

## TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**DATE:** Regular Meeting, Monday, March 18, 2019

**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 Assistant Lisa Sidoti

	<u>Present</u>	<u>Absent</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

**1.2 PLEDGE OF ALLEGIANCE**

**1.3 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.

**1.4 EXECUTIVE DEVELOPMENT PROGRAM UPDATE by: Ray Snyder**

Ray Snyder, Service and Support Administrator, recently completed his participation in the Executive Development Program and shared his experience with the Board. The program held eight, two-day sessions throughout 2018 which ended in the month of December. The program began in January with an intro session that focused on Good Life principles and activities to help each participant better understand their strengths/weaknesses and work style in order to become better leaders. Ray highlighted the various topics that were covered during each session some of which included information on service delivery in Ohio, managing conflict, remaining person centered while adhering to Medicaid rules, legal environment of public administration, assisted decision making versus guardianship, partner agencies, finance management, human resources, information technology, and remote supports. Ray shared that his favorite sessions consisted of the following topics: A session with Dr. Roger Hall where participants received Dr. Hall's workbook titled *Expedition* and learned that great leaders work to develop themselves and not just their skills; dealing with crisis and the media which consisted of training from The Impact Group on the "Safety Sandwich" where participants learned to stress that "the health, safety, and wellness of those we serve is our primary mission"; exploring flaws in traditional leadership trainings to learn that building relationships is what leads to organizational success; and lastly a session with current Superintendents who shared on "what I wish people would have told me" followed by Harvey Alston, a motivational speaker who shared about improving yourself and your life. Ray thanked the Board for the opportunity to participate.

**1.5 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

- Executive Session was moved from item 1.5 on the agenda to the end of the meeting and renumbered to section XI. All remaining sections were renumbered accordingly.

**I. APPROVAL OF MINUTES**

1. Recommendation to adopt a motion to approve the minutes of the February 25, 2019 Board meeting.

Motion: **Thomas Fantin**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve the minutes of the February 25, 2019 Ethics Committee meeting.

Motion: **Donna Wayt**

Second: **Andrea Legg**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

**II. FINANCIAL REPORT**

**1. Monthly Reconciliation**

*The financial report for February was provided for review. The noteworthy items were highlighted in the report. At the meeting, Mark Schott explained that there was a net loss of nearly one million dollars to the general fund in the month of February. This was due to receiving very little revenue in February while paying out over a million dollars in expenses since almost no bills were paid in January; however, levy revenue will be received during the month of March. We continue to operate under the assumption that the 2022 levy will simply be able to be a renewal without the need to request additional money. Comments or questions were welcomed from the Board members on the information contained in the report.*

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

Motion: **Julie Brinkman**

Second: **Donna Wayt**

	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	x		
Thomas Fantin	x		
Robert Glasgow	x		
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	x		The President declares the motion <b>carried</b> .

2. Recommendation to adopt a motion to approve salaries in the amount of \$185,293.85 and expenditures in the amount of \$995,544.19 for the month of February.

Motion: **Robert Glasgow**

Second: **Thomas Fantin**

	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	x		
Thomas Fantin	x		
Robert Glasgow	x		
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	x		The President declares the motion <b>carried</b> .

### III. COMMITTEE REPORTS

### IV. OLD BUSINESS BEFORE THE BOARD

### V. NEW BUSINESS BEFORE THE BOARD

#### 1. 2019-2020 Calendars of Operation

Recommendation to approve the 2019-2020 Twelve-Month Employee, Starlight School, and Starlight Preschool Calendars of Operation as submitted.

Motion: **Donna Wayt**

Second: **Andrea Legg**

	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	x		
Thomas Fantin	x		
Robert Glasgow	x		
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	x		The President declares the motion <b>carried</b> .

#### 2. Request for Proposal (RFP) for Staffing of Crisis Stabilization Home

*Nate Kamban shared that we were approved to receive community assistance funds from the state to pay for the purchase of a home to use for crisis stabilization. The funds we receive would then be transferred*

to a housing corporation in order for the home to be purchased. Our goal is to work with SEI who would own the home as the non-profit housing corporation. This request for proposal is necessary in order to find a provider who is able to offer the type of services needed for this home. Proposals are due back to us by May 1, 2019. Several other counties were interested in partnering with us on this home; however, they are hesitant until we gather information from providers on the cost to staff the home. It may be difficult to establish a rate since the occupants of the home will fluctuate. Nate added that some adults entering the home would have a waiver, which would help cover the cost of their stay. Once a provider is selected, a contract with that provider will be brought to the Board for approval. Plans are being made to visit crisis stabilization home in operation in St. Clairsville.

Recommendation to adopt a motion to approve the RFP that will be submitted to providers for staffing of a crisis stabilization home in Tuscarawas County for adults with developmental disabilities and intensive needs.

Motion: Julie Brinkman

Second: Donna Wayt

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion carried.

### 3. Supplemental Appropriation

*There have been numerous bus repairs in 2019 as well as building and HVAC repairs. This supplemental appropriation is necessary in order to accommodate repairs that will be needed for the remainder of the year.*

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

- **\$15,000 from S50-S40 Unappropriated Balance to S50-S21 Repairs**

Motion: Ryan Yoss

Second: Julie Brinkman

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion carried.

