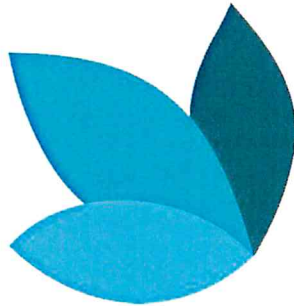


**GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

April 17th, 2024
Board Meeting Minutes



**GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

Board Meeting Agenda

April 17, 2024

*started
@ 6 pm*

I. Call to Order and Roll Call:

- a. Roll Call 2024 Board
- b. Approval of March 2024 Minutes
- c. Approval of April 10, 2024 Special Board Meeting Minutes
- d. Donations
- e. No Personnel Actions

II. Financial:

- a. Financial Statement Review
- b. Ethics Recommendation
- c. Financial Transactions and Voucher Approvals

III. New Business:

- a. Approvals:
 - i. Locally Funded Services Agreement
 - ii. Vehicle Use Agreement
 - iii. Disposal of Assets
 - iv. Agency Calendar
- b. Board Status Reports/Program Reports
- c. Issues:
 - i. Feedback Loop
 - ii. ADP / IT
 - iii. Accreditation

IV. General Announcements:

V. Other Business – comments from the floor:

VI. Adjournment

@ 7:08 pm

Next Board Meeting: May 15, 2024

GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

April 17, 2024

April 17, 2024, Bd. Meeting

Roll Call: 2024 Board

ROLL CALL:

Mrs. Janson

Here

Absent

Mr. Jackson

Here

Absent

Mr. Suttell

Here

Absent

Mr. Miller

Here

Absent

Mrs. Keiper

Here

Absent

Mrs. Wilder

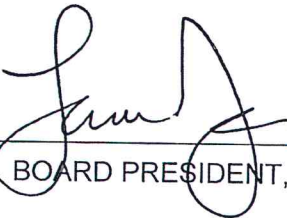
Here

Absent

Mr. Lair

Here

Absent



BOARD PRESIDENT, 4/17/24

GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

April 17, 2024

Resolution: 24-53(A)

BE IT RESOLVED to approve March 20, 2024, Board meeting minutes.


MOTION: Mrs. Jansen

SECOND: Mr. Lair

DISCUSSION:

ROLL CALL:

Mrs. Janson	Yes	No	Abstain	Mr. Jackson	Yes	No	Abstain
Mr. Suttell	Yes	No	Abstain	Mr. Miller	Yes	No	Abstain
Mrs. Keiper	Yes	No	Abstain	Mrs. Wilder	Yes	No	Abstain
Mr. Lair	Yes	No	Abstain				


BOARD PRESIDENT, 4/17/24

GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

April 17, 2024

Resolution: 24-54(A)

BE IT RESOLVED to approve April 10, 2024, Special Board Meeting minutes. Due to the size of the files, approved documents will be attached to their corresponding meeting date.

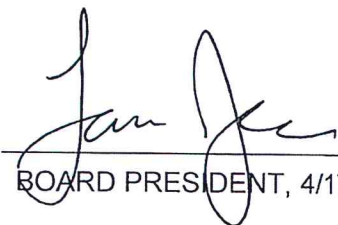
MOTION: *Mrs. Janson*

SECOND: *Mrs. Keiper*

DISCUSSION:

ROLL CALL:

Mrs. Janson	<u>Yes</u>	No	Abstain	Mr. Jackson	<u>Yes</u>	No	Abstain
Mr. Suttell	<u>Yes</u>	No	Abstain	Mr. Miller	<u>Yes</u>	No	Abstain
Mrs. Keiper	<u>Yes</u>	No	Abstain	Mrs. Wilder	<u>Yes</u>	No	Abstain
Mr. Lair	<u>Yes</u>	No	Abstain				


BOARD PRESIDENT, 4/17/24

GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

April 17, 2024

Resolution: 24-03(D)

BE IT RESOLVED to accept the donations to the program. On behalf of the Board, the Superintendent is directed to deposit these funds in the accounts specified. Also, he is directed to forward a letter of thanks and appreciation to each donor.

