

RICHLAND COUNTY BOARD  
OF  
DEVELOPMENTAL DISABILITIES  
AGENDA

MEETING DATE: November 15, 2023  
MEETING TIME: 11:30 a.m.  
MEETING LOCATION: Administration Building

- I. ROLL CALL.
- II. APPROVE AGENDA OF NOVEMBER 15, 2023.
- III. CONSENT AGENDA—MOTION.
  - A. Operations:
    1. Contracts > \$75,000.00.
      - a. Stark County Schools COG, Health, Dental and Life Insurance, 01/01/2024—12/31/2024: Health Not to Exceed \$1,943,604, Dental Not to Exceed \$274,099, Life Not to Exceed \$12,791, Total Not to Exceed: \$2,230,494.
      - b. Pediatric Development Center, Inc., Raintree and Justine Lease Amounts, 01/01/2024—12/31/2025: \$29,642.66 Per Month, Not to Exceed: \$718,624.
      - c. Hand in Hand Staffing, Temporary Staffing, 01/01/2024—12/31/2024: Not to Exceed: \$100,620.
      - d. Richland Newhope Industries Inc., Active Treatment, 01/01/2024—12/31/2024: Not to Exceed: \$910,800.
      - e. Clearwater Council of Government, COG Fees, Youth Services, Early Intervention/DS Services, MUI, SSA Substitute, ONI, and Support Decision Making/Guardianship, 01/01/2024—12/31/2024: Not to Exceed: \$124,068.
      - f. Interim Healthcare of Columbus, Temporary Staffing, 01/01/2024—12/31/2024, Not to Exceed \$94,300.
    - B. Board.
      1. Minutes of October 25, 2023.
      2. Ethics Council:
        - a. Contracts—Resolution.
  - IV. REGULAR AGENDA.
    - A. Superintendent Employment Contract (Enclosure)—Motion for Dates and Compensation.
  - V. BOARD EDUCATION.
    - A. OACBDD Board of Trustees Update—Steve Swank.
    - B. Financial Reports.
      1. Cash Balance.
      2. Summary of Revenue and Expenditures.
      3. Expenditures Month to Date Actual to Budget.
      4. Revenue Month to Date Actual to Budget.
      5. Monthly Revenue by Funding Source—Federal/State/Local.
      6. COG Revenue & Expense Report.
      7. Richland County Foundation.
    - C. Audit Committee Minutes.
    - D. Nominating Committee—Slate of Officers for 2024.
    - E. Ohio Ethics Law Overview (Enclosure).
  - VI. POLICY DISCUSSION.
    - A. Based on Annual Plan of Board Work.
      1. 2024 Annual Plan (Enclosure)—Melissa Cole—Motion.
      2. 2024 Budget—Alicia Bailey (Emailed Separately)—Motion.
        - a. Budget Narrative.

- b. Newhope Budget Comparison.
- c. Budget Request Line Item Expenditures.
- d. Revenue and Expense Increase Reasons.
- e. Proposed and Abolished Positions.
- f. Budgeted Overtime/Forced Overtime.
- g. FTE Comparison.
- h. Richland County COG Budget.
- i. Capital Budget—2024 Identified Projects.
- j. Long Term Forecast All Funds.
- k. 2024 Proposed Pay Scales.
- B. Remote Board Member Attendance Policy (Enclosure)—Motion.
- C. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).
  - 1. Global Governance-Management Connection—Policy 4.0.
  - 2. Unity of Control—Policy 4.1.
- VII. ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE.
  - A. Receipt of Monitoring Report—Linkage with the Community and Public Servants—Policy 2.8 (Oct.); Challenges Monitoring (if any); Vote on Compliance.
  - B. New Operational Worries (if any).
  - C. Next Monitoring Report.
    - 1. Financial Planning/Budgeting—Policy 2.4 (November) and Emergency Superintendent Succession—Policy 2.9 (December).
- VIII. COMMUNITY LINKAGE.
- IX. ANNOUNCEMENTS.
- X. ITEMS FOR NEXT AGENDA.
  - A. Organizational Meeting.
  - B. Meeting Dates for 2024 (Proposed Enclosure).
  - C. 2024 Board Member Trainings.
- XI. COMMENTS FROM FLOOR.
- XII. EXECUTIVE SESSION.
- XIII. ADJOURNMENT.

**JANUARY MEETING DATES:**

- Ethics Council—January 24, 2024, 11:25 a.m.—Administration Building
- Board Meeting—January 24, 2024, 11:45 a.m.—Administration Building

RICHLAND COUNTY BOARD  
OF  
DEVELOPMENTAL DISABILITIES  
MINUTES  
October 25, 2023

Minutes of the Richland County Board of Developmental Disabilities held Wednesday, October 25, 2023, 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  
Mrs. Amanda Chapman  
Ms. Regina Jefferson  
Mr. Mike Ziegelhofer

The following Board Members were absent and excused:

Mr. Richard Otto  
Mr. Michael Howard

Also in attendance:

Mrs. Michele Giess, Superintendent  
Ms. Alicia Bailey, Director of Human Resources/Fiscal  
Mrs. Juanita Shenberger, Director of Service and Support Administration  
Mr. Rodney Willis, Director of Medicaid Services  
Mrs. Julie Litt, Director of Education and Therapy Services  
Mrs. Jessica Winans, Director of Residential  
Mrs. Shauna Bradley, Manager of Finance  
Mrs. Melissa Cole, Director of Operations & Administrative Services

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

**APPROVE AGENDA OF OCTOBER 25, 2023**

Mrs. Chapman made a motion to approve the agenda; seconded by Ms. Jefferson. Motion carried unanimously.

