

## TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**DATE:** Regular Meeting, Monday, November 22, 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	(excused)
Andrea Legg		x	(excused)
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss		x	(excused)

**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 October 25, 2021 Board meeting.

Motion: **Stephanie Wilson**

Second: **Kathleen Arthurs**

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

2. Recommendation to adopt a motion to approve the minutes of the October 25, 2021 Ethics Committee meeting.

Motion: **Donna Wayt**

Second: **Stephanie Wilson**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
Julie Brinkman	x	
Thomas Fantin	absent	
Andrea Legg	absent	
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 October was provided for review. The noteworthy items were highlighted in the report. Mark Schott explained that October is a very small month for revenue with only \$139,000 received which included the \$30,000 transfer from the General Fund to Capital Improvements which had to be counted as revenue. Our year-to-date expenditures for 2021 are currently 9% higher than in 2020. We still reflect a small net gain for the year, but that balance continues to fall as our main source of revenue for 2021 has already been received. 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: **Kathleen Arthurs**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve salaries in the amount of \$208,664.19 and expenditures in the amount of \$759,513.68 for the month of October.

Motion: **Stephanie Wilson**

Second: **Kathleen Arthurs**

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

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

**III. COMMITTEE REPORTS**

**ETHICS COMMITTEE:**

**1. Presentation of Items Approved by the Ethics Committee**

*Direct service payments to reimburse families for the purchase of essential oils, training pants, and an adaptive swing pod were reviewed by the Ethics Committee. These were all allowable expenses and 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: **Stephanie Wilson**

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

**IV. OLD BUSINESS BEFORE THE BOARD**

**V. NEW BUSINESS BEFORE THE BOARD**

**1. Transfer of Funds**

*Nate Kamban explained that the first transfer is necessary to continue to fund the activities of the FANS Network which hosts community-based events. The transfer for the Family Support Services Program is required annually since county boards no longer receive subsidies from the state and must fund the entire cost of this program with local dollars. The Title XX transfer is required every year in order to repay the General Fund with Title XX dollars for Early Intervention expenditures.*

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

- **\$2,000.00 from S50-S32 Transfers to U25-U09 Transfers In From the General Fund**

- \$33,000.00 from S50-S32 Transfers to U30-U02 Transfers In From the General Fund
- \$37,574.82 from S52-S01 Title XX to S50-S44 Transfers In From the Title XX Fund

Motion: **Stephanie Wilson**

Second: **Donna Wayt**

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

## 2. 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, 2022, 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 2022 appropriations is located under the “New Business” tab in the Board book. The grand total for appropriations is \$9,806,867.*

Motion: **Stephanie Wilson**

Second: **Kathleen Arthurs**

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

## 3. 2022 Annual Waiver Plan

*TuscBDD is annually required to submit a plan to the Ohio Department of Developmental Disabilities that estimates the number of waivers needed along with a commitment that TuscBDD has enough funds to cover those waivers. Over the past three years, TuscBDD has seen a 10% increase in the number of waivers. In this plan, we projected adding 12 new Individual Options waivers and 15 new Level 1 waivers annually.*

Recommendation to adopt a motion to approve the 2022 Annual Waiver Plan as submitted in accordance with ORC §5126.054.

Motion: **Donna Wayt**

Second: **Kathleen Arthurs**

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

#### **4. Position Description Revisions**

*Nate Kamban explained that several years ago, TusCBDD accommodated the request of one Speech/Language Pathologist (SLP) to scale back her hours. In order to do so, the school-age SLP agreed to provide services to both preschool and school age students. The revisions to these position descriptions were necessary to better reflect that one SLP works with the Early Intervention Program and the other SLP works with the Preschool/School Age Program which includes services provided through the Outreach Program. Both SLPs are pleased with how these duties are split, and the union was also in support of these revisions.*

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

- **Speech/Language Pathologist – Early Intervention**
- **Speech/Language Pathologist – Preschool/School Age**

Motion: **Donna Wayt**

Second: **Stephanie Wilson**

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

#### **5. Board Policy Revisions**

*Nate Kamban shared that recent administrative rule changes have affected minor changes to three policies. The most significant revision to the Board Operations Policy was an update to*

