 31,680,424.31**	**$ 30,765,270.22**	**$ 29,319,355.57**	**$ 29,319,355.57**
		check	34,246,257.97	33,284,233.01	32,182,359.26	42,111,503.56	39,324,515.48	38,566,870.79	37,502,887.62	31,680,424.31	30,765,270.22	29,319,355.57	29,319,355.57
	Monthly (Use) Of Fund Balance:		(3,051,645.07)	(962,024.96)	(1,101,873.75)	9,929,144.30	(2,786,988.08)	(757,644.69)	(1,063,983.17)	(5,822,463.31)	(915,154.09)	(1,445,914.65)	(7,978,547.47)

FOOTNOTES:

(1) Funds held at NEON are not included here since money available is already included as a transfer from Fund 3300, earmarked for Supported Living and Family Support Services (NEON balance 10/31/26: $256,786.33)



Oct 2026 - Invoice History by GL Account
Account then Vendor Summary

Account-Vendor	Sum of AMOUNT
Advertising	
Alonovus Corp	549.00
Joy Of Medina County	312.00
The Gazette	600.00
Wadsworth Communicat	125.00
Advertising Total	**1,586.00**
Contract Services	
Ac Passage Enterpris	7,516.91
Achievement Centers	1,395.83
Armstrong Cable Serv	304.90
Birch Manor Iii Inve	646.00
Blick Center	1,159.06
Brittco Llc	3,550.00
Cdw Government Llc	5,778.60
Consumer Support Ser	3,874.47
Cuyahoga County Boar	60.00
Datsmarts Llc	1,015.00
E.S. Beveridge & Ass	102.00
Enhance Ability Llc	3,031.00
Exclaimer Llc	2,070.00
Fairlawngig	600.00
Gold Care Services	960.00
Heavenly Housing Med	313.40
I Am Boundless Inc	6,673.29
Indeed Inc	135.00
Independent Employme	3,867.72
Innovation Food Serv	1,805.76
Internet Data Manage	600.00
Intervention For Pea	900.35
Jento Solutions Inc.	2,415.24
Kelly Tabitha	595.80
Language Learning As	48,558.33
Larlham Hattie	177.90
Leadership Medina Co	2,235.00
Medina County Transi	4,082.40
Medina Creative Acce	1,929.56
Medina Creative Hous	1,844.72
Medina Metropolitan	581.00
Midwest Innovations	7,990.46
Neon	13,500.00
Pathway Church	1,320.58
Project 16	660.00
Society For Handicap	4,301.60
Special Olympics Of	1,666.00
Spurlock Dianne	926.80
Stericycle Inc	115.10
Summa Health Corp	179.20
Summit Housing Devel	500.00
Teachers Pay Teacher	800.00
Total Education Solu	132.00
Treasurer State Of O	522.00
Us Communications An	1,470.00
Viaquest Day And Emp	861.20
Visual Edge It Inc	867.68
Weidus Mark	763.83
Wellability Llc	995.72
Windfall Industries	15,053.63
Contract Services Total	**161,405.04**

Oct 2026 - Invoice History by GL Account
Account then Vendor Summary

Account-Vendor	Sum of AMOUNT
Dental	
Delta Dental Plan Of	10,700.70
Dental Total	**10,700.70**
Equipment	
B & H Photo	685.90
School Specialty	2,078.21
Equipment Total	**2,764.11**
Gasoline	
Wex Bank	315.62
Gasoline Total	**315.62**
Local Match	
Treasurer State Of O	19,656.60
Local Match Total	**19,656.60**
Materials	
Famous Enterprises	270.78
Grainger	382.26
Home Depot Credit Se	366.51
Refrigeration Sales	81.88
Wolff Brothers Suppl	495.80
Materials Total	**1,597.23**
Other Expenses	
Main Street Medina	250.00
Other Expenses Total	**250.00**
Printing	
Minuteman Press	82.48
Printing Total	**82.48**
Rentals	
U-Haul	131.50
Rentals Total	**131.50**
Repairs	
Cutting Edge	1,500.00
Kamm Star Contractor	703.00
Winkelectric Inc	3,342.30
Repairs Total	**5,545.30**
Special Projects	
Intervention For Pea	250.00
Medina Creative Acce	572.00
Momentum Agencies	7,830.00
Nurturing Hands And	250.00
Special Projects Total	**8,902.00**
Supplies	
4 Imprint Inc	1,766.51
Amazon Capital Servi	1,308.24
Borden Dairy	196.06
Buehlers Food Market	531.99
Gordon Food Service	1,701.56
Home Depot Credit Se	103.71
Rehabmart, Llc	126.56
Roth Id Tag, Llc	739.95
Trevipay	360.18
United Business Supp	2,195.03
Supplies Total	**9,029.79**

Oct 2026 - Invoice History by GL Account
Account then Vendor Summary

Account-Vendor	Sum of AMOUNT
Travel/Training	
Anderson Christie	80.56
Call Jenifer	212.81
Casey Leah	542.70
Cooper Kristen	114.76
Fulton Savanah	167.28
Gear Michael	115.60
Hartman Dave	113.24
Hartman Sarah	224.96
Howard Jen	130.50
Humphrey Debbie	366.52
Huntington National	709.59
Jack Connie	319.96
Jaeger Amber	149.35
Kirkpatrick Sherri	75.85
Konyesni Haylee	139.84
Krebs John	227.24
Lee Nastacia	194.10
Lower Alexis	245.93
Majoros Paula	547.74
Maleckar Stacey	127.68
Mayes Hannah	70.07
Mericola Alex	77.67
Newcomer-Haas Jennif	144.70
Ohio Association Of	300.00
Palasik Megan	106.63
Ricci Caitlyn	170.24
Richter Nicole	101.84
Sass Nicole	423.26
Schindler Natasha	120.08
Scozzaro Christine	141.38
Smith Amy C	126.16
Smith Benjamin	110.05
Strauss Valerie	314.64
Stuber Scott	114.68
The Arc Of Ohio Nort	130.00
Thomas John	126.92
Ulmer Paxton	133.99
Wachsberger Diana	330.07
Yako-Schueszler Mary	351.12
Yohman Linda	148.58
Zingales Samantha	15.73
Travel/Training Total	**8,364.02**
Utilities	
Columbia Gas Of Ohio	1,841.10
First Communications	2,483.94
Medina County Sanita	2,303.84
Ohio Edison Company	12,533.80
T-Mobile	2,069.77
Wm Corporate Service	497.08
Utilities Total	**21,729.53**
Capital Projects	
Winkelectric Inc	5,390.00
Capital Projects Total	**5,390.00**
Grand Total	**257,449.92**

Financial Statements for the month of October 2026

The following financial reports are submitted for acceptance by the Board of the Medina County Board of Developmental Disabilities:

1. **Statement of Revenue for the period ending October 31, 2026.**
2. **Statement of Expenses for the period ending October 31, 2026.**
3. **Statement of Cash Balance for the period ending October 31, 2026.**
4. **Statement of Monthly Cash Flow for the period ending October 31, 2026.**
5. **Vendor-Account Summary Report for the month of October 2026.**

By: Carey A Bates 11/5/26

Carey A. Bates, Director of Business **Date**

By: Stacey Maleckar 11/9/26

Stacey Maleckar, Superintendent **Date**

Note: There should be a motion and a roll call vote to accept the statements as presented.

