

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, November 23, 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 89361793886 and password 750305.

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	(excused)
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

- Motion 12 was added under New Business.
- Item 1a was added under Personnel.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the October 26, 2020 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**.

2. Recommendation to adopt a motion to approve the minutes of the October 26, 2020 Ethics Committee meeting.

Motion: **Donna Wayt**

Second: **Andrea Legg**

	<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 October was provided for review. The noteworthy items were highlighted in the report. Mark Schott explained that the final transfer from the MEORC investment fund was made in October which resulted in a net gain for the month as this transfer has to be treated as revenue. Billing for targeted case management revenue in June and July totaled \$117,700 and was the most ever received for a two-month period. The year-to-date labor costs for 2020 are 3% less than in 2019. In October, \$10,120 was paid to providers for fixed cost assistance, PPE, and COVID-related supplies bringing the annual total to \$146,500. Mark also shared that the final payment in 2020 for Medicaid match was made in October. For the year, 2020 expenditures are approximately \$730,000 less than in 2019. 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: **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 \$294,144.81 and expenditures in the amount of \$712,514.60 for the month of October.

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	abstain		The President declares the motion carried .

III. COMMITTEE REPORTS

ETHICS COMMITTEE:

1. Presentation of Items Approved by the Ethics Committee

Nate Kamban shared that direct service payments are made directly to families to reimburse them for purchases made from vendors that do not accept purchase orders. This motion involves payments to two separate families for allowable expenses that were within the limits set by the FSS policy and procedure.

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: **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	abstain		The President declares the motion carried .

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Transfer of Funds

Mark Schott explained that the Title XX transfer is required annually in order to move the Title

XX revenue that is received into the general fund so it can be used for Title XX expenditures. The transfer for Family Support Services is necessary to make sure there are enough funds in that line item in accordance with what was budgeted for calendar year 2021.

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

- **\$42,270.56 from S52-S01 Title XX to S50-S44 Transfers Into the General Fund**
- **\$35,000.00 from S50-S32 Transfers to U30-U02 Transfer In From the General Fund**

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**.

2. Supplemental Appropriation

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

- **\$20,000 from S50-S40 Unappropriated Balance to S50-S46 Developmental Center Invoices**

Motion: **Donna Wayt**

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**.

3. Position Description Revision

Two mid-level Service and Support Administration Manager positions were added to the table of organization, and interviews for this position were conducted in late February. Then, the COVID state of emergency was declared in March and decisions for this position were put on hold. Nate Kamban explained that we are now ready to move forward with this process but have decided to begin by only filling one of the two positions at this time in order to be cost conscious and zero in on the current needs of the SSA department. Minor revisions were made to this position description to simply fine tune the responsibilities for a single manager

to step into this role.

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

- **Service and Support Administration Manager**

Motion: **Thomas Fantin**

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**.

4. 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, 2021, 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 2021 appropriations is located under the "New Business" tab in the Board book. The grand total for appropriations is \$9,227,130.

Motion: **Ryan Yoss**

Second: **Thomas Fantin**

Roll Call:	<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**.

5. 2021 Annual Waiver Plan

This plan is developed on an annual basis and contains information about the number of people served, waiting list statistics, and future waiver needs. It also outlines the budgeted

match costs for 2021-2025 as well as the source of funds to pay for the nonfederal share of Medicaid expenditures. A number of charts that provide additional detail on Medicaid expenditures were included in the Board book for review. Once this plan is approved by the Board, it will be submitted to the Ohio Department of Developmental Disabilities.

Recommendation to adopt a motion to approve the following resolution:
Be it resolved, by the Tuscarawas County Board of Developmental Disabilities, that the 2021 Annual Waiver Plan is hereby approved as submitted in accordance with ORC §5126.054.

Motion: **Andrea Legg**

Second: **Donna Wayt**

Roll Call:	<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**.

6. Vision Insurance Renewal

Recommendation to adopt a motion to renew the vision insurance benefits for TuscBDD employees through CBA Benefit Services with no rate increase effective January 1, 2021 through December 31, 2022.

