

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, February 22, 2021

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 85148188301 and password 891710.

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 | |
| Andrea Legg | x | |
| Donna Wayt | x | |
| Stephanie Wilson | x | |
| Ryan Yoss | | x (arrived at 5:33 pm) |

1.2 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 5 was added under New Business.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the January 25, 2021 Organizational Board meeting.

Motion: **Donna Wayt**

Second: **Julie Brinkman**

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

2. Recommendation to adopt a motion to approve the minutes of the January 25, 2021

Board meeting.

Motion: **Andrea Legg**

Second: **Julie Brinkman**

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

II. FINANCIAL REPORT

1. Monthly Reconciliation

The financial report for January was provided for review. The noteworthy items were highlighted in the report. At the meeting, Mark Schott shared that January is not a very active month for revenue with only \$107,000 received. Mark was pleased to report that we have seen an increase in the amount of shared funding from partner agencies such as JFS, ADAMHS Board, FCFC, and occasionally Juvenile Court, when providing services to multi-system youth. In January, a total of \$34,000 was paid to local providers for fixed costs and COVID-19 supplies. Our quarterly Medicaid match payment was made in January as well as our annual payment to MEORC for services for 2021. Developmental center invoices for January totaled \$58,000. With expenditures of approximately \$1 million in January combined with only \$107,000 in revenue, there was a significant net loss for the month. 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: **Stephanie Wilson**

| | <u>Yea</u> | <u>Nay</u> | |
|------------------|------------|------------|--|
| Julie Brinkman | x | | |
| Thomas Fantin | 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 \$195,851.16 and expenditures in the amount of \$842,619.47 for the month of January.

Motion: **Ryan Yoss**

Second: **Stephanie Wilson**

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

III. COMMITTEE REPORTS

ETHICS COMMITTEE:

1. Presentation of Items Approved by the Ethics Committee

Kyle Wells shared that the direct service contracts are presented for review on an annual basis due to the fact that the use of these family-selected respite providers will result in payment to an immediate family member of an individual receiving services from the Board. All of the family-selected providers were already reviewed on an individual basis and approved by the Ethics Committee prior to any provision of services. One provider is an immediate family member of a former employee; however, this did not result in anyone receiving any preferential treatment or unfair advantage over another. All families are limited to a maximum of \$4,200 per calendar year for respite services in accordance with the Family Support Services policy and procedure. Direct service payments are made directly to families to reimburse them for purchases made to vendors that do not accept purchase orders. These payments were allowable expenses and were within the limits set by the FSS policy and procedure.

Recommendation to adopt a motion to approve the list of direct service contracts for Family Support Services family-selected respite services and 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: **Julie Brinkman**

| | <u>Yea</u> | <u>Nay</u> | |
|------------------|------------|------------|--|
| Julie Brinkman | x | | |
| Thomas Fantin | x | | |
| 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. Personnel Policy Adoption

Nate Kamban shared that this is a new policy as a result of recent Title IX legislation on the subject of sex discrimination and sexual harassment. Lisa Sidoti and Lynn Angelozzi worked with Bricker & Eckler to tailor a policy for our agency that contained all of the necessary requirements. Training on this topic will be provided to all employees as well as additional training for those identified to carry out key Title IX roles and responsibilities.

Recommendation to adopt a motion to approve the adoption of Personnel Policy 2.22 – Title IX Sex Discrimination and Sexual Harassment as presented.

Motion: **Andrea Legg**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

2. Personnel Policy Revision

Nate Kamban shared that Personnel Policy 1.1 has been revised to include our updated agency values. The remaining three policies were revised to include references and additional language regarding Title IX to ensure that our existing policies on prohibited discrimination, standards of conduct, and guidelines for discipline were in alignment with the newly-adopted policy on the subject of Title IX sex discrimination and sexual harassment.

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

- **1.1 Introduction**
- **2.4 Prohibited Discrimination Harassment/Inappropriate Conduct**
- **6.1 General Standards of Conduct and Expected Job-Related Behavior**
- **7.2 Guidelines for Discipline**

Motion: **Stephanie Wilson**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

3. Board Policy Revision

The Board Non-Discrimination Policy was revised to also include additional language and references on the subject of Title IX. Minor revisions were also made throughout the policy to clean up outdated language and titles.

Recommendation to adopt a motion to approve the revision of Board Policy 1.11 – Non-Discrimination as presented.

Motion: **Julie Brinkman**

Second: **Stephanie Wilson**

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

The President declares the motion **carried**.

4. Management Employee Contract Addendum

Nate Kamban explained that language was added to the management employee contract addendum to further clarify the details in regards to the one time choice for management employees to select receiving 40 hours of vacation in lieu of an annual raise.

Recommendation to adopt a motion to approve the revision to the management employee contract addendum as presented.