Medina County
board of developmental disabilities

RESOLUTION #37-26

NOVEMBER 16, 2026

ACCEPTANCE OF FINANCIAL STATEMENTS
FOR THE MONTH OF OCTOBER, 2026

A motion was made by _____, and seconded by _____, to authorize the Board to accept the financial reports for the month of October, 2026.

THE MOTION WAS CARRIED AND ASSIGNED RESOLUTION #37-26.

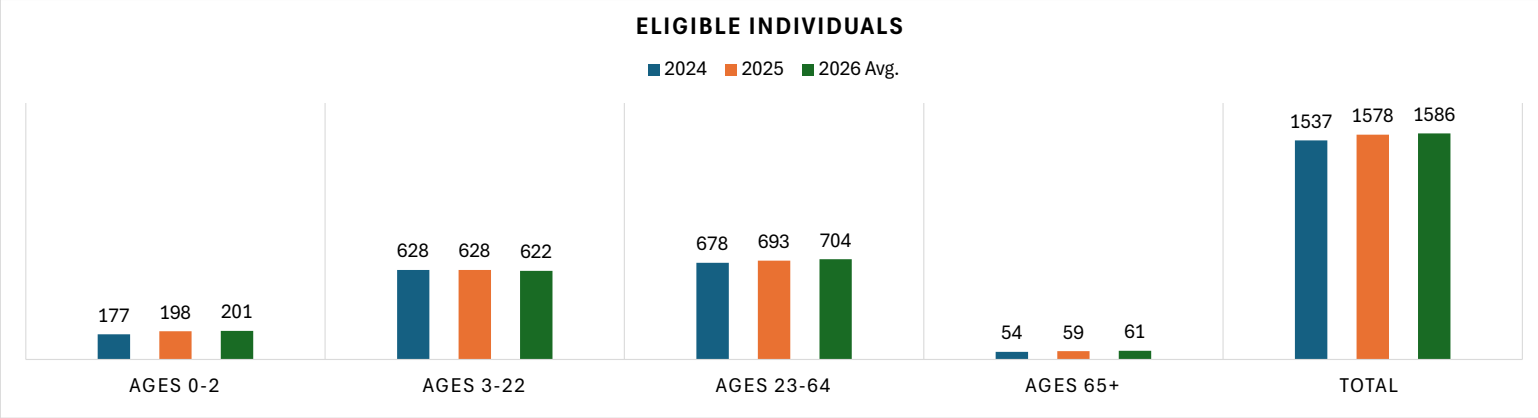
_____
Board Chair
Medina County Board of Developmental Disabilities

DRAFT

Medina County Board of Developmental Disabilities

- Board Stats -

	Year End		2026													
Eligible Individuals:	**2024**	**2025**	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**	**YTD**	**Projected YTD**
Ages 0-2	177	198	194	195	197	202	206	215	209	201	195	191				
Ages 3-22	628	628	627	626	623	619	620	622	614	615	625	630				
Ages 23-64	678	693	694	697	701	703	699	702	712	718	721	690				
Ages 65+	54	59	60	60	63	62	61	62	60	60	61	59				
TOTAL	**1537**	**1578**	**1575**	**1578**	**1584**	**1586**	**1586**	**1601**	**1595**	**1594**	**1602**	**1560**				
% Change to prior period	**3%**	**3%**	**-0.2%**	**0.2%**	**0.4%**	**0.1%**	**0.0%**	**1%**	**0%**	**0%**	**1%**	**-3%**				
New Referrals:																
Ages 0-2	379	395	27	30	25	46	37	25	21	27	33	37			**308**	**370**
Ages 3-22	135	144	15	12	7	12	5	9	10	10	10	5				
Ages 23-64						2	0	1	4	2	0	2				
Ages 65+						0	0	0	0	0	0	0				
TOTAL	**514**	**539**	**42**	**42**	**32**	**60**	**42**	**35**	**35**	**39**	**43**	**44**			**414**	**497**
Windfall School:																
Enrolled Students	**41**	**45**	**46**	**45**	**45**	**45**	**45**	**44**	**42**	**47**	**47**	**47**				
****Individuals Assigned to:***																
SSA	957	989	995	1000	1003	1010	1011	1020	1020	1030	1046	1038				
Information & Referral (I&R)	298	303	299	304	302	302	316	314	312	313	310	316				
Individuals Served with Local Funding:																
**Ohio ISP Authorized Services	126	122	71	74	74	73	74	80	77	80	77	83				
***Family Support Services (FSS)	148	169			89	92	95	106	121	124	127	133				
Staffing Statistics:																
Board Approved Positions	**139**															
YTD Turnover 6.47%			3	2	2	2	1	2	0	1	0	0				



Footnotes:

*SSA Assigned - May or may not be receiving services - new children, new adult, assigned SSA for assessment & information gathering (about 90 days) if no services move to I&R

*Information & Referral (I&R) Assigned - Active, eligible, not receiving services

**Ohio ISP Authorized services could include: residential, adult day services, employment supports, non-medical transportation services

***FSS counts are lower in the first part of every year because this funding has an annual re-application for eligibility.

Date	Notes
9/28/2026	At September Board meeting, the Board requested to add YTD totals and projected future YTD for referrals.
10/1/2026	Carey added these columns and formulas

medina county board of developmental disabilities

- Advocacy Mingle -



Tuesday, November 24

10:30 am - 12:00 pm

The Lodge at Camp Paradise
4283 Paradise Rd.
Seville, OH 44273

Registration Required
Click Here to Register Online

Come learn about healthy relationships!

During this event, we will focus on setting healthy boundaries in friendships/relationships, recognizing appropriate behavior with significant others in different settings, and understanding signs of respectful and disrespectful communication.

ALL ARE WELCOME TO ATTEND

For questions or to register by phone:
Call: Molly Usner, MCBDD Advocacy Advisor, at 330-725-7751 x119
Email: mollyu@mcbdd.org

Medina County board of developmental disabilities
www.mcbdd.org

Event Calendar

medina county board of developmental disabilities

- Upcoming Training -



Career Planning 101

Thursday, November 5

2:00 pm - 3:00 pm

This training is offered virtually via Microsoft Teams and in person at the Medina County Achievement Center, 4691 Windfall Road, Medina, OH.

