

## TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**DATE:** Regular Meeting, Monday, March 30, 2020 (Rescheduled from March 16, 2020)

**PLACE:** Via Zoom Video/Phone Conference

*Public access to meeting is granted by phone. Call 1-646-558-8656, follow prompts to enter meeting ID 798439555 and password 448839.*

**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 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

- The original agenda for March 16, 2020 has been replaced with this agenda for March 30, 2020 to handle regular business items and necessary action related to COVID-19.
- Motion 2 has been added to New Business.

**I. APPROVAL OF MINUTES**

1. Recommendation to adopt a motion to approve the minutes of the February 24, 2020 Board meeting.

Motion: **Andrea Legg**

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 **carried**.

2. Recommendation to adopt a motion to approve the minutes of the February 24, 2020 Ethics Committee meeting.

Motion: **Donna Wayt**

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**.

## 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 noted that \$573,000 was transferred back to TuscBDD's general fund from the MEORC investment fund in February which was reflected as revenue. Labor costs accounted for 55% of the total expenditures for the month of February. Other significant expenditures in February were for contract services, provider services for persons without waivers, and developmental center invoices. Without the transfer from MEORC, there was a net loss in the month of February of \$266,000. 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 **carried**.

2. Recommendation to adopt a motion to approve salaries in the amount of \$195,047.12 and expenditures in the amount of \$228,547.95 for the month of February.

Motion: **Andrea Legg**

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**.

**III. COMMITTEE REPORTS**

**IV. OLD BUSINESS BEFORE THE BOARD**

**V. NEW BUSINESS BEFORE THE BOARD**

**1. COVID-19 State of Emergency Resolution**

Whereas, on March 9, 2020, Governor DeWine declared a State of Emergency in Executive Order 2020-01D; and

Whereas, on March 11, 2020, the head of the World Health Organization declared COVID-19 a pandemic; and

Whereas, on March 12, 2020, Governor DeWine announced that all K-12 schools in Ohio will be closed for a period of three weeks, from March 17, 2020, through April 3, 2020, and closure is expected to extend beyond that date; and

Whereas, the Board has adopted Policy 1.3 Board Operations which authorizes approval of certain contracts and purchases;

NOW BE IT THEREFORE RESOLVED that the Tuscarawas County Board of Developmental Disabilities declares an emergency; and

BE IT FURTHER RESOLVED that the limitations on Superintendent authority to make purchases under Policy 1.3 Board Operations are temporarily suspended for the duration of the State of Emergency and school closure, and the Superintendent, and his designees, are authorized to take emergency measures, make decisions using their best judgment in these unique circumstances, and to expend funds for products and services needed to respond to this emergency and to ensure the health and well-being of individuals with developmental disabilities in Tuscarawas County.

Motion: **Robert Glasgow**

Second: **Donna Wayt**

<b>Roll call:</b>	<b><u>Yea</u></b>	<b><u>Nay</u></b>
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. 2020 Revised Board Meeting Schedule**

Recommendation to adopt a motion to set the following revised dates, time and location for all regularly scheduled Board meetings for the remainder of 2020.

Dates: April 27, May 26, June 22, August 24, September 28, October 26, and November 23

Time: 5:30 p.m.

Location: Service and Support Center  
610 Commercial Avenue SW  
New Philadelphia, Ohio

*Or*

Via Zoom Video/Phone Conference\*

\*Only permitted during COVID-19 state of emergency.

Motion: **Thomas Fantin**

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> .

**VI. PERSONNEL**

**1. Personnel Actions:**

- a. Mark Cropper – layoff – Store Attendant, effective March 2, 2020
- b. Theresa Stein – layoff – Store Attendant, effective March 2, 2020

**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. Additional Miscellaneous Information**

- Nate Kamban expressed his thanks to the Board for their support during this time.

The passage of the COVID-19 state of emergency resolution provides the flexibility that is needed to move quickly to make the necessary decisions to support individuals and providers as we navigate through this current state of emergency.