**CONSENT AGENDA**

There being no changes to the consent agenda or questions, Mr. Ziegelhofer made a motion to approve the Consent Agenda; Mrs. Chapman seconded. Motion carried unanimously.

**A. Operations.**

1. **Contracts > \$75,000**
  - a. NEON COG, COG Fees, Provider Compliance Reviews, Nursing Contract, MUI Contract, & Fiscal Supports, 01/01/2024—12/31/2024, Not to Exceed: \$150,000.
  - b. Pediatric Development Center, Addendum for Extra Payment for Raintree Renovation, 11/01/2023—12/31/2023, Not to Exceed: \$615,000.

- c. Adu's Care LLC, Staffing for Paxford Place Duplex, Nursing Service, To Secure for Emergency Respite Services, 01/01/2024—12/31/2024, Not to Exceed: \$257,300.

**B. Board.**

1. **Minutes of September 27, 2023.**
2. **Multi-Year Contract for Alicia Bailey, Director of Human Resources and Finance.**
3. **Ethics Council.**
  - a. **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 October 25, 2023 meeting, hereby approves the following expense and revenue contracts, addendums, and room and board agreements:

- Rinehart, Walters, Danner Insurance, Brokerage of Insurance Coverage to Employees, 01/01/2024—12/31/2024, \$27/Enrolled Member, Not to Exceed: \$40,500.
- Glowbright Therapy, Core Team Supports, 01/01/2024—12/31/2024, Not to Exceed: \$25,000.
- Dynamic Pathways, Combined Human Rights Committee: Trainings, Assessments, & Consultations Related to Behavior Management/Restrictive Measures, 01/01/2024—12/31/2024, \$94/Hour, Not to Exceed: \$20,000.
- Linda Remy, Photography, Printing, Miscellaneous Design Work, and Employee Recognition Slide Show, 01/01/2024—12/31/2024, \$10/Hour, Not to Exceed: \$1,000.
- Mid-Ohio Conference Center, Rental of Room for Agency Christmas Party, 12/8/2023, Not to Exceed \$1,795.

**ADDENDUM AGREEMENTS:**

- Koorsen, Maintenance and Service Agreement, Additional Amount Needed, 11/01/2023—12/31/2023, Not to Exceed: \$10,000, Total Contract: \$21,215.
- Wise Medical Staffing, Temporary Employment Services, Additional Amount Needed, 11/01/2023—12/31/2023, Not to Exceed: \$2,457.44, Total Contract: \$17,254.44.
- Interim Health Care of Columbus DBA Interim Healthcare of Marion, Temporary Staffing for STNA (DSP), LPN, RN, 10/01/2023—5/24/2024, Rates Vary, Addendum Not to Exceed: \$20,000, Total Contract: \$70,000.

**CONTRACT > \$75,000:**

- NEON COG, COG Fees, Training, Provider Compliance Reviews, Nursing Contract, MUI Contract, & Fiscal Support, 01/01/2024—12/31/2024, Not to Exceed: \$150,000.

**ADDENDUM CONTRACT > \$75,000:**

- Pediatric Development Center (PDC), Addendum for Extra Payment for Raintree Renovation, 11/01/2023—12/31/2023, Not to Exceed: \$615,000.

## **COG EXPENSE CONTRACTS:**

- Adu's Care LLC, Staffing for Paxford Place Duplex, Nursing Service, To Secure for Emergency Respite Services, 01/01/2024—12/31/2024, Not to Exceed: \$257,300, Paid by COG.
- Friend Home, Room and Board, 01/01/2024—12/31/2024, Not to Exceed: \$10,000, Paid by COG.

## **BOARD EDUCATION**

### **A. OACBDD Board of Trustees Update.**

Mr. Swank updated the board that they had a zoom meeting on October 13 and reviewed finances of OACBDD as they prepare for the new year. They are looking at changing banks because the bank they were with got in to some regulatory problems. OACBDD's budget will be voted on at the upcoming winter conference. They were given an update on the parents as paid caregivers change and the waiver redesign. The Legislative Affairs position is currently vacant and they are working on filling the position. The Association's Strategic Planning process will be starting and they have chosen a contractor to lead that. The Ohio Township Association has asked OACBDD to enter into legal proceedings regarding whether mailing or email addresses are considered public information, specifically the mailing and email addresses of the mailing list for communications. It went to court and the first two courts ruled that these contacts could remain confidential. It was appealed to the Ohio Supreme Court and they will be hearing the case. OACBDD has decided not to join in the legal proceedings since it doesn't impact them directly as they are a private agency and not a public entity. The upcoming winter conference is the 40<sup>th</sup> year of the conference. There will be 13 county board levies on the upcoming ballot and all but 2 of them are renewals