Registration Required

Click Here to Register Online

You or your loved one may be ready to explore work, but are not quite sure where or how to start. Join Jason Dresden, Employment Navigator at the MCBDD, for an informational training on Career Planning Services. Attendees will learn about all of the components of Career Planning, including:

- Career Discovery
- Career Exploration
- Self-Employment Plan and Process
- Job Development
- Situational Observation

This presentation is a hybrid event. The link to join virtually will be included in your confirmation email.

Event Calendar

Medina County board of developmental disabilities

www.mcbdd.org

Questions or to register by phone - Call Maggie Skultety, MCBDD Training Specialist, at 330-725-7751 x133 or email mskultety@mcbdd.org.

PARK DISTRICT

Take nature's beauty home with you at Nature Art Fest

Find one-of-a-kind, nature-inspired pieces for everyone on your holiday gift list at the 25th Annual Nature Art Fest on Saturday, Nov. 14 and Sunday, Nov. 15 at Oenslager Nature Center. Admission is free.



More than two dozen professional artists from Northeast Ohio will offer fine artwork inspired by nature or made using natural materials.

Visitors will find a diverse range of media, including acrylics and watercolors, stained glass, metalwork, jewelry, photography, sculpture and pottery, naturally-dyed silks, cold-pressed soaps, wood-burned signs, and more.

Nature Art Fest hours are 10 a.m. to 5 p.m. on November 14 and noon to 4 p.m. on November 15. Oenslager Nature Center is located at 6100 Ridge Rd. in Sharon Township, just north of Sharon Center. If using a GPS/online directions, use Wadsworth 44281.

2026 Artisans:

Marita Bitans, digitally-enhanced nature photography; **Barbara Bloom**, hand-painted silk items, cocoon earrings, and cold-press soaps; **Cindy Craft**, pen and ink watercolor paintings; **Tim & Deb Crawford**, hand-carved animals, wood-burned and painted items; **Henry Edinger**, acrylic bird and nature paintings on slate; **Carrie Elvey**, welded, enameled, and pottery insects and plants; **Cathy Everly**, stained glass and glass mosaics; **Mark Gifford**, wood intarsia; **Robert Hansen**, hand-carved wildlife figures; **Darrell Kent**, ink marker pointillism landscapes; **Tom & Roberta Kinney**, hand-cut and hammered copper leaves; **Josh Koppen**, plein-air acrylic and oil paintings; **Laura Kovach**, copper work; **Mary Krosse**, hand-formed and painted dough sculptures; **Ann Ladd**, watercolor and ink; **Kathe Lisy**, mixed-media cards, canvases, and totebags; **Kristina Malcolm**, handmade sterling silver jewelry; **Jane Mallorn**, paper cut-out art, small gourd earrings; **Gail Martonicz**, watercolor paintings; **Laurie Musser**, wildlife image digital prints; **Amy Jean Nichols**, glass enamel and bead jewelry; **Lara Roketenetz**, seed bead jewelry; **Mary Ryan**, mixed-media watercolor birds and needle-felted birds; **Mary Sandmann**, unaltered nature photography; **Carol Thombs**, eco-printing with natural and organic dyes; and **Suki Warden**, wheel-thrown pottery.



Pictured left to right: Maggie Skultety, MCBDD Training & Compliance Specialist, Graduates Amanda Kracker, Joe Tortiano, Alyssa Nutter. Lauren Bonus, and Molly Usner, MCBDD Community Resource and Advocacy Coordinator.

MCBDD celebrates new class of Leadership Academy graduates

Leadership isn't about having a title. It's about having a voice, sharing ideas, helping others and being willing to make a difference.

Recently, the Medina County Board of Developmental Disabilities (MCBDD) celebrated four local leaders who are ready to do just that.

At its September 28 Board Meeting, the MCBDD proudly recognized the newest graduates of its six-month Leadership Academy, celebrating the accomplishments of Lauren Bonus, Amanda Kracker, Alyssa Nutter, and Joe Tortiano.

The Leadership Academy was created to help people with developmental differences build the skills, confidence, and connections they need to take on meaningful leadership roles in their communities.

Now in its fourth year, the program continues to demonstrate

Continued on page 7

Ribbon-Cutting Ceremony



Photo provided

The Wadsworth Area Chamber of Commerce celebrated the opening of its new office at Wadsworth Square Commons, 151 Main St. in downtown Wadsworth, with a ribbon-cutting ceremony on Tuesday, Sept. 22. The new location provides the chamber with a presence in the historic downtown business district.

COUNTY HOME

Halloween Fun with Kim from the MCDL



Residents at the Medina County Home enjoyed a fun-filled Halloween-themed afternoon on Thursday, Oct. 8, when Kim Von Der Vellen, Outreach Librarian from the Medina County District Library, came to visit!

Kim brought a fun Halloween twist to the popular "Name 3 in 5 Seconds" game. Residents put their quick-thinking skills to the test as they tried to name three Halloween-themed items before time ran out.

The game brought plenty of laughs and friendly competition to the afternoon.

Kim also brought a variety of fall-themed coloring pages for residents to enjoy. Residents got creative while coloring festive autumn pictures and spending time together.

It was a wonderful afternoon filled with games, creativity, laughter, and fall fun. We appreciate Kim Von Der Vellen and the Medina County District Library for continuing to bring engaging and enjoyable programs to the residents of the Medina County Home!

MCBDD celebrates new class of Leadership Academy graduates...

Continued from page 6

that people with developmental disabilities have valuable ideas, perspectives, and talents to bring to community organizations and decision-making tables.

"When we started the Leadership Academy, we knew there were individuals with developmental differences who had the drive and passion to become more involved in their communities," said Nicole Richter, Community Supports Manager. "Our goal was to provide the skills, support and training to help turn that passion into leadership opportunities."

This year, Molly Usner, MCBDD Advocacy Coordinator and Maggie Skultety, MCBDD Training Specialist, shared the duties of helping support participants throughout their leadership journey.

Over six months, participants explored what it means to be a leader and developed practical skills they can use in their personal, professional and community lives. Training included communication and listening, problem-solving, time management, interviewing, developing a personal profile, understanding nonprofit boards, and creating individualized leadership goals.

Participants attended a Commissioners' meeting, took part in a civic activity, and heard directly from leaders representing local community organizations.

The four members of the 2026 graduating class were selected based on the strength of their applications and their existing involvement in advocacy and community activities.

"We have watched this class learn, grow and step into their roles as future leaders," Skultety said. "Each person came into the program with their own experiences, ideas, and passion for giving back. Over the past six months, they have built on those strengths and gained new skills and confidence."

For the graduates, completing the Leadership Academy is more than the end of a six-month program, it's the beginning of what comes next.

MCBDD hopes the skills, connections and confidence gained through the Leadership Academy will inspire graduates to pursue leadership opportunities on community boards, participate in civic activities, advocate for others and continue making their voices heard.

