

RICHLAND COUNTY BOARD
OF
DEVELOPMENTAL DISABILITIES
AGENDA

MEETING DATE: May 22, 2024
MEETING TIME: 11:45 a.m.
MEETING LOCATION: Raintree

- I. ROLL CALL.
- II. APPROVE AGENDA OF MAY 22, 2024--MOTION.
- III. CONSENT AGENDA—MOTION.
 - A. Operations.
 1. Contracts > \$75,000.
 - a. Viaquest, Operation of Evelyn Avenue Home Including a per diem, 06/01/2024—05/31/2025: Not to Exceed \$365,000.
 - B. Board.
 1. Minutes of April 24, 2024.
 2. Ethics Council:
 - a. Contracts—Resolution.
- IV. REGULAR AGENDA.
- V. BOARD EDUCATION.
 - A. Financial Reports.
 1. Cash Balance.
 2. Summary of Revenue and Expenditures.
 3. Expenditures: Month/YTD vs Budget.
 4. Revenue: Month/YTD vs Budget.
 6. COG Revenue and Expense.
 7. Tax Levy Revenue Comparison to Prior Year (Graph).
 8. Richland County Foundation.
- VI. POLICY DISCUSSION.
 - A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).
 1. No Report Due.
- VII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE—MOTION FOR COMPLIANCE.
 - A. Receipt of Monitoring Report—Global Ends—Policy 1.0 (April); Challenges Monitoring (if any).
 - B. New Operational Worries (if any).
 - C. Next Monitoring Report.
 1. Ends Focus of Grants or Contracts—Policy 2.6.
- VIII. COMMUNITY LINKAGE.
 - A. Residential Update with Jessica Winans, Director of Residential following today's meeting.
- IX. ANNOUNCEMENTS.
- X. ITEMS FOR NEXT AGENDA.
 - A. Overview of Clearwater Council of Governments (45 minutes).
- XI. COMMENTS FROM FLOOR.
- XII. EXECUTIVE SESSION.
- XIII. ADJOURNMENT—MOTION.

JUNE MEETING DATES:

- Ethics Council—June 26, 2024, 11:25 a.m.—Administration Building
- Board Meeting—June 26, 2024, 11:45 a.m.—Administration Building

RICHLAND COUNTY BOARD
OF
DEVELOPMENTAL DISABILITIES
MINUTES
APRIL 24, 2024

Minutes of the Richland County Board of Developmental Disabilities held Wednesday, April 24, 2024, at 11:45 a.m. at the Administration Building, 314 Cleveland Avenue, Mansfield, Ohio.

ROLL CALL

The following Board Members were present:

Mr. Stephen Swank
Mr. Michael Howard
Mr. Richard Otto
Mr. Mike Ziegelhofer
Mr. Luke Trieber

The following Board Members were absent and excused:

Ms. Regina Jefferson
Mrs. Amanda Chapman

Also in attendance:

Mrs. Michele Giess, Superintendent
Ms. Alicia Bailey, Director of HR and Fiscal
Mr. Rodney Willis, Director of Medicaid Services
Mrs. Jessica Winans, Director of Residential Services
Mrs. Julie Litt, Director of Education and Therapy Services
Mrs. Juanita Shenberger, Director of Service and Support
Mr. Gary Small, Manager of Human Resources
Mr. Troy Smith, Manager of Community Education and Special Projects
Mrs. Tracy Miner, Manager of SSA
Mrs. Melissa Cole, Director of Operations and Board Administration

Guests:

Mr. Steve Postalakis

Mr. Ziegelhofer welcomed everyone and called the meeting to order.

APPROVE AGENDA OF APRIL 24, 2024

Mr. Trieber made a motion to approve the agenda; seconded by Mr. Howard. Motion carried unanimously.

CONSENT AGENDA

There being no changes to the consent agenda, Mr. Swank made a motion to approve; Mr. Otto seconded. Motion carried unanimously.

A. Board.

1. **Minutes of March 27, 2024.**
2. **Ethics Council.**

3. Contracts—Resolution.

The Richland County Board of Developmental Disabilities, as witnessed by the signatures below, by a clear majority of the Board members present for the April 24, 2024 meeting, hereby approves the following expense and revenue contracts, MOU agreements and addendum agreements:

CONTRACTS < \$75,000

- RNI Inc., Ready for Hire Program (Services costs will be paid out of the NEON COG), 06/01/2024—07/31/2024: Not to Exceed \$44,475.65.
- CIMA Insurance, Volunteer Insurance Renewal, 07/01/2024—07/01/2025: Not to Exceed \$240.00.

REVENUE:

- Mid-Ohio Education Service Center, Ready for Hire Program (Revenue will go directly to the COG and flow through the COG), 06/01/2024—08/30/2024: Not to Exceed \$44,500.

