

Regular Board Meeting - Sep 24 2026 Minutes

Thursday, September 24, 2026 at 5:30 PM

Donzella Administration Building, 1275 Lakeside Avenue East, Cleveland, Ohio 44114. Online viewing available via Zoom. Link to be shared on the Cuyahoga DD website, cuyahogadd.org at least three days before the meeting.

1. Call to Order

Board President convenes the meeting.

Time convened: 5:30 PM.

2. Roll Call

Clerk calls the roll.

Members present: Allison Frazier, Alaina McCruel, Stephen Scheidt, Sara Steimle

Members not present: Dennis Roberts

Members delayed: Derek Topola

Board member Derek Topola arrived at 5:33 PM.

3. Minutes

Approve minutes from the August 27, 2026 meeting

RESOLVED, that the minutes of the regular meeting of the Cuyahoga County Board of Developmental Disabilities held August 27, 2026, 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.

Moved by: Alaina McCruel; seconded by: Sara Steimle

Aye: Allison Frazier, Alaina McCruel, Steve Scheidt, and Sara Steimle

Not Present at Vote: Dennis Roberts and Derek Topola

Motion Approved 4-0

4. Donations

Approve Receipt of Donations.

[09.24.26 Donations.pdf](#) 

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities

gratefully accepts seven equipment donations of unspecified value to the OT/PT Lending Library.

Moved by: Alaina McCruel; seconded by: Allison Frazier

Aye: Allison Frazier, Alaina McCruel, Steve Scheidt, and Sara Steimle

Not Present at Vote: Dennis Roberts and Derek Topola

Motion Approved 4-0

5. Financial Statements

Approve Financial Statements

- General Fund Statement for the period ending August 31, 2026
- Summary of Vouchers - August 31, 2026

RESOLVED, that the Operating Fund Statement and the Statements of Revenue and Expenditures - Planned and Actual for the year-to-date period ending August 31, 2026, be accepted and filed for audit; the payment of vouchers for the period August 1, 2026 to August 31, 2026 be ratified; and that all statements and voucher summaries are made a part of the permanent record of this meeting.

Moved by: Steve Scheidt; seconded by: Allison Frazier

Aye: Allison Frazier, Alaina McCruel, Steve Scheidt, Sara Steimle, and Derek Topola

Not Present at Vote: Dennis Roberts

Motion Approved 5-0

6. Announcements - Dr. Amber C. Gibbs, Superintendent & CEO

- A.
- Cuyahoga DD has partnered with the City of Cleveland and the North Union Farmers' Market to have a presence at the Downtown Cleveland Farmers' Market. For 6 weeks (September 1 - October 13), Cuyahoga DD will be at Mall C with information about our services.
 - Cuyahoga DD partnered with Arts Impact and SAW, Inc. on a large-scale art installation created by people with disabilities. Large colorful plexiglass tiles, each individually created by artists with disabilities, will be hung from the ceiling to create a collective, colorful installation signifying community, movement, inclusion and the power of collaboration. 55 individuals from 6 provider partner agencies contributed their talents to this piece, which was installed on September 18.
 - Also on September 18, Cuyahoga DD participated on a panel about building inclusive communities at the Division of Senior and Adult Services (DSAS) Summit. Melanie Rak moderated a panel that featured Board Member Sara Steimle, Good Life Ambassadors Jasmine Toney & Sophia Beohmerle, Community Development Specialist Laura Bellomy, and Stephanie Kesselem from the Cleveland Zoological Society.
 - On September 19, Cuyahoga DD was proud to partner with the County's Office of Emergency Management to have the Assistive Technology Vehicle at their National Preparedness Month event at the Parma-Snow Branch of the Cuyahoga County Public Library.
 - Last week was DSP Appreciation week, and on Monday, September 21, we

hosted a luncheon for exceptional DSPs that were chosen among many nominations from individuals and families served, provider agencies and Cuyahoga DD staff. This year's honorees included: Linda McGill (Clear Choice Assisted Living LLC), Santana Nelson (Rose-Mary), Lisa Profio (Achievement Centers for Children), Arline Santos (Almighty Transportation LLC) and Rachel Young (Clear Choice Assisted Living).

- On September 23, Cuyahoga DD was recognized by Engage!Cleveland as the Generation Next nonprofit company of the year. Generation NEXT Awards honors the companies, organizations, and individuals working diligently to attract, engage and retain up-and-coming talent to Cleveland. Winning companies and individuals are recognized for their efforts in helping transform the region into a premier community and making Cleveland a great place to live and work.