"We are incredibly proud of everything this class has accomplished," Usner said. "We know they have important things to say and valuable contributions to make. We can't wait to see where their leadership takes them next."

CONTACT US

Medina County Commissioners
144 North Broadway St., Room 201,
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Commissioner Meetings are held every Tuesday morning at 9:30 a.m.

YouTube

Please join us at:

www.facebook.com/MedinaCountyCommissioners

Commissioners' Meeting Agenda & Public Meetings

To be added to our weekly Agenda and Public Meetings distribution list, please email Clerk of the Board Rhonda Beck at rbeck@medinacounty.gov and request to be added to the agenda distribution list.

Commissioners' Newsletter

To be added to our bimonthly newsletter mailing list, please contact Deputy Clerk Brian Gallatin at bgallatin@medinacounty.gov, or visit our website at www.medinaco.org/newsletter-sign-up/

PUBLIC MEETINGS

Monday

Westfield Fire and Rescue, regular meeting, 6:30 p.m., followed by Westfield Township trustees at 7 p.m., town hall, 6699 Buffham Road.

Tuesday

Guilford Township trustees, regular meeting, 7:30 p.m., Guilford Township Hall, 3800 Greenwich Road.

Medina County commissioners, regular meeting, 9:30 a.m., commissioners' hearing room, 144 N. Broadway St., virtual option at www.facebook.com/MedinaCountyCommissioners.

Spencer Township trustees, regular meeting, 7 p.m., township office, 110 N. Main St.

Wednesday

Brunswick Hills Township Board of Zoning Appeals, regular meeting, 7 p.m., town hall, 1918 Pearl Road.

Gloria Glens Village Council, regular meeting, 7 p.m., town hall, 7966 Lake Road.

Medina Civil Service Commission, regular meeting, 8 a.m., lower level of city hall, 132 N. Elmwood Ave.

Wadsworth Committee of the Whole, regular meeting, 6 p.m., followed by City Council, council chambers, 120 Maple St.

Westfield Center Village Council, regular meeting, 7 p.m., Westfield Municipal Complex, 6701 Greenwich Road.

Thursday

Brunswick Hills Township Zoning Commission, regular meeting, 7 p.m., town hall, 1918 Pearl Road.

Brunswick Planning Commission, caucus meeting, 6:30 p.m., immediately followed by a regular meeting, council chambers, 4095 Center Road.

Liverpool Township Zoning Commission, regular meeting, 7:30 p.m., Liverpool Township office, 6801 School St.

Medina Township trustees, regular meeting, 7 p.m., town hall, 3799 Huffman Road.

York Township Zoning Commission, regular meeting, 7 p.m., York Town Hall/Fire Station Complex, 6609 Norwalk Road.

Friday

District Nine Natural Resource Assistance Council, regular meeting, 9 a.m., Lorain County Metro Parks' Carlisle Visitor Center, 12882 Diagonal Road.

ALMANAC

The Associated Press

Today is Saturday, Oct. 31, the 304th day of 2026. There are 61 days left in the year.

Today's history

■ In 1864, President Abraham Lincoln signed a proclamation making Nevada the 36th state, eight days before the presidential election.

■ In 1913, the Lincoln Highway, the first automobile highway across the United States, was dedicated.

■ In 1941, work was completed on the Mount Rushmore National Memorial in South Dakota, begun in 1927.

■ In 1950, Earl Lloyd of the Washington Capitols became the first African American to play in an NBA game; Lloyd would go on to play for nine seasons, winning an NBA championship in 1955 with the Syracuse Nationals.

Today's birthdays

Former CBS anchorman Dan Rather is 95. Actor Stephen Rea is 80. Olympic gold medal marathoner Frank Shorter is 79. Retired football coach Nick Saban is 75. Film director Peter Jackson is 65. Rock drummer Larry Mullen Jr. (U2) is 65. Rock musician Johnny Marr is 63. Baseball Hall of Famer Fred McGriff is 63. Actor Rob Schneider is 63. Actor Dermot Mulroney is 63. Country singer Darryl Worley is 62. Actor-comedian Mike O'Malley is 60. Rapper and guitarist Adam Horovitz (Beastie Boys) is 60. Rapper Vanilla Ice is 59. Actor Letitia Wright is 33. Singer Willow Smith is 26.

WEATHER

TODAY: Cloudy 62/50
SUNDAY: Cloudy..... 70/52
MONDAY: Mostly cloudy 71/50
TUESDAY: Partly cloudy 75/55

CORRECTIONS & CLARIFICATIONS

The Medina Gazette is committed to providing accurate news coverage. Call us at (330) 721-4060 to let us know about factual errors.

LOTTERY

Ohio (Friday)

Midday Pick 3: 4-9-8, **Pick 3:** Not available at press time.
Midday Pick 4: 9-0-6-8, **Pick 4:** Not available at press time.
Midday Pick 5: 1-5-9-5-4, **Pick 5:** Not available at press time.
Rolling Cash 5: Not available at press time.
Rolling Cash 5 jackpot is $150,000.
Classic Lotto jackpot is $4.9 million.

Millionaire for Life

THURSDAY: 7-11-23-41-58, **Millionaire Ball:** 3.
FRIDAY: The numbers were not available at press time.

Mega Millions

FRIDAY: The numbers were not available at press time.
Next Mega Millions jackpot is an estimated $463 million.

Powerball

WEDNESDAY: 11-13-16-47-60, **Powerball:** 13, **Power Play:** 2.
Next Powerball jackpot is an estimated $760 million.

Ohio (Thursday)

Pick 3: 9-3-6.
Pick 4: 8-4-0-5.
Pick 5: 3-8-8-9-2.
Rolling Cash 5: 5-18-24-32-35.

THE GAZETTE

Saturday, October 31, 2026, No. 264
Medina (non-toll area).....(330) 725-4166
All other Ohio areas..... (800) 633-4623

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ROUNDUP



PHOTO PROVIDED

Medina County Board of Developmental Disabilities employees volunteer at Hope Recovery Farm during the board's annual service day on Oct. 9.

Nature Art Fest returns to Oenslager Nature Center

The 25th annual Nature Art Fest will be held from 10 a.m. to 5 p.m. on Nov. 14 and from noon to 4 p.m. on Nov. 15 at Oenslager Nature Center, 6100 Ridge Road in Sharon Township.

More than two dozen Northeast Ohio artists will offer nature-inspired artwork in a variety of media, including paintings, photography, stained glass, metalwork, jewelry, sculpture and pottery.

Admission is free.

Board of DD staff volunteer across Medina County

Medina County Board of Developmental Disabilities employees volunteered with nonprofit organizations and community partners throughout the county on Oct. 9 as part of the board's annual in-service day.

Employees assisted organizations including Cups Collective, Forever Amber Acres, Hope Recovery Farm, Medina County SPCA, Brunswick Library, Habitat for Humanity, Medina County Dog Shelter, Kitten Krazy and Wadsworth Soprema Senior Center.

