



**Organizational Board Meeting
January 22, 2026**

**Donzella Administration Building – 1275 Lakeside Avenue E, Cleveland, OH 44114
and broadcasted live via Zoom – 5:30 pm**

1. Opening

A. Convene

The organizational meeting was called to order by President, Steve Scheidt at 5:31pm.

B. Roll Call

Members present: Lisa Hunt, Alaina McCruel, Cynthia Schulz, Stephen Scheidt, Sara Steimle

Members present via Zoom: Mozelle Jackson

2. Minutes

RESOLVED, that the minutes of the regular meeting of the Cuyahoga County Board of Developmental Disabilities held December 18, 2025, a copy of which is made a part of the permanent record of this meeting, be accepted as directed by the President, without objection, and approved as published.

Motion by Lisa Hunt, second by Alaina McCruel.

Final Resolution: Motion Approved

Aye: Lisa Hunt, Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

3. Election of President Pro Tempore

RESOLVED, that Lisa Hunt be and is hereby named President Pro Tempore of the 2026 Cuyahoga County Board of Developmental Disabilities for the purpose of convening the 2026 Board and conducting the election of officers.

Motion by Alaina McCruel, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Lisa Hunt, Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

4. 2025 Board Adjourns

RESOLVED, that the 2025 Cuyahoga County Board of Developmental Disabilities is adjourned hereby sine die.

Motion by Sara Steimle, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Lisa Hunt, Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

5. Organization of the 2026 Board

A. 2026 Board convenes

2026 Board convened by President Pro Tempore, Lisa Hunt at 5:34pm

B. Roll call

Members present: Lisa Hunt, Alaina McCruel, Cynthia Schulz, Stephen Scheidt, Sara Steimle

Members present via Zoom: Mozelle Jackson

C. Nomination and election of officers

RESOLVED, that the persons named below be elected to the office set opposite their name to serve until the Organizational Meeting of the Cuyahoga County Board of Developmental Disabilities in January of 2027, or until their successors have been elected and qualified.

President: Stephen Scheidt

Vice President: Allison Frazier

Secretary: Mozelle Jackson

Motion by Cynthia Schulz, second by Alaina McCruel.

Final Resolution: Motion Approved

Aye: Lisa Hunt, Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

Superintendent Gibbs added, "This officially concludes Lisa Hunt's 12 exceptional years of service to Cuyahoga County's Board of Developmental Disabilities."

Lisa Hunt excused herself from the remaining business portion of the Board meeting.

D. Adoption of Governing Rules and Regulations - 2026 Cuyahoga DD Policy Manual

RESOLVED, that the governing rules and regulations set forth in the Cuyahoga County Board of Developmental Disabilities Policy Manual dated January 22, 2026, a copy of which is made a part of the permanent record of this meeting, are hereby adopted for the period beginning January 22, 2026, to and including the date of the next Organizational Meeting of the Cuyahoga County Board of Developmental Disabilities.

Motion by Steve Scheidt, second by Sara Steimle.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Sara Steimle

Nay: Cynthia Schulz

Not Present at Vote: Lisa Hunt

Superintendent Gibbs led the discussion regarding the updates to the 2026 Cuyahoga DD Policy Manual and to the changes outlined in the Superintendent's duties, highlighting ethical conduct section of the manual and purchases greater than \$50,000.

The Board members discussed keeping comments from the floor limited to five minutes per speaker.

E. Adoption of 2026 Board meeting schedule

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and adopts the proposed 2026 Board Meeting Schedule which is attached to and made a part of the permanent record of this meeting, setting the date, time and location of all regularly scheduled meetings of the Board in the year 2026.

Motion by Mozelle Jackson, second by Alaina McCruel.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

Not Present at Vote: Lisa Hunt

The accepted Board meeting schedule is attached to and made a permanent part of these minutes

6. Donations

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities gratefully accepts eleven equipment donations of unspecified value to the OT/PT Lending Library, one equipment donation of unspecified value to the Fowles group home and six equipment donations of unspecified value distributed to individuals served.

