TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, January 23, 2023
PLACE: Service & Support Center, 610 Commercial Avenue SW, New Philadelphia, Ohio
TIME: 5:45 p.m.

CALL TO ORDER: President

1.1 ROLL CALL: Executive Administrative Director

	Present	Absent	
Kathleen Arthurs		x	(excused)
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg		x	(excused)
Donna Wayt	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 1 under Executive Session was revised.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the November 28, 2022 Board meeting.

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

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

2. Recommendation to adopt a motion to approve the minutes of the November 28, 2022

Ethics Committee meeting.

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

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

The President declares the motion **carried**.

II. FINANCIAL REPORT

1. **Monthly Reconciliation**

The financial reports for November and December were provided for review. The noteworthy items were highlighted in the reports. Tyler Smith explained that the December revenues from 2022 were 113% more than the previous December and were significantly attributable to ODE, Targeted Case Management (TCM), and IDEA grant revenue sources. There was transfer activity that should have taken place in November and reflected as revenue; however, due to some oversights those transfers will be included in the 2023 budget. On the expenditure side, labor costs and Medicaid match made up the largest portion of expenditures for December. There were increases in the year-to-date amounts for equipment, travel, and the other expenditure line items. There was a notable decrease in developmental center costs for 2022 compared to the prior year. Tyler reported that TuscBDD had a net loss of $1.4 million for 2022, which compared favorably to the net loss that was projected for the year. Comments or questions were welcomed from the Board members on the information contained in the report.

Recommendation to adopt a motion to approve the financial statement as presented.

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

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

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve salaries in the amount of $508,770.34 and expenditures in the amount of $616,750.35 for the months of November and December.

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

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

III. COMMITTEE REPORTS

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Supplemental Appropriation

Transfers that are done annually in the month of November for Family Support Services, Capital Improvements, and Title XX were overlooked in 2022 during the transition of staff in the business office. In order to accomplish those transfers in a new budget year, it is necessary to first do supplemental appropriations, and then the actual transfers will be handled in the next motion.

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

- **$77,596.31 from *S50-S40 Unappropriated Balance* to *S50-S32 Transfers to Other Funds***
- **$52,209.51 from *S52-S10 Unappropriated Balance* to *S52-S01 Transfers***

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

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

2. Transfer of Funds

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

- **$47,596.31 from *S50-S32 Transfers* to *U30-U02 Transfers In From the General Fund***
- **$30,000.00 from *S50-S32 Transfers* to *N10-N06 Capital Improvement Transfers***
- **$52,209.51 from *S52-S01 Title XX* to *S50-S44 Transfers In From the Title XX Fund***

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

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

3. Personnel Policy Revision

Nate Kamban expressed a need for improvement in our internal succession planning. We reviewed policies from other county boards and found models where additional tuition payments were provided for staff who were selected for succession planning purposes. Revisions were made to our Education/Certification/Licensure Assistance Program policy to allow for this within the annual budgetary limits of the program set by the Board. Historically, this has been underutilized by staff, so no adjustments are needed to the annual cap of $20,000.

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

- **3.4 Education/Certification/Licensure Assistance Program**

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

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

4. Personnel Policy Adoption

Previously, succession planning was addressed in a Board policy with minimal content specific to the leadership needs of TuscBDD. Lynn Angelozzi and Lisa Sidoti researched this topic and drafted this policy based on examples from other counties resulting in a policy that was descriptive of TuscBDD's commitment to the stability of this agency and the provision of quality services to the individuals and families whom we serve.

Recommendation to adopt a motion to approve the adoption Personnel Policy 3.6 – Succession Planning as presented.

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

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

5. Board Policy Rescission

Nate Kamban explained that this Board policy is no longer needed since succession planning is better addressed in the Personnel Manual, specifically in Personnel Policy 3.6.

Recommendation to adopt a motion to approve the rescission of Board Policy 1.9 – Succession Planning as presented.

