TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, May 22, 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	(excused)
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 April 24, 2023 Board meeting.

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

	Yea	Nay
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	absent	
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 April were provided for review. The noteworthy items were highlighted in the reports. Tyler Smith explained that April 2023 revenue was 3% higher than April of 2022 and was largely made up of property tax rollback. Salary reimbursements between Family and Children First Council and TuscBDD are being caught up and should be current as of May. Tyler shared that as of the end of April, we had received 56% of the estimated receipts for the year. Since our major source of revenue is property taxes that are distributed twice per year, it is not unusual to be at that percentage after the fourth month of the year. Expenditures in April were 53% less than April of 2022 and were significantly attributable to tax collection fees, contract services, and non-waiver services. As of the end of April, approximately 27% of the annual budgeted expenditures had been paid out, which is just slightly under the expected 33% at this time of 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: **Kathleen Arthurs** Second: **Andrea Legg**

	Yea	**Nay**	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin	absent		
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 $237,479.80 and expenditures in the amount of $259,707.44 for the month of April.

Motion: **Donna Wayt** Second: **Kathleen Arthurs**

	Yea	**Nay**	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin	absent		
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**

Kelly Green, a family-selected respite provider, was presented to Ethics Committee for review. All registry and background checks were conducted with no findings to report. Three direct service payments were also 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 respite care provider contract with Kelly Green 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: **Julie Brinkman** Second: **Andrea Legg**

	Yea	**Nay**
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	absent	
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. Addition of Service and Support Administrator Position to Table of Organization

The addition of one SSA was included in the 2023 budget when it was approved in 2022; however, official action needs taken now to add this position to the table of organization. Nate Kamban shared that 33 of the last 35 individuals to be determined eligible have been children, and the plan is for this new SSA to have a children's caseload with ages ranging from 3 up to 15. Currently, the caseloads that serve those age ranges are averaging around 80, and with the addition of this new SSA, it will bring that down to a more manageable size of around 50.

Recommendation to adopt a motion to approve the addition of one Service and Support Administrator position to the table of organization and authorize the Superintendent to post and fill the position.

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

	Yea	**Nay**
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	

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

2. Position Description Revision

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

- Substitute Secretary

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

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

3. Janitorial Services Agreement

This agreement included a 6.7% increase this year to account for an increase in minimum wage and supply costs. In 2022, there was no increase, and the increase in 2021 was only 2.3%. It is likely that this will need to be competitively bid in 2024 as it appears it will reach the threshold where it is required. This continues to operate as a training opportunity and requires the employment of individuals with developmental disabilities to be involved in the performance of cleaning services.

Recommendation to adopt a motion to approve the agreement for janitorial services between the Tuscarawas County Board of DD and Advocates For Success, LLC per the terms and conditions of the agreement as submitted and approved by the Tuscarawas County Prosecutor’s Office.

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

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

Ryan Yoss x The President declares the motion **carried**.

4. **Resolution Authorizing the Creation of a Reserve Balance Account Pursuant to Section 5705.222(C) of the Ohio Revised Code, as Amended by House Bill 166 (133 General Assembly)**

Changes in law several years ago permitted county boards to put 40% of the previous year's expenditures in a reserve balance account. Recently, county boards have faced numerous unexpected requests for funding from Medicaid and schools, and this simply protects a portion of our funding for future operations within the limits set in the Ohio Revised Code. Nate explained that this is essentially a best practice for county boards as they seek to secure the funding needed for future service delivery. Approximately 60% of county boards participate in this type of account safeguard to limit potential disruptions to necessary finances. Nate Kamban and Tyler Smith plan to meet with Commissioners to explain why this action was taken. Nate also clarified that the money will be maintained in a local account maintained by Tuscarawas County, so they will continue to receive the interest on this amount.

WHEREAS, pursuant to Ohio Rev. Code § 5705.222(C), the Tuscarawas County Auditor, upon receipt of a resolution from the Tuscarawas County Board of Developmental Disabilities ("Board"), shall establish a reserve balance account.

WHEREAS, the reserve balance account shall contain those moneys that are not needed to pay for current operating expenses and that are not deposited in a capital improvements account but that will be needed to pay for operating expenses in the future.

WHEREAS, upon the request of the Board, the Tuscarawas County Board of County Commissioners may appropriate county funds, including funds from federal and state sources, to the reserve balance account.

WHEREAS, the total balance in a reserve balance account shall not exceed forty percent of the Board's expenditures for all services in the preceding calendar year.

NOW THEREFORE BE IT RESOLVED:

1. The Board approves the creation of a reserve balance account within the Board's general operating fund (County Fund S050). Appropriations for the reserve balance account shall be up to, but not in excess of, the forty percent limitation described above and shall contain only those moneys that are not needed to pay for current operating expenses or that are not otherwise held in a capital improvements account.
2. The Tuscarawas County Auditor is hereby directed and authorized to take all steps necessary to create this reserve balance account within the Board's general operating fund (County Fund S050), and the Board hereby requests that the Tuscarawas County Board of County Commissioners appropriate to this reserve balance account $4,115,370 for calendar year 2023, which is forty percent of the

$10,288,425 in general fund operating expenditures (excluding budgetary transfers) during calendar year 2022.

