

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, November 27, 2023

PLACE: Service & Support Center, 610 Commercial Avenue SW, New Philadelphia, Ohio

TIME: 5:30 p.m.

CALL TO ORDER: President

1.1 ROLL CALL: Executive Administrative Director

	<u>Present</u>	<u>Absent</u>
Kathleen Arthurs	_____	_____
Lucinda Bihari	_____	_____
Julie Brinkman	_____	_____
Thomas Fantin	_____	_____
Andrea Legg	_____	_____
Donna Wayt	_____	_____
Ryan Yoss	_____	_____

1.2 REVIEW OF TuscBDD MISSION AND VISION

- **Mission Statement:** The Mission of the Tuscarawas County Board of Developmental Disabilities is to enhance the lives of individuals with disabilities through quality services and community partnerships.
- **Vision Statement:** The Vision of the Tuscarawas County Board of Developmental Disabilities is for a community that recognizes the importance and potential of all citizens.

1.3 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the October 23, 2023 Board meeting.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

2. Recommendation to adopt a motion to approve the minutes of the October 23, 2023 Ethics Committee meeting.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

II. FINANCIAL REPORT

1. Monthly Reconciliation

Recommendation to adopt a motion to approve the financial statement as presented.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

2. Recommendation to adopt a motion to approve salaries in the amount of \$242,092.64 and expenditures in the amount of \$2,601,992.69 for the month of October.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

III. COMMITTEE REPORTS

ETHICS COMMITTEE:

1. Presentation of Items Approved by the Ethics Committee

Recommendation to adopt a motion to approve the list of direct service payments as presented in accordance with standards in ORC §5126.033 as reviewed and approved by the Ethics Committee.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Annual Appropriation Resolution

Recommendation to adopt a motion to approve the following resolution as specified from the Tuscarawas County Auditor’s Office:

Be it resolved, by the Tuscarawas County Board of Developmental Disabilities, that to provide for the current expenses and other expenditures of the Board, during the fiscal year ending December 31, 2024, the following sums be set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as submitted.

A copy of the 2024 appropriations is located under the “New Business” tab in the Board book. The grand total for appropriations is \$15,921,742 which includes expenditures of \$11,710,404 and a reserve fund of \$4,211,338.

Motion: _____ Second: _____

Roll Call:	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

2. Supplemental Appropriations

Recommendation to adopt a motion to approve the following supplemental appropriations:

- **\$56,000.00 from S50-S40 Unappropriated Balance to S50-S32 Transfers**
- **\$57,000.00 from S50-S40 Unappropriated Balance to S50-S36 Medicaid Match**
- **\$10,303.84 from S52-S10 Unappropriated Balance to S52-S01 Title XX Transfers Out**

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

3. Transfer of Funds

Recommendation to adopt a motion to approve the following transfer of funds from the General Fund to the Family Support Services Fund:

- **\$5,000.00 from S50-S32 General Fund Transfers Out to N10-N06 Capital Improvement Transfers In**
- **\$1,000.00 from S50-S32 General Fund Transfers Out to U025-U09 Special Activities Transfers In**
- **\$100,000.00 from S50-S32 General Fund Transfers Out to U30-U02 Family Support Services Transfers In**
- **\$52,303.84 from S52-S01 Title XX Transfers Out to S50-S44 General Fund Transfers In**

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

4. 2024 Annual Waiver Plan

Recommendation to adopt a motion to approve the 2024 Annual Waiver Plan as submitted in

accordance with ORC §5126.054.

Motion: _____

Second: _____

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	_____	_____
Lucinda Bihari	_____	_____
Julie Brinkman	_____	_____
Thomas Fantin	_____	_____
Andrea Legg	_____	_____
Donna Wayt	_____	_____
Ryan Yoss	_____	_____

The President declares the motion _____.

5. Resolution to Amend Health Flexible Spending Account to Increase the Maximum Contribution Amount and the Maximum Carryover Amount

Recommendation to approve the following resolution:

WHEREAS, the Tuscarawas County Board of Developmental Disabilities (the “Employer”) previously adopted a Code Section 125 plan; and

WHEREAS, the Internal Revenue Service permits participants to contribute a maximum of \$3,200.00 annually to a Section 125 plan; and

WHEREAS, the Internal Revenue Service permits participants to carryover a maximum of \$640.00 annually to a Section 125 plan for the 2024 plan year into 2025; and

WHEREAS, effective January 1, 2024 the Employer desires to amend the Plan to permit participants to contribute up to the maximum amount of \$3,200.00 annually and to carryover up to the maximum amount of \$640.00 annually, as outlined in the amendments;

NOW, THEREFORE, BE IT RESOLVED that the Board has hereby reviewed the amendments and does hereby approve of the amendments to increase the maximum contribution to the limit of \$3,200.00 starting in the 2024 plan year and to increase the maximum carryover amount to the limit of \$640.00 for the 2024 plan year into 2025.

Motion: _____

Second: _____

Roll Call:	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	_____	_____
Lucinda Bihari	_____	_____
Julie Brinkman	_____	_____
Thomas Fantin	_____	_____
Andrea Legg	_____	_____
Donna Wayt	_____	_____
Ryan Yoss	_____	_____

The President declares the motion _____.