Motion by Sara Steimle, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

Not Present at Vote: Lisa Hunt

7. Financial Statements

RESOLVED, that the Operating Fund Statement and the Statements of Revenue and Expenditures - Planned and Actual for the year-to-date period ending December 31, 2025, be accepted and filed for audit; the payment of vouchers for the period December 1, 2025 to December 31, 2025 be ratified; and that all statements and voucher summaries are made a part of the permanent record of this meeting.

Motion by Steve Scheidt, second by Sara Steimle.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

Not Present at Vote: Lisa Hunt

Superintendent Gibbs gave a summary of the financial statements noting significant variances. We opened the month with a cash balance of \$113,740,064. Our total revenues were \$8,587,877, and our expenditures were \$15,162,121 for a cash balance ending of \$107,165,820.

8. Announcements

President, Steve Scheidt turned the meeting over to Superintendent, Dr. Amber Gibbs who gave the following announcements:

- Superintendent Gibbs presented farewell gifts and a Commendation from the Board to Lisa Hunt, thanking her for her 12-years of service as a passionate, positive member of Cuyahoga DD's Board.
- Superintendent Gibbs announced that Cuyahoga DD's 2026 Community Development Grant Applications are now open. RFPs were sent to organizations in need of funding for Access & Physical Space, Arts & Culture, Library, and Recreation Services. The submission deadline is 5:00pm on Monday, February 2, 2026.
- Cuyahoga DD staff members Janet Keeler, Chris Carpenter and Grace Blatt collaborated on an article for *The Journal of Vocational Rehabilitation*. The article discusses topics surrounding better ways to secure employment for people with DD.
- Cuyahoga DD's new promotional items were distributed to the Board members and staff. The items include a phone bank featuring a miniature version of the mural at the Lakeside building and an insulated travel mug featuring our logo and mission statement.
- The accreditation process for Cuyahoga DD will be taking place April 7 through April 9, 2026. The auditors will be talking to Board members, staff, people that we serve, self-advocates and others, as well as auditing lots of paperwork.
- Superintendent Gibbs asked the Board to prepare for a discussion at February's Board meeting to consider the idea of using committees or Board liaisons for certain projects or departments. The idea may be valuable when it comes to Cuyahoga DD's strategic plan, budget and other areas.
- Cuyahoga County began a search for a Board member this fall and they have assured Dr. Gibbs that we will have a full Board at our February Board meeting. We are waiting on the County's approval to announce the name of the new Board member.

9. Discussion Topic

Artificial Intelligence - presented by Mike Lively and Quishann Johnson

Presentation slides are attached to these minutes.

10. Status Reports

Superintendent Gibbs had no comments.

11. New Business

A. 2026 Annual Plan

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to implement the 2026 Annual Plan as detailed in the attached document and made a part of the permanent record of this meeting; and,

BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Motion by Alaina McCruel, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

Not Present at Vote: Lisa Hunt

Superintendent Gibbs thanked the Board for their feedback and language changes which have all been incorporated into the 2026 Annual Plan.

B. Family Transportation Agreements

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities, acting also as Ethics Council, approves hereby and authorizes the Superintendent to enter into a renewal contract with the providers listed in a document titled "Family Transport Agreement 2026-2027 Attachment A" for the period April 1, 2026 through March 31, 2027, for a sum not to exceed \$16,000; and, BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Motion by Mozelle Jackson, second by Sara Steimle.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

Not Present at Vote: Lisa Hunt

Superintendent Gibbs explained that this is a routine item that allows families to be paid a small dollar amount when they are not using waiver transportation.