Their work included organizing food, sorting donations, cleaning facilities and caring for animals.

Buckeye recognizes October student of the month

Buckeye High School named Benjamin Naso its October student of the month.

Naso has participated in Blood Cancer United, Scouting America, the Student Advisory Panel, Camp Invention, National Honor Society, the School Visionary Team and Holy Martyrs Church. He also serves as captain of the cross-country team and has participated in track and field and concert band.

Naso is a four-year cross-country letter winner, a track and academic letter recipient and a five-year Pipestone Honor Award recipient. He has also helped create videos providing test preparation advice and information for incoming freshmen.

— from staff reports

MEDICAL

From A1

"There are a lot of people that are still going into debt for medical care."

Among neighboring counties, Lorain had the next-lowest rate at 5.8 percent, ranking it tied with Clark County for 13th lowest among the 38 counties in the report. Cuyahoga had 6.5 percent, Summit had 6.3 percent, and Wayne had 10.6 percent.

Ohio's percentage of residents without health insurance rose to 7.1 percent last year, up from 6.7 percent in 2024.

Nationally, the uninsured rate increased to 8.4 percent, up from 8.2 percent the previous year.

The data also showed differences among Ohio's nine largest cities.

The city of Lorain had the second-lowest uninsured rate among those cities at 8.4 percent, down from 8.7 percent in 2024. Parma ranked third at 8.5 percent, while Akron and Cleveland tied for fourth at 9.2 percent.

Toledo had the lowest uninsured rate among the nine cities at 7.6 percent.

Columbus had the highest rate at 11.6 percent, followed by Dayton at 11 percent and Cincinnati at 10.7 percent.

Contact David Knox at areanews@medina-gazette.com.

Medina has lowest uninsured rate in Ohio

At 3.4 percent, Medina County has the lowest share of residents without health insurance among the state's 38 most populous counties included in a new U.S. Census Bureau report.

County	2025	2024
Medina	3.4%	3.9%
Portage	3.5%	3.5%
Hancock	3.6%	6.9%
Lake	3.7%	3.8%
Warren	4.1%	4.5%
Delaware	4.2%	5.2%
Wood	4.3%	4.6%
Union	4.6%	3.1%
Ross	4.8%	6.9%
Greene	5.1%	4.6%
Lucas	5.7%	4.6%
Miami	5.7%	5.1%
Clark	5.8%	7.3%
Lorain	5.8%	6.0%
Clermont	5.9%	5.4%
Erie	6.0%	5.7%
Mahoning	6.1%	5.0%
Stark	6.1%	5.4%
Summit	6.3%	5.6%
Cuyahoga	6.5%	6.2%
Trumbull	6.7%	8.4%
Muskingum	7.0%	6.2%
Allen	7.1%	4.5%
Butler	7.2%	6.6%
Hamilton	7.2%	6.6%
Licking	7.2%	5.3%
Marion	7.3%	5.9%
Montgomery	7.7%	7.4%
Scioto	7.7%	6.6%
Fairfield	8.0%	4.8%
Columbiana	8.2%	6.9%
Belmont	8.3%	5.4%
Franklin	10.0%	9.5%
Richland	10.0%	10.7%
Wayne	10.6%	13.8%
Tuscarawas	11.2%	10.6%
Geauga	12.5%	7.8%
Ashtabula	15.9%	11.9%

	2025	2024
U.S.	8.4%	8.2%
Ohio	7.1%	6.7%

Source: Census Bureau's American Community Survey (2024 and 2025)

DAVID KNOX / GAZETTE

BLOTTER

Sheriff's Office

Sunday, Oct. 18

4:20 a.m. — Rittman Road, Wadsworth, a report of a disturbance or fight was forwarded to the detective bureau.

1:56 p.m. — Greenwich Road, Westfield Township; a report of assault, abuse or neglect ended with a juvenile being arrested.

Monday, Oct. 19

2:39 p.m. — Columbia Road. Liverpool Township; a complainant reported fraud or identity fraud.

8:42 p.m. — Spieth Road, Litchfield Township; a burglary was reported.

10:25 p.m. — Spencer Lake Road/Root Road, Spencer Township; an adult was arrested after a vehicle was in a ditch.

Tuesday, Oct. 20

9:36 a.m. — Buffham Road, Westfield Township; a citation or summons was issued for an animal complaint.

Friday, Oct. 23

8:41 a.m. — State Road/Brixton Way, Wadsworth; an adult was arrested during a traffic stop.

11:42 p.m. — Spencer Road, Spencer Township; a citation or summons was issued after a motor vehicle crash with injuries.

Saturday, Oct. 24

12:30 a.m. — Sharon Copley Road, Sharon Township; a disturbance or fight led to an adult being arrested.

BUSINESSES

From A1

Dentler thanked the judges, who reviewed all nominees, for making difficult choices this year.

The judging panel included Erika Branch of OneDigital, Mark Dorman of Legacy Business Advisors, Jason French of Western Reserve Masonic Community, Keri Ann Kalavity of Securitec, Lisa Keltz of First Financial Bank, Mike Matasich of Matasich Law, Dave Mueller of RICO and Ron Paydo of Huntington Bank.

Titan Construction and Repair won the Business Growth Award. Other honorees in the category were World Truck Towing, KHM Travel, Keller Market and Koroseal.

Medina Country Club received the Capital Investment Award. Fellow honorees were Reimer Road Christian Sports, Bunker Hill Golf Course, Northlake Steel and Celestia Theatre.

Laura Cavey, owner of Cool Beans Cafe, won the Community Advocate Award. The category also recognized Laura Brocklehurst, Jason Venner and Dennis Neate.

Kim Hookway of Buckeye Fresh was named entrepreneur of the year.

Other honorees in that category were Peggy Ewald of White Timbers Winery; Chris Berry of Three D Metals; Nick Kyriazis of Market 42; Jason Graf of Ferrell Whited Physical Therapy; Troy Gerspacher and Brian Hall of Medina Pedal Co.; Dane and Jordan Sandridge of Sandridge Crafted Foods; James Justice of Architectural Justice; and Jeff Wood of Integrated Marketing Technologies.



KELLYN FLOHR / GAZETTE

Laura Cavey speaks after winning the Community Advocate award on Thursday.

The ceremony concluded with Sandridge Crafted Foods receiving the New Business of the Year award. Jordan Sandridge accepted the award and spoke about the company's experience in Medina County.

"I can't say enough about Medina County and the individuals in it," Sandridge said. "Both on the government side and the public sector as well, so it's been amazing."