Donor	Gift	Use
Theresa & Robert Johnson	\$230.00	In memory of Enos Detweiler, for general use
Laurie Gronowski	\$50.00	In memory of Enos Detweiler, for general use
Anonymous	\$20.00	For general use
Jerry & Joan Burnfield	Ceiling lift unit, electric bed, shower chair, wheelchair capes, & medical supplies	In memory of Joy Burnfield, for general use

MOTION: Mrs. Janson

SECOND: Mr. Lair

DISCUSSION:

ROLL CALL:

Mrs. Janson

Yes

No

Abstain

Mr. Jackson

Yes

No

Abstain

Mr. Suttell

Yes

No

Abstain

Mr. Miller

Yes

No

Abstain

Mrs. Keiper

Yes

No

Abstain

Mrs. Wilder

Yes

No


Abstain

Mr. Lair

Yes

No

Abstain


BOARD PRESIDENT, 4/17/24

GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

April 17, 2024

Resolution: 24-55(A)

BE IT RESOLVED that the Board has reviewed the financial transactions processed in the time period of March 2024.

BE IT FURTHER RESOLVED that upon review, it was found that payments do not present a conflict of interest and no violation of the ethics rule was determined to have occurred.

MOTION: *Mrs. Keiper*

SECOND: *Mr. Lair*

DISCUSSION:

ROLL CALL:

Mrs. Janson

Yes

No

Abstain

Mr. Jackson

Yes

No

Abstain

Mr. Suttell

Yes

No

Abstain

Mr. Miller

Yes

No

Abstain

Mrs. Keiper

Yes

No

Abstain

Mrs. Wilder

Yes

No

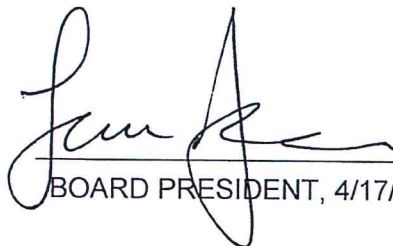
Abstain

Mr. Lair

Yes

No

Abstain


BOARD PRESIDENT, 4/17/24

GEAUGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

RESOLUTION # 2: 24 5 (B) Financial Transactions March, 2024

Be it resolved that the Geauga County Board of Developmental Disabilities at its board meeting dated April 17th, 2024 approved the following purchase order certifications and financial transactions for the General Operating, Donation, Residential, and Construction Funds (accounts with no activity not shown).

Operating Fund (2027)

Payroll and Related Encumbrances:

Account	Amount
501 - Salaries	\$ 272,079.92
502 - Medicare	\$ 3,857.63
504 - PERS	\$ 37,230.36
505 - Workers Comp	\$ -
506 - Unemployment	\$ -
507 - STRS	\$ 1,198.48
	<u>\$ 314,366.39</u>

Pay Dates: 3/8/24,3/18/24

Purchase Orders:

Vendor	Fund	Amount	Description	PO Number
MAPLE LEAF COMMUNITY RESIDENCES INC	2063	\$ 237,000.00	Building costs for two new accessible houses	2024-00002400
MORGAN, CHERYL	2063	\$ 2,000.00	Supported Living (Reference PO 2024-00000613)	2024-00002426

\$ 239,000.00

Motion: Mrs. Janson

Second: Mr. Jackson

Discussion?

