

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, October 25, 2021

PLACE: Service & Support Center, 610 Commercial Avenue SW, New Philadelphia, Ohio

TIME: 5:30 p.m.

CALL TO ORDER: President

1.1 ROLL CALL: Executive Administrative Director

	<u>Present</u>	<u>Absent</u>
Kathleen Arthurs	x	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
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

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the September 27, 2021 Board meeting.

Motion: **Kathleen Arthurs**

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve the minutes of the September 27, 2021 Ethics Committee meeting.

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

3. Recommendation to adopt a motion to approve the minutes of the October 4, 2021 Finance Committee meeting.

Motion: **Ryan Yoss**

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

4. Recommendation to adopt a motion to approve the minutes of the October 8, 2021 emergency Board meeting.

Motion: **Stephanie Wilson**

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

II. FINANCIAL REPORT

1. Monthly Reconciliation

The financial report for September was provided for review. The noteworthy items were

highlighted in the report. Mark Schott explained that very little revenue was received in September which is typical for the last four months of the year since all levy revenue for 2021 has been received. September through December will show a loss each month as expenditures will exceed revenue through the end of 2021. Targeted Case Management (TCM) revenue was received in September bringing our year-to-date TCM revenue within \$3,000 of what was projected for the entire year. Mark recognized the Service and Support Administrators for their productivity reflected in their case notes and the Administrative Assistants in the Business Office for their review of the billing to ensure accuracy and maximize revenue. Total expenditures at the end of September are 11% higher than 2020; however, we still reflect a year-to-date net gain in the general fund. 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: **Donna Wayt**

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve salaries in the amount of \$317,123.44 and expenditures in the amount of \$245,126.82 for the month of September.

Motion: **Kathleen Arthurs**

Second: **Andrea Legg**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
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

FINANCE COMMITTEE:

1. 2022 Proposed Budget

The Finance Committee met on October 4, 2021 to review the budget and make their official recommendation to the Board. A copy of the proposed 2022 budget was included in the Board book for review. Nate explained that revenue projected for 2022 looks typical when

compared to previous years. Nate shared that \$275,000 was allocated in the provider support line item for 2022 with the expectation that this will continue to increase as county boards work towards a solution to creatively keep direct support professionals employed in this field within Medicaid restraints. A total of \$400,000 was budgeted for the youth stabilization home that is expected to have six beds. The 2022 budget projects a \$1 million loss, which is typical at this point in the levy cycle. Nate then reviewed the ten-year forecast that took into account the passage of a renewal levy and explained that he plans to work with the Board in January to nail down a plan for the 2022 levy campaign.

Recommendation to adopt a motion to approve the proposed budget for 2022 as recommended by the Finance Committee.

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

ETHICS COMMITTEE:

2. Presentation of Items Approved by the Ethics Committee

One direct service payment to reimburse a family for the purchase of essential oils was approved at the October Ethics Committee meeting. Nate explained that three direct service payments to reimburse families for the purchase of essential oils, training pants, and piano lessons were approved at the September Ethics Committee meeting but were not presented to the Board. Both September and October list of payments are being brought to the Board for approval at the October Board meeting and are allowable expenses 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: **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	x	
Ryan Yoss	abstain	The President declares the motion carried .

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Provider Support Program 2022 Initiatives

The Provider Support Program Initiatives for 2022 are outlined in an appendix to the Provider Support Program Memorandum of Understanding (MOU). The appendix outlines the general offerings typically included in the annual program for providers with a total budget of \$25,000. There continues to be a COVID-19 portion of the program that has been budgeted at \$125,000 for 2022 and includes items related to PPE, facility cleaning, Zoom technology, IT support, etc as outlined in a separate document. The remaining portion of the program for 2022 focuses on support for the direct support professional (DSP) workforce at a total of \$125,000. Kerri Silverthorn and Chris Sapp reviewed programs from other county boards and found some that were very prescriptive; however, they designed this portion of the program to be very flexible. They developed the DSP Workforce Application which was designed to give providers an opportunity to make requests for this funding based on the specific needs of their workforce. Our team will review each request internally for approval making sure it is not a Medicaid violation. There is a cap of \$12,000 per provider for the DSP workforce portion of the program. This is a starting point, although it is clear that county boards will need to further prioritize support for providers and their workforce. Kerri is planning to conduct a baseline survey in January and then do another one in June to see if anything has changed with the providers. Chris Sapp, Kerri Silverthorn, and Nate Kamban will meet with providers before the end of 2021 to share the details about the program for 2022.