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

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

6. 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 it specific purposes as designated by the donor:

- $25.00 from Kathleen Gordon in memory of Dr. Lewis Burrell to TuscBDD
- $25.00 from Jeff and Jayne Ann Fankhauser in memory of Dr. Lewis Burrell to TuscBDD
- $20.00 from M. Elaine Thomas in memory of Dr. Lewis Burrell to TuscBDD
- $30.00 from John and Joan Ratzlaff in memory of Dr. Lewis Burrell to TuscBDD
- $50.00 from Joel and Diane Burrell in memory of Dr. Lewis Burrell to TuscBDD

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

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

7. <u>Donation from RePlay for Kids</u>

Kerri Silverthorn shared that Farrah Raines forwarded an article to her that featured RePlay for Kids and the opportunity to obtain adaptive toys. Kerri then reached out to them to learn more about this opportunity and see if TuscBDD was eligible to receive donations. RePlay for Kids was extremely happy to partner with us through this donation to reach kids in Tuscarawas County.

Recommendation to adopt a motion to accept the donation of 25 switches for toys and 30 adaptive toys from RePlay for Kids to TuscBDD to be distributed to local school-age students receiving therapies through Starlight School Outreach, Early Intervention families, Starlight School classrooms, and youth on SSA caseloads.

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

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

8. <u>Service and Support Center Workspace</u>

The addition of eight workstations in place of four cubicles allows for a more flexible *workspace at the Service and Support Center. Changes to the use of existing space were needed to accommodate Family and Children First Council as well as allowing for future expansion of SSAs as caseloads grow. Drew Litty and Ray Snyder checked with multiple companies and found WorkSpace Solutions, Inc. to provide the best option for our first step toward a more communal work environment.*

Recommendation to adopt a motion to accept the quote from WorkSpace Solutions, Inc. for the purchase of workstations and furniture for a total of $17,901.30 as submitted.

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

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

9. Starlight School & ECOESC Partnership Update *(discussion only)*
Nate Kamban shared that conversations continue on the partnership with the ECOESC to add classrooms at Starlight School for those that do not qualify for county board services but are in need of similar services with a focus on meeting significant behavioral needs. In order to do this, conversations are taking place on what public school districts would be charged per attending child, as it is common for districts to contribute funds to help offset the high-cost for such services. This cost sharing is necessary in order to positively impact TuscBDD's ten year plan due to the increased expectation of county boards to provide additional Medicaid match to help providers increase Medicaid reimbursement rates for direct care staff. Nate talked with local public school superintendents, and they were supportive of this in light of the fact that cost sharing provides the districts with these much-needed services at a local level. Talks continue as we look into the details needed to implement this type of shared service model. Nate added that the eventual goal also includes having transitional classrooms in the public school districts into the future.

10. Memberships and Contract Services *(discussion only)*
A list of all dues and memberships anticipated for 2023 was included in the Board book. Also included was a list of all contract services comparing what was spent in 2021 versus 2022. Nate Kamban explained that this information is shared with the Board in January and August as an opportunity for the Board to stay informed of the memberships TuscBDD belongs to and its contractual relationships. Only those items that are above the $15,000 threshold will be brought to the Board for their approval upon renewal.

11. Strategic Plan Annual Report – Highlights from 2022 *(discussion only)*
Kerri Silverthorn prepared the Strategic Plan Annual Report highlighting the accomplishments

of each department in 2022. A copy of the complete report was included in the Board books and will be shared with the public via our website. Among the many accomplishments included in the report, Kerri shared the following examples with the Board: "Unseen", a documentary which helps the viewer gain insight into the lives of caregivers, was shared with all TuscBDD staff and included an opportunity for breakout discussion. This helped accomplish theme one, objective four to provide training to staff and incorporate second mile service mentality into transition services. This documentary will also be shared at Buckeye Career Center in March during DD awareness month. Theme two, objective one focuses on the need to identify gaps in education and self-advocacy efforts for individuals and families served as well as for providers and agency staff which was accomplished through an advocacy/SSA meeting that brought over 100 people served and several Service and Support Administrators and managers together to have intentional dialogue through a question and answer session to create positive changes for people served and SSAs. Kerri was also pleased to report that the levy passed with 70% votes in favor, the youth stabilization home was staffed sufficiently to bring the first youth back to Tuscarawas County from a developmental center, outreach services continued to expand with children being served in nine districts, an Early Intervention playgroup started for families at Starlight school which was then expanded out to the community, and a technology ambassador team was formed to identifying goals for 2023, all of which are examples of objectives that were accomplished throughout the strategic plan.

