TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, September 25, 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	(excused)
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

- Motions 1, 2, and 6 under New Business were revised.
- Motion 7 under New Business was added.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the August 28, 2023 Board meeting.

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

	Yea	Nay	
Kathleen Arthurs	absent		
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 the minutes of the August 28, 2023 Ethics Committee meeting.

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

	Yea	Nay	
Kathleen Arthurs	absent		
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 report for August was provided for review. The noteworthy items were highlighted in the report. Tyler Smith reported that August 2023 receipts were 1% higher than 2022. The top three sources of revenue for August were Property & Real Estate Taxes, Refunds & Reimbursements, and ODE Foundation Settlements. Targeted Case Management (TCM) was submitted in August but not be received until September. Shared funding revenue was received from JFS for services provided to two children at our youth stabilization home, and revenue was returned to us that had previously been paid to the Guardianship Services Board since it has been dissolved. Expenditures are 9% less in August of 2023 compared to last year. The top three expenditure categories for August were Medicaid Match, Contract Services, and Auditor & Treasurer Fees. Tyler shared that salaries and most other expenditures have increased, including Medicaid Match which is up significantly due to agreed-upon statewide increases for county boards. The Supported Living line item is also up significantly this year due to services provided at the youth stabilization home as well as invoices from Horizon's from prior years that were paid in 2023. Developmental center costs are also up as two individuals are currently being served there; however, this is likely going down to one person soon. There was a net gain for the month of August, but the General Fund balance is still down over this point in 2022. 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: **Donna Wayt** Second: **Lucinda Bihari**

	Yea	Nay
Kathleen Arthurs	absent	
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 $354,866.20 and expenditures in the amount of $1,404,327.26 for the month of August.

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

	Yea	Nay	
Kathleen Arthurs	absent		
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. <u>COMMITTEE REPORTS</u>

ETHICS COMMITTEE:

1. **<u>Presentation of Items Approved by the Ethics Committee</u>**

Two direct service payments were presented for allowable expenses that were within the limits set by the FSS policy and procedure.

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

	Yea	Nay	
Kathleen Arthurs	absent		
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. <u>OLD BUSINESS BEFORE THE BOARD</u>

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

1. Supplemental Appropriations

Various supplemental appropriations are needed to accommodate an increase in costs in numerous areas such as legal fees, contract services, back billings for room and board fees, as well as the cost for the MEORC dual diagnosis treatment team. The most significant supplemental appropriation is necessary due to the roof replacement project as a result of a hailstorm, which was not planned, budgeted, or appropriated for, and therefore requires numerous budgetary transactions. The appropriation into the Advances Out fund is required in order to have money available to spend for therapeutic respite services as a result of being awarded a grant from the Ohio Department of Developmental Disabilities. This money can then be spent prior to drawing down reimbursements through the grant from the state which will then be returned to the General Fund.

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

- **$1,248,823.54 from *S50-S40 Unappropriated Balance* to *S50-S32 Transfers***
- **$1,248,823.54 from *N10-N05 Unappropriated Balance* to *N10-N01 Contract Projects – Capital Improvements***
- **$65,000.00 from *S50-S40 Unappropriated Balance* to *S50-S22 Contract Services***
- **$17,000.00 from *S50-S40 Unappropriated Balance* to *S50-S43 Supported Living – Room & Board***
- **$280,000 from *S50-S40 Unappropriated Balance* to *S50-S39 Advances Out***
- **$270,000.00 from *Fund S51 Unappropriated Balance* to *Fund S51 Contract Services***
- **$10,000.00 from *Fund S51 Unappropriated Balance* to *Fund S51 Other Expenses***

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

	Yea	Nay	
Kathleen Arthurs	absent		
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. Transfer of Funds

Recommendation to adopt a motion to approve the following interfund transfer from the General Fund to the Capital Improvements Fund:

- **$1,248,823.54 from *S50-S32 Transfers* to *N10-N06 Transfers***

Motion: **Donna Wayt** Second: **Lucinda Bihari**

	Yea	Nay
Kathleen Arthurs	absent	

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. <u>Keeping Families Together Funding</u>

This grant from DODD is one we have applied for and received in the past. Nate Kamban shared that we are considering applying to use additional funds to purchase equipment for the youth stabilization home or for a provider to use their own facility to provide an after-school respite program. We will likely apply to receive $40,000.

Recommendation to adopt a motion to authorize the Superintendent to apply for the Ohio Department of Developmental Disabilities Keeping Families Together Funding.

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

	Yea	Nay	
Kathleen Arthurs	absent		
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. <u>Innovative Technology Solutions Request for Proposal</u>

This DODD grant provides an opportunity to purchase technology to support people with disabilities. Nate shared that a team recently toured a home in Toledo that was owned by DODD that is run like an Airbnb for individuals to give them an opportunity to try various remote technology items available in the home. They learned on this tour that all individuals that spend time in the home end up using some form of technology. Nate Kamban spoke to Cassie Elvin of Starlight about the possibility of one of their homes being outfitted with technology in a similar manner if funding became available. We will likely apply to receive $20,000 from the Innovative Technology Solutions grant.

Recommendation to adopt a motion to authorize the Superintendent to submit an application to the Ohio Department of Developmental Disabilities' request for proposal regarding Innovative Technology Solutions.

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

	Yea	Nay	
Kathleen Arthurs	absent		
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. Substitute Employee Rates

The current substitute rate for a Classroom Assistant is $12.00 per hour. This action proposes increasing that to $15.00 per hour for substitute Classroom Assistants who commit to a long-term assignment of more than 60 days.

