TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, November 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	(excused)
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

- Motion 10 under New Business was added.

1.4 STARLIGHT SCHOOL & ECOESC PARTNERSHIP DISCUSSION

Nate Kamban was joined by Monika Marino, ECOESC Student Services Consultant and Melanie Cronebach, ECOESC Executive Director of Student Services, to discuss the possibility of expanding services at Starlight School through a partnership with the ECOESC. Nate shared that Starlight School is nearly at full capacity in the in-house program and is serving nearly every district in the county through the Outreach Program. School districts were surveyed and expressed that they are pleased with our outreach services and would like more in-house options for kids with intensive needs. Meetings were held with ECOESC to consider ways to further expand services at Starlight School in a responsible manner while understanding that expansion could only happen if there was buy-in from the districts in order for it to be financially sustainable. The Board was supportive of continuing conversations with the ECOESC to consider moving forward with future expansion to meet the needs of students in a unified partnership between TuscBDD and ECOESC.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the October 24, 2022

Board meeting.

Motion: **Julie Brinkman** Second: **Ryan Yoss**

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

2. Recommendation to adopt a motion to approve the minutes of the October 24, 2022 Ethics Committee meeting.

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

	Yea	Nay	
Kathleen Arthurs	x		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		
Donna Wayt	absent		
Stephanie Wilson	x		
Ryan Yoss	x		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. Tyler Smith shared that the main sources of revenue for the month were from Refunds & Reimbursements, ODE, and Employee Health Premiums. The Targeted Case Management revenue was down simply due to the timing of the billing but is expected to be received in November. The IDEA grant revenue is also down for this month but should be back in line after the final expenditure report is finalized by ODE. The year-to-date total revenue is just slightly above what it was at this point in 2021. Expenditures for the month of October are 21% higher than October of 2021 and were largely attributable to Medicaid match costs, labor costs, and contract services. There are also costs that are new to the budget this year such as youth stabilization home expenditures and school inclusion costs. TuscBDD currently has a net loss for the year which was expected; however, the amount of that net loss is less than what was anticipated at the end of October. 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: **Kathleen Arthurs**

	Yea	Nay	
Kathleen Arthurs	x		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		
Donna Wayt	absent		
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 $246,909.57 and expenditures in the amount of $921,869.89 for the month of October.

Motion: **Stephanie Wilson** Second: **Ryan Yoss**

	Yea	Nay	
Kathleen Arthurs	x		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		
Donna Wayt	absent		
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

Two direct service payments were presented for allowable expenses that were within the limits set by the FSS policy and procedure. There were no ethical concerns or conflicts to be presented.

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: **Kathleen Arthurs**

	Yea	Nay
Kathleen Arthurs	x	
Julie Brinkman	x	
Thomas Fantin	x	

Andrea Legg	x		
Donna Wayt	absent		
Stephanie Wilson	x		
Ryan Yoss	x		The President declares the motion **carried**.

IV. <u>OLD BUSINESS BEFORE THE BOARD</u>

V. <u>NEW BUSINESS BEFORE THE BOARD</u>

1. <u>Annual Appropriation Resolution</u>

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, 2023, 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 2023 appropriations is located under the "New Business" tab in the Board book. The grand total for appropriations is $10,804,433.

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

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

2. <u>Supplemental Appropriations</u>

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

- **$12,000 from *S50-S40 Unappropriated Balance* to *S50-S17 Salaries***
- **$2,000 from *S50-S40 Unappropriated Balance* to *S50-S18 Supplies***
- **$40,000 from *S50-S40 Unappropriated Balance* to *S50-S22 Contract Services***
- **$3,500 from *S50-S40 Unappropriated Balance* to *S50-S27 Travel & Staff Development***
- **$9,500 from *S50-S40 Unappropriated Balance* to *S50-S31 Other Expenses***
- **$103,400 from *S50-S40 Unappropriated Balance* to *S50-S36 Medicaid Match***

Motion: **Andrea Legg** Second: **Stephanie Wilson**

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

3. <u>2023 Annual Waiver Plan</u>

TuscBDD is required by Ohio law to develop an annual waiver plan that estimates the number of waivers needed along with a commitment that TuscBDD has enough funds to cover those 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 2023 Annual Waiver Plan as submitted in accordance with ORC §5126.054.

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

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

4. <u>Dental Insurance</u>

Nate Kamban explained that our dental insurance plan was approved through December 31, 2022, but the plan year is being adjusted to run September 1, 2022 through August 31, 2023 to line up with our health insurance plan year.

Recommendation to adopt a motion to renew the Met Life dental plan for dental insurance benefits for TuscBDD employees with no rate increase, effective September 1, 2022 through August 31, 2023.

Motion: **Julie Brinkman** Second: **Ryan Yoss**

	Yea	Nay
Kathleen Arthurs	x	
Julie Brinkman	x	

Thomas Fantin	x		
Andrea Legg	x		
Donna Wayt	absent		
Stephanie Wilson	x		
Ryan Yoss	x		The President declares the motion **carried**.

5. <u>Vision Insurance</u>

The vision insurance plan year is also being adjusted to run September 1, 2022 through August 31, 2023 to align with our health insurance plan year as explained in the previous motion on dental insurance.

Recommendation to adopt a motion renew the Met Life vision plan for vision insurance benefits for TuscBDD employees with no rate increase, effective September 1, 2022 through August 31, 2023.