6. Disposal of Unneeded, Obsolete, or Unfit Equipment

Recommendation to adopt a motion to approve the disposal of unneeded, obsolete, or unfit equipment as permitted in accordance with ORC 307.12. A detailed listing of this equipment has been developed and will be submitted to the Tuscarawas County Commissioners for final approval.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

7. Summit Housing Development Corporation Contract

Recommendation to adopt a motion to approve the contract between the Tuscarawas County Board of DD and Summit Housing Development Corporation per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor’s Office.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

8. Provider Support Program 2024 Initiatives

Recommendation to adopt a motion to approve the Provider Support Program Initiatives for 2024 as reviewed and approved by Attorney Stephen Postalakis.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	_____	_____

Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

9. Board Policy Revision

Recommendation to adopt a motion to approve the revision to the following Board policy as presented:

- **1.1 Philosophical Foundation**

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

10. Personnel Policy Revision

Recommendation to adopt a motion to approve the revisions to the following Personnel Policy as presented:

- **1.1 Introduction**

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

11. 2024-2026 Strategic Plan

Recommendation to adopt a motion to approve the 2024-2026 Strategic Plan as presented.

Motion: _____

Second: _____

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	_____	_____
Lucinda Bihari	_____	_____
Julie Brinkman	_____	_____
Thomas Fantin	_____	_____
Andrea Legg	_____	_____
Donna Wayt	_____	_____
Ryan Yoss	_____	_____

The President declares the motion _____.

12. Addition of Classroom Assistant Position to Table of Organization

Recommendation to adopt a motion to approve the addition of one Classroom Assistant position to the table of organization and authorize the Superintendent to post and fill the position.

Motion: _____

Second: _____

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	_____	_____
Lucinda Bihari	_____	_____
Julie Brinkman	_____	_____
Thomas Fantin	_____	_____
Andrea Legg	_____	_____
Donna Wayt	_____	_____
Ryan Yoss	_____	_____

The President declares the motion _____.

13. American Rescue Plan Act (ARPA) Funding

Recommendation to adopt a motion to authorize the Superintendent to apply to the Ohio Department of Developmental Disabilities for the ARPA funding for local Home and Community Based Services (HCBS) projects.

Motion: _____

Second: _____

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	_____	_____
Lucinda Bihari	_____	_____
Julie Brinkman	_____	_____
Thomas Fantin	_____	_____
Andrea Legg	_____	_____
Donna Wayt	_____	_____
Ryan Yoss	_____	_____

The President declares the motion _____.

14. Board Nominating Committee for 2024 Slate of Officers and Committee Assignments

Recommendation to adopt a motion to appoint the following members to serve on the Board Nominating Committee to develop the 2024 slate of officers and list of committee assignments to be adopted at the January organizational meeting.

A copy of the 2023 slate of officers and committee assignments has been included in the Board books.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

15. Merakey Allos, Inc. Contract

Recommendation to adopt a motion to approve the contract between the Tuscarawas County Board of DD and Merakey Allos, Inc. for therapeutic respite services per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor’s Office.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

VI. PERSONNEL

1. Personnel Actions:

- a. Lisa Keith – new hire – Substitute Classroom Assistant, effective November 6, 2023
- b. Felisha Varns – new hire – Classroom Assistant, effective November 15, 2023
- c. Brooke McCune – new hire – Classroom Assistant , effective December 4, 2023
- d. Amanda Jackson – withdrew her acceptance of the Service and Support Administrator position
- e. Bonnie Hastedt – change in status – Full-Time Classroom Assistant to Substitute Classroom Assistant, effective November 6, 2023

VII. REPORTS OF THE SUPERINTENDENT

- 1. Ohio Department of Developmental Disabilities Pipeline Newsletters – These can be accessed online at <http://dodd.ohio.gov/pipeline/Pages/Pipeline-Quarterly.aspx> (*Copies are also available upon request.*)
- 2. State Issues
- 3. Local Issues

VIII. MISCELLANEOUS

- 1. Recognition/Good News
 - Recognition of Kayla Harrold and Cathy Ferguson, Service and Support Administrators
- 2. Major Unusual Incident (MUI) Report
- 3. Newspaper Articles

IX. PUBLIC PARTICIPATION

X. EXECUTIVE SESSION

- 1. Recommendation and motion to enter into and conduct an executive session in accordance with Revised Code 121.22(G) for the purpose of consideration of the following matters: the discipline of a public employee. A majority of the quorum of the Board determined by roll call vote is required to hold an executive session. A roll call vote will be taken.

Motion: _____ Second: _____

Roll Call:	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	_____	_____
Lucinda Bihari	_____	_____
Julie Brinkman	_____	_____
Thomas Fantin	_____	_____
Andrea Legg	_____	_____

Donna Wayt _____
Ryan Yoss _____ The President declares the motion _____.

Time in: _____ p.m.

2. Recommendation and motion to adjourn executive session and return to the open meeting. A roll call vote will be taken.

Motion: _____ Second: _____

Roll Call:	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

Time out: _____ p.m.

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	_____	_____	
Lucinda Bihari	_____	_____	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

Time: _____ p.m.