Motion: **Julie Brinkman**

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**.

7. Frontier Business Internet Upgrade Proposal

Nate Kamban shared that we began experiencing difficulty while holding virtual meetings with the inability to connect or to have a stable enough internet connection to effectively participate in online meetings. The Information Technology department did some problem solving and learned that our bandwidth was actually low for an agency of our size. It became clear that the bandwidth of our internet service needed to be increased which will help us to efficiently conduct business since it is clear that the use of virtual meetings and online training

options is definitely here to stay. This increase in bandwidth will not only help those who are onsite, but will also help those who are offsite and accessing our network through the VPN.

Recommendation to adopt a motion to accept the proposal from Frontier Business to upgrade the bandwidth of our internet service as submitted.

Motion: **Thomas Fantin**

Second: **Andrea Legg**

	<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**.

8. Board Policy Revision

This policy revision consists of an update to the section on agency values. Nate Kamban shared that TuscbDD held an agency in-service in August which was led by Cathy Geib. Time was spent at this in-service gathering feedback from all employees on values that represented the current culture of the agency and the future direction of where the agency is headed. The information that was gathered from employees was then shared with the Innovation Committee, and the members of this committee then developed statements to correspond with each of the top identified values. Those statements were shared with the leadership team and everyone was in agreement that they were very reflective of the culture and future direction of TuscbDD. Nate Kamban commented that it was exciting to see all employees getting involved in this rather than this simply being something that was directed by leadership.

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

- **1.1 Philosophical Foundation**

Motion: **Donna Wayt**

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**.

9. 2021-2023 Draft Strategic Plan (Discussion Only)

A draft of the 2021-2023 strategic plan was included in the Board books for review. This draft was developed based on feedback gathered from sessions held with employees, the community, and Board members. The feedback from all sessions was combined and used to develop this plan which contains three main goals and objectives based around those goals. This draft will undergo some additional review internally prior to its finalization when it will be brought back to the Board for official adoption in January of 2021. In January, the Board will also receive a final summary of our existing strategic plan which comes to a close at the end of 2020. Board members were encouraged to review the draft plan and provide feedback to either Nate Kamban or Kerri Silverthorn.

10. Board Nominating Committee for 2021 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 2021 slate of officers and list of committee assignments to be adopted at the January organizational meeting.

**Ryan Yoss
Thomas Fantin
Andrea Legg**

A copy of the 2020 slate of officers and committee assignments has been included in the Board books.

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**.

11. Donations

Recommendation to adopt a motion to accept the following donations, to deposit them in the County Treasury under U25 or S50, as appropriate, and to utilize them for their specific purposes as designated by the donors:

- \$275.00 from the First National Bank of Dennison to TuscBDD
- \$4,520.00 from the Charlotte M. Johnson Charitable Trust to Starlight School

Motion: **Ryan Yoss**

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 .

12. COVID-19 Emergency Childcare Relief Fund Resolution

Nate Kamban shared of a program he learned about from another county board that set up a COVID-19 emergency childcare relief fund to help parents cover extra childcare costs due to an increase in remote/hybrid learning as a result of COVID-19. This program was reviewed internally with a goal to implement a similar program to meet this need in Tuscarawas County. It would have specific parameters, be temporary in nature, and be limited to assist families with children who are eligible for TuscBDD services and are unable to attend school due to their district offering remote/hybrid learning models. The funding for this program is possible due to the fact that several line items are underspent in 2020 as a result of COVID-19. This is a tangible way to offer support to assist some of our families who are struggling. If approved by the Board, Nate Kamban will move forward to finalize the specific parameters within the budgetary limits set by the Board. Families must then submit a pre-approval request form and accompanying documents as well as monthly childcare verification forms prior to funds being dispersed. Board members were very supportive of this idea and the creative way for TuscBDD to help meet the needs of families at this time.