7. Discussion Topic

Support Administration, Youth and Transition - presented by Leah Dalton, Jackie Chapman, Stephanie Hayward, Kathy Kelly, Sue McHugh, Marie Velez, and Jenny Martin [Board Presentation 2026.pdf](#) 

8. Status Reports

9. New Business

A. Service Contract with Advanced Mechanical Contractors

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to approve the maintenance, inspection, and capital improvements by Advanced Mechanical Contractors for the period January 1, 2026, to December 31, 2026, for a sum not to exceed \$95,000 and,

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

Moved by: Steve Scheidt; seconded by: Sara Steimle

Aye: Allison Frazier, Alaina McCruel, Steve Scheidt, Sara Steimle, and Derek Topola

Not Present at Vote: Dennis Roberts

Motion Approved 5-0

B. Microsoft Service Agreement: Multi-year Renewal

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a contract with Dell, Inc., of Round Rock, Texas to renew Microsoft's Enterprise License Agreement. The agreement includes the use of Office 365 and supporting software for the period of October 1, 2026, to September 30, 2029, for an annual amount not to exceed \$310,000; and,

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

Moved by: Sara Steimle; seconded by: Alaina McCruel

Aye: Allison Frazier, Alaina McCruel, Steve Scheidt, Sara Steimle, and Derek Topola

Not Present at Vote: Dennis Roberts

Motion Approved 5-0

C. Dell Hyper-Converged Infrastructure (HCI) Server Equipment

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to enter into a contract with Dell, Inc., of Round Rock, Texas, to purchase a Hyper-Converged Infrastructure solution to replace aging equipment for an amount not to exceed \$390,000; and,
BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Moved by: Steve Scheidt; seconded by: Derek Topola

Aye: Allison Frazier, Alaina McCruel, Steve Scheidt, Sara Steimle, and Derek Topola

Not Present at Vote: Dennis Roberts

Motion Approved 5-0

D. GEM Service HVAC Projects

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities hereby approves and authorizes the Superintendent to pay GEM Service of the Rudolph Libbe Group, located at 4937 Mills Industrial Parkway, North Ridgeville, Ohio, for HVAC work at Michael A. Donzella, Big Creek, and Operations Building sites for an amount not to exceed \$283,488.00. The projects will include a new roof top unit, a new boiler, new chilled water pumps, and new pump controls for hot water: and,

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

Moved by: Sara Steimle; seconded by: Derek Topola

Aye: Allison Frazier, Alaina McCruel, Steve Scheidt, Sara Steimle, and Derek Topola

Not Present at Vote: Dennis Roberts

Motion Approved 5-0

E. Transfer of Funds from the Capital Reserve to the General Operating Funds

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby, and authorizes the Superintendent to transfer \$283,488.00 from the Capital Reserve Fund to the General Operating Fund to pay for HVAC improvements in calendar year 2026 at Michael A. Donzella, Big Creek, and Operations Building sites; and,
BE IT FURTHER RESOLVED, that the Superintendent is authorized hereby to take any and all actions necessary to carry out these transactions.

Moved by: Steve Scheidt; seconded by: Derek Topola

Aye: Allison Frazier, Alaina McCruel, Steve Scheidt, Sara Steimle, and Derek Topola

Not Present at Vote: Dennis Roberts

Motion Approved 5-0

F. Declaration of Surplus Property

RESOLVED, that the Cuyahoga County Board of Developmental Disabilities approves hereby and authorizes the Superintendent to declare items listed in the attached document 9.24.26 Surplus Property Memo, copies of which are made a part of the

permanent record of this meeting, surplus or obsolete equipment that is no longer needed for public use, and to discard said items in accordance with Ohio Revised Code Section 307.12 (E) (I); and,

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

[Surplus Property Memo 9.24.26.docx](#) 

Moved by: Allison Frazier; seconded by: Derek Topola

Aye: Allison Frazier, Alaina McCruel, Steve Scheidt, Sara Steimle, and Derek Topola

Not Present at Vote: Dennis Roberts

Motion Approved 5-0

10. Comments from the Floor

- Marlana Kendricks, a mother of an individual served by Cuyahoga DD, spoke to advocate for the importance of services and programs needed for her child.
- Larry Rodriguez, a member of our community, spoke on advocating for alternatives to clapping at Cuyahoga DD events in the future.

[Public Comment Policy](#) 

11. Adjournment

A. Adjourn Meeting

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

Time adjourned: 6:24 PM.

Moved by: Allison Frazier; seconded by: Steve Scheidt

Aye: Allison Frazier, Alaina McCruel, Steve Scheidt, Sara Steimle, and Derek Topola

Not Present at Vote: Dennis Roberts

Motion Approved 5-0

B. **Next Meeting** - October 22, 2026, Budget Hearing at 5:30 pm and regular meeting at 6:30 pm, at the 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.