Recommendation to adopt a motion to approve the Provider Support Program Initiatives for 2022 as presented.

Motion: **Ryan Yoss**

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

2. Advocates for Success, LLC – Contract for Adult Day Habilitation Services and Transportation Services to Persons without Waivers

Nate Kamban shared that this contract is up for renewal and continues to be the same template contract for all providers. The contract term is for a length of three years.

Recommendation to adopt a motion to approve the contract with Advocates for Success, LLC for adult day habilitation services and transportation services to persons without waivers per the terms and conditions of the contract as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

Motion: **Andrea Legg**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	abstain	
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. ALCO Services, LLC – Contract for Adult Day Habilitation Services and Transportation Services to Persons without Waivers

Recommendation to adopt a motion to approve the contract with ALCO Services, LLC for adult day habilitation services and transportation services to persons without waivers per the terms and conditions of the contract as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

Motion: **Stephanie Wilson**

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

4. Position Description Revisions

The position description for Administrative Assistant Business Office was revised to include the review of case notes from Service and Support Administrators in Brittco to include requesting corrections and submitting the billing to DODD for Medicaid reimbursement. Mark Schott recognized Kim Meek-Obed and Lisa Schilling for their efforts which have resulted in the

growth of revenue. The Starlight School Principal position description was revised to line up responsibilities with the changes that were made to the Starlight School service delivery model.

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

- **Administrative Assistant Business Office**
- **Starlight School Principal**

Motion: **Donna Wayt**

Second: **Stephanie Wilson**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
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. 2022 Vacation Conversion Plan

This plan is brought to the Board on an annual basis and is a requirement of the Ohio Public Employees Retirement System. This allows all applicable positions on a management contract the opportunity to convert up to two weeks of vacation to cash on an annual basis.

Recommendation to adopt a motion to approve the 2022 Vacation Conversion Plan as presented for January 1, 2022 through December 31, 2022.

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

6. Allocation of Funds for the Nonfederal Share of Medicaid Services

Nate Kamban explained that this is a routine motion required annually that confirms that TuscBDD has sufficient funds to pay for the Medicaid match for those we serve in the upcoming budget year.

Recommendation to adopt a motion to approve the following resolution:

The Tuscarawas County Board of Developmental Disabilities (TuscBDD) shall in its calendar year 2022 budget, allocate the sum of \$1,903,590 to be used to pay the nonfederal share of the Medicaid Home and Community Based Services (Level One, Individual Options, and SELF waivers) and Case Management services provided to individuals who the TuscBDD determines under section 5126.041 of the Ohio Revised Code are eligible for TuscBDD services.

The Board will make additional funds available if needed to assure that these services will be available in a manner that conforms to all applicable state and federal laws. The payment of the nonfederal share represents an ongoing financial commitment for such services of the TuscBDD.

Motion: **Andrea Legg**

Second: **Stephanie Wilson**

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

7. Supplemental Appropriations

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

- **\$5,000 from S50-S40 Unappropriated Balance to S50-S21 Repairs**
- **\$30,000 from S50-S40 Unappropriated Balance to S50-S22 Contract Services**
- **\$15,000 from S50-S40 Unappropriated Balance to S50-S41 Supported Living**
- **\$10,000 from S50-S40 Unappropriated Balance to S50-S43 Room & Board**

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

8. Youth Stabilization Home Request for Proposal

This RFP will be sent out to the region to gather proposals from qualified providers who are interested in partnering with us on this Youth Stabilization Home project. The RFP has a submission deadline of November 15th.

Recommendation to adopt a motion to approve the Youth Stabilization Home Request for Proposal (RFP) as presented and authorize the Superintendent to seek RFPs from qualified providers to expand residential/respite options for youth with developmental disabilities and intensive behavioral needs.

Motion: **Kathleen Arthurs**

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	x		
Ryan Yoss	x		The President declares the motion carried .

9. Ohio Association of County Boards (OACB) Delegate Assembly

Nate Kamban shared that OACB will be offering an option to attend the Delegate Assembly virtually. There are currently no proposals submitted for vote; however, there could be something presented for vote from the floor.

Recommendation to adopt a motion to approve the following nomination as the delegate from Tuscarawas County for the OACB Delegate Assembly being held on December 1, 2021 at 6:00 pm:

Delegate: **Julie Brinkman**

Alternate: **Nate Kamban**

Motion: **Donna Wayt**

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	x		
Ryan Yoss	x		The President declares the motion carried .