C. Renewal of AT&T Internet Services

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a contract with AT&T, for network connectivity and security services for the period February 1, 2026, to January 31, 2031, for a sum not to exceed \$150,000 per year; and, BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Motion by Cynthia Schulz, second by Sara Steimle.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

Not Present at Vote: Lisa Hunt

Superintendent Gibbs explained that in prior years all our AT&T services were bundled, however this year we have split out our AT&T Internet Services, which is why the Board is seeing it separately.

D. Waiver Match Payments

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to make payments not to exceed \$89,000,000 in the year 2026 to the Ohio Department of Developmental Disabilities as the Cuyahoga DD's local matching share for the IO,

Level One, and SELF waivers, and an administrative/oversight fee not to exceed 1.25% of all claims; and,
BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Motion by Cynthia Schulz, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

Not Present at Vote: Lisa Hunt

Superintendent Gibbs explained that this amount makes up the majority of the 90% of our budget that goes to the people we serve, and it draws in over \$500 million into our local economy due to the Federal share that comes down when we pay that amount.

E. Security Guard at Michael A. Donzella Administration Building

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a contract with Securitas Security Services, USA Inc. of 9 Campus Drive, Parsippany, New Jersey for unarmed security guard services at our M.A. Donzella Administration Building for the period of February 1, 2026 to January 31, 2027, for a sum not to exceed \$71,499;and,
BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Motion by Steve Scheidt, second by Sara Steimle.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

Not Present at Vote: Lisa Hunt

Superintendent Gibbs explained that keeping our Lakeside building visitors and staff safe is a high priority and we continue to benefit from having a security guard stationed here.

11. Comments from the Floor

There were no Comments from the Floor.

12. Adjournment

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities hereby adjourns.

Motion by Alaina McCruel, second by Steve Scheidt.

Final Resolution: Motion Approved

Aye: Mozelle Jackson, Alaina McCruel, Steve Scheidt, Cynthia Schulz, Sara Steimle

Not Present at Vote: Lisa Hunt

Time adjourned: 7:11pm.

Next Meeting – February 26, 2026 at 5:30 pm, Donzella Administration Building, 1275 Lakeside Ave E, Cleveland, OH 44114 and broadcast via Zoom. Zoom link will be shared on the Cuyahoga DD website at cuyahogadd.org at least three days prior to the meeting.

Certified by:

A handwritten signature in black ink, appearing to read 'Scheidt', written over a horizontal line.

Stephen Scheidt, President



C U Y A H O G A C O U N T Y
Board of Developmental Disabilities

**Organizational Board Meeting
January 22, 2026**

M. A. Donzella Administration Building and via Zoom

Stephen Scheidt, Board President

Allison Frazier, Board Vice President

Mozelle Jackson, Board Secretary

Board Members: **Lisa Hunt, Alaina McCruel, Cynthia Vrsansky Schulz, Sara Steimle**

2026 Community Development Grant Applications Open



CUYAHOGA COUNTY
Board of Developmental Disabilities



Cuyahoga DD Workforce Development Featured in Journal of Vocational Rehabilitation



CUYAHOGA COUNTY
Board of Developmental Disabilities

Original Research Article

An Alternative Approach to Employment Service Supports: Utilizing Localized Collaboration and Business Engagement

Journal of Vocational Rehabilitation
1-10
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DOI: 10.1177/1052263251394313
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Sage | IOS Press

George S Tsagaris¹, Janet Keeler², Christopher Carpenter², Grace R Blatt³
and Mamadou M Seck¹

Abstract

Background: This conceptual paper uses data from the Cuyahoga County Board of Developmental Disabilities (Cuyahoga DD) to examine this organization's Community Workforce Development program and the Employment Collaborative of Cuyahoga County (ECCC) put in place to successfully provide service to people with developmental disabilities. The history of this collaborative process involving the Cuyahoga DD, community-based organizations, governmental agencies, as well as non-profit organizations was explored. Further, the development of vocational rehabilitation (VR) trends towards business engagement (BE) and the dual customer approach have been discussed as they contribute to a successful intervention strategy.

