

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, May 24, 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 86799826151 and password 379126.

TIME: 5:30 p.m.

CALL TO ORDER: President

1.1 ROLL CALL: Executive Assistant Lisa Sidoti

	<u>Present</u>	<u>Absent</u>	
Kathleen Arthurs		x	(arrived at 5:44 p.m.)
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg		x	(arrived at 5:55 p.m.)
Donna Wayt	x		
Stephanie Wilson		x	(excused)
Ryan Yoss	x		

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 11 was added under New Business.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the April 26, 2021 Board meeting.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve the minutes of the April 26, 2021 Ethics Committee meeting.

Motion: **Donna Wayt**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	absent	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	absent	
Donna Wayt	x	
Stephanie Wilson	absent	
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 shared that the first property tax rollback of the year was received in April and was slightly less than 2020. The cost report settlements from 2017 and 2018 were received in April as well. Provider support costs totaled \$33,000 and developmental center costs totaled \$73,000 in April. Developmental center invoices by this point in 2021 are more than double what they were in 2020. Nate shared that May is the last month for the provider support that is specific to COVID as the attendance numbers are normalizing and providers are able to generate revenue. Providers have been informed of these changes to the provider support program and have consistently expressed how grateful they have been for the additional support throughout the pandemic. 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: **Ryan Yoss**

Second: **Julie Brinkman**

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

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve salaries in the amount of \$294,507.52 and expenditures in the amount of \$268,114.35 for the month of April.

Motion: **Donna Wayt**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

III. COMMITTEE REPORTS

ETHICS COMMITTEE:

1. Presentation of Items Approved by the Ethics Committee

The direct service payments were to reimburse families for the purchase of piano lessons and essential oils. These were allowable expenses and within the limits set by the FSS policy and procedure. There were no ethical concerns or conflicts of interest with these payments.

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: **Julie Brinkman**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Ohio Department of Developmental Disabilities (DODD) Master Rental Assistance Agreement

Nate Kamban explained that this master rental assistance agreement is necessary in order for DODD to provide rent subsidy to individuals who are eligible for rental assistance which enables them to live in a community-based setting. The county board is responsible to pay the

up-front cost and then gets reimbursed in full from DODD through this agreement.

Recommendation to adopt a motion to approve the DODD Master Rental Assistance Agreement for fiscal years 2022 and 2023 per the terms and conditions of the agreement as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

2. Supplemental Appropriation

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

- ***\$525,000 from S50-S40 Unappropriated Balance to S50-S46 Developmental Center Invoices***

Motion: **Ryan Yoss**

Second: **Julie Brinkman**

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

The President declares the motion **carried**.

3. Personnel Policy Revisions

Policy 2.9, Remote Working, was revised to reflect the future of remote working based on what we have learned from COVID, MEORC surveys, staff surveys and input from an employee subcommittee. Revisions allow for greater flexibility to serve individuals and families while maintaining a balance of both in-person and remote work for those who are able to complete a portion of their job responsibilities in a remote setting. Minor changes were made to policy 4.2, Hours of Work and Scheduling, to incorporate language previously contained in the Managed Flexible Work Schedule for SSAs, formerly located in the appendix of the manual, as this document is no longer necessary. Changes were also made to policy 6.18, Dress and Hygiene, to better reflect expectations for employees to project a professional image when

representing TuscBDD for both in-person and virtual settings.

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

- 2.9 Remote Working
- 4.2 Hours of Work and Scheduling
- 6.18 Dress and Hygiene

Motion: **Donna Wayt**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

4. Position Description Revisions

These position descriptions were revised to indicate the ability for flexible hours as approved by each position's immediate supervisor. The Behavior Support Specialist position description was revised to remove the need to acquire a substitute teaching certificate and a Service and Support Administration certificate, both of which are not required. A requirement for crisis prevention training was removed from the Early Intervention Developmental Specialist as it is not needed, and the requirement that the Facilities Director hold or obtain a CDL was also removed as this is no longer necessary.