10. Donations

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 purposes as designated by the donor:

- \$4,440.00 from the Charlotte M. Johnson Charitable Trust to Starlight School

Motion: **Andrea Legg**

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	x		
Ryan Yoss	x		The President declares the motion carried .

VI. PERSONNEL

1. Personnel Actions:

- a. Rachel Tybor – new hire – Substitute Teacher, effective October 18, 2021
- b. Holly Kinkade – probationary removal – Behavior Support Specialist, effective October 22, 2021

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. **Extra Mile Service Award**
Emily Lippert was nominated to receive an Extra Mile Service Award to recognize her for going above and beyond for those we serve. A copy of her award has been included in the Board books.
3. **Individual Spotlight**
Nicholas Merritt, a papercraft artist and recent graduate of Dover High School, was featured recently in various TuscBDD publications. A copy of the post highlighting his artwork and sharing his current interests and future plans was included in the Board books.
4. **State Updates**
 - **State-Wide Competency Based Add-On Proposal:** Nate Kamban was selected to participate on a committee made up of several county board superintendents and provider agency CEOs. This group has focused on ways to support direct support staff

in the midst of the current workforce shortage. Currently, there is a competency based add-on rate increase that is available to providers; however, it has not been utilized well because provider staff must complete 60 hours of training and be employed in the field for two years in order to receive the additional \$1.00 add-on rate. This committee proposed changing this by only asking for one year of experience and to also include all required training that DSPs need to even begin working as a DSP in the required 60 hours of training. Nate shared that every county board in the state has expressed support for this, which is a step in the right direction for the field. This will be voted on at the December Superintendents meeting. If approved, county boards will need to put money toward this in the future. The wages for DSPs are based off of the federal Medicaid rates and have not been raised in several years.

- **State-Wide Workforce Shortage Letter:** The Ohio Association of County Boards (OACB) and the Ohio Provider Resource Association (OPRA) developed a draft letter that could be sent to families alerting them of the staffing crisis statewide. We received a copy locally and spoke with three local provider CEOs who all agreed that sending out a blanket letter to families would only cause panic and create more uncertainty for the individuals and families. Providers locally are stable and are not yet at a crisis level although maintaining staffing has been difficult. We chose to not send a blanket letter out but will address any service changes needed due to the staffing shortage on a one-on-one basis with the individual, SSA, and provider as a team.

5. Local Updates

- **Booster Vaccine Information:** TuscBDD received a list from DODD regarding individuals who, based on their diagnosis, would be eligible to receive a booster vaccine. Our SSA team contacted those individuals to direct them where to go and offered to help make appointments for those who were interested in receiving a booster shot.
- **Sexuality & Relationship Training:** Sexuality and dating relationships are topics that are not addressed at DD conferences and are often only presented in a very negative fashion if they ever are discussed. Nate was able to locate a relationship expert for people with disabilities in Cuyahoga County, and he plans to meet with them soon to learn how they help people to explore issues related to sexuality and relationship navigation. A local provider CEO has agreed to attend this meeting with Nate to learn more in order to look at these issues from a positive lens for people with disabilities.
- **Dental & Vision Insurance:** We received news from our provider of dental and vision insurance that they have disbanded and will no longer be offering dental and vision insurance coverage after December 31, 2021. We have received quotes from two providers for review but have requested additional options with the hope of finding a provider with a more comprehensive provider pool.
- **PBIS Gold & Three-Year Accreditation:** Starlight School was awarded the Positive Behavioral Interventions and Supports (PBIS) Gold award for from the Ohio PBIS Network and the Ohio Department of Education. The gold award is the highest level of recognition granted to schools for creating school environments that are positive, predictable, safe, and equitable. TuscBDD also earned a three-year state accreditation

award from the Ohio Department of Developmental Disabilities (DODD), also the highest possible award granted by DODD to county boards that are found to be in substantial compliance with state accreditation standards.

IX. MISCELLANEOUS

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

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: The employment 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: **Stephanie Wilson**

Second: **Kathleen Arthurs**

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time in: **6:16** p.m.

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: **Ryan Yoss**

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	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time out: 6:25 p.m.

XII. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Stephanie Wilson**

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	x	
Ryan Yoss	x	

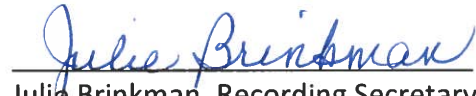
The President declares the motion **carried**.

Time: 6:25 p.m.

"This is a true and accurate record of the meeting of October 25, 2021."



Thomas Fantin, President



Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the October 25, 2021 Board meeting.

2021-1025 minutes