

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, June 26, 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

	<u>Present</u>	<u>Absent</u>	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman		x	(arrived at 5:42 pm)
Thomas Fantin	x		
Andrea Legg		x	(excused)
Donna Wayt		x	(arrived at 6:15 pm)
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 Committee Reports was deleted due to lack of a quorum for the Ethics Committee Meeting.
- Motion 6 under New Business was revised.
- Motion 12 under New Business was added, and the former item 12 was renumbered to 13.

I. **APPROVAL OF MINUTES**

1. Recommendation to adopt a motion to approve the minutes of the May 22, 2023 Board meeting.

Motion: **Kathleen Arthurs**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	absent	
Thomas Fantin	x	
Andrea Legg	absent	

absent

X

The President declares the motion **carried**.

1. Recommendation to adopt a motion to approve the minutes of the May 22, 2023 Ethics Committee meeting.

Motion: **Ryan Yoss**

Second: Kathleen Arthurs

Yea Nay

X

X

absent

X

absent

absent

X

The President declares the motion **carried**.

II. FINANCIAL REPORT

1. Monthly Reconciliation

The financial reports for May were provided for review. The noteworthy items were highlighted in the reports. Tyler Smith explained that May 2023 revenue was largely made up of receipts from Targeted Case Management (TCM), Department of Education, and Medicaid Administrative Claiming. Tyler recognized Charlene Herron and the SSAs for their hard work on TCM billing as we are now only about a half-month behind budgetary expectations. Refunds and reimbursements are lagging due to a delay in our FY2019 cost report settlement. As of the end of May, we have received 60% of the estimated receipts for the year. Expenditures in May were significantly attributable to Medicaid match, contract services, and non-waiver services. Tyler reviewed expenditures in contract services to show that the monthly average for those services has increased in 2023. As of the end of May, approximately 38% of the annual budgeted expenditures have been paid out, which is just slightly under the expected 42% 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: **Lucinda Bihari**

Yea Nay

x

X

absent

X

absent

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

2. Recommendation to adopt a motion to approve salaries in the amount of \$243,429.68 and expenditures in the amount of \$987,049.14 for the month of May.

Motion: Ryan Yoss	Second: Lucinda Bihari
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	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	absent		
Thomas Fantin	x		
Andrea Legg	absent		
Donna Wayt	absent		
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. Usual and Customary Rate

This rate is approved on an annual basis and matches the Medicaid rate for these services. It remains unchanged from last year.

Recommendation to adopt a motion to approve the usual and customary rate for targeted case management services for July 1, 2023 to June 30, 2024 of \$19.50 per 15-minute unit.

Motion: Kathleen Arthurs	Second: Ryan Yoss
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	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	absent		
Thomas Fantin	x		
Andrea Legg	absent		
Donna Wayt	absent		
Ryan Yoss	x		The President declares the motion carried .

2. Supplemental Appropriations

Nate Kamban explained that the supplemental appropriation for Youth Respite is required

due to being awarded a grant after the completion of the 2023 budget. Since that money was not anticipated, it now has to be appropriated in order for us to spend the grant money. Additional funds are needed in contract services due to numerous contracts that increased beyond what was anticipated in this year's budget as well as the costs to begin the implementation of Merakey's dual diagnosis treatment team through our MEORC contract. This was initiated with the goal that it would save money by avoiding DC placements; however, the cost of this service has increased to the point that it is not a cost savings and is likely not sustainable. We also currently have two placements at developmental centers, generating the need for a supplemental appropriation for developmental center invoices.

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

- **\$140,000 from S050-S40 Unappropriated Balance to S050-S51 Youth Respite**
- **\$188,418 from S050-S40 Unappropriated Balance to S050-S22 Contract Services**
- **\$70,000 from S050-S40 Unappropriated Balance to S050-S46 Developmental Center Invoices**

Motion: **Ryan Yoss**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

3. Superior Technology Group – Information Systems Technician

This contract is for the services of an Information Systems Technician for 12 hours per week which provides us with two days of onsite support. The only change with this contract is a slight cost increase.

Recommendation to adopt a motion to approve the contract for the provision of an information systems technician from Superior Technology Group, LLC per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor's Office.

Motion: **Kathleen Arthurs**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	x	

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

4. East Central Ohio Educational Service Center (ECOESC) Resolution

This resolution is presented annually for the standard services we purchase from ECOESC which includes Occupational Therapy Services, Special Olympics Coordinator, and Outreach and Assessment Coordinator. It also includes resident educator mentoring services, if needed. We continue to be pleased with the quality of services we receive from those who are employed through this contract. There is a slight increase in the cost for Occupational Therapy Services due to annual increases for those employees, and a significant decrease in cost for the Outreach and Assessment Coordinator.