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

- **Administrative Assistant Business Office**
- **Administrative Assistant Service and Support**
- **Behavior Support Specialist**
- **Community Connections Specialist**
- **Community Relations/Special Projects Director**
- **Early Intervention Developmental Specialist**
- **Executive Assistant to the Superintendent**
- **Facilities Director**
- **Human Resources Director**
- **Service and Support Administration Director**
- **Service and Support Administration Manager**
- **Starlight School Principal**

Motion: **Ryan Yoss**

Second: **Julie Brinkman**

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

The President declares the motion **carried**.

5. Early Intervention Developmental Specialist Manager Position and Table of Organization Revision

Nate Kamban shared that the addition of a Service and Support Administration Manager has been a positive addition for our agency. Based on this success, we would like to do the same within the Early Intervention Program with the creation of an Early Intervention Developmental Specialist Manager position. This position would focus on quality assurance, management and training of early intervention staff, and general oversight of the department in preparation for accreditation. This was initially handled through the Starlight School Principal position; however, the new behavioral model at the school has required more of the Starlight School Principal leaving less time for oversight of the Early Intervention Program. The Early Intervention Developmental Specialist Manger would still carry a caseload and serve as the primary service provider as appropriate.

Recommendation to adopt a motion to approve the position description for Early Intervention Developmental Specialist Manager, thereby adding this position to the table of organization and authorizing the Superintendent to post and fill the position.

Motion: **Donna Wayt**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

6. Janitorial Services Agreement

Advocates for Success has quoted a 2.3% increase for the janitorial services contract for 2021-2022. We have been pleased with the services they provide at Starlight School and the Service and Support Center, and this increase falls within our budgeted expectations for this expense.

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: **Julie Brinkman**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

7. 2021-2022 Coursework Reimbursement Allocation

Nate Kamban explained that this opportunity has been offered to staff for several years now. It has been used on a very minimal basis; however, it continues to be a great benefit to offer employees who may choose to continue their education. We have never used the full allocated amount in any year, and last year no employees accessed these funds.

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 2021 through June 2022 program year.

Motion: **Julie Brinkman**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

8. 2021-2023 Strategic Plan Revision

As a part of the service that MEORC provides to help prepare us for accreditation, they recommended two changes to our strategic plan to better clarify our advocacy efforts and our goal to increase the number of individuals of working age engaged in community employment. Those changes have been made under theme two of our plan in objective one

and objective five.

Recommendation to adopt a motion to approve the revision to the 2021-2023 Strategic Plan as presented.

Motion: **Kathleen Arthurs**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

9. Donation

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:

- \$.60 from General Mills Box Tops for Education to Starlight School.

Motion: **Andrea Legg**

Second: **Julie Brinkman**

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

The President declares the motion **carried**.

10. Strategic Plan – First Quarter 2021 Update *(Discussion Only)*

Nate Kamban shared that the progress made on the strategic plan in the first quarter of 2021 is outlined in the document included in the Board books. One item had to do with objective three, theme two about leading local efforts to develop a more flexible transportation option. A survey was conducted, and a transportation pilot project is in the development stage with plans to launch this in conjunction with local transit partners in 2021.

11. Provider Wage Rate Increase

One of the main priorities to be included in the state budget this year was an increase in the

hourly wages for Direct Support Professionals (DSPs). Their wages are very low, and providers are struggling to keep employees across the state. The budget was released from the Ohio House of Representatives and did not include any increase for providers, so county boards agreed to put funds together to help fund this wage increase. Nate Kamban explained that this would cost TuscBDD approximately \$83,000 per year, which is able to be handled in our budget due to the savings from the past year. The hope is that this starts to correct the problem and providers will be able to maintain a stable workforce. Providers will access this money by submitting claims to the state, and then the state will bill county boards which will ensure that this money goes to the DSPs and not toward administrative costs.

Recommendation to adopt a motion to authorize the Superintendent to allocate funding to support up to a 5% provider wage rate increase to be included in the Ohio fiscal year 2022 and 2023 budget and supported by County Boards of Developmental Disabilities.