President



Secretary



C U Y A H O G A C O U N T Y

Board of Developmental Disabilities

Regular Board Meeting September 24, 2026

M. A. Donzella Administration Building and via Zoom

Stephen Scheidt, Board President

Allison Frazier, Board Vice President

Sara Steimle, Board Secretary

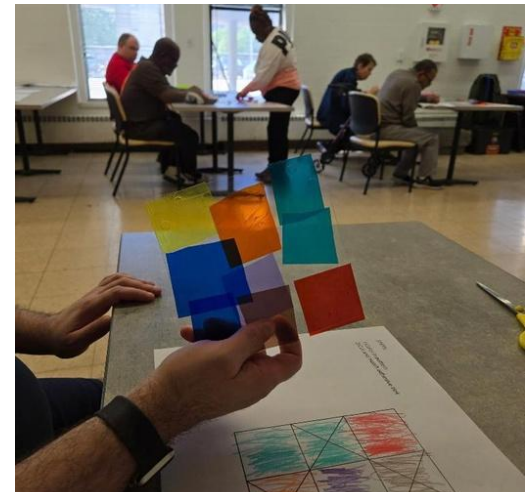
Board Members: **Alaina McCruel, Dennis Roberts, Derek Topola**

9.1-10.13.26 Cuyahoga DD at Downtown Cleveland Farmers' Market



CUYAHOGA COUNTY
Board of Developmental Disabilities

9.18.26 - Arts Imapct Installation

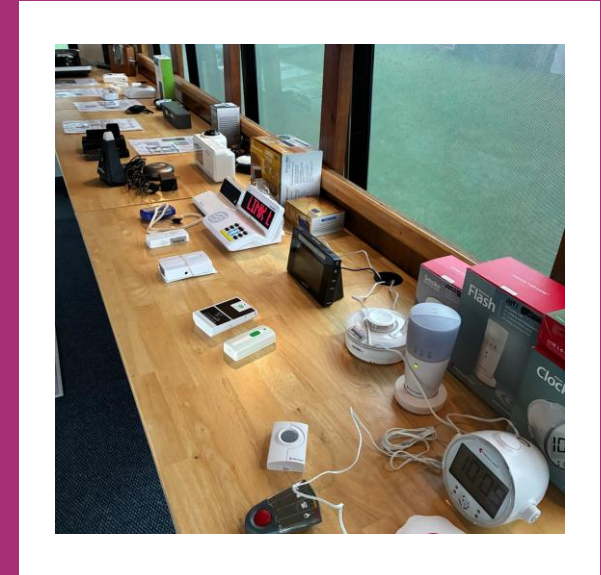


9.18.26 - Cuyahoga DD Presentation at DSAS Summit



CUYAHOGA COUNTY
Board of Developmental Disabilities

9.19.26 - Assistive Technology Vehicle at County Emergency Preparedness Event



9.21.26 - DSP Appreciation Luncheon



9.23.26

Engage!Cleveland Generation NEXT Award



CUYAHOGA COUNTY
Board of Developmental Disabilities





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

Support Administration, Youth and Transition

Leah Dalton

Jackie Chapman

Stephanie Hayward

Kathy Kelly

Sue McHugh

Marie Velez

Jennifer Martin

Supporting and empowering people with developmental disabilities
to live, learn, work and play in the community