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

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

6. <u>Resolution to Amend Health Flexible Spending Account to Increase the Maximum Contribution Amount and the Maximum Carryover Amount</u>

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 \$3,050.00 annually to a Section 125 plan; and

WHEREAS, the Internal Revenue Service permits participants to carryover a maximum of \$610.00 annually to a Section 125 plan for the 2023 plan year into 2024; and

WHEREAS, effective January 1, 2023 the Employer desires to amend the Plan to permit participants to contribute up to the maximum amount of \$3,050.00 annually and to carryover up to the maximum amount of \$610.00 annually, as outlined in the amendments;

NOW, THEREFORE, BE IT RESOLVED that the Board has hereby reviewed the amendments and does hereby approve of the amendments to increase the maximum contribution to the limit of $3,050.00 starting in the 2023 plan year and to increase the maximum carryover amount to the limit of $610.00 for the 2023 plan year into 2024.

Motion: **Stephanie Wilson** Second: **Ryan Yoss**

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

7. Personnel Policy Revisions

A slight change was made to Personnel Policy 2.9 – Remote Working to reference Personnel Policy 4.7 – Worker's Compensation for injuries occurring in the course and arising out of the performance of official duties while working remotely. Additional revisions were made to the policy on Worker's Compensation to incorporate recent changes to Ohio Revised Code section 4123.01 which outlines the parameters that must apply for something to be considered an injury when working remotely for the purposes of Worker's Compensation. Other minor language changes were made to ensure content of this policy matched the Ohio Revised Code.

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

- 2.9 Remote Working
- 4.7 Workers' Compensation

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

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

8. Provider Support Program 2023 Initiatives

Nate Kamban explained that due to the funding increase that is expected from county boards to raise the level of support for providers in the upcoming state biennium budget, the *budgetary limits for the local Provider Support Program were reduced while maintaining as much local support as possible.*

Recommendation to adopt a motion to approve the Provider Support Program Initiatives for 2023 as presented.

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

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

9. Board Nominating Committee for 2023 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 2023 slate of officers and list of committee assignments to be adopted at the January organizational meeting.

Julie Brinkman
Thomas Fantin
Kathleen Arthurs

A copy of the 2022 slate of officers and committee assignments has been included in the Board books.

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

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

10. Resolution of Appreciation for Stephanie Wilson

Nate Kamban recognized Stephanie Wilson for her commitment to this agency while serving on the Board for twelve years. Stephanie provided a leadership through times of transition *and lead the Board with poise and empathy. Her knowledge and expertise in the mental health field was a tremendous asset to this agency. Stephanie also represented TuscBDD at the state level as a member of the OACB Board of Trustees. Nate presented Stephanie with a plaque in recognition of her years of service.*

Whereas, in the interest of citizens with developmental disabilities, their families and staff, **Stephanie Wilson** has willingly and generously given her time, interest and talents to serve as a member of the Tuscarawas County Board of Developmental Disabilities, and

Whereas, Stephanie Wilson was first appointed to the Board in January 2011 and over the years was elected to serve as president and vice president at the local level and as a member of the OACB Board of Trustees at the state level, and

Whereas, Stephanie Wilson's distinguished service on our Board has provided a solid connection for our organization with the community, families, and the individuals served by the Board,

Now, therefore, let it be resolved that the Tuscarawas County Board of Developmental Disabilities extends our deepest appreciation to **Stephanie Wilson** for her twelve years of dedication, leadership, and commitment and wishes her the best.

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

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

VI. PERSONNEL

1. **Personnel Actions:**
   a. Lynn Angelozzi – retirement – Human Resources Director, effective April 28, 2023

VII. 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**
   - **Region V Discussion:** At a recent Region V Superintendents meeting, concern was expressed regarding the way in which OACB gathered information from counties

about their capacity to fund a rate increase. The desire to form a regional trade organization was discussed at this meeting. Nate shared concerns about this option as the ability for county boards to advocate as a unified front would be diluted. The Board agreed with this assessment and expressed the importance of working with a state-wide association versus a regional one.

3. **Local Issues**
    - **MEORC Transition Planning:** With the upcoming retirement of Lynn Angelozzi, MEORC has been asked to review our human resource needs to determine the best way to fill this vacancy whether it be a full-time replacement, a part-time replacement, or some type of a shared position. This review will provide us with outside advice to take into consideration prior to moving forward.
    - **Starlight School Coverage:** A staff coverage issue was raised at the Starlight School due to recent illness. Leadership team members looked into this concern and found that staffing ratios maintained or exceeded ODE requirements. However, plans have been developed to offer coverage options when multiple call-offs occur.
    - **Youth Stabilization Homes**: Nate was pleased to share that one youth was brought back to one of our youth homes in Tuscarawas County after being placed in an out-of-county placement. We have two additional referrals seeking to come to Tuscarawas County, but do not yet have the provider staffing to bring them here. Nate met with the provider about the possibility of engaging a new provider to do the second home; however, the provider is still interested in trying to staff both homes and is currently seeking to build capacity.
    - **New Board Member:** Lucinda Bihari was recently appointed to the Board beginning January 1, 2023 to fill the vacancy created by Stephanie Wilson's retirement from the Board. Nate shared that Lucinda is the first person who has been appointed to the Board who also receives services. Tuscarawas County is one of just a handful of county boards across the state who have prioritized the appointment of an individual who receives services. Lucinda was excited to share her story with *The Times Reporter* which will be featured in an article later this week.
    - **Executive Development Program:** Nate Kamban recognized Devin Williams, Service and Support Administrator, who just completed the Executive Development Program put on by the Ohio Association of County Boards.
    - **Retirement of Mark Schott:** Mark Schott was recognized for his time serving as the Business Operations Director. Mark's last day with TuscBDD will be December 2, 2022.

VIII. <u>MISCELLANEOUS</u>

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

IX. <u>PUBLIC PARTICIPATION</u>

X. ADJOURNMENT

1. Adopt a motion to adjourn.

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

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

The President declares the motion **carried**.

Time: **6:51** p.m.

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

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

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

2022-1128 minutes