TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, February 28, 2022
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

	Present	Absent
Kathleen Arthurs	x	
Julie Brinkman	x	
Thomas Fantin	x	
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

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the January 27, 2022 Organizational Board meeting.

Motion: **Kathleen Arthurs** Second: **Julie Brinkman**

	Yea	Nay
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 January 27, 2022 Board meeting.

Motion: **Donna Wayt** Second: **Ryan Yoss**

	Yea	Nay	
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 January was provided for review. The noteworthy items were highlighted in the report. At the meeting, Mark Schott shared that TuscBDD received higher than normal revenue for January due to the receipt of funds from the state for the youth stabilization home on Mohican Drive and revenue from an insurance claim for the lightning strike to Starlight School's fire alarm system. Salaries and labor-related costs were up slightly compared to last January. Other expenditures worth noting for the month of January consisted of the annual cost for MEORC's bundled service package and the flow-through of money from the state that we received for the Mohican Drive home that we then reimbursed to Summit Housing for their purchase. TuscBDD had a net loss as expenditures were in excess of revenue for the month which is typical for January. 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: **Andrea Legg** Second: **Julie Brinkman**

	Yea	Nay	
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 $206,680.95 and expenditures in the amount of $528,063.31 for the month of January.

Motion: **Stephanie Wilson** Second: **Kathleen Arthurs**

	Yea	Nay	
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

ETHICS COMMITTEE:

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

Direct service contracts are presented for review on an annual basis since 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 family-selected providers were already reviewed on an individual basis and approved by the Ethics Committee prior to any provision of services. 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**

	Yea	Nay	
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**.

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. **Adult Developmental Services, Inc. (ADS) – Contract for Adult Day Habilitation Services**

<u>and Transportation Services to Persons without Waivers</u>

Nate Kamban explained that this is the standard contract with all providers that permits the county board to pay the Medicaid rate for persons without waivers. This is being renewed for a three-year period.

Recommendation to adopt a motion to approve the contract with Adult Developmental Services, Inc. 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: **Donna Wayt**

	Yea	Nay	
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. **<u>Stepping Stone Residential, LLC – Contract for Adult Day Habilitation Services and Transportation Services to Persons without Waivers</u>**

This is the standard contract with all providers that permits the county board to pay the Medicaid rate for persons without waivers. This is being renewed for a three-year period.

Recommendation to adopt a motion to approve the contract with Stepping Stone Residential, 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: **Kathleen Arthurs** Second: **Julie Brinkman**

	Yea	Nay	
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. Position Description Revision

Nate Kamban explained that this position description was modified slightly to update the language that specifies the credentials needed for this position.

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

- **Behavior Support Supervisor**

Motion: **Stephanie Wilson** Second: **Donna Wayt**

	Yea	Nay
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. Personnel Policy Revisions

The vacation policy was revised to update the list of titles for employees who are not considered full-time for the purpose of vacation accrual to include Behavior Support Assistants since they work a 210-day schedule. Policy 6.10 was revised to update the titles that are assigned to categories for insurability requirements. The policy on resignation/retirement was revised to reflect that classified employees should provide a 30-day notice of resignation or retirement. Former language for classified employees asked for at least a two-week notice. Nate Kamban explained that language for management and professional employees already required a 30-day notice of resignation, but language was added to include a 6-month notice of retirement which allows for a more planful transition.

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

- **5.2 Vacation**
- **6.10 Employee Driver Abstracts & Insurability Requirements**
- **8.1 Resignation/Retirement**

Motion: **Andrea Legg** Second: **Kathleen Arthurs**

	Yea	Nay
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. Management Employee Contract Addendum

The addendum to the management employee contract was revised to include the addition of a resignation or retirement notice incentive if a six-month notice of resignation or retirement is provided. Nate Kamban explained that those positions on a one-year contract serve in leadership roles and often do not have anyone who is trained to handle those responsibilities in the event of a vacancy. Providing a six-month notice prior to a resignation or retirement for these key positions allows for proper planning in order to fill positions with enough overlap for sufficient training. The maximum number of vacation hours permitted on the management employee contract addendum was also revised to reflect the recent changes to the vacation policy.

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

Motion: **Donna Wayt** Second: **Julie Brinkman**

	Yea	Nay	
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. Substitute Employee Rates

The addition of a substitute rate for TuscBDD retired teachers provides us with the ability to pay a higher amount to those teachers who have retired from our agency. This is helpful due to their experience and institutional knowledge specific to our agency.