- TuscBDD was one of the first counties in our region to transition to work from home. The Service and Support Administrators, Early Intervention Developmental Specialists, Behavior Support Specialists, and Teachers are making it a priority to touch base once per week with all families. There are currently no unmet needs. We are hearing a lot of positive feedback from providers as many of them have made the transition from large group settings to in-home services. There are some behavioral issues with kids as they remain at home for extended periods of time, but our behavioral staff are offering assistance and support remotely. There have been discussions about whether or not to consider layoffs/unemployment; however, staff have been able to remain engaged as they work from home and remain on-call. Discussions have taken place with our legal counsel regarding our current plan to keep employees engaged while they work from home rather than consider layoffs, and legal counsel highly recommended that we continue with that plan as long as possible. There are a few select positions that may become more difficult to keep engaged from home, but we are looking into trainings and other tasks with a goal to keep staff fully utilized so all TuscBDD employees can be retained through this state of emergency. Employees report to their supervisor weekly on their hours of work and current activities.
- Today, the Governor has extended the school closure in Ohio through May 1<sup>st</sup>, and an announcement will be made to all families and TuscBDD staff that we will continue educating students remotely and working from home through that date.
- TuscBDD holds meetings with our provider community twice per week as we continue to deepen our collaborative efforts to best meet the needs of individuals in Tuscarawas County. We continue to explore how the county board can support the local providers through this difficult time. The big concern has been the potential for the lack of direct support professionals willing to go into homes to provide services, but that has currently not been the case. TuscBDD has developed a list of providers who are willing to share staff among other provider agencies should a staffing shortage become a reality as cases of the virus continue to rise. The state and county boards have been working together to develop a plan to support providers who have made it a priority to continue to provide HPC/Ohio Shared Living services during this critical time. Many adult day service providers are struggling as their fixed costs have remained the same, while they are no longer able to serve people in day setting environments leading to the inability to generate revenue from billing for those services. While we work collaboratively with the state on their plan to support providers, TuscBDD has also been working on a plan to support providers above what the state develops. Some of the support that has been offered so far consists of the offer to providers for TuscBDD to reimburse them for the annual cost of Zoom conferencing so providers can meet with their employees and individuals/families through the use of video and phone conference services. We have also provided some basic, remote IT support by making Keith Stoneman available to providers, and have

repurposed the community integration portion of the provider support budget which amounts to \$1,000 per agency provider to help cover the cost of immediate needs. We are in the process of reviewing other support that has been offered in some counties in regards to covering a portion of fixed costs for certain expenditures to those providers who continue to have staff providing HPC/Ohio Shared Living services and continue to follow those conversations at the state level. Our goal for Tuscarawas County is to have our providers in tact once we return to normal operations so that the individuals we support continue to have a solid provider community.

- Nate shared the following additional highlights from across the agency which include: Starlight School staff continues to work to develop curriculum to be completed remotely, a weekly Zoom lunch meeting has been created as a way for employees to have a time to socialize and stay connected, and several support groups have been launched through TuscBDD’s Facebook page for individuals to stay connected, including several online opportunities with the FANS Network such as an online book club or game night.
- Nate also shared the that TuscBDD is currently considering how Starlight School could be used as a site during an extreme emergency for a group of individuals served by this agency who end up in need of an alternative place to go other than their existing residential location. We are researching the possibility of utilizing the school gym since there is a kitchen onsite and shower/bathroom facilities.

**VIII. MISCELLANEOUS**

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

**IX. PUBLIC PARTICIPATION**

**X. ADJOURNMENT**

1. Adopt a motion to adjourn.

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**.

Time: **5:56** p.m.

“This is a true and accurate record of the meeting of March 30, 2020.”

*Minutes were Board-approved at the April 27, 2020 Board meeting. Signatures will be obtained when in-person Board meetings resume.*

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Stephanie Wilson, President

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Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the March 30, 2020 Board meeting.

2020-0330 minutes