Roll Call Vote:

Mr. Jackson: Yes No Abstain
 Mrs. Janson: Yes No Abstain
 Mrs. Wilder: Yes No Abstain
 Mrs. Keiper: Yes No Abstain

Mr. Miller: Yes No Abstain
 Mr. Suttell: Yes No Abstain
 Mr. Lair: Yes No Abstain

President

BY OFFICIAL ACTION OF THE BOARD

April 17th, 2024

GEAUGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

RESOLUTION # 2:24 6 (B) Voucher Approval - March, 2024

BE IT RESOLVED to confirm the payment of Voucher Schedule 24 6 - O with expenditures totaling
1,769,916.33

ACCOUNT	CY 2023 APPROP	EXPENDITURES			APPROP BALANCE	PERCENT EXPENDED
		BEGINNING 03/01/24	PERIOD 3/1/2024-3/31/2024	YTD		
503 Hospitalization	843,000.00	127,669.88	63,189.54	190,859.42	652,140.58	23%
601 Contract Services	826,074.56	77,583.96	47,771.50	125,355.46	700,719.10	15%
701 Materials and Supplies	207,683.71	48,303.91	6,661.69	54,965.60	152,718.11	26%
801 Equipment	110,000.00	12,634.03	376.48	13,010.51	96,989.49	12%
901 Other	300,000.00	33,548.08	132,692.51	166,240.59	133,759.41	55%
902 Travel	82,890.28	8,053.75	7,535.85	15,589.60	67,300.68	19%
903 Advertising	41,963.07	-	11,688.76	11,688.76	30,274.31	28%
999 Transfers Out	10,863,000.00	-	1,500,000.00	1,500,000.00	9,363,000.00	14%
TOTAL	13,274,611.62	307,793.61	1,769,916.33	2,077,709.94	11,196,901.68	16%

BE IT FURTHER RESOLVED to confirm the payment of Voucher Schedule 24 6 - D with expenditures totaling
400,000.00

ACCOUNT	CY 2023 APPROP	EXPENDITURES			APPROP BALANCE	PERCENT EXPENDED
		BEGINNING 03/01/24	PERIOD 3/1/2024-3/31/2024	YTD		
901 Other Expenses	405,000.00	-	400,000.00	400,000.00	5,000.00	99%
TOTAL	405,000.00	-	400,000.00	400,000.00	5,000.00	99%

BE IT FURTHER RESOLVED to confirm the payment of Voucher Schedule 24 6 - R with expenditures totaling
1,745,410.52

ACCOUNT	CY 2023 APPROP	EXPENDITURES			APPROP BALANCE	PERCENT EXPENDED
		BEGINNING 03/01/24	PERIOD 3/1/2024-3/31/2024	YTD		
601 Service Contracts	11,105,921.55	435,968.03	1,745,410.52	2,181,378.55	8,924,543.00	20%
TOTAL	11,105,921.55	435,968.03	1,745,410.52	2,181,378.55	8,924,543.00	20%

BE IT FURTHER RESOLVED to confirm the payment of Voucher Schedule 24 6 - C with expenditures totaling
7,342.86

ACCOUNT	CY 2023 APPROP	EXPENDITURES			APPROP BALANCE	PERCENT EXPENDED
		BEGINNING 03/01/24	PERIOD 3/1/2024-3/31/2024	YTD		
601 Service Contracts	252,848.47	26,776.08	7,342.86	34,118.94	218,729.53	13%
TOTAL	252,848.47	26,776.08	7,342.86	34,118.94	218,729.53	13%

BE IT FURTHER RESOLVED to confirm the payment of Voucher Schedule 24 6 - F with expenditures totaling

ACCOUNT	CY 2023 APPROP	EXPENDITURES			APPROP BALANCE	PERCENT EXPENDED
		BEGINNING 03/01/24	PERIOD 3/1/2024-3/31/2024	YTD		
999 Transfers Out	1,000,000.00	-	-	-	1,000,000.00	0%
TOTAL	1,000,000.00	-	-	-	1,000,000.00	N/A

Motion: Mr. Lair
Second: Mr. Jackson
Discussion?