3. The Executive Administrative Director of the Board is hereby directed to transmit a certified copy of this resolution to the Tuscarawas County Auditor and the Tuscarawas County Board of County Commissioners.
4. The Board, through this resolution, authorizes the Superintendent to take any and all necessary actions to carry out the purpose of this resolution.
5. It is found and determined that all formal actions of this Board concerning and relating to adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board**,** and of any of its committees, that resulted in such formal action, were in meetings open to the public, in compliance with legal requirements, including Section 121.22 of the Ohio Revised Code.

Motion: **Donna Wayt** Second: **Kathleen Arthurs**

Roll Call:	**Yea**	**Nay**
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	absent	
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 donations, to deposit them in the County Treasury under U25 or S50, as appropriate, and to utilize them for their specific purpose as designated by the donors:

- $100.00 Bronze Sponsorship Donation from Go Shred to TuscBDD for the Healthy Human Connections Conference
- $100.00 Bronze Sponsorship Donation from Willandale Golf Cart Sales to TuscBDD for the Healthy Human Connections Conference
- $250.00 Silver Sponsorship Donation from Ferris Chevrolet, Inc. to TuscBDD for the Healthy Human Connections Conference
- $500.00 Gold Sponsorship Donation from The Union Hospital Association to TuscBDD for the Healthy Human Connections Conference
- $1,000.00 Platinum Sponsorship Donation from ProVia to TuscBDD for the Healthy Human Connections Conference
- $500.00 Gold Sponsorship Donation from Prime Technical Services, Inc. to TuscBDD for the Healthy Human Connections Conference
- $250.00 Silver Sponsorship Donation from Gradall Industries, Inc. to TuscBDD for the Healthy Human Connections Conference

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

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

VI. PERSONNEL

1. **Personnel Actions:** none

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**
    - **Continued Payment of Parents as Caregivers:** Nate shared that this topic continues to be debated at the state level. Some superintendents discussed either supporting the continuation of the program that permits paying parents as caregivers or the $1 per hour increase in provider wage rates, but not both. Other superintendents advocated that another option be considered that included continued support of the provider wage increase and allowance for the payment of parents as caregivers in a scaled down approach with several parameters in place. Nate will continue to update the Board as additional information on this topic becomes available.
    - **Ohio ISP:** Our SSA team has adjusted well to this new plan format and has transitioned 74 people over to this Ohio ISP.
3. **Local Issues**
    - **ECOESC Partnership:** The Principal position has been filled by the ECOESC, and they are set to begin on August 1st. The contract with the ECOESC is not quite ready, but we are planning to bring it to the Board in June after it is finalized with legal counsel. The ECOESC will operate two classrooms next year based on student referral numbers and staffing. Nate also shared that in order to save districts funding as they begin to be charged for Starlight School services, the possibility of pursuing Medicaid billing for our school therapists and nursing staff will be reviewed. This will allow the local school districts to recoup some funding while their students are placed at Starlight School. Nate and Tyler have spent time understanding the charge back system from Jefferson County Board of DD's school program which is similar to our model and includes Medicaid billing on behalf of schools to determine if that could be considered here. Adjustments to our original daily rate are being considered. Nate also shared that discussion continues with

the OAPSE union to clarify how this partnership will impact bargaining unit members. There was some question if staff from different units were expected to intervene in times of a crisis; however, legal counsel and the OAPSE representative explained that would not be expected due to liability and confidentiality issues, except for an emergency situation.

- **Merakey Respite Update:** Merakey continues to onboard staff for the Starlight School respite program. Their tentative launch date is the second week of June.
- **June In-Service Reminder:** In June, the second in-service for Board members will be held. In lieu of discussing the Technology First initiative, plans have been made to show the documentary, Unseen, which provides a very real and vulnerable glimpse into the stressors of raising children with intensive needs.
- **Respite Homes Update:** Numerous referrals have been received for the youth respite homes. Work is being done to balance staffing constraints with the open referrals.
- **School Inclusion Fund:** Due to growing costs to support students at Starlight School combined with increasing Medicaid match costs, the continued ability to provide school inclusion funding to our local districts was not included in the 2023 budget. Nate will inform local districts of this decision soon.
- **Local Cost Savings:** TuscBDD has been able to save dollars locally due to not filling two vacant positions recently including a Maintenance position and an Administrative Assistant position in the Business Office. We will also see some cost savings as a result of sharing the Principal position with the ECOESC.

VIII. MISCELLANEOUS

1. Recognition/Good News
    - Lucinda Bihari awarded the ECOESC's Overcoming Obstacles Award for Excellence in Community Inclusion
    - Kerri Silverthorn selected as one of Tuscarawas County's 40 Leading Ladies
2. Major Unusual Incident (MUI) Report

IX. PUBLIC PARTICIPATION

X. ADJOURNMENT

1. Adopt a motion to adjourn.

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

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

Donna Wayt	x	
Ryan Yoss	x	The President declares the motion **carried**.

Time: **6:12** p.m.

"This is a true and accurate record of the meeting of May 22, 2023."

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the May 22, 2023 Board meeting.

2023-0522 minutes