Recommendation to adopt a motion to approve the following resolution:

Be it resolved, by the Tuscarawas County Board of Developmental Disabilities, that we hereby enter into an agreement with the ECOESC for the purchase of Resident Educator Mentor, Special Olympics Local Coordinator, Occupational Therapy services, and Outreach and Assessment Coordinator services for the 2023-2024 contract year.

Motion: **Julie Brinkman**

Second: **Lucinda Bihari**

Roll Call:

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

The President declares the motion **carried**.

5. ECOESC Contract for Shared Space and Services

Due to the complexity of operating two separate programs at Starlight School starting with the 2023-2024 school year, an agreement was developed to outline the parameters for separate classroom operations. The agreement also outlines how the space will be shared between TuscBDD and ECOESC as well as sharing of the following positions to include Principal, Secretary, Food Service Specialist, Maintenance, and Registered Nurse. TuscBDD will also provide supervision services over an ECOESC Behavior Support Assistant. This initial contract is for a one-year term and will be reevaluated next year.

Recommendation to adopt a motion to approve the contract between the Tuscarawas County Board of DD and the East Central Ohio Educational Service Center Board of Education (ECOESC) for shared space and services for their respective school programs for the 2023-2024 school year per the terms and conditions of the contract as submitted and approved by

the Tuscarawas County Prosecutor's Office.

Motion: **Ryan Yoss**

Second: **Julie Brinkman**

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

The President declares the motion **carried**.

6. Position Description Revisions

The majority of the changes to these position descriptions were as a result of not filling the Administrative Assistant Business Office position that was vacated in February. Duties from this position were reallocated to other positions and then implemented to ensure that these changes were sustainable. Amy Adam has met with supervisors and involved employees to review these changes and make them official. The changes to the Early Intervention positions were needed due to removing the Principal as the supervisor over Early Intervention and changing that to the Early Intervention Manager who will oversee all remaining EI team members. The Early Intervention Manager will now report directly to the Superintendent. Amy also included some formatting changes in all position descriptions for consistency.

Recommendation to adopt a motion to approve the revisions to the following position descriptions as presented:

- Administrative Assistant Business Office
- Administrative Assistant Service and Support Administration
- Business Operations Director
- Community Connections Specialist
- Community Relations/Special Projects Director
- Early Intervention Developmental Specialist
- Early Intervention Developmental Specialist, Part Time
- Early Intervention Manager, *formerly titled Early Intervention Developmental Specialist Manager*
- Facilities Director
- Human Resources Director
- Service and Support Administration Manager
- Speech/Language Pathologist – Early Intervention

Motion: **Julie Brinkman**

Second: **Kathleen Arthurs**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	

Lucinda Bihari	x
Julie Brinkman	x
Thomas Fantin	x
Andrea Legg	absent
Donna Wayt	absent
Ryan Yoss	x

The President declares the motion **carried**.

7. Guardianship Services Board

Rather than move forward with the formation of the Guardianship Services Board, a decision was made to reallocate the funds previously set aside for this purpose to purchase guardianship slots through Ohio Network for Innovation (ONI) as a more manageable, cost-effective solution at this time. ONI is a non-profit organization that supports those involved in the developmental disabilities field and a broader community with a variety of services options, including decision-making supports and guardianship. All previous participants of the Guardianship Services Board are in support of this change. Nate shared his research on ONI and their commitment to always pursue the least restrictive option, known as supported decision making, prior to immediately appointing a guardian.

Recommendation to adopt a motion to cease participation in the Guardianship Services Board due to the fact that it is being dissolved and approve reallocating the \$35,000 that TuscBDD previously committed to the Guardianship Services Board to the Tuscarawas County Probate Court to contract with Ohio Network for Innovation (ONI) for the provision of guardians as needed for TuscBDD.

Motion: **Ryan Yoss**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

8. Provider Support Program 2023 Revised Initiatives Appendix and Memorandum of Understanding

Nate Kamban shared that changes have been made to the template Provider Support Program memorandum of understanding on page 3 to allow access from smaller providers to receive support and to update language in the section that requires providers to maintain certification required by the Ohio Department of Developmental Disabilities in order to receive funding from TuscBDD's Provider Support Program. The initiatives appendix for 2023 was also revised based on guidance from our lawyer. All items included in the initiatives appendix for

2023 are within the budgetary limits set for this program as previously approved by the Board.

Recommendation to adopt a motion to approve the revised Provider Support Program Initiatives Appendix for 2023 and the revised memorandum of understanding for the Provider Support Program between TuscBDD and each participating provider per the terms and conditions of the MOU as submitted and approved by the Tuscarawas County Prosecutor's Office. This MOU will serve as the template to be used with all providers.