*the section on the annual plan for waivers, formerly called three-year calendar plan. The policy was also revised to remove program reports from the list of Board agenda items since written program reports have been replaced with verbal updates during new business when needed. A minor change was made to the Volunteer Services Policy to include the addition of language in relation to persons who are not eligible to serve as volunteers if found eligible for intervention in lieu of conviction for offenses listed in ORC 109.572. Two significant changes were made to the Service and Support Administration Policy to include information on the new Ohio Individual Service Plan and the addition of language about the Board’s responsibility to share information about residential options including intermediate care facilities in accordance with guidance issued by the Ohio Department of Developmental Disabilities.*

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

- **1.3 Board Operations**
- **1.18 Volunteer Services**
- **12.1 Service and Support Administration**

Motion: **Donna Wayt**

Second: **Kathleen Arthurs**

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

**6. Board Policy Recission**

*The administrative rule governing county board administration was recently revised to include the elimination of outdated health and safety requirements for county boards who provide direct, facility-based services. Since we are not providing facility-based adult services, this policy is outdated and can be rescinded. Our role to ensure health and safety is handled through other policies and procedures required of county boards, and we also maintain the requirement for certain positions to be trained in CPR and First Aid as outlined in various position descriptions. Nate Kamban clarified that requirements for school-based services are governed by the Ohio Department of Education and policies/procedures remain in place for those programs operating at Starlight School.*

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

- **2.1 General Health Services and Well-Being for Individuals Receiving Services**

Motion: **Stephanie Wilson**

Second: **Donna Wayt**

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

## 7. Personnel Policy Revisions

*Revisions were made in both the Evaluation of Applicants and Basis for Selection/Disqualification Policy and the Conviction of a Felony Policy in regards to applicants or employees who have been convicted of, pled guilty to, or were found eligible for intervention in lieu of conviction for any offenses in section 109.572 of the ORC. Any of those offenses listed would disqualify someone from being hired or from continuing their employment with the Board. The Insurance Benefits Policy was revised to increase the number of days an employee could be on leave without pay from five to ten before being responsible to pay the full amount of the premium for health, dental, and vision insurance. We researched policies from the county and from other county boards and felt this was a fairer allocation of days before charging an employee the full cost.*

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

- 2.8 Evaluation of Applicants and Basis for Selection/Disqualification
- 4.8 Insurance Benefits
- 6.28 Conviction of a Felony

Motion: **Stephanie Wilson**

Second: **Kathleen Arthurs**

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

## 8. Dental Insurance

*Nate Kamban shared that we were informed that our current provider of dental and vision insurance would no longer be providing coverage as of January 2022. Lynn Angelozzi and Mark Schott held meetings and review plan options. The benefits of the plan from Met Life*

*line up with our existing benefits, and the and provider pool from Met Life was the best option. Our dental rates for this year are 10% lower than our existing rates and are locked in for one year.*

Recommendation to adopt a motion to accept the Met Life PDP Plus dental plan for dental insurance benefits for TuscBDD employees, which includes a 10% rate reduction from our existing plan from CBA Benefits Services, effective January 1, 2022 through December 31, 2022.

Motion: **Stephanie Wilson**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

#### **9. Vision Insurance**

*The vision insurance plan from Met Life was the best option with similar benefits and a 10% reduction in cost compared to our existing plan. Our vision rates are locked in for two years.*

Recommendation to adopt a motion to accept the Met Life Vision plan for vision insurance benefits for TuscBDD employees, which includes a 10% rate reduction from our existing plan from CBA Benefits Services, effective January 1, 2022 through December 31, 2022.

Motion: **Stephanie Wilson**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

#### **10. Resolution to Amend Health Flexible Spending Account to Increase the Maximum Contribution Amount and the Maximum Carryover Amount**

Recommendation to approve the following resolution:

WHEREAS, the Tuscarawas County Board of Developmental Disabilities (the “Employer”)

previously adopted a Code Section 125 plan; and

WHEREAS, the Internal Revenue Service permits participants to contribute a maximum of \$2,850.00 annually to a Section 125 plan; and

WHEREAS, the Internal Revenue Service permits participants to carryover a maximum of \$570.00 annually to a Section 125 plan which can be retroactive to the 2021 plan year; and

WHEREAS, effective December 31, 2021 the Employer desires to amend the Plan to permit participants to contribute up to the maximum amount of \$2,850.00 annually and to carryover up to the maximum amount of \$570.00 annually, retroactive to the 2021 plan year, as outlined in the amendments and Summary of Material Modifications;

NOW, THEREFORE, BE IT RESOLVED that the Board has hereby reviewed the amendments and Summary of Material Modifications and does hereby approve of these amendments to increase the maximum contribution to the limit of \$2,850.00 and to increase the maximum carryover amount to the limit of \$570.00 retroactive to the 2021 plan year.

