TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, February 27, 2023
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	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
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

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the January 23, 2023 Organizational Board meeting.

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

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

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve the minutes of the January 23, 2023 Board meeting.

Motion: **Donna Wayt** Second: **Andrea Legg**

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

II. FINANCIAL REPORT

1. Monthly Reconciliation

The financial reports for January were provided for review. The noteworthy items were highlighted in the reports. Tyler Smith explained that January 2023 revenue was 8% higher than January 2022. The most significant sources of revenue for the month were Targeted Case Management, Refunds and Reimbursements, and ODE revenue. Tyler mentioned that he did not address the transfer activity in his highlighted report as transfers are simply transactions between funds with a net zero effect on TuscBDD's financials. Expenditures for the month of January were 93% higher than January 2022 and were significantly attributable to Medicaid Match, Labor Costs, and Contracted Services. The main reason for the large increase in expenditures was simply due to a larger number of invoices being processed in January of 2023 compared to the previous year. There was a significant net loss for the month of January; however, it is largely due to the timing of transactions. A discussion followed on the financial reporting format and the idea of discontinuing the lengthy narrative reports going forward as they are time consuming to prepare and are not standard from other counties. Board members were supportive of this suggestion while retaining the other more useful reports presented in chart form. 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: **Julie Brinkman** Second: **Ryan Yoss**

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		
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 $237,495.16 and expenditures in the amount of $1,180,960.82 for the month of January.

Motion: **Kathleen Arthurs** Second: **Ryan Yoss**

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

III. COMMITTEE REPORTS

ETHICS COMMITTEE:

1. Presentation of Items Approved by the Ethics Committee

Alicia McMorrow, a family-selected respite provider, was presented to Ethics Committee for review. All registry and background checks were conducted with no findings to report. One direct service payment was presented for an allowable expense that was 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 respite care provider contract with Alicia McMorrow 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: **Kathleen Arthurs**

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

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Supplemental Appropriation

Nate Kamban shared that spending was included in the budget for 2023 for FANS and

Community Connection events; however, a supplemental appropriation and transfer into the Special Activities account is necessary in order for the budgeted money to be spent. Tyler Smith added that balances for FANS and Community Connections are restricted due to the fact that they are largely based upon donations.

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

- **$6,000.00 from *S50-S40 Unappropriated Balance* to *S50-S32 Transfers***

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

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		
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 transfer:

- **$6,000.00 from *S50-S32 Transfers* to *U25-U09 Transfers In From the General Fund***

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

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

3. Personnel Policy Revision

The Remote Working policy was revised to include a statement that employees are prohibited from holding in-person work-related meetings at their home. Information was also added to clarify that to work remotely, employees must be equipped with internet at their remote worksite, and employees are responsible to determine the impact of a remote work arrangement on their personal taxes. The Voluntary Sick Leave Pool policy was revised to clarify that if an employee returns to work prior to using the total number of hours they received, the balance of all remaining hours will be returned to the Voluntary Sick Leave Pool. Language was also added stating that applications to the pool may be submitted for *consideration no more than twice by the same employee in a twelve-month period*.

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

- **2.9 Remote Working**
- **5.14 Voluntary Sick Leave Pool**

Motion: **Ryan Yoss** Second: **Kathleen Arthurs**

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

4. Planned Respite and In-Home Supports for Youth Grant Agreement – SFY 2023-2024

An opportunity to apply for grant funds to provide youth with additional options for respite and in-home supports became available at the end of 2022. Nate Kamban was pleased to announce that TuscBDD was one of the counties selected to receive these funds. This will provide funding to offer after-hours and Saturday morning respite options to families by highly trained people and also increases funding for Ohio Guidestone to offer in-home support to families. The after-hour respite option will be offered to a limited number of kids on a short-term basis due to the fact that it is a therapeutic respite model based on the goals of the child and family.

Recommendation to adopt a motion to authorize the Superintendent to enter into the SFY 2023-2024 grant agreement with the Ohio Department of Developmental Disabilities for the Planned Respite and In-Home Supports for Youth grant which totals $280,000. This agreement was sent to the Tuscarawas County Prosecutor's Office for review and approval prior to signing.

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

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

5. 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:

- $20.00 from Al and Dorothy Zanetti in memory of David Deioma to Starlight School
- $100.00 from Nancy Nichols in memory of David Deioma to Starlight School
- $100.00 from Ronald and Patricia Kachmarik in memory of David Deioma to Starlight School
- $100.00 from the Bentleyville Road Neighborhood Club in memory of David Deioma to TuscBDD
- $100.00 from Betsy Lancaster in honor of David Deioma and in memory of his brother Bernie and his father Bernard to TuscBDD
- $25.00 from Jack and Cathy Bambeck in memory of David Deioma to Starlight School
- $50.00 from Ed and Gerrie Young in memory of David Deioma to Starlight School
- $300.00 from Jeanette Brown in honor of David Deioma and in memory of his brother Bernie and his father Bernard to Starlight School
- $30.00 from Faye Mowry and Family in memory of David Deioma to Starlight School
- $100.00 from Dale and Virginia Harsh in memory of Bernie Deioma, Bernard Deioma, and David Deioma to Starlight School
- $50.00 from Bruce and Janeen Frank in memory of David Deioma to Starlight School
- $50.00 from the Miceli Family Trust in memory of David Deioma to Starlight School
- $5,000.00 from Rosemary Deioma & Family in memory of Bernie and David Deioma to Starlight School
- $25.00 from Jeff and Karla Line in memory of David Deioma to Starlight School