Roll Call Vote:

Mr. Jackson: Yes No Abstain
Mrs. Janson: Yes No Abstain
Mrs. Wilder: Yes No Abstain
Mrs. Keiper: Yes No Abstain

Mr. Miller: Yes No Abstain
Mr. Suttell: Yes No Abstain
Mr. Lair: Yes No Abstain

President

BY OFFICIAL ACTION OF THE BOARD

April 17th, 2024

GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

April 17, 2024

Resolution: 24-56(A)

BE IT RESOLVED to approve locally funded services agreements:

- Dawn Fleming, in an amount not to exceed \$6,000 for transportation services
- Kim Rataiczak, in an amount not to exceed \$6,000 for transportation services
- Joshua Pitchlet in an amount not to exceed \$6,000 for transportation services
- Dana Benson in an amount not to exceed \$6,000 for transportation services
- Sarah Kemp in an amount not to exceed \$6,000 for transportation services

BE IT FURTHER RESOLVED that the Superintendent is directed to take any and all action necessary to carry out this resolution.

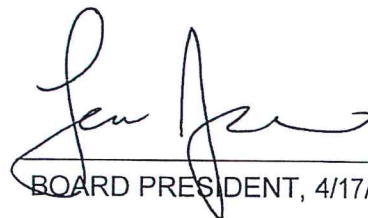
MOTION: *Mr. Jackson*

SECOND: *Mrs. Keiper*

DISCUSSION:

ROLL CALL:

Mrs. Janson	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain	Mr. Jackson	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain
Mr. Suttell	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain	Mr. Miller	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain
Mrs. Keiper	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain	Mrs. Wilder	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain
Mr. Lair	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain				


BOARD PRESIDENT, 4/17/24

GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

April 17, 2024

Resolution: 24-57(A)

BE IT RESOLVED to approve an agreement with the Educational Service Center of Cuyahoga County (ESCCC) for the occasional use of a paratransit vehicle effective April 17th, 2023 through December 31st, 2027.

BE IT FURTHER RESOLVED that the Superintendent is directed to take any and all action necessary to carry out this resolution.

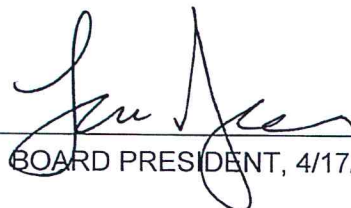
MOTION: *Mrs. Janson*

SECOND: *Mr. Jackson*

DISCUSSION:

ROLL CALL:

Mrs. Janson	<u>Yes</u>	No	Abstain	Mr. Jackson	<u>Yes</u>	No	Abstain
Mr. Suttell	<u>Yes</u>	No	Abstain	Mr. Miller	<u>Yes</u>	No	Abstain
Mrs. Keiper	<u>Yes</u>	No	Abstain	Mrs. Wilder	<u>Yes</u>	No	Abstain
Mr. Lair	<u>Yes</u>	No	Abstain				


BOARD PRESIDENT, 4/17/24

GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

April 17, 2024

Resolution: 24-58(A)

BE IT RESOLVED to approve the listed disposal of assets items due to being outdated, unusable, or damaged:

- (5x) Unifi LR access points
- 2 post 3U rack shelf
- 2-Fire Tablets
- 5-Mifi Hotspots
- 6" 4 post enclosure
- AP9278 - KVM
- APC Backups xs 1500
- Caretracker
- Children's sized table
- Cisco 300 -48p switch
- Cisco 300-48p switch
- Cisco ASA 506e Firewall
- Cisco ASA 5520 Firewall
- Cisco/Linksys SPA 502 phone
- CyberPower 1200AVR
- Dell JCI Server
- Dell Power edge 2650 server
- Wheeled chair
- Dell Power Edge R410 Server
- Eaton UPS
- Eaton UPS
- iPad
- iPad Mini-a1455
- keyboard tray
- LCD Monitor
- Lenovo E15 i5 Laptop
- Lenovo RD650 Storage array
- Linksys 16port switch
- Office chair
- ThinkPad Docking Station
- Tripp-Lite Smart UPS
- Various old cables and adapters
- Various old JCI door controller parts
- Vision Tek USB video splitter

BE IT FURTHER RESOLVED that the Superintendent is directed to take any and all action necessary to carry out this resolution.