Objectives: The authors analyzed the Cuyahoga DD's collaborative strategy developed to ensure community engagement in increasing IDD employment in the region.

Methods: This is a conceptual paper using a qualitative methodology that enabled the authors to describe, illustrate, and analyze the collaborative process to make suggestions for improvement and sustainability.

Results: The alternative approach to the Community Workforce Development contributed to the improvement and sustainability of employment service supports based on local collaboration and community engagement.

Conclusion: The application of the initial business model with minimum resources resulted in challenges that have been successfully addressed in the subsequent alternative approach to employment service support.

Keywords

individuals with developmental disabilities, rehabilitation, employment, business, collaborative

Received: March 5, 2025; accepted: October 7, 2025

Introduction

Over the last 50 years, there have been many initiatives designed to raise employment rates for people with disabilities (PWDs). The Developmentally Disabled Assistance and the Bill of Rights Act, with subsequent amendments specifically supporting integration and inclusion in all facets of community life, helped establish employment services for people with Intellectual and Developmental Disabilities (IDD) as a national priority (ACL, 2017). In the 1980s, Madeline Will, the former Assistant Secretary of the Office of Special Education and Rehabilitation Services, provided national leadership by crafting a vision of seamless transitions supporting school-to-work employment (Morningstar et al., 2012). Concurrently, with State developmental disability agencies enhanced utilization of

Medicaid Home and Community Based Services (HCBS) for people with developmental disabilities, the passing of the Americans with Disabilities Act (ADA) in 1990 and the US Supreme Court's Olmstead decision in 1999, real

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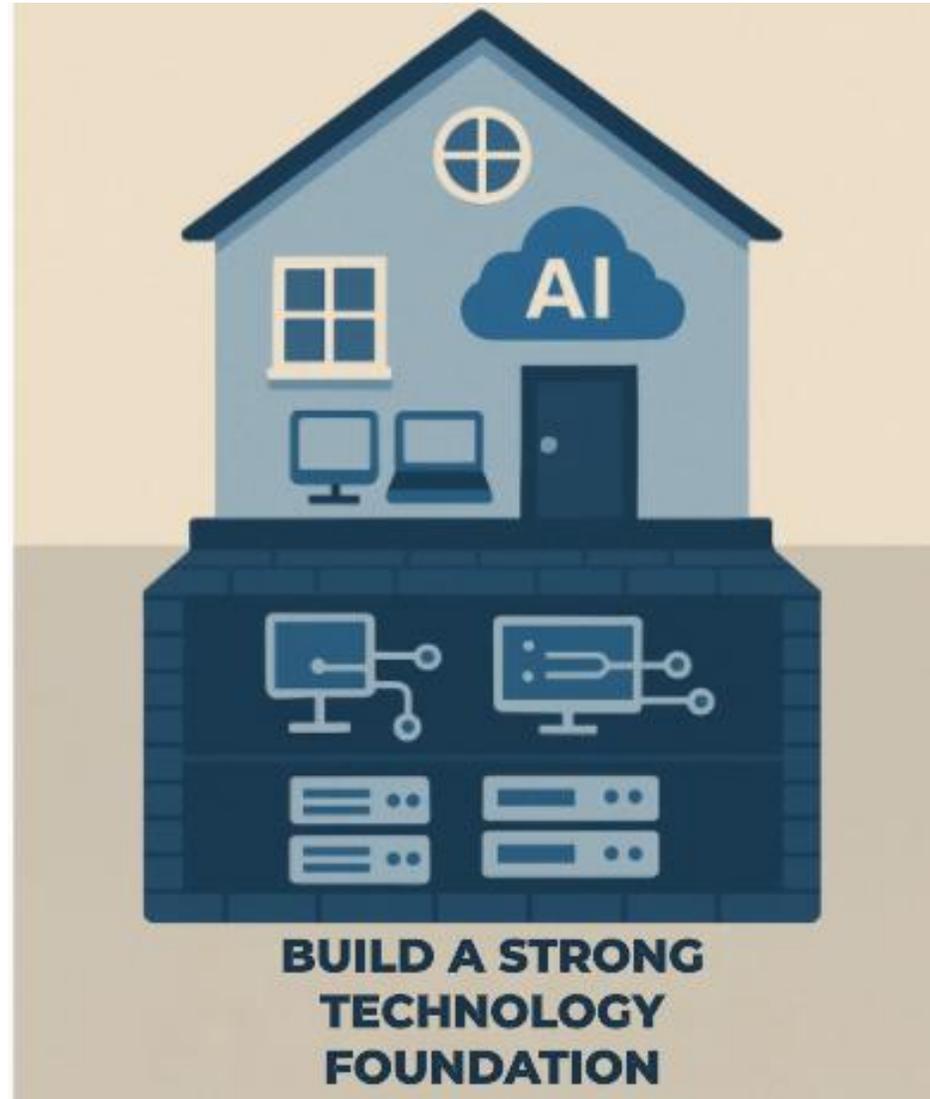