Recommendation to adopt a motion to approve a revision to the list of substitute employee rates to include the addition of a Classroom Assistant Long-Term rate of $15.00 per hour as presented.

Motion: **Andrea Legg** Second: **Lucinda Bihari**

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

6. 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 the specific purpose as designated by the donors:

- $500.00 Gold Sponsorship Donation from Allied Machine & Engineering Corp. to TuscBDD for the Healthy Human Connections Conference
- $50.00 from Allied Machine & Engineering Corp. to TuscBDD for Special Olympics
- $4,451.46 from the Charlotte M. Johnson Charitable Trust to Starlight School
- $100.00 gift card from Buehler's to purchase food for TuscBDD's Fellowship Event with agency providers and individuals served

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

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

7. <u>Cash Advance Resolution</u>

This cash advance is necessary in order to allow us to spend this money in advance of being reimbursed from the state through the ESSER Therapeutic Respite Grant.

Recommendation to adopt a motion to approve the following resolution:

Be it resolved, that the Tuscarawas County Board of Developmental Disabilities hereby authorizes a cash advance of $280,000 from the General Fund (S50) to the ESSER Therapeutic Respite Grant Fund (S51) to cover expenses of this reimbursement-basis grant.

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

Roll Call:	Yea	Nay	
Kathleen Arthurs	absent		
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:**
   a. Angela Miller – resignation – Service and Support Administrator, effective October 6, 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**
   - **OhioRISE:** OhioRISE is a new state program that was created almost two years ago with a goal to increase services for youth with the most intense needs in Ohio

thereby reducing the need for parents to give up custody in order to get help for their child. Unfortunately, some of the most important services have not yet been developed. As one of the members on the OhioRISE advisory council, Nate Kamban has gathered statewide feedback from the DD system on this program. The feedback was overall quite negative as county boards have experienced OhioRISE actually making the system more complicated rather than it becoming easier for families. Nate plans to share this feedback with state leaders.

- **Waiver Match Projection Tool:** DODD developed a new financial tool to help county boards gauge the long-term implications associated with Medicaid match. This data will be added to our long-term financial plan.

3. **Local Issues**
   - **2023 Community Survey Results:** As a part of the preparation for our 2024 strategic plan, a survey was conducted with members of the community. Nate shared that the feedback was largely positive with words like kind, helpful, and creative used to describe our agency. Nate expressed his appreciation for staff who routinely live out those values at work.
   - **2024 TuscBDD Budget:** Planning for the 2024 budget is taking place right now as Tyler Smith solicits feedback from the leadership team members for their various departments. Tyler and Nate will work together to finalize a draft budget to share with the Finance Committee in October prior to its approval by the whole Board at the October Board meeting.
   - **Potential Provider Pilot Project:** All staff were fortunate to hear from two ladies from the Latino population at a recent staff in-service as they shared their story and we sought to gain insight on how TuscBDD could better serve this population. We were reminded of the caregiving cultural tendencies that are common within the Latino population. Nate shared that Ohio is not seeing a growth in population and this is leading to additional strain on various systems trying to maintain sufficient workforce. We have convened a small workgroup to look into the possibility of developing a pilot project to bridge service gaps to this community as a potential untapped workforce.
   - **OhioKAN Partnership:** OhioKAN is an entity that specializes in providing support and services to families of adoptive children or families that are serving in a kinship role. They have contacted us to see if TuscBDD would be willing to serve as a partner site for OhioKAN in this region which would involve us providing them with office space and including their employee under our wings with the understanding that funding is provided. Nate has asked Amy Adam to research this partnership in order to help us determine if it is even feasible for us to take on the administrative burden involved in assuming this role.
   - **Final In-Person Board Member In-Service:** The final in-person Board member in-service is set to take place after the conclusion of the October Board meeting on the subject of strategic planning.
   - **Superintendent Evaluation & Board Assessment:** Board members who have not already completed the annual assessment of the Superintendent were asked to do so. Lisa Sidoti will also be sending out the links to the annual Board Member Assessments soon which provide Board members with the opportunity to evaluate

their experience on the Board and Board operations as a whole.

- **Healthy Human Connections Conference:** Nate discussed the work done by the Healthy Relationships & Sexuality Team to develop an agenda for the Healthy Human Connections Conference set for November. In September, an agenda for the conference was shared with Nate. At this time, Nate learned that the speakers had already been confirmed, and payment was offered to the speakers. In early 2023, the group was made aware that items such as conference speakers had to first be approved by the team's supervisory staff and the Superintendent. While the team did a great job of preparing an agenda with an extensive array of topics and speakers, some of the content was beyond the scope of an introductory conference on this subject area. The Board discussed reworking the agenda or postponing the conference until a later date as everyone agreed it would be best to keep the focus of the conference at an introductory level at this time.

VIII. MISCELLANEOUS

1. Recognition/Good News
   - Katie Lute, Classroom Assistant, and Ben Kolbrich, Behavior Support Supervisor were recognized for their exemplary service at Starlight School. Nate Kamban expressed his appreciation for their hard work to ensure coverage and support for students during times of staff absences.
2. Major Unusual Incident (MUI) Report
3. Newspaper Articles

IX. PUBLIC PARTICIPATION

X. ADJOURNMENT

1. Adopt a motion to adjourn.

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

	Yea	Nay	
Kathleen Arthurs	absent		
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: **6:40** p.m.

"This is a true and accurate record of the meeting of September 25, 2023."

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the September 25, 2023 Board meeting.

2023-0925 minutes