Motion: **Ryan Yoss**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

VI. PERSONNEL

1. Personnel Actions:

- a. Abigail Moldovan – resignation – Behavior Support Specialist, effective May 22, 2021

VII. PROGRAM REPORTS

Lynn Angelozzi provided a brief human resources update to the Board. Lynn shared that Joyce Robson, who has been with the agency since 1994, is retiring in May. Shari Dine has been hired to fill this position and is currently being trained by Joyce. Brenda Gonda, also with the agency since 1994, is retiring at the end of this school year. Interviews are being held soon to fill the vacant Classroom Assistant position. Abbie Moldovan, Behavior Support Specialist, has accepted a position elsewhere. This vacancy will be posted tomorrow. All other school employees have confirmed their intent to return in the fall. Lynn also reviewed the 2020 utilization report from Impact Solutions, provider of our employee assistance program. This utilization report reflects how useful of a program this has been for employees over the past year, and Lynn thanked the Board for their willingness to provide such a useful benefit.

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. Extra Mile Service Award

Kayla McKnight was nominated to receive the Extra Mile Service Award for her efforts to provide in-depth services for a person that was facing complex medical difficulties and various barriers in treatment options and necessary accommodations. Nate shared the copy of the award with the Board and commended Kayla for the extra mile service she provided in her role as a Service and Support Administrator.

3. Additional Miscellaneous Information

- **COVID-19 Guidance:** Information continues to be updated from the CDC and Ohio Department of Health, especially as we near the expiration of the public health orders on June 2nd. We will continue to monitor these changes and the activity across the state in order to implement updated guidance for our agency.
- **Youth Residential Collaboration:** Nate Kamban met with the Director of DODD recently to discuss our goal to develop a home for youth in crisis. We continue to search for a location for this home as we have not had any luck with the local housing market. As of right now, Carroll, Coshocton, and Knox Counties have expressed an interest in partnering with us. We are considering a new build, and southern Tuscarawas County may be the most central location for all counties involved. Our goal is to have this home in operation at some point in the first quarter of 2022.
- **Guardianship Board:** It has become difficult to locate guardians when they are needed as there are only a small number of individuals willing to serve in this capacity. We have been meeting with other county agencies to discuss the possibility of forming a guardianship services board. This is still in the planning phases, but it is a great opportunity for us to work together with other local agencies to help meet a common need. Another topic of discussion has been on the subject of supported decision making, which is not quite as restrictive as guardianship. A discussion followed, and the Board expressed an interest in learning more about guardianship and supported decision making as a topic at an in-service. A formalized plan for Board member in-service sessions for 2021 will be finalized soon.
- **In-Person Meetings:** TuscBDD will again be prioritizing in-person visits or meetings for Early Intervention and Service and Support Administration beginning June 21st. Staff are able to honor requests from families or individuals if they prefer virtual meetings, but in-person is preferred. Nate plans to survey the Board members to gather their input on their preference for either virtual or in-person Board meetings. The June Board meeting will be held via Zoom, and no meeting is scheduled for July. We will reassess closer to August to decide whether to meet virtually or in-person.

IX. MISCELLANEOUS

1. Major Unusual Incident (MUI) Report

X. PUBLIC PARTICIPATION

XI. 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: Matters required to be kept confidential by federal law or regulations or state statutes. 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: **Kathleen Arthurs**

Second: **Julie Brinkman**

Roll Call:	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	absent	
Ryan Yoss	x	

The President declares the motion **carried**.

Time in: **6:22** p.m.

Kathleen Arthurs left executive session at 6:22 p.m. 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: **Julie Brinkman**

Second: **Andrea Legg**

Roll Call:	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	absent	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	absent	
Ryan Yoss	x	

The President declares the motion **carried**.

Time out: **6:32** p.m.

XII. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Ryan Yoss**

Second: **Julie Brinkman**

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

Time: **6:33** p.m.

“This is a true and accurate record of the meeting of May 24, 2021.”

Minutes were Board-approved at the June 28, 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 May 24, 2021 Board meeting.

2021-0524 minutes