MOU AGREEMENTS

- Mansfield City Local Schools, Community Partner Agreement for Step Up to Quality, 08/01/2024—07/31/2025.
- Lexington Local Schools, Community Partner Agreement for Step Up to Quality, 08/01/2024—07/31/2025.
- Ontario Local Schools, Community Partner Agreement for Step Up to Quality, 08/01/2024—07/31/2025.

ADDENDUM AGREEMENT:

- Clearwater COG, Addendum to add Trauma Informed Timelines to be created for individuals that are referred due to ongoing behavior concerns, 05/01/2024—12/31/2024: \$51.50 per hour plus mileage, Not to Exceed \$1,200.00.

REGULAR AGENDA

A. Richland County Foundation—Resolution.

The Richland County Board of Developmental Disabilities, as witnessed by the signatures below, by a clear majority of the Board members present for the April 24, 2024 meeting, hereby resolves to utilize Richland County Board allocated funds being held at the Richland County Foundation up to the balance of the funds for the Sterkel Community Park for All on Hillcrest Street in Mansfield, Ohio.

Mrs. Giess explained that the agency has held money at the Richland County Foundation for some time. A previous audit suggests that we should not hold money at the Foundation. Mrs. Giess would like to expend the balance of the Richland County Foundation accounts on the Sterkel Park Project. These are funds that were donated to the agency several years ago and upon donation were initially placed in the general fund and then moved to the Richland County Foundation.

Mr. Swank made a motion to approve the resolution to expend the Richland County Foundation funds in full for the Sterkel Park Community Park Project. Mr. Trieber seconded the motion and the motion carried unanimously.

BOARD EDUCATION

- A. Financial Reports.**
 - 1. Cash Balance.**
 - 2. Summary of Revenue and Expenditures.**
 - 3. Expenditures: Month/YTD vs Budget.**
 - 4. Revenue: Month/YTD vs Budget.**
 - 5. History of Quarterly Revenue & Expense.**
 - 6. Gift Fund.**
 - 7. 7 Year Profit and Loss**

The financial reports were reviewed and discussed. Ms. Bailey reported the total fund balance as of April 30, 2023 was \$28,707,647. Revenue was at 19.81% and expenditures were at 25.06% with a target of 25%.

POLICY DISCUSSION

- A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).**
 - 1. Communication & Support to the Board—Policy 2.10.**
 - 2. Board Code of Conduct—Policy 3.3.**

The policies were reviewed and there were no concerns.

ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

- A. Receipt of Monitoring Report—Treatment of Staff—Policy 2.2 (March): Challenges to Monitoring (if any); Vote on Compliance.**

Mrs. Giess' monitoring report was received on time. Mr. Ziegelhofer moved that Policy 2.2: Treatment of Staff is in compliance, Mr. Trieber seconded, and the motion carried unanimously.

- B. New Operational Worries.**

Mrs. Giess updated that by the conclusion of 2024, the lease-to-own agreement for the Fourth Street building will conclude. There will be a remaining payment required at the lease's end, and Mrs. Giess aims to provide RNI Inc. with a window of time to fulfill this payment over several months, without prolonging the lease duration.

Mrs. Giess explain that we continue to closely monitor the two proposed house bills that impact the subminimum wage certificate and the proposed changes to property taxes and guardianship.

Mrs. Giess provided an update on the Raintree's renovation announcing that it is nearing completion. An additional \$50,000 was allocated for more Acrovyn, the wall covering that protects the walls from damage from wheelchairs, beds, and lifts. Mrs. Giess discussed another upcoming expense related to the HVAC system at Raintree. While the system at the back half of the building has been replaced, the front half is at the end of its life, causing strain on the older system and resulting in inadequate heating and cooling depending on the season. The estimated cost to upgrade this system ranges from \$175,000 to \$200,000, which will be presented to the board as a bid. Mr. Otto sought

clarification on which expenses are brought to the board's attention. Mrs. Bailey clarified that budgeted capital expenses are not brought to the board unless the amount exceeds the threshold, but contracts and bids are voted on by the board.

Mrs. Giess advised there is nothing new to report on the potential move as we are still looking into two options. She explained that in the event that we opt not to relocate, there will be a need for repairs to our current buildings.

C. Next Monitoring Report.
1. Ends—Policy 1.0.

COMMUNITY LINKAGE

A. Following today's board meeting: Steve Postalakis Ethics Training.

ANNOUNCEMENTS

There were no announcements.

ITEMS FOR NEXT AGENDA

A. The May 22, 2024 Board Meeting will be held at the Raintree followed by an Overview of Residential with Residential Director, Jessica Winans, a tour of the renovated facility, and a ribbon cutting ceremony.

COMMENTS FROM FLOOR

There were no comments from the floor.

ADJOURNMENT

Mr. Trieber made a motion to adjourn the meeting; Mr. Swank seconded. Motion carried unanimously.

Respectfully submitted,

Melissa Cole
Secretary Pro Tem