Recommendation to adopt a motion to approve the revision to the proposed list of substitute employee rates to include the addition of a rate for TuscBDD Retired Teachers as presented to be effective on February 28, 2022.

Motion: **Julie Brinkman** Second: **Stephanie Wilson**

	Yea	Nay
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. <u>Transfer of Appropriation</u>

Tuscarawas County Auditor, Larry Lindberg, preferred that the Provider Support Program had its own account due to the amount of expenditures for this program. A separate account helps the county as they go through audits and helps us to better track those expenditures. Previously, the provider support expenditures were included in the Other Expenses line item.

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

- **$245,000 from *S50-S31 Other Expenses* to *S50-S50 Provider Support Program***

Motion: **Julie Brinkman** Second: **Donna Wayt**

	Yea	Nay	
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. <u>School Inclusion Fund Authorization and Supplemental Appropriation</u>

Nate Kamban, Holly Lawver, and Susan Blum have met with several local districts to gather their input on unmet needs and their suggestions on how our school program can be improved. The needs of the districts varied as some have needs related to serving students with developmental disabilities who are medically fragile while others expressed needs with accessibility, equipment, or training. As a way to further support our local public school districts as they educate students with developmental disabilities, Nate Kamban proposed the creation of a school inclusion fund. The initial fund proposal consists of $225,000 for 2022 which amounts to $25,000 of funding per district. There will be a form for districts to complete which includes a requirement for them to share how they plan to spend the money. If approved, then the districts would simply need to provide proof that the money was spent in accordance with their request. The goal is for this fund to have general parameters allowing each district to tailor it to their specific needs giving TuscBDD a more flexible way to get support to the districts in order for them to keep youth in the public-school setting. The fund balance will be evaluated later in the year to determine if it has been fully utilized or if it remains underspent. This funding will need to be evaluated by the Board on an annual basis as the annual budget is developed and is not a guarantee of ongoing financial support.

Recommendation to adopt a motion to authorize the Superintendent to develop a School Inclusion Fund for the purpose of supporting public school districts in Tuscarawas County to educate children with developmental disabilities in the local public school environment thereby approving the following supplemental appropriation:

- **$225,000 from *S50-S40 Unappropriated Balance* to *S50-S49 School Inclusion Costs***

Motion: **Andrea Legg** Second: **Julie Brinkman**

	Yea	Nay	
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. Board Policy Revision

The Service and Support Administration policy was revised in an effort to shift to a more simplified policy format, leaving the detail to be covered in a separate procedure. This format is modeled after examples from other county boards and contains broad references to rule.

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

- **12.1 Service and Support Administration**

Motion: **Donna Wayt** Second: **Stephanie Wilson**

	Yea	Nay	
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. Strategic Plan Annual Report – Highlights from 2021 *(discussion only)*

Kerri Silverthorn provided an overview of the TuscBDD strategic plan annual report on the accomplishments of calendar year 2021. Kerri shared highlights from each of the themes with additional detail being provided in the written report. This report was also posted on the website for review by the public.

11. <u>Community Integration Survey Results</u> *(discussion only)*

The results of the 2021 TuscBDD community survey were provided in the Board book for review. Kerri Silverthorn shared that 2021 survey focused on the subject of inclusivity in our community and had a total of 97 participants, which is quite significant. The survey provided information both on what TuscBDD does well and what TuscBDD could do better. Kerri reviewed some of the highlights with the Board and directed them to the copy of the survey in their Board books for a more detailed look at the results. Some of the areas of improvement that were mentioned are exploration of grant funding, before/after care services for kids, manageable sized caseloads for SSAs, and the ongoing need for more transportation options. The survey results reflected that most people are aware of the services provided by the county board, that employment navigation is a highly used service as is service coordination. The questions asked of individuals served reflected that 100% of them are able to do activities in the community, and 100% of them feel important and valued in the community and by the county board. They also expressed that the barriers that keep them from being as involved in the community as they would like are transportation, finances, and a lack of activities. The responses from providers reflect that they feel supported by the county board. The survey ends with several recommendations which were reviewed.