C U Y A H O G A C O U N T Y
Board of Developmental Disabilities

Artificial Intelligence

Mike Lively, Information Technology Director
Quishann Johnson, Information Systems Manager
January 2026 Board meeting

Strengthening IT's Foundation



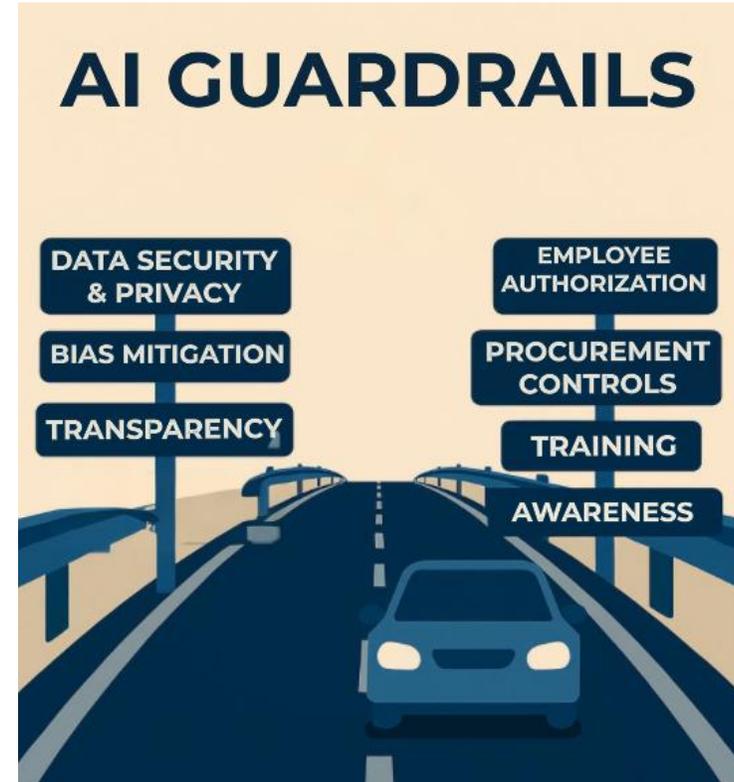
AI Policy

Purpose:

This policy establishes guidelines for using Artificial Intelligence (AI). AI has many benefits and risks, and the policy was established to utilize the benefits while ensuring the protection of the agency and the individuals we serve.

Scope:

This policy applies to all DD employees, contractors, third-party vendors, and anyone working on behalf of the agency. It applies to all AI types, including Traditional AI, Generative AI, and any/all future developments.



