March 20th, 2024 Board Meeting Minutes



Board Meeting Agenda

March 20, 2024

- I. Call to Order:
 - a. Roll Call 2024 Board:
 - b. Meeting Minutes:
 - c. Approval of Donations:
 - d. Personnel Actions:
- II. Financial
 - a. Financial Statement Review:
 - b. Ethics Recommendations:
 - c. Financial Transactions and Voucher Approvals:
- III. Board Status Reports:
- IV. Program Reports:
- V. New Business:
 - a. Approvals:
 - i. LFSAs:
 - ii. Grant Maple Leaf Community Residences:
 - iii. Disposal of Assets:
 - iv. Supplemental Appropriation:
 - b. Issues:
 - i. R.C. 121.22 Complaint:
 - ii. Long-Range Fiscal Plan:
 - iii. Tax Commission:
 - iv. ADP Board:
 - v. March 18th Budget Commission Meeting:
 - vi. Outside Counsel:
- VI. General Announcements:
- VII. Other Business comments from the floor:
- VIII. Adjournment:

The Next Board meeting will be on April 17, 2024.

March 20, 2024

March 20, 2024, Bd. Meeting

Roll Call: 2024 Board

ROLL CALL:

Mrs. Janson

Mr. Suttell

Mrs. Keiper

Mr. Lair

Here Here

Here

Here

Absent

Mr. Jackson

Mr. Miller

Mrs. Wilder

Absent

Absent

Absent

Here

Absent

Here

Absent

Here Absent

March 20, 2024

Resolution: 24-23(A)

BE IT RESOLVED to approve the attached February 21, 2024, Board meeting minutes.

MOTION: $\widehat{\text{MMM}}$

SECOND: ()

DISCUSSION:

ROLL CALL:

Mrs. Janson

Mr. Suttell

Mrs. Keiper

Mr. Lair

Yes Yes

Yes

Yes

No Abs

No

No

No

Abstain

Abstain

Abstain

Abstain

Mr. Jackson

Mr. Miller

Mrs. Wilder

) V

No

No Abstain

Yes) N

No Abstain

Yes

Yes

Abstain

BOARD MINUTES

February 21, 2024

Board Members Present

Laura Janson Richard Suttell Mark Jackson Dave Lair Martin Miller **Administration**

Dave Carlson
Janice Chesnes
Rean Davis
Richelle Mills
Megan Thirion
Tami Setlock

Board Members Absent

Stacey Wilder Uschy Keiper

I. Call to Order:

a. Roll Call 2024 Board:

A call of the roll indicated that all Board Members were present, except Mrs. Keiper and Mrs. Wilder. There being a quorum present, Mrs. Janson, President of the Board, called the meeting to order

b. Approval of Minutes:

Resolution 24-13(A) was presented to approve the minutes for the January 17, 2024, meeting. This resolution was approved.

c. Approval of Donations:

There were no donations to approve.

d. Personnel Actions:

Resolution 24-02(P) was presented approving personnel actions. This resolution was accepted and approved.

II. Financial

a. Financial Statement Review:

Mrs. Davis provided a review of the financial statements of all funds for the time period processed in January 2024. See attached.

b. Ethics Recommendations:

Resolution 24-14(A) was presented to approve the ethics recommendation for the time period processed in January 2024. The Board found that these payments do not present a conflict of interest and this resolution was accepted and approved.

c. Financial Transactions and Voucher Approvals:

Resolution 24-01(B) was presented detailing financial transactions and Resolution 24-02(B) was presented approving voucher schedules for the period indicated. These resolutions were approved.

III. Board Status Reports:

Mr. Carlson reviewed status reports.

IV. Program Reports:

Mr. Carlson reviewed program reports.

