

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, October 21, 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:

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

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 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

1.5 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:
The employment and compensation of public employees. 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>	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
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>	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

Time out: _____ p.m.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the September 16, 2019 Board meeting.

Motion: _____ Second: _____

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

2. Recommendation to adopt a motion to approve the minutes of the October 2, 2019 Finance Committee meeting.

Motion: _____ Second: _____

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

2. Recommendation to adopt a motion to approve salaries in the amount of \$190,461.40 and expenditures in the amount of \$244,726.53 for the month of September.

Motion: _____ Second: _____

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

III. COMMITTEE REPORTS

FINANCE COMMITTEE:

1. 2020 Proposed Budget

The Finance Committee met on October 2, 2019 to review the budget and make their official recommendation to the Board. A copy of the proposed 2020 budget is included in the Board book for review.

Recommendation to adopt a motion to approve the proposed budget for 2020 as recommended by the Finance Committee.

Motion: _____ Second: _____

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

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Personnel Policy Revisions

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

- 4.6 Expense Reimbursement
- 6.22 Internet, Technology, and Email

Motion: _____ Second: _____

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

2. Position Abolishment and Table of Organization Revision

Recommendation to adopt a motion to approve the abolishment of the Administrative Assistant Facilities/Business Office position from the table of organization which includes moving the existing Administrative Assistant Facilities/Business Office into the vacant Administrative Assistant Business Office position.

Motion: _____ Second: _____

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

3. Position Description Revisions

Recommendation to adopt a motion to approve the revisions to the following position descriptions as presented:

- **Administrative Assistant Business Office**
- **Behavior Support Specialist** (formerly titled Behavior Support Specialist/RBT)

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	_____	_____

Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

4. Addition of Behavior Support Specialist Position to Table of Organization

Recommendation to adopt a motion to approve the addition of one Behavior Support Specialist position to the table of organization and authorize the Superintendent to post and fill the position.

Motion: _____ Second: _____

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

5. Substitute Employee Rates

Recommendation to adopt a motion to approve the revision to the proposed list of substitute employee rates to include the addition of a rate for long-term substitute teachers, retroactive to August 21, 2019.

Motion: _____ Second: _____

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

6. Transfer of Funds

Recommendation to adopt a motion to approve the following fund transfers:

- **\$35,000.00 from S50-S32 Transfers to U30-U02 Transfer In From the General Fund**

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	_____	_____

Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

7. Supplemental Appropriation

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

- ***\$6,000.00 from S50-S40 Unappropriated Balance to S50-S30 Unemployment Compensation***

Motion: _____ Second: _____

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

8. 2020 Vacation Conversion Plan

Recommendation to adopt a motion to approve the 2020 Vacation Conversion Plan as presented for January 1, 2020 through December 31, 2020.

Motion: _____ Second: _____

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

9. Allocation of Funds for the Nonfederal Share of Medicaid Services

Recommendation to adopt a motion to approve the following resolution:

The Tuscarawas County Board of Developmental Disabilities (TuscBDD) shall in its calendar year 2020 budget, allocate the sum of \$2,065,147 to be used to pay the nonfederal share of the Medicaid Home and Community Based Services (Level One, Individual Options, and SELF waivers) and Case Management services provided to individuals who the TuscBDD determines under section 5126.041 of the Ohio Revised Code are eligible for TuscBDD services.

The Board will make additional funds available if needed to assure that these services will be available in a manner that conforms to all applicable state and federal laws. The payment of the nonfederal share represents an ongoing financial commitment for such services of the TuscBDD.

Motion: _____ Second: _____

Roll Call:	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

10. Resolution for Disposal of Unneeded, Obsolete, or Unfit Equipment

Recommendation to adopt a motion to approve the following resolution:
 The Tuscarawas County Board of Developmental Disabilities hereby agrees to dispose of unneeded, obsolete, or unfit equipment. The list of items for disposal will be submitted to the Tuscarawas County Commissioners for final approval. Usable items will then be disposed of by posting them for sale on the internet auction website GovDeals.com or donating them to another public entity. Items in poor condition will be scrapped.

Motion: _____ Second: _____

Roll Call:	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

11. Agreement for Youth Respite Services

Recommendation to adopt a motion to approve the agreement between TuscBDD, Carroll County Board of DD, and Alco Services, LLC to continue the intensive, therapeutic respite program, previously funded by the Ohio Department of Developmental Disabilities respite grant, for youth with intensive needs per the terms and conditions of the agreement as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	_____	_____
Thomas Fantin	_____	_____

Robert Glasgow	_____	_____	
Andrea Legg	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____

12. Ohio Association of County Boards (OACB) Delegate Assembly

Recommendation to adopt a motion to approve the following nomination as the delegate from Tuscarawas County for the OACB Delegate Assembly on December 4, 2019 at 6:00 pm:

Delegate: _____

Alternate: _____

Motion: _____ Second: _____

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

13. Donations

Recommendation to adopt a motion to accept the following donation, to deposit it in the County Treasury under U25 or S50, as appropriate, and to utilize it for its specific purpose as designated by the donor:

- \$1,004.40 from the Ohio State Council Knights of Columbus Council # 576 to TuscBDD.

Motion: _____ Second: _____

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

VI. PERSONNEL

1. New Hires/Resignations/Retirements:

- Ashley Ellert - resignation - Early Intervention Developmental Specialist, effective September 10, 2019

- b. Tammara Smith – change in status – Substitute Classroom Assistant to Full Time Classroom Assistant, effective October 7, 2019
- c. Jeniece Schering – new hire – Behavior Support Specialist, effective October 21, 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

IX. MISCELLANEOUS

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

X. PUBLIC PARTICIPATION

XI. ADJOURNMENT

- 1. Adopt a motion to adjourn.

Motion: _____

Second: _____

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

The President declares the motion _____.

Time: _____ p.m.

2019-1021 agenda