Motion: **Kathleen Arthurs**

Second: **Donna Wayt**

**Roll Call:**

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

The President declares the motion **carried**.

**11. Substitute Employee Rates**

*Mark Schott and Lynn Angelozzi reviewed our substitute employee rates in light of the increase to the minimum wage set to occur on January 1, 2022. As a part of this review, substitute rates from the Educational Service Center were also reviewed for comparison. Adjustments to the rates for substitute secretaries, substitute classroom assistants, and substitute nurses are being recommended to remain competitive.*

Recommendation to adopt a motion to approve the revision to the proposed list of substitute employee rates as presented to be effective on January 1, 2022.

Motion: **Donna Wayt**

Second: **Kathleen Arthurs**

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



*one of the beds, there are options to share a vacancy with another partner county. County boards outside of this partnership could also use a vacancy but would pay a different rate than one of the partner county boards. Nate clarified that Tuscarawas County would have the contract with REM as the provider for this home since Tuscarawas County serves as the lead on this project.*

Recommendation to adopt a motion to approve the agreement between Tuscarawas County Board of DD, Knox County Board of DD, Coshocton County Board of DD, Guernsey County Board of DD, and Muskingum County Board of DD for the establishment and operation of youth stabilization home(s) that provide residential and respite services to youth with developmental disabilities and intensive behavioral needs per the terms and conditions of the contract as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

Motion: **Donna Wayt**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

**14. Disposal of Unneeded, Obsolete, or Unfit Equipment**

*Nate Kamban explained that the Toyota Carolla is too small of a vehicle when transporting some passengers, and the Ford Transit XLT is much too large for our current needs. These two vehicles are being recommended for disposal in order to sell or trade them in on the purchase of a regular-sized Ford Transit which is better suited for the needs of our agency.*

Recommendation to adopt a motion to approve the disposal of the 2007 Toyota Carolla and 2015 Ford Transit E350 XLT considered unneeded, obsolete, or unfit by the Tuscarawas County Board of DD. This motion will be submitted to the Tuscarawas County Commissioners for final approval. The Toyota Carolla will then be disposed of by either trading the vehicle in at a local dealership if another van is purchased or posting it for sale on the internet auction website GovDeals.com. The Ford Transit will then be disposed of by selling it directly to the New Philadelphia School District. In the event that the vehicle is not purchased by the New Philadelphia School District, it will be included in the trade in at a local dealership or posted for sale on the internet auction website GovDeals.com.

Motion: **Kathleen Arthurs**

Second: **Stephanie Wilson**

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

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

**15. Board Nominating Committee for 2022 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 2022 slate of officers and list of committee assignments to be adopted at the January organizational meeting.

**Thomas Fantin  
Stephanie Wilson  
Ryan Yoss**

*A copy of the 2021 slate of officers and committee assignments has been included in the Board books.*

Motion: **Donna Wayt**

Second: **Kathleen Arthurs**

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

**16. Community Survey Overview (discussion only)**

*Kerri Silverthorn printed off a paper version of the community survey for each Board member to complete. An online version of the survey is available as well. Kerri explained that TuscbDD is partnering with MEORC on this survey which ties to our strategic plan goal to evaluate inclusivity in our community through feedback mechanisms. The survey is tailored to various stakeholder groups such as employers, providers, people served, and family members as well as general community members. The survey will close at the end of November.*