Contact reporter Kellyn Flohr at 330-591-5392 or kflohr@medina-gazette.com.

cyan A2 magenta A2 yellow A2 black A2

medina county board of developmental disabilities

Holiday Tips



Safety Tools

The Medina County Board of DD offers free ***Roth ID Tags***, ***Blue Envelopes and a Disability Registry*** to help people with disabilities be better understood in emergencies. Each of these resources connects first responders to vital health and behavior related information as they prepare to help people with disabilities in emergency situations. These tools help create more responsive and positive interactions for everyone during critical times.

For information or to request items, visit:
www.mcbdd.org/emergency-situation-resources/

Preparing Leaders

On September 28, the MCBDD proudly recognized the graduates of the 2026 Leadership Academy program. The Leadership Academy is a six-month long program to help people with developmental differences, ages 18 and over, to develop the skills needed to seek out meaningful leadership roles in the community. It helps them find ways to give their talents, ideas, thoughts, opinions and unique points of view to important decisions making bodies and processes within their communities.



Congratulations!
Amanda Kracker
Joe Tortiano
Alyssa Nutter
Lauren Bonus

For Including People with Disabilities in Your Celebration

During this time of the year, people are gathering with family and friends for the holidays. Don't forget to think about making your gatherings welcoming for people with developmental differences.

1. Offer Support Before Your Gathering
Ask your guests if there are any things you can do that will improve their visit.

2. Adjust Your Physical Space
Make your home as physically accessible as possible. Try renting a portable ramp for front door steps, rearranging furniture, and making sure everyone is able to reach table tops that hold food, activities, or gifts.

3. Create a Sensory Space
Use a room that is not being used for the celebration where guests can go to take a break from the typical hustle and bustle of a holiday gathering. Use low lighting and provide items like pillows, blankets, fidget toys, or books and magazines.

4. Be Mindful of Sensory Input
Try keeping background noise to a minimum to help visitors not become overstimulated. Holiday seasons come with a lot of music, decorations, foods, and scents, which may overwhelm people with sensory concerns.

5. Consider a Remote Video Option
Having a remote video option gives guests the chance to connect with those at the gathering. Whether it is due to disability, sickness, or not being able to travel, it's common for people to feel left out if they cannot attend in-person. You can even mail or drop off a package which includes food, or supplies for activities so they can participate virtually in the festivities.

6. Remember to Enjoy Your Gathering!
Don't let accessibility and inclusion stress you out. If you are reading this list, you are already doing more than most. ***Stay positive, smile and enjoy!***

NOVEMBER 2026

Medina County
board of developmental disabilities

330-725-7751 • www.mcbdd.org

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MCBDD Website


Medina County
board of developmental disabilities
Helping People Belong, Grow and Thrive
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• Physical Therapy
• Occupational Therapy
• Speech Therapy
• Parent Coaching
• In-Home Support
• Family Resources
Ages 3-22
• Education
• Therapies
• Family Education
• IEP Development
• Support Groups
• Behavior Support
Ages 23 and up
• Employment Training
• Housing
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Small Acts. Big Impact.

ARTICLE BY PATTI HETKEY
PHOTOGRAPHY BY MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES





What does it take to make someone feel like they belong? Sometimes, it's an invitation. A conversation. An opportunity. A friendly hello.

Building a strong community includes making people with developmental disabilities feel welcomed, valued, and included, and it doesn't always require a big gesture or major commitment. Some of the most meaningful changes can start with the smallest actions.

Whether you're a neighbor, employer, business owner, volunteer, community organization, or simply someone who wants to make a difference, there are plenty of ways to help make Medina County a place where everyone has a chance to participate and belong.

START WITH A WELCOME: A SIMPLE "HI!" CAN GO A LONG WAY.

Include people with developmental disabilities in conversations, activities, clubs, events, and everyday experiences. Get to know the person, not just the disability. Avoid assumptions about what someone can or cannot do, and give people the same opportunities to participate, contribute, and make their own choices.

Sometimes disability inclusion is as simple as saying, "Come join us!"

OPEN THE DOOR TO OPPORTUNITY: EVERYONE HAS SOMETHING TO OFFER.

People with developmental disabilities want opportunities to work, volunteer, learn new skills, make friends, pursue interests, and contribute to their communities. Businesses and organizations can help by creating meaningful employment, volunteer, internship, and leadership opportunities. These opportunities can lead to new skills, friendships, a paycheck, greater independence, or simply the feeling of being part of something bigger.

Instead of asking, "What help might this person need?" start by asking, "What can this person bring?"

GIVE YOUR TIME, TALENT, OR ENERGY: YOU DON'T HAVE TO BE AN EXPERT TO MAKE A DIFFERENCE.

Volunteer at an inclusive community event. Support Special Olympics. Help with a program. Share a skill. Offer your business expertise. Lend a hand – or simply show up.

Your time matters. Your talents matter. You matter.

IT'S NOT JUST ABOUT SPECIAL EVENTS: MAKE DISABILITY INCLUSION PART OF EVERYDAY LIFE.

Disability inclusion belongs in the everyday moments of community life. Invite a neighbor to join an activity. Include a coworker in the conversation. Make sure people with disabilities have a voice when decisions affect them. Be patient. Ask rather than assume. Treat people with the same respect, dignity and expectations you would offer anyone else.

Don't just make room for people. Make them part of the room.

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (MCBDD): HOW THIS LOCAL ORGANIZATION IS GIVING BACK AND BUILDING A COMMUNITY.

MCBDD works every day to help create a community where people with developmental disabilities can live, work, learn, participate, and belong. But creating that kind of community isn't something MCBDD can, or should, do alone.

MCBDD works alongside schools, businesses, first responders, healthcare providers, community organizations, and nonprofits to connect people, share resources and remove barriers. Through educational programs, technology events, outreach activities, and disability inclusive community events, MCBDD helps create opportunities for people of all abilities to participate.

IT STARTS WITH ALL OF US: MAKE AN IMPACT ONE INTERACTION AT A TIME.

A more inclusive Medina County isn't built through one program, one event, or one organization. It's built one interaction at a time. A welcome. An invitation. An opportunity. A little patience. A willingness to listen. A chance to participate. These may seem like small things, but together, they can make a big impact.

> "Building a strong community includes making people with developmental disabilities feel welcomed, valued, and included. Some of the most meaningful changes can start with the smallest actions."

Heating bill help applications open to those who are eligible

Community Action Wayne/Medina and the Ohio Department of Job and Family Services (ODJFS) want to help ease the burden of costly energy bills this winter and keep Ohio families warm.

Beginning Nov. 1, income-eligible Ohioans can receive one-time assistance with their home heating bills through the Home Energy Assistance Winter Crisis Program (WCP).

The program assists Ohioans who are facing service disconnection, have already been disconnected, need to establish new service or must pay to transfer service. It also supports households with 25% or less of bulk fuel remaining in their tanks so they can maintain service.

To qualify, a household must have a gross annual income at or below 175% of the federal poverty level. For a family of four, that is $57,750.