Youth and Transition

SSA Manager

Leah Dalton

SSA Supervisors

Jackie Chapman,
Stephanie
Hayward, Kathy
Kelly, Sue McHugh

**Multi-System
Services
Administrator**

Marie Velez

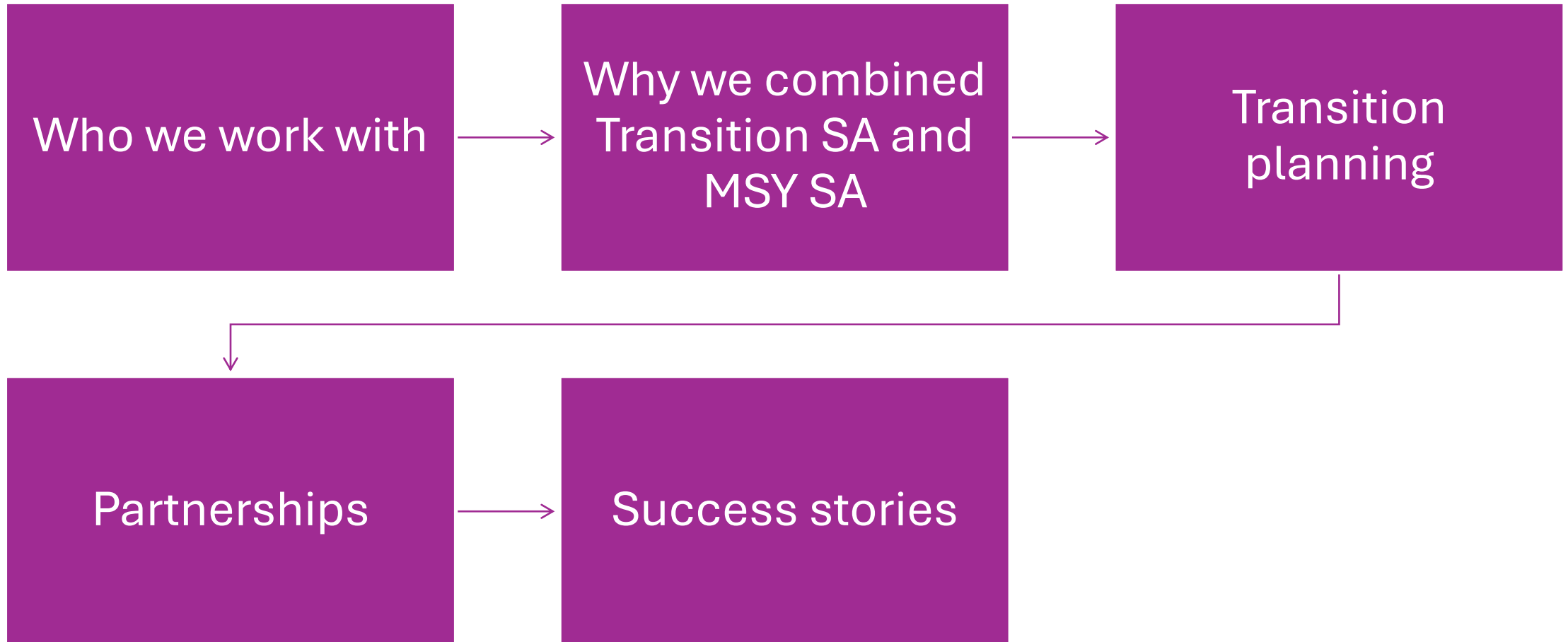
SA2

Stephen
Garvin

**Support
Administrators**



Agenda



Who We Work With

Kids 3 through graduation and their team

Multi-
system
planning
needs

Transition
planning
needs

Both multi-
system and
transition
planning



Where We Landed & Why

We recognized that we did not want youth to miss out on planning for their future and transition to adulthood

We wanted to be involved in planning with youth earlier, and with intention

We listened, and both Transition and MSY SA's were overwhelmed with the dynamics of the caseload

We landed at.....

Youth and Transition Support Administrators

- These SA's will work with children of all ages, 3 to graduation



School Planning

Ages 14-16 or Grades 9-10

14 & 15 year olds

- Begin assessments
- Connect with resources

16 year olds

- Eligibility redetermination
- Assign to Youth and Transition SA



Transition Planning

Junior Year

- Collaborate with Transition Coordinator
- OOD linkage
- IEP meeting
- Discovery
- Post-graduation goals

Senior Year

- Confirm/adjust transition plan and goals
- Active planning

Graduation

- Post Secondary Ed
- Jobs
- Voc Hab/ADS
- Community Integration



Collaborative Partners

Cuyahoga County
Alcohol, Drug
Addiction and Mental
Health Services Board

Cuyahoga County
Children and Family
Services

Juvenile
Justice/Diversion

Family and Children
First Council

OhioRISE Care
Coordination – Care
Management Entities
(CMEs)

Cuyahoga County
Board of
Developmental
Disabilities

Behavioral Health-
Mental Health and
Substance Use
Treatment

Education System

Hospitals, primary and
pediatric care, allied
health

Law Enforcement

Ohio Department of
Job and Family
Services (Medicaid and
other benefits)

State Crisis system-
Thrive, Crisis Text Line:
text “hope” to 741741

MRSS/Front Line

YOUTH
AND THEIR FAMILIES !



How We Support Youth & Families

- Team-based approach across agencies
- Shared planning and communication
- Coordinated services focused on family needs
- Person-centered support and problem solving



Multi System Service Administrator's Role

- Facilitate collaboration
- Connect teams and resources
- Support planning across systems



Internal Cuyahoga DD Staff

Eligibility

Family Supports

Ancillary Services



State/County Collaboratives

School
Collaboration

CCTC-Cuyahoga
County Transition
Collaborative

OACB

DODD

Wellness
Campus

NEO Transition
Expo



Success Stories



- Behavioral challenges
- Collaboration
- Positive outcomes



Key Takeaways



Early Transition Planning Matters

Collaboration is Critical for Success

Strong Partnerships Create Better
Outcomes





QUESTIONS



Comments from the Floor