VI. <u>PERSONNEL</u>

1. **<u>Personnel Actions:</u>** none

VII. <u>REPORTS OF THE SUPERINTENDENT</u>

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**
   - **Temporary Remote Meeting Option:** Governor DeWine signed HB 51 into law which allows public bodies to hold meetings remotely through the end of June 2022. Legislation has also been introduced to allow remote meetings to be permanent. If this legislation is passed, it would be especially helpful in the event that an emergency Board meeting is needed.
   - **Ohio Association of County Boards (OACB) 2022 Advocacy Efforts:** Nate Kamban shared the OACB priorities for 2022 which include collaboration with the Ohio Department of Developmental Disabilities (DODD) to expand the ability for providers to access the competency-based rate add-on, collaboration with provider agencies to develop proposals for increasing DSP wages, simplification of the system to reduce administrative work by county boards, and increasing the usage of assistive technology and remote supports state-wide.
3. **Local Issues**
   - **Youth Stabilization Homes:** Progress continues on the two youth stabilization

homes that were recently purchased. The modifications to the home in Dover will be done this week. Modifications will begin to the home in New Philadelphia soon. The provider, REM-Ohio, is in the process of recruiting staff for these properties.

- **Guardianship Services Board:** Nate Kamban continues to work with a representative from the ADAMHS Board and the Probate Court to create a guardianship services board that would provide professional guardians for individuals with intensive needs. We relied on lawyers to serve in this capacity in the past; however, it is becoming more difficult to find those who are willing to do so. The estimated cost to operate this program is $150,000 annually. Commitments have been received from community partners to fund nearly the entire amount needed for the first year of the program, and Nate anticipates requesting the Board to commit to approximately $30,000 of funding.
- **Starlight School New Programmatic Offerings:** Nate Kamban shared that several great applications were received for the role of Behavior Support Assistant. Two of the candidates that were hired have already completed their RBT training and another person has their Masters' Degree in Applied Behavioral Analysis.
- **Family and Children First Council (FCFC) Discussion:** Nate Kamban was approached by the Director of the ADAMHS Board about the possibility of TuscBDD serving as the administrative agent of FCFC. The goal of FCFC is to develop a process to serve and support youth and families who are involved in multiple service systems. FCFC has two of their own employees, but Ohio Revised Code requires that a local agency serve in this administrative role to manage FCFC employees and help the council succeed. TuscBDD has worked hard to champion multi-system youth issues in our county, and Nate expressed his desire to consider assuming this role here at TuscBDD. Nate is aware that this would be a lot of work, but it would be very worthwhile for youth and families in Tuscarawas County. Nate has reached out to several other county boards who serve in this capacity to learn what this would entail and intends to take the next month to plan out how this could be accomplished within our agency. Further research is needed to better understand the financial commitment as well as how the various components of the program will be handled if we assume this role. Final confirmation of our decision must take place at the March Board meeting with a July 1st effective date.
- **Levy Planning:** Nate Kamban and Mark Schott are planning to meet informally with the County Commissioners to discuss the levy renewal to be placed on the November ballot. The plan would then be for TuscBDD to pass a resolution in March requesting submission of the question of tax levy at the November election which is then certified to the County Commissioners. The Commissioners would then pass a resolution as the next step in that process.
- **Sexuality Training:** A class on sexuality training for parents has been scheduled with our team of trained SSAs.
- **Fire System Update:** Drew Litty shared that all auxiliary equipment is installed, and the wiring is next. We are short five visual alarms and are still waiting on the arrival of the main panel. The final completion date is not yet able to be

determined due to the unknown arrival date of the panel.

- **Ohio ISP:** Kyle Wells shared that DODD is rolling out a statewide ISP so plans from all 88 counites match. SSAs are reviewing each module of the ISP to learn how to extract the information. Kyle added that the tool is very person-centered, but the electronic version is only available to be used for training at this point. An official roll-out date has not yet been announced.
- **March Events:** March is Developmental Disabilities Awareness Month, and Kerri Silverthorn distributed a flyer with information on the various activities that have been planned for March. Those activities include a FANS Network Book Blast, The Better Together Awards, Donuts with DSPs, and a Drive-Thru Parade. Kerri shared that we received numerous nominations in each category for the Better Together Awards, and she was happy to report that the County Commissioners have agreed to select the winners. Board members are welcome to join in the parade activities anytime between noon and 2:00 pm on March 23rd at the Service and Support Center.

4. **Additional Miscellaneous Information**

VIII. MISCELLANEOUS

1. Major Unusual Incident (MUI) Report

IX. PUBLIC PARTICIPATION

X. 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 and discipline 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:	**Yea**	**Nay**
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: **6:43** 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: **Stephanie Wilson**

Roll Call:	**Yea**	**Nay**
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: **7:28** p.m.

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Stephanie Wilson** Second: **Kathleen Arthurs**

	Yea	**Nay**
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: **7:29** p.m.

"This is a true and accurate record of the meeting of February 28, 2022."

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the February 28, 2022 Board meeting.

2022-0228 minutes