Last year, the program helped more than 73,000 Ohio households, providing $25.5 million in benefits.

To apply, residents of Wayne and Medina counties must schedule an appointment with Community Action Wayne/Medina. Appointments can be scheduled by calling 330-299-0540.

Depending on the agency, appointments may be in person or by phone with management approval. Visit cawm.org for office locations and hours. Ohioans can also start an application online and find their local energy assistance provider at energyhelp.ohio.gov.



File

Community Action Wayne/Medina will offer emergency heating assistance beginning Nov. 1 to income-eligible households in Medina and Wayne counties facing utility disconnection or other heating emergencies.

Applicants should bring copies of their most recent energy bills; a list of all household members and proof of income for the last 30 days or 12 months for each member; proof of U.S. citizenship or legal residency for all household members; and proof of disability, if applicable.

Households served by a Public Utilities Commission of Ohio-regulated utility must sign up for the Percentage of Income Payment Plan (PIPP) or another payment plan if an outstanding balance remains on the utility bill after receiving assistance.

For more information about the Winter Crisis Program and what is needed to apply, contact Community Action Wayne/Medina at 330-264-8677. To be connected with a local energy assistance provider, visit energyhelp.ohio.gov.



MCBDD

Medina County Board of Developmental Disabilities staff members volunteered at agencies throughout Medina County on Oct. 9 as part of the board's annual In-Service Day.

Medina County DD staff volunteer for In-Service Day

On Friday, Oct. 9, Medina County Board of Developmental Disabilities employees traded their usual workday routines for a morning of hands-on service, volunteering with nonprofit organizations and community partners throughout Medina County as part of the board's annual In-Service Day.

Staff members volunteered at Cups Collective, Forever Amber Acres, Hope Recovery Farm, Medina County SPCA, Buckeye Cares, Brunswick Library, Woven with Promise, Habitat for Humanity, Hope and Healing Shelter, Medina County Dog Shelter, Lodi Family Home, Kitten Krazy, Wadsworth Soprema Senior Center and The Society. From organizing food and sorting donations to cleaning facilities and helping care for animals, employees rolled up their sleeves to support the important work these organizations do every day.

"Community involvement is at the heart of what we do," said Stacey Maleckar, MCBDD superintendent. "Our staff is dedicated to improving the lives of individuals with developmental differences, and this morning of service is a reflection of that commitment to all members of Medina County."

The annual service day offers MCBDD employees an opportunity to connect with their community in a new way, learn more about local organizations and lend a helping hand where it's needed. It also highlights the many partnerships that contribute to a stronger, more welcoming and inclusive Medina County. By working alongside local organizations, MCBDD staff demonstrated that building an inclusive community is a shared effort and that even a few hours of service can make a meaningful difference.

Hot Shots: Sights and sounds



Mary Lou Jubin

Medina Weekly reader Mary Lou Jubin recently shared with us this photo she shot of Sarah Matson, left, and Salvatore Anduloro enjoying the day at Lake Medina and Shotwell Gardens Oct. 26. Did you recently capture a creative, locally focused photo you'd like to see published in the Medina Weekly? Email a high-resolution version – along with a few sentences about your shot – to Kevin@MedinaWeeklyNews.com for consideration. Please, no deer.

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BCT

The von Trapp family is portrayed by, front row from left, Payton Stachowicz as Gretl, Teresa Sanchez as Marta, Paige Stachowicz as Brigitta and Dawson Valentine as Kurt; and back row, Amber Davis as Louisa, Sammy Ockunzzi as Friedrich, Natalie Spence as Maria and Morgan Lehman as Liesl. The von Trapp family roles are double-cast, with two casts each performing two shows in Buckeye Community Theatre's production of "The Sound of Music."

THEATRE

Continued from 8

friendly performance designed to make the production more accessible for audience members who may benefit from adjustments to a traditional theater environment.

Before the performance, actors will explain some of the show's sights and sounds. Loud or startling sounds will be reduced or eliminated, house lights will remain on at a low level, and fog, haze and strobe lights will not be used. Audience members will be free to talk, leave their seats or move around during the show.

Designated calming areas outside the theater will offer noise-canceling headphones, fidget toys and weighted blankets. A social story explaining what guests can expect also will be posted on the theater's website before the performance.

The Saturday and Sunday performances also will offer pay-what-you-will tickets at the welcome table on the day of the show. Audience members may choose what they can pay, including $0, and no one will be turned away. Standard-price advance tickets remain available online for all four performances.

Seating is general admission except for VIP ticket holders who purchased sponsorships and are able to reserve seats in advance. Haddad Theatre — 144 N. Broadway St., inside the Medina County Administration Building — is ADA accessible, and accommodations can be requested in advance or through an usher at the performance.

BCT said it is committed to presenting the historical elements of "The Sound of Music" as provided by Concord Theatricals. Because of the story's setting, a Third Reich flag will appear as part of the set, but no child performer will wear the swastika symbol.

Tickets may be purchased at bctohio.org or at the door on the day of the performance.

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medina county board of developmental disabilities

Workers with ~~dis~~ABILITIES

October is National Disability Employment Awareness Month. This is the month when the Medina County Board of DD joins together with other community organizations to recognize and celebrate the contributions and accomplishments of workers with disabilities. We stress the importance of recognizing our local economy must include opportunities for workers with disabilities.

Employment empowers people with disabilities to have more control over their finances, and allow them to more fully participate in their communities. People are able to live more independently - buying cars, paying rent, and supporting local businesses. This financial stability is powerful and gives individuals and their families the peace of mind that comes with a plan for the future.



For more information on hiring a person with ABILITY, call the MCBDD Community Supports Office at 330-725-7751; option 3.

There's always more work to be done, but during National Disability Employment Awareness Month, we have plenty to celebrate.



The Medina County Board of DD works to help people with disabilities connect to successful employment opportunities in our community.

Preparing Leaders



On September 28, the MCBDD proudly recognized the graduates of the 2026 Leadership Academy program. The Leadership Academy is a six-month long program to help people with developmental differences, ages 18 and over, to develop the skills needed to seek out meaningful leadership roles in community organizations. It helps them find ways to give their talents, ideas, thoughts, opinions and unique points of view to important decisions making bodies and processes within their communities.

Congratulations!
Amanda Kracker , Joe Tortiano, Alyssa Nutter , Lauren Bonus

Empowering Tech

The Medina County Board of DD, in partnership with the Summit County DD Board and We Thrive Together, held an Interactive Tech Expo on September 24 at Summit Mall. The event brought together innovators, advocates, and people with disabilities to explore the latest advancements in assistive technology. Technology which helps create accessible environments to promote independence and empowerment. With over 600 attendees, the expo featured more than 45 exhibitors showcasing cutting-edge products and services.