Motion: **Ryan Yoss**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

5. Request to Sell Community Capital Assistance Property Located at 474 East High Avenue

Starlight Enterprises, Inc. serves as our nonprofit housing corporation to purchase homes to provide residential options to individuals with disabilities. The capital housing dollars flow through the county board to the nonprofit housing corporation, and we have an agreement

with SEI that outlines the contractual obligations of both parties. SEI has requested approval from the county board to sell the property located on East High Avenue as it is a two-story older home that poses a problem for some residents. The funds from the sale of this property would then be reinvest into another property to continue to provide residential options for those served.

Recommendation to adopt a motion to approve the request from Starlight Enterprises, Inc. to sell the property located at 474 East High Avenue New Philadelphia, Ohio in accordance with the Master Housing Contract for Services, signed May 17, 2019, section F, which states that “TuscBDD shall have the authority to authorize the Corporation (Starlight Enterprises, Inc.) in writing on its behalf to own and sell property for residential services and reinvest proceeds from such sales in residential properties for the same purpose. Such sales shall be in accordance with a determination of the fair market value of the property as determined by one or more appraisals”. Starlight Enterprises Inc. will utilize all proceeds from the sale of residential properties for the same purpose.

Motion: **Donna Wayt**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

VI. PERSONNEL

1. **Personnel Actions:** none

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
 - **COVID-19 Update:** Nate shared that two vaccine clinics have been held onsite here at TuscBDD. One was held at the TuscBDD workshop to vaccinate individuals with disabilities and specific congenital disorders who were eligible to receive vaccines in Phase 1B. The second clinic was held at Starlight School for school employees. The New Philadelphia Health Department has scheduled times for the second dose of those vaccines to be administered. The Tuscarawas County Health Department shared in a meeting today that all individuals with disabilities

eligible in Phase 1B have received their vaccines. Nate commended both health departments and commented that they have been a tremendous local partner. Kerri Silverthorn has been working with providers and county board staff to record thank you videos to share with the health departments for their efforts to keep our community safe.

- **Developmental Disabilities Awareness Month:** March begins our celebration of Developmental Disabilities Awareness Month. Kerri Silverthorn has developed a list of creative activities to celebrate despite the fact that in-person events will not take place. The theme for the month centers around courage, and Kerri has asked for short videos from individuals sharing about a time when they were courageous. The FANS Network is doing a book study featuring *Wonder*, and the movie *Hidden Figures* will be shown at FANS movie night in the month of March.
- **March All-Staff Training:** An all-staff inservice has been scheduled for March 26th. Nate shared that one portion of the inservice will feature Cindy Nana, Compliance Coordinator from Greene County Board of DD, who will speak from a parent's perspective on navigating the county board system. We continue to prioritize the development of a culture that goes the extra mile for those served.
- **Starlight School Update:** A flyer that summarizes the services provided through Starlight School's Outreach Program was developed to share with public school superintendents in March. The flyer highlights the grade levels currently served and the average number of hours spent with each student. It also provided the following statistics: 33 students have been served through the Outreach Program since 2019, 7 districts have received these services, 6 students are moving into the Starlight School Program, and 3 students are planning to transition out of Starlight School in the fall of 2021.
- **State Update:** Nate shared that the Ohio Department of Education (ODE) was looking at changing terminology to describe county board schools as a program and not a school. Concerns were raised at the state level over the fact that if they were not considered a school, then employees may not be considered eligible to participate in STRS. ODE clarified that this seems to just be a misunderstanding, and their intent is to revert language back to referring to us as a school. Holly Lawver confirmed that we are considered a charter school and were issued our charter back in 1978. A copy of our charter was sent to Bev Smith as documentation to share with ODE.
- **Crisis Home:** There continues to be an ongoing need for a crisis home for youth. Tuscarawas County currently has three kids placed in developmental centers (DC), which are very much an institutional-like setting. All local respite options were worked through, but the DC placement was still necessary due to the need for greater support. Nate met with several other county boards and a provider who may be able to partner with us to keep kids within our community. This continues to be an issue on the radar in this region in Ohio, and Nate commented that it will be important to find a balance between need and the number of counties involved or it could result in a bed never being available when one is needed.
- **Board Member Vacancy:** Tom Fantin and Nate Kamban interviewed two excellent candidates for the Board vacancy. The decision on who to recommend for

consideration by the Probate Judge was based on the one candidate's level of involvement with the county board system at this time. This appointment will fill the vacancy created by Bob Glasgow's resignation at the end of 2020.

IX. MISCELLANEOUS

1. Major Unusual Incident (MUI) Report

X. PUBLIC PARTICIPATION

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Julie Brinkman**

Second: **Stephanie Wilson**

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

The President declares the motion **carried**.

Time: **6:06** p.m.

*"This is a true and accurate record of the meeting of February 22, 2021."
Minutes were Board-approved at the March 22, 2021 Board meeting. Signatures will be obtained when in-person meetings resume.*

Thomas Fantin, President

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the February 22, 2021 Board meeting.

2021-0222 minutes