Motion: **Julie Brinkman**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

9. Superintendent Development Plan

Nate Kamban provided the Board with an overview of the accomplishments of his Superintendent Development Plan for last year and confirmed that he completed the four goals outlined in the plan, including the goal to be evaluated by the members of the TuscBDD leadership team. Nate included a summary of the results collected from the 360 evaluation with the leadership team in the Board book. Nate then reviewed the details of next year's plan with the Board. He explained that continuing education hours are necessary to maintain his DODD Superintendent certificate, and this development plan outlines his commitment to accumulate 25 additional CEU hours over the course of the next year. He also committed to continued prioritization of state and regional meetings, statewide conferences and leadership development, and another opportunity to be evaluated by the leadership team. Nate requested to add a fifth goal to next year's plan for him to audit one mid-level Spanish language course to improve his ability to communicate with the Latino population and further develop TuscBDD's ability to serve and support this underserved population.

Recommendation to adopt a motion to approve the Superintendent Development Plan for July 1, 2023 through June 30, 2024 as presented.

Motion: **Kathleen Arthurs**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	

Thomas Fantin	x
Andrea Legg	absent
Donna Wayt	absent
Ryan Yoss	x

The President declares the motion **carried**.

10. Superintendent Leave Approval Designees

Amy Adam suggested that the Board designate two employees who are able to approve the Superintendent's leave requests as a way to make this process much more efficient than the existing system of paper requests.

Recommendation to adopt a motion to authorize the Human Resources Director and Executive Administrative Director as leave approval designees for the Superintendent's leave requests within the limits of all earned or accrued leave balances.

Motion: **Julie Brinkman**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

11. 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:

- \$385.50 portion of the Gold Sponsorship Donation through Eventbrite from TuscoMFG to TuscBDD for the Healthy Human Connections Conference
- \$500.00 Gold Sponsorship Donation from Rich Industries, Inc. to TuscBDD for the Healthy Human Connections Conference
- \$100.00 Bronze Sponsorship Donation from Romig Insurance Agency, Inc. to TuscBDD for the Healthy Human Connections Conference
- \$222.54 from Chipotle Restaurant Dine to Donate Fundraiser to TuscBDD for Starlight School's PBIS program.

Motion: **Kathleen Arthurs**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
Lucinda Bihari	x	

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

12. Ohio Guidestone Contract

These behavioral health services from Ohio Guidestone are provided as a part of the grant program. This contract replaced the prior agreement with OhioGuidestone that we entered into in April of 2022.

Recommendation to adopt a motion to approve the contract between the Tuscarawas County Board of DD and OhioGuidestone for behavioral health services per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor's Office.

Motion: **Ryan Yoss**

Second: **Julie Brinkman**

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

13. Mid-Year Strategic Plan Progress Report (discussion only)

Kerri Silverthorn provided an overview of the mid-year strategic plan progress report that highlighted the accomplishments from each department for January through June of 2023. A copy of the complete report will be shared with the public via our website. Among the many accomplishments in the report, Kerri shared the following examples with the Board: Theme one focuses on supporting and empowering through life transitions which has been accomplished through the restructuring of SSA caseloads to be age specific. The website was also updated with more robust information about transition-age services. Theme two focuses on collaborating to encourage healthy relationships and broaden services which is being accomplished through the planning and preparation for a Healthy Relationships Conference set for the fall of 2023. Services were also expanded to youth with intensive needs as one of the youth respite homes is full-staffed and operational with all slots filled. Additional educational opportunities are also being made available to students in Tuscarawas County during the 2023-2024 school year through the addition of classrooms at Starlight School operated by the Educational Service Center as well as modifying a Starlight Preschool class to half-day sessions to allow TuscBDD to serve 8 additional children ages 3-4. Theme three focuses on exploring system simplification and innovation with progress being achieved

through the establishment of a Technology First Committee that has identified goals and action steps to achieve them. Human Resources took over payroll and shifted that from a system of paper files and binders to a fully electronic system.

VI. PERSONNEL

1. Personnel Actions:

- a. Breeanna Karam – new hire – Classroom Assistant, effective June 7, 2023
- b. Jason Scherley – new hire – Service and Support Administrator, effective June 12, 2023
- c. Kaitlyn Carte – new hire – Teacher, effective July 31, 2023
- d. Jami Baker – resignation – Teacher, effective June 1, 2023

VII. REPORTS OF THE SUPERINTENDENT

Thomas Fantin left during Reports of the Superintendent at 6:37 pm and did not return.