MCBDD Website

OCTOBER 2026
Medina County
board of developmental disabilities

330-725-7751 • www.mcbdd.org

Thank you Medina County for helping fund these services through local property tax levy dollars.

https://www.medinacountylife.com/arts_events/events/medina-county-board-of-dd-fall-toddler-playgroup-event/article_c9c13b11-86a0-40b8-8cf9-83920c4dffac.html

Medina County Board of DD Fall Toddler Playgroup Event

Medina County Life Events
Oct 29, 2026



Photo courtesy pixabay

Medina County Board of DD Offers Fall Themed Toddler Play, Learn and Grow Playgroup

Falling Into Play!

Learn more about MCBDD, at their website, ***HERE.***

Medina, Ohio - The Medina County Board of Developmental Disabilities (MCBDD) is presenting a second Fall Toddler Playgroup, for families with children ages 0-3 on **Thursday, November 5, from 10:00 am-11:30 pm at the Medina Recreation Center (855 Weymouth Rd., Medina).**

Events happening in Medina County

This friendly, informal community playgroup is a place where young families can connect, laugh, and share the real-life adventures of raising little ones.

It's packed with playful activities, sensory fun, songs, hands-on play, and yes…snacks.

Whether a child is brand-new to the world or an energetic three-year-old; whether they have disabilities or not; all families with children ages 0–3 are welcome.

The theme of this session celebrates the changing world in the Fall and MCBDD's Early Intervention Specialists will also be on hand to share and discuss important information about early childhood development.

In case of bad weather, updates will be posted on the MCBDD website at ***www.mcbdd.org.***

For more information or questions, contact:

- the MCBDD Early Intervention staff at 330-725-7751, option 1
- visit ***www.mcbdd.org/event-calendar/***

Tags Medina County Board Of Dd | Find Events For Medina County



5 Tips for Helping Your Child Enjoy Celebrations

By **Submitted To Northeast Ohio Parent Magazine** - 2 Hours Ago - In Accessibility, Inclusive, Special Needs

by *Medina County Board of Developmental Disabilities,*

Fall is upon us, which means the holiday season is right around the corner. From Halloween to Thanksgiving to Christmas and everything in between, the holidays can be full of wonderful things; family gatherings, favorite foods, traditions, music, decorations, lots of excitement. But for children with developmental differences, all that excitement can sometimes feel like a lot.

As a parent, you know your child best. You know what makes them comfortable, what might be overwhelming and what helps them feel successful. With a little planning and flexibility, you can help make celebrations more enjoyable and meaningful for your child and the whole family.

1. **Create a Comfortable Space**



Festive gatherings can bring bright lights, loud music, crowds of people, and unfamiliar surroundings. For some children, that can quickly become overwhelming. Before the celebration, think about what might be challenging for your child. If possible, create a quiet space where they can take a break from the activity. Headphones, sunglasses, a favorite toy or comfort item can also help.

And remember: taking a break does not mean your child is not having fun. Sometimes a few quiet minutes are all they need before they are ready to rejoin the fun.

2. **Keep Familiar Routines When You Can**

Holiday schedules can be unpredictable, and changes in routine can be difficult for some children. You do not have to keep everything exactly the same, but try to maintain familiar mealtimes, naps, bedtime routines or other important parts of your child's day when possible. Let your child know what to expect ahead of time.

A simple explanation such as, "First we're going to Grandma's, then we'll eat, open presents and go home," can help make a new experience feel more predictable.

3. **Let Your Child Participate In Their Own Way**

Being included does not always mean doing things the same way everyone else does. Invite your child to participate in ways that match their interests and abilities. Maybe they can help decorate pumpkins, put place settings out, hand out presents, choose a movie or simply sit with the family while everyone talks.

Give your child choices whenever possible and celebrate the ways they contribute. Participation does not have to look perfect to be meaningful.

4. **Don't Compare or Pressure**

Every child experiences celebrations differently. Your child may not want to hug relatives, sit for a family photo, or join a group activity, and that's okay. Try not to compare your child's reactions to those of siblings, cousins or other children. Avoid pressuring them to "say hi," "give Grandma a hug" or show excitement in a certain way.

Your child may show happiness differently, and that is perfectly okay. The goal is not to make your child behave like everyone else. The goal is to help them feel safe, accepted and included.

5. **Ask for Help and Give Yourself Grace**

You do not have to figure everything out on your own. Talk with grandparents, relatives, caregivers, teachers or others who know your child well. Let them know what helps your child feel comfortable and how they can be supportive. Most importantly, give yourself some grace. Celebrations do not have to go perfectly. There may be a meltdown, an unexpected change of plans or a gift that does not go quite as expected. That's parenting and that's okay.

The best memories aren't always the ones where everything went according to plan. They're the moments when your child felt loved, included, and accepted for exactly who they are.

Just remember, with a little preparation, flexibility and understanding, families can create celebrations and holiday traditions that work for everyone.

For more information about Medina County Board of Developmental Disabilities, visit mcbdd.org

Patti Hetkey

From: Northeast Ohio Parent <newsletter@northeastohioparent.com>
Sent: Friday, October 23, 2026 6:16 PM
To: Patti Hetkey
Subject: Enjoy the Special Needs Newsletter — October 2026 Edition

View this email in your browser

You are receiving this email newsletter due to your affiliation with Northeast Ohio Parent. We hope that you find value in this content and would consider forwarding to a friend as well. If you want to update your subscription preferences or opt-out, please go to the link at the bottom.

Northeast Ohio Parent Special Needs

Welcome to Northeast Ohio Parent's Special Needs Newsletter! This monthly edition is dedicated to supporting families and their children to provide a variety of inclusive articles about resources, services and upcoming happenings around the region.



medina county board of developmental disabilities

- Provider & SSA Mingle -



Wednesday, November 18

10:30 am - 12:00 pm

Highland Library
4160 Ridge Rd.
Medina, OH 44256

Join the Medina County Board of DD for a gathering to meet other DD providers and professionals and learn about important information and topics.

Event Topic:
Community Integration Rule Updates

ALL PROVIDERS ARE WELCOME TO ATTEND

Registration Required
Click Here to Register Online

For questions or to register by phone:
Call: Maggie Skultety, MCBDD Training & Compliance Specialist, at 330-725-7751 x133
Email: mskultety@mcbdd.org

Medina County board of developmental disabilities
www.mcbdd.org

Event Calendar

medina county board of developmental disabilities

- Fall Toddler Playgroup -



Join us for a friendly, informal community play-group where young families connect, laugh, and share the adventures of raising little ones. This playgroup will be packed with:

- **Activities**
- **Sensory Fun**
- **Songs**
- **Hands-on Play**
- **Early Childhood Tips**
- **And Yes... Snacks!**

Thursday, November 5
10:00 - 11:30 am

Medina Recreation Center
855 Weymouth Rd.,
Medina, OH
44256

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For questions, contact the MCBDD at 330-725-7751 option 1.

OHIO Early Intervention