V. New Business:

- a. Approvals:
 - i. Then & Now Certification:

Resolution 24-15(A) was presented approving a Then & Now Certification for The Fine Arts Association for art therapy services. This resolution was approved.

ii. Cash Transfer:

Resolution 24-16(A) was presented approving a Cash Transfer supporting waiver match and LFSAs. This resolution was approved.

iii. LFSA:

Resolution 24-17(A) was presented approving locally funded services agreements. This resolution was approved.

iv. Contract:

Resolution 24-18(A) was presented approving a contract with Josefina Bandry. This resolution was approved.

v. Agreement:

Resolution 24-19(A) was presented approving an agreement with Reese Disability Services LLC. This resolution was approved.

vi. Grant MSI:

Resolution 24-20(A) was presented approving a grant to MSI. This resolution was approved.

vii. Grant Metzenbaum Foundation:

Resolution 24-21(A) was presented approving a grant to the Metzenbaum Foundation. This resolution was approved.

viii. Disposal of Assets:

Resolution 24-22(A) was presented approving a list of disposal of assets. This resolution was approved.

b. Issues:

i. SYNERGY Donation:

Mr. Carlson informed the Board of the plan to support the SYNERGY conference with a \$250 contribution, as has been done for the past few years.

ii. New Maple Leaf Houses:

Mr. Carlson reviewed photos of construction progress on the Park Rd. and Daniels Rd. homes in Chardon, both of which are completely framed and drywalled. Mr. Carlson also noted that a grant for Maple Leaf would be introduced at next month's meeting to close out funding for the projects.

iii. MSI Provider Loan Program:

Mr. Carlson said that following last month's resolution related to approving funding for MSI's planned move to a new location, MSI is now considering applying to The Metzenbaum Foundation's Provider Loan Program to assist with funding.

iv. DD Awareness Overview:

Mr. Carlson informed the board of plans in place for DD Awareness month in March.

v. LGCA Contract:

Mr. Carlson noted that the LGCA IT support contract is still pending review by the Geauga County Automatic Data Processing board, and we are awaiting information on their expected timeline.

vi. Property Tax Exemption:

Mr. Carlson informed the Board that the Geauga Commissioners' office plans to appeal the Geauga County Auditor's determination about the Metzenbaum Center property's tax-exempt status to the Ohio Tax Commissioner; the appeal process timeframe is unknown.

vii. March 18th Budget Commission Meeting:

VI. General Announcements:

Mrs. Janson called for any other general announcements from the Board or the public:

VII. Other Business – comments from the floor:

Mrs. Janson called for any other business from the Board or the public:

VIII. Adjournment:

Mrs. Janson, board president adjourned the meeting.

The Next Board meeting will be on March 20, 2024.

Submitted:

100

Superintendent

Approval:

Board President

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

Geauga County Board of DD Revenue and Expense Report 1/1/2024-1/31/2024

			MTD	YTD	Remaining	% of
Account #	Account Description	Budget	Actual	Actual	Budget	Budget
REVENU	JE					
401	Property and Other Taxes	12,175,414.00	.00	.00	12,175,414.00	0%
410	State Reimbursement-Real Estate	1,194,227.00	.00	.00	1,194,227.00	0%
412	Federal Grants	850,000.00	100,417.79	100,417.79	749,582.21	12%
413	State Revenues	700,000.00	46,295.23	46,295.23	653,704.77	7%
420	Fees	365,000.00	59,208.64	59,208.64	305,791.36	16%
450	Interest	.00	6,906.88	6,906.88	(6,906.88)	10%
451	Donations	20,000.00	300.00	300.00	19,700.00	2%
452	Other Revenue	400,000.00	192.43	192.43	399,807.57	0%
452.0104	Other Revenue Real Estate Fee Fund	.00	.00	.00	.00	
457	Reimbursements	.00	.00	.00	.00	
		\$15,704,641.00	\$213,320.97	\$213,320.97	\$15,491,320.03	1%
EXPENS	F					
501	Salaries	2 756 000 00	204450.00			
2	Medicare	3,756,000.00	294,158.96	294,158.96	3,461,841.04	8%
3	Hospitalization	55,000.00	4,173.82	4,173.82	50,826.18	8%
504	OPERS	843,000.00	63,834.94	63,834.94	779,165.06	8%
505	Workers Compensation	502,000.00	37,178.95	37,178.95	464,821.05	7%
506	Unemployment	15,000.00	.00	.00	15,000.00	
507	STRS	2,000.00 18,000.00	.00	.00	2,000.00	0%
601	Contract Services	826,074.56	1,128.18	1,128.18	16,871.82	6%
701	Materials and Supplies	207,683.71	38,141.30	38,141.30	787,933.26	5%
801	Equipment	110,000.00	43,156.50	43,156.50	164,527.21	21%
901	Other		2,728.40	2,728.40	107,271.60	2%
902	Travel	300,000.00	30,675.73	30,675.73	269,324.27	10%
903	Advertising	82,890.28	3,975.45	3,975.45	78,914.83	5%
601	Res Svc (2063) Contract Services	41,963.07	.00	.00	41,963.07	0%
601	Capital (4023) Contract Services	11,125,921.55	158,838.67	158,838.67	10,967,082.88	1%
901	Donation (2058) Other Expenses	252,848.47 405,000.00	13,849.81	13,849.81	238,998.66	5%
		\$18,543,381.64	.00 \$691,840.71	.00 \$691,840.71	405,000.00 \$17,851,540.93	0% 4%
		,,,,,,,,,, -	Ç031,010.71	Ç051,040.71	\$17,631,340.93	4%
INTERFU	IND TRANSFERS					
499	Transfers In-2063	10,600,000.00	.00	.00	10,600,000.00	0%
499	Transfers In-2096	.00	.00	.00	.00	0%
999	Transfers Out-2027	10,883,000.00	.00	.00	10,883,000.00	0%
999	Transfers Out-2096	.00	.00	.00	.00	#DIV/0!
				Р	age 1 of 1	

March 20, 2024

Resolution: 24-02(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
Caren Vicich	\$100.00	In memory of past board member Enos Detweiler, for general use
Jeremy Omas	\$100.00	In memory of past board member Enos Detweiler, for general use
Mark Jackson	\$50.00	In memory of past board member Enos Detweiler, for general use
Thomas Krejci	\$50.00	In memory of past board member Enos Detweiler, for general use
Susan Miller	\$25.00	In memory of past board member Enos Detweiler, for general use
Julie Hayes	\$20.00	In memory of past board member Enos Detweiler, for general use

MOTION:

SECOND:

DISCUSSION:

ROLL CALL:

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

March 20, 2024

Resolution: 24-02(P)

BE IT RESOLVED to confirm the following personnel actions:

Appointments	Position	Department	Date
Joshus Peterson	Sub Custodian	Bldg & Grounds	2/6/2024
Separations			
Endang Suli Meanor	SSA	CSS	2/16/2024
Changes			
No changes		A STATE OF THE STA	

140 changes

MOTION: JUNSON

SECOND: (UI)

DISCUSSION:

ROLL CALL:

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

March 20, 2024

Resolution: 24-24(A)

BE IT RESOLVED that the Board has reviewed the financial transactions processed in the time period of February 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: Q(V

SECOND: KUPLV

DISCUSSION:

ROLL CALL:

Mrs. Janson

Mr. Suttell

Mrs. Keiper

Mr. Lair

No

No

No

Yes

Yes

No Abstain

Abstain

Abstain

Abstain

Mr. Jackson

Mr. Miller

Mrs. Wilder

No **Abstain**

No Abstain

No **Abstain**

RESOLUTION # 2: 24 3 (B) Financial Transactions February, 2024

Be it resolved that the Geauga County Board of Developmental Disabilities at its board meeting dated March 20th, 2024 approved the following purchase order certifications and finanancial 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 278,154.37 502 - Medicare 3,942.73 504 - PERS 37,097.26 505 - Workers Comp 506 - Unemployment 507 - STRS 1,176.84 320,371.20

Pay Dates: 2/9/2024,2/23/2024

Purchase Orders:

