

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Tuesday, May 26, 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 83281216583 and password 997313.

TIME: 5:36 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 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

1.4 EXECUTIVE SESSION

1. Recommendation and motion to enter into and conduct an executive session in accordance with Revised Code 121.22(G)(1) for the purpose of consideration of the following matter: The employment and compensation 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: **Julie Brinkman**

Second: **Donna Wayt**

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: **5:41** p.m.

**Robert Glasgow left executive session at 6:10 p.m. for personal business and did not return.*

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

Motion: **Ryan Yoss**

Second: **Thomas Fantin**

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

The President declares the motion **carried**.

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

3. Recommendation and motion to enter into and conduct an executive session in accordance with Revised Code 121.22(G)(4) for the purpose of consideration of the following matter: reviewing negotiations or bargaining sessions with public employees concerning terms and conditions of their employment. 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: **Julie Brinkman**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

Time in: **6:20** p.m.

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

Motion: **Ryan Yoss**

Second: **Thomas Fantin**

Roll Call:

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

The President declares the motion **carried**.

Time out: **6:30** p.m.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the April 27, 2020 Board meeting.

Motion: **Andrea Legg**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
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 May 11, 2020 special Board meeting.

Motion: **Donna Wayt**

Second: **Thomas Fantin**

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

The President declares the motion **carried**.

3. Recommendation to adopt a motion to approve the minutes of the May 18, 2020 special

Board meeting.

Motion: **Ryan Yoss**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
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 April was provided for review. The noteworthy items were highlighted in the report. At the meeting, Mark Schott noted that the amount of revenue received during the month of April was the least amount of revenue received in a month since February 2007. The low revenue combined with a three-pay month resulted in a significant net loss for the month; however, there is still a net gain for the year due to the levy revenue received in March. Nate Kamban shared that county boards continue to wait on DODD to learn more about anticipated cuts to our system. We have been assured that it will not involve cuts to waivers or cuts in services to persons with developmental disabilities. 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: **Thomas Fantin**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
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 \$329,674.46 and expenditures in the amount of \$717,744.01 for the month of April.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

III. **COMMITTEE REPORTS**

IV. **OLD BUSINESS BEFORE THE BOARD**

V. **NEW BUSINESS BEFORE THE BOARD**

1. **Supplemental Appropriation**

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

- ***\$200,000 from S50-S40 Unappropriated Balance to S50-S46 Developmental Center Invoices***

Motion: **Ryan Yoss**

Second: **Donna Wayt**

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

2. **2020-2021 Coursework Reimbursement Allocation**

Nate Kamban explained that this opportunity has been used on a very minimal basis in the three years it has been offered; however, it continues to be a good perk for employees to have available to them if needed.

Recommendation to adopt a motion to budget the amount of \$20,000 for the coursework reimbursement program in accordance with Personnel Policy 3.4 for the July 2020 through June 2021 program year.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

Thomas Fantin	x
Robert Glasgow	absent
Andrea Legg	x
Donna Wayt	x
Stephanie Wilson	x
Ryan Yoss	x

The President declares the motion **carried**.

3. Janitorial Services Agreement

It is no longer necessary to put this out for competitive bid due to the fact that it now falls below the competitive bidding threshold. The only buildings included in the janitorial services agreement are the Service and Support Center and the Starlight School. The janitorial services for the TuscBDD Workshop are handled by the providers who rent space in that building as a part of a work training program. There was a 4% increase in the cost of these services over last year's rate.

Recommendation to adopt a motion to approve the agreement for janitorial services between the Tuscarawas County Board of DD and Advocates For Success, LLC per the terms and conditions of the agreement as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

Motion: **Andrea Legg**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

4. Strategic Plan Update – 2019 (Discussion Only)

The Community Report to highlight the accomplishments of the TuscBDD Vision 2020 Strategic Plan for calendar year 2019 was presented to the Board for review. Kerri Silverthorn provided an overview of the plan starting with a review of the three main goals. The report contained information on the number of adults and children served in various categories as well as a chart showing the drastic growth in Medicaid waivers since 2008. An overview was then provided outlining the accomplishments in 2019 for each specific vision based on feedback from each director/department. The Board members were the first group to receive this information. It will now be shared with TuscBDD employees and then the general public.

VI. PERSONNEL

1. **Personnel Actions:**

- a. Rachael Litty – resignation – Teacher, effective August 10, 2020

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 reported that a few families have begun to struggle as they continue to work through the reality of COVID-19 and its impact on structure and routine for those who need it most. Nate expressed how thankful he was for the respite grant and the fact that additional services and supports have been developed in our community. Without these local options, these situations could have resulted in out-of-county placements.
- TuscBDD completed our first employee engagement survey earlier this year. The results were summarized in a report, and Nate Kamban was pleased to share that the results reflected that TuscBDD received higher scores than the benchmark data on 35 of the 40 questions. The benchmark data is the average scores from thousands of similar organizations. The data reflected strengths in the area of workplace culture, opportunities for development/staff training, and benefits package, just to name a few. An improvement opportunity was noted in the area of relationship management specifically in regards to communication between senior leaders and staff which we will prioritize in order to be more intentional in this area going forward. Progress was made in this area recently through a communication opportunity that was developed known as *Stall Talk* and the post-Board meeting emails sent to update all employees on actions taken by the Board. Although this is a vulnerable process, Nate was thankful for this survey opportunity and looks forward to continuing this process and then being able to compare future data in the years ahead.
- Nate shared that there is a discussion at the state level on the topic of reducing the required 6 feet of social distancing down to 3 feet for those we serve just for the time they are transported. Some feel strongly that this should happen; however, Nate expressed concern about the idea of promoting this change to have a different standard for some of the most vulnerable individuals.
- TuscBDD's team continues to work on plans to bring staff back into the buildings in a safe manner. The guidance from the Governor continues to strongly encourage work from home whenever possible. Nate recognized Drew Litty and the maintenance staff for their efforts to implement various workplace modifications to promote social distancing, provide barriers, promote additional cleaning/sanitization practices, and implement health assessment stations. Nate shared that AultCare's Essential Workplace Solutions team visited our buildings in order to review the safety measures that were put in place to mitigate the spread of COVID-19. The team

was highly impressed by the measures enacted by TuscBDD and even commented that we were one of the safest buildings in Tuscarawas County. Lynn Angelozzi and Lisa Sidoti were also recognized for their assistance in reviewing guidance and developing written plans for TuscBDD. This has definitely revealed the need to begin thinking about possible changes in the future on the topic of remote working.

- A car parade for the students and adults we serve was held on May 22nd. This event was organized by Kerri Silverthorn with participation from other TuscBDD employees, providers, local police and fire departments, and the Tuscarawas County Sheriff’s Department. The participation in this event was a testimony of the growing relationships in our county as several provider agencies participated in the parade. It was a wonderful opportunity to see the smiling faces of many of the students and adults that we serve.
- Lisa Sidoti will be sending the unusual incident/major unusual incident training packet out via email to the Board members by the end of May. This is an annual training on the subject of UIs/MUIs that is required for all Board members. This can be done on an individual basis by each Board member and will count towards the requirement of 4 total hours of training for 2020.

IX. MISCELLANEOUS

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

X. PUBLIC PARTICIPATION

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Thomas Fantin**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

Time: **7:02** p.m.

*“This is a true and accurate record of the meeting of May 26, 2020.”
Minutes were Board-approved at the June 22, 2020 Board meeting. Signatures will be
obtained when in-person meetings resume.*

Stephanie Wilson, President

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the May 26, 2020 Board meeting.

2020-0526 minutes