- 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 Budget Updates:** An amendment was added to the state budget bill to allow a Board member to attend meetings virtually within specific parameters. This is due to be presented to the Governor for signature on Friday before anything becomes official.
 - **Continued Payment of Parents as Caregivers:** This continues to be a hotly debated issue at the state level. The most recent version of the budget omitted the provision that would allow parents to be able to receive compensation to care for their child with extraordinary needs. This has caused angst by a parent group that was in support of this continuing, and this group has launched a Facebook page calling out the OACB and several superintendents who signed a letter that was sent to the Directors of the Department of Medicaid and Department of Developmental Disabilities opposing this option. Nate expressed his concern when some county board superintendents came out in strong opposition to this being allowed to continue and sought to find a middle ground that allowed for payments to parent caregivers with specific parameters when extraordinary needs exist and other paid providers cannot be found. We have developed talking points and gathered records from when we expressed support for this initiative to remain in the budget with appropriate parameters. Nate explained that we will have to wait to see if this language is added back in to the finalized budget to permit continued payment of parents as caregivers.
- 3. Local Issues**
 - **Merakey Therapeutic Respite Program:** This program is set to officially begin on June 27, 2023. A larger number of kids were referred to the program than originally anticipated.
 - **Health Insurance Renewal:** Annually in June, several members of the TuscBDD

leadership team meet with representatives from Aultcare and our insurance broker, Keystone, to discuss renewal rates for our health insurance. Over the past several years, our increases have been very modest and, in some cases, we have even seen a decrease in renewal rates. Unfortunately, this year's renewal rate was presented as a 35 percent increase, which *includes* a 2% prepayment discount. This level of increase would be difficult for employees and TuscBDD to sustain. Nate explained that our group size, which is over 50 but less than 100, is considered a small, large group which makes our rates more volatile as claims fluctuate from year to year. We are evaluating our options and seeking to identify the most cost-effective way forward that will safeguard as many insurance benefits as possible. This includes going to the open market through our broker to see if any other competitive options are available. We have also talked with Tuscarawas County about the possibility of rejoining the county health plan through Aultcare. They are currently taking that under consideration; however, their consortium would have to vote to determine if they would accept our group due to the high utilization of our plan currently. TuscBDD left the county's health plan over 20 years ago as they were able to find a less-expensive plan independently; however, our group size is much smaller now due to privatization and being independent is no longer beneficial. There are other consortiums that could be considered as well, depending on their willingness to accept us and the benefits that are offered in their plan. We have also asked our broker to review possible plan design changes that could lower the cost of our existing plan. Our goal is to keep employees as safe as possible with continued access to excellent health insurance benefits as this is a huge perk both to maintaining and attracting employees. We do understand; however, that it is likely some changes may need to be made to our existing plan. Nate recognized Amy Adam for her efforts with this process as it has been a very time-consuming task to negotiate this task with employees and brokers.

- **Facilities Update:** A recent hailstorm caused considerable damage to the roofs on Starlight School, TuscBDD Workshop, and the Service and Support Center. Temporary repairs have been done to manage leaks; however, Drew Litty will be working with an insurance adjuster as significant work must be done to all affected roofs and will likely involve an insurance claim.
- **Labor Management Meeting:** A labor management meeting has been scheduled prior to the start of the school year between representatives from TuscBDD and OAPSE in preparation to partner with the ECOESC this next year. Our goal is to support them through this time of transition as we understand change is difficult.
- **Board Meeting Schedule:** There is no Board meeting in July. The Board will meet again in August, and the next in-service is scheduled for September.

VIII. MISCELLANEOUS

1. Recognition/Good News

- Tyler Smith was recognized for the incredible job he did compiling a succinct yet informative presentation to share with the Tuscarawas County Commissioners on our long-term financial plan.

- Various staff members went above and beyond to serve children in need of respite and residential support including Ben Kolbrich, Jeniece Schering, Shari Dine, Bonnie Hastedt, Katie Lute, Kathy Kent, Holly Lawver, Katy Ganz, Ray Snyder, Keith Hilbish, Drew Litty, Lisa Sidoti, Nate Kamban, and Stephanie Keen. Staff, many who typically do not serve in a direct care fashion, quickly offered to help, making it possible to provide stable support to these individuals during a time of transition. Nate Kamban also recognized Donna Merrill and Sarah McCullough from Horizons for offering their staff to assist as well in a residential setting that was operated by another provider.
- Holly Lawver was recognized for her leadership and years of service as Principal at Starlight School. Holly is officially retiring at the end of June and will certainly be missed.

2. Major Unusual Incident (MUI) Report

IX. PUBLIC PARTICIPATION

X. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Kathleen Arthurs**

Second: **Lucinda Bihari**

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

Time: **6:43 p.m.**

"This is a true and accurate record of the meeting of June 26, 2023."


Thomas Fantin, President


Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the June 26, 2023 Board meeting.
2023-0626 minutes