### **B. Appointment of Delegate and Alternate to the OACBDD Delegate Assembly on Wednesday, November 29, 2023 at 6:00pm—Motion.**

Mrs. Giess informed the board that Mr. Swank agreed to be the delegate and Mrs. Giess will be the alternate. Mrs. Chapman moved to appoint Mr. Swank as the Delegate for the OACBDD Delegate Assembly. Mr. Swank seconded the motion and the motion carried unanimously. Mrs. Giess informed the board that if anyone would like to attend any of the trainings at the OACBDD Conference to let Mrs. Cole know and she would assist with getting them registered.

### **C. 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. **Facility Costs.**
7. **Gift Fund.**

The financial reports were reviewed and discussed. Ms. Bailey reported the total fund balance as of September 30, 2023 is \$33,966,695. Revenue is at 86.52% and Expenditures are at 62.48% and both have a target of 75%.

## **POLICY DISCUSSION**

### **A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).**

1. **Cost of Governance—Policy 3.8.**

## **2. Superintendent Comp and Benefits—Policy 4.5.**

The monitoring report was emailed out to the board for review.

### **ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE**

#### **A. Receipt of Monitoring Report—Compensation and Benefits—Policy 2.3.**

Mrs. Giess's monitoring report was received on time. Mr. Swank made a motion that Policy 2.3: Compensation and Benefits was in compliance and Mr. Ziegelhofer seconded the motion. The motion carried unanimously.

#### **B. New Operational Worries.**

Mrs. Giess explained that we are busy with end of year wrap up and preparing for the upcoming Accreditation Review on December 6 and 7. We completed the mock review with the Clearwater COG last week and there are a few areas we need to address so we have some time. Mrs. Cole will be scheduling a phone interview with Mr. Swank. Once the review is complete, the reviewers will send a copy of the initial report to Mr. Swank and Mrs. Giess and we have an opportunity to appeal if needed.

Mrs. Giess explained that we have spent a lot of time over the past couple of months looking at leasable space and have narrowed it down to 4 properties. The leadership team met a couple of weeks ago and reviewed pros and cons of each location and determined the location on 4<sup>th</sup> Street appears to meet our needs the best. Mrs. Giess explained what our financial responsibility would be. Mrs. Giess would like to enter in to a Letter of Intent (LOI) to lease. This allows us to discuss the terms of the lease and once negotiated, the lease would come back to the board for approval. Mrs. Giess asked if anyone had any objections or concerns to this negotiation of the LOI and there were no objections or concerns. Mr. Ziegelhofer asked if the board could go and tour the 4<sup>th</sup> Street building and Mrs. Giess will work on getting this arranged. She explained we will need an architect's services for a build out. Mrs. Chapman suggested Matt Stanfield (Field 9) as a possible architect. He did the new Little Buckeye Museum.

Mr. Ziegelhofer asked for an update on Sterkel Park and Mrs. Giess explained they are pouring concrete and the bathroom is almost finished. The construction will be stalled soon due to weather. Mrs. Giess has met with the park designer to work on Phase 2 and hopes it will be completed by summer. Enough money has been raised to complete the first 3 phases and if/when more funds are raised additions will be made to the park.

#### **C. Next Monitoring Report.**

##### **1. Linkage with the Community and Public Servants—Policy 2.8.**

### **COMMUNITY LINKAGE**

#### **A. Nominating Committee—Steve Swank and Richard Otto.**

Mr. Swank explained that he and Mr. Otto will need to present a slate of 2024 Officers at the November 15, 2023 meeting.

#### **B. 2023 Proposed Board Budget (Enclosure).**

This was included in the packet for the board to review and will be part of the budget to be approved at the November 15, 2023 board meeting.

#### **C. Melissa Cole, Director of Operations and Board Administration, Quarterly Strategic Plan Updated (Enclosure).**

Mrs. Cole updated the board on progress made in the 2<sup>nd</sup> quarter of this year.

**ANNOUNCEMENTS**

The November board meeting will be held early on November 15, 2023 at 11:45 am.

**ITEMS FOR NEXT AGENDA**

- A. 2024 Planning/Budget
- B. Public Comment Session, 11:30 a.m. – 11:45 a.m.

**COMMENTS FROM FLOOR**

There were no comments from the floor.

**EXECUTIVE SESSION**

There was no executive session held.

**ADJOURNMENT**

Mrs. Chapman made a motion to adjourn the meeting; Mr. Ziegelhofer seconded. Motion carried unanimously.

**NOVEMBER MEETING DATES:**

- Ethics Council—November 15, 2023, 11:25 a.m.—Administration Building
- Board Meeting—November 15, 2023, 11:45 a.m.—Administration Building

Respectfully submitted,

Melissa Cole  
Secretary Pro Tem