Vendor	Fund	Amount	Description	PO Number
BANDRY, JOSEFINA	2063	\$ 10,000.00	Interpreter Services	2024-00002018
BROWN, MICHELLE	2063	\$ 10,000.00	Transportation	2024-00001986
CAIN, TONIA	2063	\$ 10,000.00	Transportation	2024-00002075
DEBRUCE, TIFFANY	2063	\$ 10,000.00	Transportation	2024-00001989
KISS-JAGODA, KELLY	2063	\$ 10,000.00	Transportation	2024-00001988
METZENBAUM SHELTERED IND INC	2063	\$ 37,197.00	Modified Mini Van Purchase	2024-00002101
NELSON, BRITTANY	2063	\$ 10,000.00	Transportation	2024-00001990
THE METZENBAUM FOUNDATION	2063	\$ 2,500.00	Carnival Grant	2024-00002100

99,697.00

Motion: Second:

Discussion?

Roll Call Vote:

Mr. Jackson: Mrs. Janson: Mrs. Wilder Mrs. Keiper:

No Abstain No Abstain No Abstain No Abstain

Mr. Miller: Mr. Suttell: Mr. Lair:

No No No

Abstain Abstain Abstain

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BY OFFICIAL ACTION OF THE BOARD

March 20th, 2024

RESOLUTION # 2:24 4 (B) Voucher Approval - February, 2024

BE IT RESOLVED to confirm the payment of Voucher Schedule

24 4 - O with expenditures totaling

435	204	
	.281	

				EXPENDITURES			
ACCOU		CY 2023 APPROP	BEGINNING 02/01/24	PERIOD 2/1/2024-2/29/2024	YTD	APPROP BALANCE	PERCENT
503	Hospitalization	843,000.00	63,834.94	63,834.94	127,669.88	715,330.12	15%
601	Contract Services	826,074.56	38,141.30	39,442.66	77,583.96	748,490.60	9%
701	Materials and Supplies	207,683.71	43,156.50	5,147.41	48,303.91	159,379.80	23%
801	Equipment	110,000.00	2,728.40	9,905.63	12,634,03	97,365.97	11%
901	Other	300,000.00	30,675.73	2,872.35	33,548.08	266,451.92	11%
902	Travel	82,890.28	3,975.45	4,078.30	8,053.75	74,836.53	10%
903	Advertising	41,963.07				41,963.07	0%
999	Transfers Out	10,863,000.00	-			10,863,000.00	0%
TOTAL		13,274,611.62	182,512.32	125,281.29	307,793.61	12,966,818.01	2%

BE IT FURTHER RESOLVED to confirm the payment of Voucher Schedule

24 4 - D with expenditures totaling

	[EXPENDITURES			
ACCOUNT	CY 2023 APPROP	BEGINNING 02/01/24	PERIOD 2/1/2024-2/29/2024	YTD	APPROP BALANCE	PERCENT EXPENDED
901 Other Expenses	405,000.00	•		•	405,000.00	0%
TOTAL	405,000.00				405,000.00	0%

BE IT FURTHER RESOLVED to confirm the payment of Voucher Schedule 277,129.36

24 4 - R with expenditures totaling

			EXPENDITURES			
ACCOUNT	CY 2023 APPROP	02/01/24	PERIOD 2/1/2024-2/29/2024	YTD	APPROP BALANCE	PERCENT EXPENDED
601 Service Contracts	11,105,921.55	158,838.67	277,129.36	435,968.03	10,669,953.52	4%
TOTAL	11,105,921.55	158,838.67	277,129.36	435,968.03	10,669,953.52	4%

BE IT FURTHER RESOLVED to confirm the payment of Voucher Schedule 12,926.27

24 4 - C with expenditures totaling

	[EXPENDITURES			
ACCOUNT	CY 2023 APPROP	02/01/24	PERIOD 2/1/2024-2/29/2024	YTD	APPROP BALANCE	PERCENT
601 Service Contracts	252,848.47	13,849.81	12,926.27	26,776.08	226,072.39	11%
TOTAL	252,848.47	13,849.81	12,926.27	26,776.08	226,072.39	11%