Our Approach to AI: Transformative, but Deliberate

Transformative



- Progressive and open to the use of AI to achieve maximum benefit
- Proactively seek additional opportunities and knowledge through outreach and training opportunities
- Continue to be a leader among Ohio county boards in leveraging technology and automation to enhance efficiency and quality

Deliberate



- Mindful of HIPAA compliance and that people trust us to safeguard their PII, which limits viable software options, i.e. ChatGPT
- Ongoing training for staff on the importance of validating all output from generative AI, reaffirm that technology augments, but does not replace the work of program staff



AI Types

AI Types	Traditional/Rule-Based	Generative
Definition	Automates business logic and tasks based on if-then statements.	Generate new content, such as images, videos, data, and text through data.
Scope	Ensures compliance, reduces manual work, and creates an efficient operation.	Continuously builds upon machine learning and deep learning models.
Examples	OnBase, Alexa, Siri	ChatGPT, Gemini, Copilot
Status at Cuyahoga DD	Fully implemented	Piloting with select staff, developing opportunities for greater use



Rule-Based AI Currently in Use

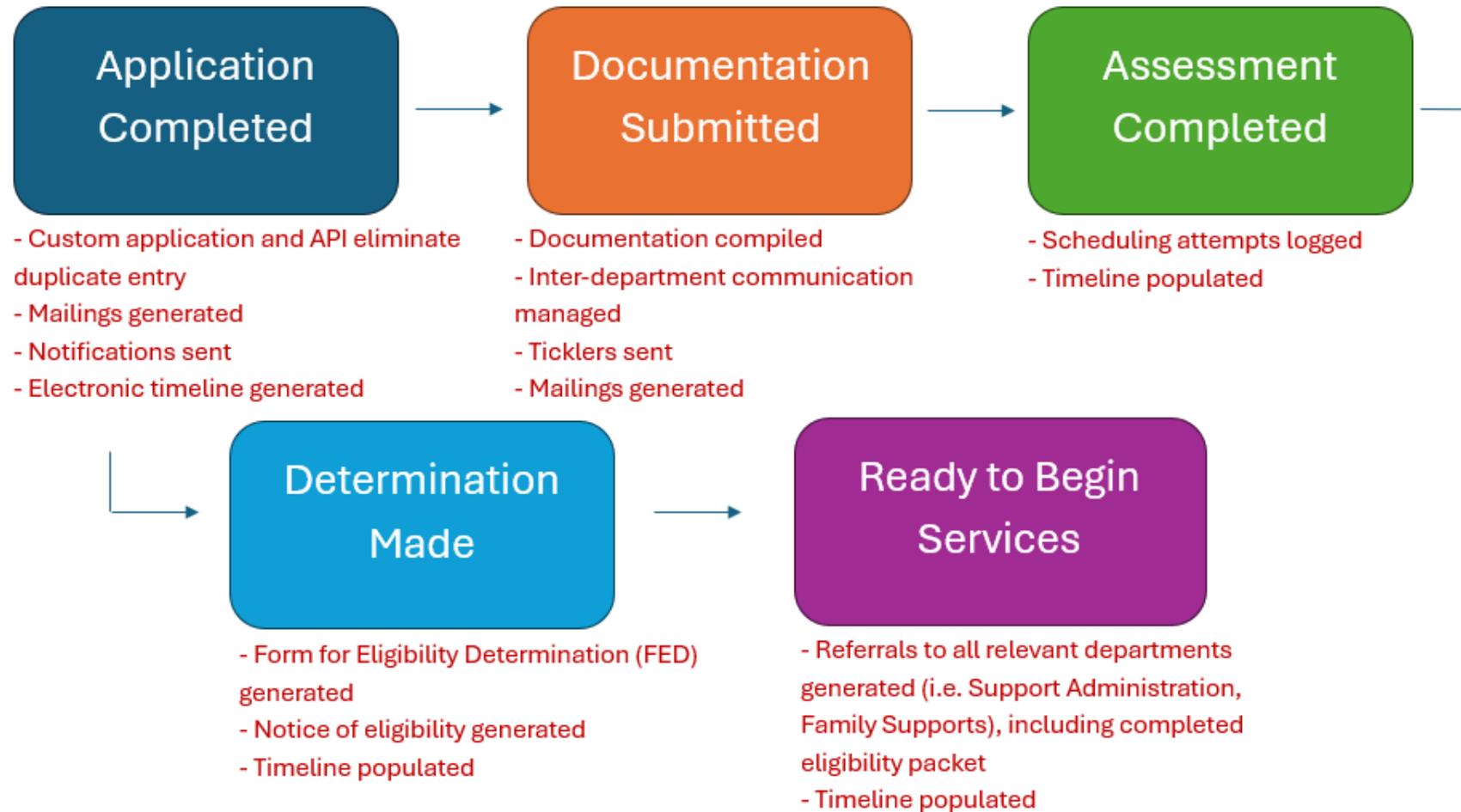
Cuyahoga DD is a statewide leader in the use of automated processes to reduce administrative tasks, increase efficiency, and minimize the opportunity for human error.