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

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

6. Superior Technology Group – Cloud Hosting Contract

Nate Kamban shared that the Information Technology Plan that was developed for this year indicated that our onsite file servers were in need of replacement due to the fact that they are old and are running low on storage. Purchasing new file servers would cost approximately $70,000; however, a switch to cloud-based servers is being recommended at this time for a cost of $1,000 per month for the two additional servers. Cloud-based servers would then be *offsite and are much easier to upgrade. The downside to cloud-based servers is that they are not accessible if the internet is down; however, that is a rare occurrence.*

Recommendation to adopt a motion to approve the cloud hosting contract with Superior Technology Group, LLC per the terms and conditions of the contract as submitted. This contract replaces the existing cloud hosting contract with Superior Technology Group, LLC that was set to expire on June 30, 2024, and was sent to the Tuscarawas County Prosecutor's Office for review and approval prior to signing.

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

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

The President declares the motion **carried**.

7. Starlight School & ECOESC Partnership Update *(discussion only)*

Conversations continue to take place between TuscBDD and the ECOESC regarding increased partnership to support more students within the county. This partnership with a goal of expansion is only possible with financial support from the public school districts. TuscBDD and the ECOESC met and determined that a daily cost of $200 per student is what would be needed to move forward. Nate Kamban explained that matching TuscBDD and ESC classroom rates is made possible by TuscBDD's ability to continue to supplement the cost for the TuscBDD classrooms. This daily rate charged to the districts makes a positive impact on our ten-year financial plan. The ECOESC is planning to have four classrooms that would serve students across multiple categories. A meeting is scheduled for Wednesday with public school superintendents, treasurers, and special education directors to determine if they are in support of this rate and program expansion which would ultimately save districts money in comparison to the rates they currently pay when a student is placed out of county.

VI. PERSONNEL

1. **Personnel Actions:**
    a. Amy Adam – new hire – Human Resources Director, effective April 3, 2023
    b. Kim Meek-Obed – resignation – Administrative Assistant Business Office, effective February 24, 2023
    c. David Bolz – probationary removal – Classroom Assistant, effective February 16, 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**
   - **Department of Children and Youth:** The Governor discussed the creation of a new cabinet-level agency in Ohio called the Department of Children and Youth Services. His goal is to see all child-focused services from six different state agencies under the umbrella of one state agency for better coordination and planning. This change will not affect the work that is done at a local level; however, there will be an 18-month transition at the state-level to realign these various services under one department.
   - **Governor's Proposed DSP Wage Increase:** The Governor's proposed budget outlined a significant increase for DD providers. Nate Kamban shared a graph that showed how DSP wages have not kept pace with inflation as they have only increased $3.00 in the span of 15 years. These rates are tied to Medicaid which makes them very difficult to change. The budget proposes moving wages for DSPs to $16.00 per hour by January, with this rate increase funded solely by state general fund dollars. The state will also be asking county boards for additional funding to raise this rate for DSPs even higher. Discussions are taking place to continue the original rate that was pledged of 6.5% indefinitely.
3. **Local Issues**
   - **Business Office Vacancy:** Kim Meek-Obed, Administrative Assistant in the Business Office, has resigned. Rather than move to immediately fill this vacancy, we have distributed some of these duties out amongst several existing employees. This will be evaluated going forward to see if this is sustainable or if the vacancy needs to be filled.
   - **Preschool Changes:** The preschool program currently offers two, full-day classrooms. The preschool team has submitted a proposal to Nate with the idea of having one preschool classroom continue with a full-day program, and one classroom operate two, half-day programs. If implemented, this could reduce our waitlist by offering more slots through a half-day program. Nate explained that the half-day program could also accommodate younger students who may need a shorter day. We are also evaluating our rate based on the cost of other preschool programs to determine if a rate increase is needed.
   - **New Philadelphia Bus Garage:** New Philadelphia City Schools has notified us that they will be vacating the bus garage by the end of September. A private truck repair company has inquired about the space; however, that may not be an appropriate use of this space due to its proximity to Starlight School. Drew Litty is researching this option to learn more about this request but has expressed that the garage space would be very useful for our vehicle and equipment storage in the future.
   - **Health Relationships and Sexuality Program:** Interest for this program has continued to grow. MEORC was asked to evaluate the project and help to identify an appropriate scope of work for this program in balance with the need for those involved to focus on their primary job responsibilities as Service and Support

Administrators. MEORC's evaluation revealed that the number of hours dedicated to this program had to be reduced in order to keep it sustainable. It was necessary for the team to limit the amount of projects that they could commit to at one time, with their current focus being on preparation for a conference that will be held in November.

- **OAPSE Public Records Request:** Nate shared that the OAPSE rep made a public records request for various documents in January.
- **Provider Workforce Support Fund:** A portion of our Provider Support Program offered support to providers through incentives for retention and recruitment of their workforce; however, this program needs adjusted. Going forward, this will be a reimbursement-based system with further clarification on what is acceptable for the use of these funds. Legal counsel was sought when the program was developed, and Nate continues to seek support from OACB's legal counsel as we continue to find creative ways support our providers at the local level.

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

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

Time in: **6:14** 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: **Donna Wayt**

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

Time out: **6:24** p.m.

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Kathleen Arthurs** Second: **Ryan Yoss**

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

Time: **6:24** p.m.

"This is a true and accurate record of the meeting of February 27, 2023."

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the February 27, 2023 Board meeting.

2023-0227 minutes