Whereas, the Tuscarawas County Board of Developmental Disabilities recognizes the hardship on parents with children and the impact that COVID-19 has had in regards to the need for childcare; and

Whereas, TuscBDD has funding available due to underspending in the Family Support Services budget which provides TuscBDD with the opportunity to address this hardship by assisting families on a temporary basis for the period of December 1, 2020 through February 28, 2021;

NOW THEREFORE BE IT RESOLVED that the Tuscarawas County Board of Developmental Disabilities authorizes the Superintendent to develop a COVID-19 emergency childcare relief fund not to exceed \$74,000; and

BE IT FURTHER RESOLVED that this reimbursement to families is temporary in nature and will be limited to the specific parameters as developed by the Superintendent within the overall budget limitation set by the Board.

Motion: **Donna Wayt**

Second: **Julie Brinkman**

Roll Call:	<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 .

VI. PERSONNEL

1. Personnel Actions:

- a. Stacey Myers – resignation – Classroom Assistant, effective November 16, 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

- House Bill 197 went into effect in the early part of 2020 and permitted public bodies to hold virtual meetings through December of 2020 due to the pandemic. A provision was amended into House Bill 404 last week to permit public bodies to meet virtually through July 1, 2021. We will continue to utilize this option for meetings until it is safe to meet in person again.
- The OACB delegate assembly will take place on December 2nd via Zoom. Donna Wayt will be present as TuscBDD’s delegate. Nate Kamban shared that Stephanie Wilson has been nominated to be considered for a seat on the OACB Board of Trustees which will be voted on at the upcoming delegate assembly.
- Tuscarawas County currently ranks 11th highest in the state in terms of COVID-19 cases per capita. We are seeing the effects of this increase amongst the population we serve in regards to those testing positive. Due to this increase in cases locally, we have begun to meet weekly again with our local providers to assess needs and assist to help meet those needs. TuscBDD has developed a local plan to address potential provider staff shortages to include a shared pool of independent providers, shared staff among provider agencies, former county board employees, and current county board staff members.
- Research is currently being done to determine the possibility of sharing one TuscBDD-owned vehicle with Access Tusc for them to use to meet critical transportation needs of our community due to COVID-19.
- The Starlight School Preschool continues to operate the hybrid in-person/remote learning model with great success. The school age program is currently on remote

instruction through November 30th due to the inability to remain fully staffed during isolations and quarantines. The situation will continue to be evaluated weekly to determine the best method of instruction needed to maintain health and safety while continuing to educate the students.

- TuscBDD just completed a mock accreditation review with MEORC as practice in preparation for our actual DODD accreditation review which is approaching in October of 2021. As a result of this mock accreditation, strengths were noted in the areas of outcomes and outcome monitoring. Consistency between SSA plans as well as the development of early intervention outcomes that relate to the well-being of the entire family were noted as improvement areas.
- Nate Kamban shared that he met recently with staff from the Tuscarawas County Family and Children First Council (TCFCFC) to discuss progress in regards to their strategic plan. Staff changes at TCFCFC have led to the need for aspects of their strategic plan to be revisited. Plans have been made to partner with the East Central Ohio Educational Service Center (ECOESC) on a shared grant-funded position to assist with the administrative functions of council. Nate also shared with TCFCFC of the growing need in Tuscarawas County for home-based behavioral support and parent training. A subcommittee will be formed to investigate ways to meet this need.
- Provider support initiatives continue to be the focus of many state-level meetings. Billing for providers will shift from the highest acuity C rate to acuity B rate as of January 1, 2021. Providers have expressed concern that this lower rate will lead to provider sustainability issues across the state. The Ohio Association of County Boards (OACB) has been working with county boards to develop alternative ways to help assist providers through this crisis. This continues to be a top priority here in Tuscarawas County as we seek to stay attune to the needs of our local providers.

IX. MISCELLANEOUS

1. Major Unusual Incident (MUI) Report

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: **6:32** p.m.

*"This is a true and accurate record of the meeting of November 23, 2020."
Minutes were Board-approved at the January 25, 2021 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 November 23, 2020 Board meeting.

2020-1123 minutes