VI. PERSONNEL

1. **Personnel Actions:**
   a. Holly Lawver – resignation – School Starlight Principal, effective June 30, 2023
   b. MaryJane Mendoza – removed from sub list – Substitute Classroom Assistant, effective January 3, 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**
   - **State Legislature Update:** Nate Kamban attended a session at the OACB annual convention that focused on levy planning. Concerns were raised about a growing anti-tax mentality within the state legislature; however, OACB shared recently that they were pleased with the incoming leadership due to their history of being more moderate on this topic.
   - **Title IX ODE Resolution:** A resolution from the Ohio Department of Education (ODE) regarding Title IX was shared with the Board. This resolution is about athletics and gender identity. Essentially ODE is in opposition to federal regulations on this topic. TuscBDD/Starlight School does not operate an athletic program, and it is unlikely that this resolution would affect TuscBDD in any manner; however, it was requested that every superintendent in Ohio share this with Board members.

3. **Local Issues**
   - **Human Resources Position:** Lynn Angelozzi is retiring at the end of April. Prior to filling this position, Nate asked MEORC to conduct an organizational assessment to identify the HR needs of TuscBDD. MEORC completed their review and recommended that the agency continue with a full-time HR position due to the size of the agency and scope of the position. This position has now been posted, and interviews have been scheduled.
   - **Youth Respite Request For Proposal (RFP) from DODD:** In December, Nate learned of a grant opportunity from DODD to support youth respite opportunities. TuscBDD has been awarded this grant in the past, and our team met to review this opportunity. The team felt this was a chance to apply for additional funding to expand what we are currently doing to support the in-home behavioral support program and to expand youth respite opportunities. A grant application was then submitted to DODD, and we should know soon if we are awarded funding.
   - **Provider Visits:** Kerri Silverthorn and Chris Sapp spent time visiting providers throughout Tuscarawas County to share an overview of this year's Provider Support Program. They reviewed the fact that cuts were made to the program for 2023 due to anticipated higher Medicaid match contributions from county boards for wage rate increases for provider staff. Providers were still pleased and thankful for the support they receive from TuscBDD. Nate Kamban shared an email from Cassie Elvin thanking the Board for the support Starlight Enterprises, Inc. received from TuscBDD in 2022.
   - **Garaway Thank You Letter:** Nate Kamban shared a thank you letter from Mollie Parisi, Director of Student Services from the Garaway Local School District. Ms. Parisi thanked TuscBDD for the money that Garaway received from the school inclusion fund and explained how Garaway was able to use this money to create a café at Miller Avenue Elementary that is accessible for students with the most significant needs. She shared that these students have access to a full kitchen where real life learning takes place and are proud to know that this space was designed just for them.
   - **Medicaid Reserve Fund:** Legislation was passed recently that permits county boards to allocate 40% of their annual expenses to a specialized Medicaid reserve account. The funds in this account cannot be taken into consideration if a county budget commission or board of commissioners considers the reduction of levy funds for a board of developmental disabilities. This is helpful in communities where they experience a great deal of scrutiny towards their carryover balance. This is not typical for our community as our local officials have understood the need for carryover in order to sustain the agency throughout the levy cycles; however, we continue to evaluate if it is in the best interest of those we serve to create this type of account here in Tuscarawas County. Nate Kamban has asked Tyler Smith to learn more about this option, and conversations will take place as necessary with our local county commissioners.

VIII. MISCELLANEOUS

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

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 matters: The employment and discipline of a public employee and preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. 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: **Donna Wayt** Second: **Julie Brinkman**

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

Time in: **6:23** p.m.

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

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

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

Time out: **6:44** p.m.

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Julie Brinkman** Second: **Lucinda Bihari**

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

Time: **6:45** p.m.

"This is a true and accurate record of the meeting of January 23, 2023."

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the January 23, 2023 Board meeting.

2023-0123 minutes