**VI. PERSONNEL**

**1. Personnel Actions:**

- a. Miles Ballentine – new hire – Service and Support Administrator, effective December 6, 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. **State Issues**
  - The competency-based wage increase for providers that was approved through Medicaid is so stringent for providers to access that it almost never gets utilized. Nate Kamban is serving on a think tank to streamline the process to access this wage increase, and county boards have agreed to be responsible for funding this increased rate. This small group will work together to develop some of the specifics associated with when a Direct Support Professional (DSP) becomes eligible to receive this increased wage rate. Nate shared that the overwhelming support of superintendents illustrates the fact that providers are in a hiring crisis.
  - Information continues to be shared regarding the vaccine mandates from the Occupational Safety and Health Administration (OSHA) and Centers for Medicare and Medicaid Services (CMS). Nate Kamban explained that neither of these mandates affect county boards as we fall under the auspices of the Ohio Bureau of Workers' Compensation. There was some question regarding whether or not county boards would fall under the CMS guidance which requires vaccination for facilities that provide outpatient physical therapy (PT) or speech language pathology (SLP) services. Legal counsel for county boards confirmed that we do not fall under that mandate since county boards are not considered either a Medicaid certified provider or a public health agency, and we do not use Medicaid dollars to fund PT or SLP services. The CMS mandate will affect the Intermediate Care Facilities (ICFs), which are residential settings for our most vulnerable people. There is only one ICF in Bolivar that is operated by Horizons. This is a difficult spot for providers as the mandates may further exacerbate staffing shortages; however, the individuals living in the ICFs are fragile. Nate shared that we are working with Donna Merrill to develop a contingency plan if staff shortages result from the mandate.
3. **Local Issues**
  - Chris Sapp, Kerri Silverthorn, and Nate Kamban have been meeting with providers across the county to ask how providers are doing amidst the workforce shortage and explain our new Provider Support Program options. Providers have expressed that staffing is very thin, overtime is a burden, and they are having difficulty attracting new staff. One residential provider had to consolidate residents into one home due to staff shortages. The addition of the workforce development fund within the Provider Support Program gives providers the opportunity to use funds creatively to help providers retain staff. Nate Kamban explained that we still need a comprehensive, state level plan to ensure providers have a sustainable system.
  - Nate Kamban, Holly Lawver, and Susan Blum continue to evaluate our school program based on the needs of our local districts and determine next steps regarding

how to move forward due to the vacant Behavior Support Specialist (BSS) position. Ben Kolbrich, our BCBA, is currently completing all public-school outreach and has a large caseload with several students waiting for services. One idea that will be explored further is the idea of hiring or contracting of BSS-Assistants that could work under our BCBA and be deployed into the local districts. Their job would be to implement the strategies that Ben develops in partnership with the local districts. This discussion is still in the early stages and more meetings will be held in January to brainstorm with our BSS team. Nate also plans to meet with staff from the East Central Ohio Educational Service Center (ECOESC) to discuss how we could partner with them as well to serve students throughout the districts.

- Work continues as TuscBDD partners with a local provider, Advocates for Success (AFS), to increase training on the topics of romantic relationships and sexuality. AFS has already begun offering weekly classes on this topic, and several of our Service and Support Administrators (SSAs) who have been certified to lead classes on this topic will begin to offer support to this class. These SSAs are also working to develop a training for parents to help them better support their family members as they navigate dating, healthy relationships, and sexuality.

**4. Extra Mile Service Award**

Devin Williams, TuscBDD SSA, was nominated to receive an Extra Mile Service Award to recognize him for going above and beyond for those we serve. A copy of his award has been included in the Board books.

**5. OACB Distinguished Service Award**

Kerri Silverthorn recognized Nate Kamban for being selected to receive the Distinguished Service Award which will be presented to him at the Ohio Association of County Boards (OACB) Annual Convention in December. This award recognizes a county board employee, board member, volunteer, or community member for their outstanding service and commitment to their local county board of DD. Nate Kamban expressed his gratitude to the Board for giving him the opportunity to serve in his role as Superintendent. He was humbled to be nominated and thankful to work alongside a great team of coworkers and have Tuscarawas County be seen as a leader in the state. Nate takes great pride in being able to serve on behalf of individuals with developmental disabilities and represent his hometown community at the state level.

**6. Additional Miscellaneous Information**

**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: 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: **Stephanie Wilson**

Second: **Donna Wayt**

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

Time in: **6:27** p.m.

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

Motion: **Stephanie Wilson**

Second: **Donna Wayt**

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

Time out: **6:37** p.m.

## **XII. ADJOURNMENT**

1. Adopt a motion to adjourn.

Motion: **Kathleen Arthurs**

Second: **Donna Wayt**

	<b><u>Yea</u></b>	<b><u>Nay</u></b>
Kathleen Arthurs	x	
Julie Brinkman	x	
Thomas Fantin	absent	
Andrea Legg	absent	
Donna Wayt	x	

Stephanie Wilson  
Ryan Yoss

x  
absent

The President declares the motion **carried**.

Time: **6:37** p.m.

"This is a true and accurate record of the meeting of November 22, 2021."

  
Thomas Fantin, President

  
Julie Brinkman, Recording Secretary

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

2021-1122 minutes