MOTION: *Mrs. Keiper*

SECOND: *Mr. Jackson*

DISCUSSION:

ROLL CALL:

Mrs. Janson	<u>Yes</u>	No	Abstain	Mr. Jackson	<u>Yes</u>	No	Abstain
Mr. Suttell	<u>Yes</u>	No	Abstain	Mr. Miller	<u>Yes</u>	No	Abstain
Mrs. Keiper	<u>Yes</u>	No	Abstain	Mrs. Wilder	<u>Yes</u>	No	Abstain
Mr. Lair	<u>Yes</u>	No	Abstain				

Janice
BOARD PRESIDENT, 4/17/24

GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES

April 17, 2024

Resolution: 24-59(A)

BE IT RESOLVED to approve the 2024 – 2025 Calendar of Operations.

BE IT FURTHER RESOLVED that the Superintendent is directed to take any and all action necessary to carry out this resolution.


MOTION: *Mrs. Janson*

SECOND: *Mrs. Keiper*

DISCUSSION:

ROLL CALL:

Mrs. Janson	<u>Yes</u>	No	Abstain	Mr. Jackson	<u>Yes</u>	No	Abstain
Mr. Suttell	<u>Yes</u>	No	Abstain	Mr. Miller	<u>Yes</u>	No	Abstain
Mrs. Keiper	<u>Yes</u>	No	Abstain	Mrs. Wilder	<u>Yes</u>	No	Abstain
Mr. Lair	<u>Yes</u>	No	Abstain				



BOARD PRESIDENT, 4/17/24

Summary of discussion:

Issues:

- a. Board Status Reports / Program Reports:
 - i. The agency's board status reports and program reports were placed in the board book prior to the meeting and reviewed by Mr. Rice during the meeting.
- b. Issues:
 - i. Feedback Loop:
Mr. Carlson presented to the board ways to reach out to the public and the people served to get informational feedback on how we are doing as an agency and our customer service.
 - ii. ADP / IT:
Mr. Carlson updated the Board that County Prosecutor Jim Flaiz had recently clarified the Geauga County Automatic Data Processing Board (ADP) is to be the exclusive provider of IT services for all county offices, including GCBDD. As a result, the current arrangement of contracting with LGCA for IT support staff was unable to continue. Furthermore, the ADP Board had not approved the current LGCA contract, and as a result, the invoice for services rendered by LGCA from 7/1/23 to April 2024 was still outstanding. LGCA had contacted GCBDD in writing on 4/9/24 about the outstanding payment, and Prosecutor Flaiz indicated that his office would be following up with LGCA directly. Additionally, plans were already underway with ADP staff to ensure a smooth transition for IT oversight.
 - iii. Accreditation:
Mr. Carlson informed the board that Geauga DD is currently being reviewed by Accreditation.

VI. General Announcements:

Mrs. Janson called for any other general announcements from the Board or the public: no other business was presented.

VII. Other Business – comments from the floor:

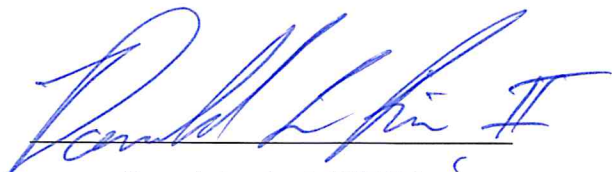
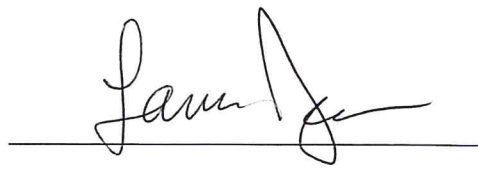
Mrs. Janson called for any other business from the Board or the public: no other business was presented.

VIII. Adjournment:

Mrs. Janson, the board president adjourned the meeting at 7:08pm because the agenda was completed.

Submitted:

Approval:


Superintendent, 5/15/24
Board President, 5/15/24

cc: Bd. of Geauga Co. Commissioners, Geauga Co. Probate Court, Geauga Co. Prosecutor