BE IT FURTHER RESOLVED to confirm the payment of Voucher Schedule

24 4 - F with expenditures totaling

				EXPENDITURES		1	
ACCOU		CY 2023 APPROP	BEGINNING 02/01/24	PERIOD 2/1/2024-2/29/2024	YTD	APPROP BALANCE	PERCENT EXPENDED
999	Transfers Out	1,000,000.00			-	1,000,000.00	0%
TOTAL		1,000,000.00	-	_ •		1,000,000.00	N/A

Motion:)QNSOV Second: Discussion?

Roll Call Vote:

Mr. Jackson: Mrs. Janson:

Mrs. Wilder

Mrs. Keiper:

No Abstain No Abstain No Abstain

Abstain

No

Mr. Miller: Mr. Suttell: Mr. Lair:

No Abstain No Abstain No Abstain

March 20th, 2024

BY OFFICIAL ACTION OF THE BOARD

March 20, 2024

Abstain

Resolution: 24-25(A)

BE IT RESOLVED to approve the following locally funded services agreement addenda:

- Access Supportive Services Inc, in an amount not to exceed \$10,000 for transportation services.
- BR 549 LLC, in an amount not to exceed \$64,000 for adult day services.

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

MOTION:

SECOND: TUCKS

DISCUSSION:

ROLL CALL:

Mrs. Janson Yes No Abstain Mr. Jackson Yes No Mr. Suttell Yes No Abstain Mr. Miller Yes No

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

March 20, 2024

Resolution: 24-26(A)

BE IT RESOLVED to approve a grant request from Maple Leaf Community Residences to supplement the increased costs of building two community homes. Payments shall not exceed \$237,000.00 for the initial term of this agreement.

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

MOTION: Miller

SECOND: CUDEV

DISCUSSION:

ROLL CALL:

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

March 20, 2024

Resolution: 24-27(A)

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

50inch Television

· Corroded shelf unit

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

MOTION: Kliper

SECOND: JUNSON

DISCUSSION:

ROLL CALL:

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

BOARD PRESIDENT,

March 20, 2024

Resolution: 24-28(A)

BE IT RESOLVED to approve a Supplemental Appropriation of \$1,000,000 in the DD Reserve Balance Transfers Out account (2096-056-00-999).

BE IT FURTHER RESOLVED to approve a Cash Transfer from the DD Reserve Balance Transfers Out account (2096-056-00-999) to the Metzenbaum Fund Transfers In account (2027-056-00-499).

BE IT FURTHER RESOLVED to approve a Cash Transfer from the Metzenbaum Fund Transfers Out Account (2027-056-00-999) to the MR/DD Res Service Transfers In account (2063-056-00-601).

All of the above transactions will be used for waiver match and other locally funded services.

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

MOTION: WIV

SECOND: TUCKSON

DISCUSSION:

ROLL CALL:

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

Mr. Lair (Yes) No Abstain

BOARD PRESIDENT, 3/20/24

Abstain

Abstain

Abstain

Summary of discussion:

Issues:

a. Issues:

i. R.C. 121.22 Complaint:

Mr. Rice and Mr. Carlson discussed with the board a complaint referring to Ohio Revised Code 121.22.

i. Long-Range Fiscal Plan:

Mr. Rice and Mrs. Davis reviewed with the board the five-year projection and possible levy in the year 2026.

ii. <u>Tax Commission:</u>

Mr. Rice gave an update of no change on the current property tax payback regarding the auditor. Next step is the State of Ohio's Tax Commission review.

i. ADP Board:

Mr. Rice informed the board that the ADP board did not approve our contract with LGCA.

ii. March 18th Budget Commission Meeting:

Mr. Rice informed the board that the budget commission did not approve our budget.

iii. Outside Counsel:

Mr. Rice informed the board of the possibility of needing outside counsel in the near future.

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 because the agenda was completed.

Submitted:

Approval:

Superintendent

Board President

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