### 4. Camera System Upgrade

*Drew Litty explained that currently there are multiple camera systems at the school which are both digital and analog. These systems are not reliable and do not work well together. As we move to the new model for Starlight School, it is necessary to move to one digital camera system with microphones.*

*This new system will be much easier to use and will record automatically with sound. A suggestion was made to look into developing a policy on whether or not it is permissible to view the recordings and how requests are made. It was also suggested to use the recordings to reinforce when things go well for training purposes. Drew explained that there will be four classroom cameras that will operate on a separate part of the system that is integrated into the overall system. This is necessary since the classroom cameras will not be accessible via the network for security reasons and can only be viewed while at the school.*

Recommendation to adopt a motion to accept the quote from Zadar Technology, Inc. for the camera system upgrade for the Starlight School redesign for a total price of \$18,962.10 as submitted.

Motion: **Ryan Yoss**

Second: **Andrea Legg**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

#### **5. Security Door Project**

*Drew Litty explained that this project involves the installation of two doors at Starlight School that will be connected into the job system in order to secure both areas of the building. Gor-Con will be the lead contractor and will be subcontracting with Wood Electric and Midland Brightwood for specific portions of the project. Drew requested quotes from other contractors for comparison, but none were received. We have worked with Gor-Con on other projects in the past, and they have done an excellent job.*

Recommendation to adopt a motion to accept the quote from GorCon for labor, equipment, and materials to complete the security door project at Starlight School for a total price of \$29,190.00 as submitted.

Motion: **Thomas Fantin**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

#### **6. Donations**

Recommendation to adopt a motion to accept the following donation, to deposit it in the County Treasury under U025 and to utilize it for its specific purpose as designated by the

donor:

- \$261.48 from Chipotle Restaurant Dine to Donate Fundraiser to Starlight School for the PBIS program.

Motion: **Donna Wayt**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

## VI. PERSONNEL

### 1. New Hires/Resignations/Retirements:

- a. Mitch Valentine - resignation - Service and Support Administrator, effective March 1, 2019

## VII. PROGRAM REPORTS

## VIII. 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. **Additional Miscellaneous Information**
  - Nate Kamban shared that DODD is in the process of completing training material for county boards to use to conduct the required Board member training on the newly revised UI/MUI rule. This rule revision now specifies that Board members are considered mandated reporters and are required to be trained on this topic on an annual basis. Once this training material is available, an inservice will be scheduled with the Board members.
  - The new administration at the state level has a major focus on multi-system youth. Nate shared that the Governor put \$25 million into the budget for this purpose. Jeff Davis, Director of DODD, is excited about what is being done here in Tuscarawas County to serve multi-system youth, and he has made plans to meet with Nate in the near future to learn more. Our goal is to see this model replicated across the state and to develop a system that supports families coming to us earlier in the process rather than waiting until they are at the breaking point. Nate would like to see how we could continue the coaching model that is provided through Early Intervention beyond the age of three for continued behavior support for families.
  - We continue to move forward with the re-design of Starlight School. Nate Kamban and Holly Lawver will be reaching out to public school districts in next few weeks to gather additional information in regards to the need for a medically fragile classroom. In the initial discussions that have taken place, public schools and our staff both liked the idea of having one classroom for medically fragile students that would most likely be a primer class with an age span of K-3. Additional data is needed from districts to

determine if the need is great enough to bring on another teacher. An open house has been scheduled for April 10<sup>th</sup> from 11:00 a.m. to 1:00 p.m. for Special Ed Directors so they can meet our staff and see the building.

- The master housing agreement with SEI is up for renewal at next month's Board meeting. Discussions have taken place with SEI in regards to what they are looking for in an agreement to include vacancy payments and a flat fee per month. The current agreement does not provide the housing authority any funding from the county board. Agreements that other county boards have with their housing authority were reviewed, and we found some that provide no support while others provide various levels of funding. Our goal has been to provide some financial support to SEI for these homes which is why we developed the addendum last year to include \$12,000 in vacancy payments and \$12,000 for maintenance; however, SEI chose to not sign the addendum at that time. The Board was supportive of offering vacancy payments and maintenance with limits in place as long as the Board has access to homes as needed. They also felt that the crisis stabilization home should be a separate addendum from the master housing agreement since there will be unique expenses to this home due to the nature of this project and the possibility for increased property damage.
- Nate shared that we are considering a maintenance intern position which would be filled through Mancan from May 1<sup>st</sup> through August 31<sup>st</sup>. This would provide an opportunity for 16 hours per week of help with maintenance tasks during the summer months, but would not be a position on our table of organization. The Board was supportive of this idea.

**IX. MISCELLANEOUS**

1. Major Unusual Incident (MUI) Report
2. Newspaper Articles

**X. PUBLIC PARTICIPATION**

**XI. 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 matter: Preparing for negotiations. 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: **Robert Glasgow**

Second: **Ryan Yoss**

**Roll Call:**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time in: **6:19 p.m.**

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

Motion: **Thomas Fantin**

Second: **Ryan Yoss**

<b>Roll Call:</b>	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time out: **6:38** p.m.

## XII. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Robert Glasgow**

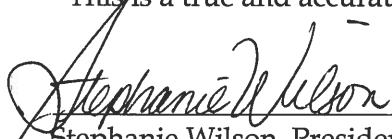
Second: **Donna Wayt**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time: **6:39** p.m.

"This is a true and accurate record of the meeting of March 18, 2019."

  
Stephanie Wilson, President

  
Ryan Yoss, Recording Secretary

This is not a verbatim transcript of the March 18, 2019 Board meeting.

2019-0318 minutes