Technology currently in place includes:

- Custom-built Eligibility Application
- Custom-built Provider Search Tool
- OnBase - over 100 workflows, including processes required in rule, such as:
 - Eligibility Process
 - ISP Submission
 - Waiting List Assessment
 - Provider Search Tool
 - Family Support Services



Eligibility Process



Items in red are completed via automation



Benefits Realized with Rule-Based AI

Benefits to People-Served

- Staff more available to them
- Timely response to requests from individuals and families
- Higher quality output

Benefits to Cuyahoga DD

- Ability to do more with less
- Improved user experience
- Reduction in errors
- Availability of data

Anticipated Benefits with Generative AI

- Enhance customer service by simplifying staff access to information
 - i.e. “How do I authorize home-delivered meals?”
- Increase staff time spent with people served through further reduction in administrative tasks
 - Meeting transcription/summaries, task lists, etc.



AI Roadmap for 2026



Current Work

- Continuous employee AI training on available tools
- Complete implementation of meeting summaries and task lists in Microsoft Teams
- Expand the use of Microsoft Copilot* and Copilot Chat
- Incorporate Hyland's OnBase AI features*
- Encourage feedback from staff on suggestions for AI uses

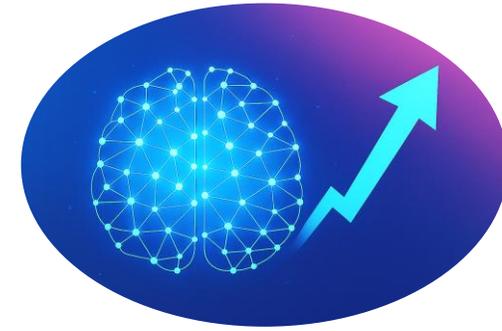
By End of Year

- OACB Pilot with SetWorks – phase 1: participate in the development of an AI tool to support completion of the Ohio ISP through in-application prompts and validity checks
- Complete Data Warehouse project

*Additional cost associated with this



AI at DD



Future Opportunities:

- Eligibility Document Review
 - Scan eligibility documents (i.e., medical records, assessments) for qualifying diagnoses or other keywords to allow faster access to services.
- Policy & Procedure Summarization
 - Summarize lengthy policies, procedures, or regulatory updates for staff reference.
- Quality Assurance
 - Evaluate case notes and other required documentation to ensure necessary elements are present and they are in plain language.
- Enhanced Data Analysis & Reporting
 - Elevate data analysis to provide actionable insights for leadership, i.e. identify under-served populations, highlight staff training needed.
- Performance Management
 - Compare staff appraisals and other performance management tools to ensure quality and consistency of practice and identify opportunities for growth.





Questions?



Comments from the Floor





C U Y A H O G A C O U N T Y
Board of Developmental Disabilities

**You have exceeded your
5-minute limit.**

Thank you for your comment.