

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, October 23, 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	
Thomas Fantin	x	
Andrea Legg	x	
Donna Wayt	x	
Ryan Yoss		x (excused)

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 2 under Committee Reports was revised.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the September 25, 2023 Board meeting.

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	x	
Donna Wayt	x	
Ryan Yoss	absent	

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve the minutes of the September 25, 2023

Ethics Committee meeting.

Motion: **Donna Wayt**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

3. Recommendation to adopt a motion to approve the minutes of the October 17, 2023 Finance Committee meeting.

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	x	
Donna Wayt	x	
Ryan Yoss	absent	

The President declares the motion **carried**.

II. **FINANCIAL REPORT**

1. **Monthly Reconciliation**

The financial report for September was provided for review. The noteworthy items were highlighted in the report. Tyler Smith reported that September 2023 receipts were significantly higher than 2022 and were largely due to the receipt of insurance settlement money for our hail-damaged roofs. The top three sources of revenue for September were Refunds & Reimbursements, Property Tax Rollback, and Targeted Case Management. Tyler shared that Medicaid Administrative Claiming (MAC) revenue is down due to the timing of moments leading to a lower reimbursement rate. The top three expenditure categories for September were Insurance, Contract Services, and Supported Living. A net loss was projected for 2023; however, revenue has been higher than expected and we will likely end the year more favorably than expected.

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

Motion: **Andrea Legg**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve salaries in the amount of \$245,500.01 and expenditures in the amount of \$787,300.86 for the month of September.

Motion: **Kathleen Arthurs**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

III. **COMMITTEE REPORTS**

FINANCE COMMITTEE:

1. 2024 Proposed Budget

The Finance Committee met on October 17, 2023 to review the budget and make their official recommendation to the Board. A copy of the proposed 2024 budget was included in the Board book for review. Nate reviewed the overall budget including the main sources of revenue and expenditures projected for 2024. Nate mentioned the various projects TuscBDD is involved in that result in sharing costs with other entities, including grant projects that have been pursued to increase our fiscal sustainability as an agency. As a result of these efforts, there is a 13% increase in revenue projected for 2024. On the expense side, salaries are up approximately 3% but health insurance costs are expected to decrease as employees will have multiple plan options to choose from as offered through the Tuscarawas County Healthcare Consortium. Equipment costs are also expected decrease in 2024; however, TuscBDD is facing a significant increase in Medicaid match costs due to the sizeable increase both from the state general fund and county boards of DD to fund the increase for direct support professionals at the provider level. These increases have also resulted in a higher waiver rate, which then increases the rates we pay locally for people without waivers. Developmental center expenditures were based on the expectation of two placements in 2024. The local Provider Support Program budget decreased due to the statewide commitment of a significant amount of funds to providers to fund the DSP wage increase. Nate also shared the long-range forecasts that currently project a need to consider a levy around 2030.

Recommendation to adopt a motion to approve the proposed budget for 2024 as recommended by the Finance Committee.

Motion: **Donna Wayt**

Second: **Julie Brinkman**

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

The President declares the motion **carried**.

ETHICS COMMITTEE:

2. Presentation of Items Approved by the Ethics Committee

The Secretary at the Service and Support Center has been approached to provide respite services to a child with intensive needs from a neighboring county. This employee meets criteria outlined in ORC §5126.033 to provide this service. Due to personal and professional ties with the SSA unit, this request has also been sent to DODD legal counsel for a final review. One direct service payment was presented for an allowable expense that was within the limits set by the FSS policy and procedure.

Recommendation to adopt a motion to approve the request from Amanda Burnsworth to enter into secondary employment with I Am Boundless, an entity that provides specialized services, pending final review by DODD legal counsel, and 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: **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	x	
Donna Wayt	x	
Ryan Yoss	absent	

The President declares the motion **carried**.

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Supplemental Appropriations

Family Support Services has seen the most utilization in 2023 than there has been in several years. Nate Kamban was pleased to see the funds fully utilized by families and is requesting a supplemental appropriation of \$5,000 to finish out the year. In order to complete this transaction, two supplemental appropriations and one transfer have to occur for the money to be made available to spend in the fund.

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

- **\$5,000.00 from S50-S40 Unappropriated Balance to S50-S32 Transfers**
- **\$5,000.00 from U30-U05 Unappropriated Balance to U30-U06 Family Support Services**

Motion: **Andrea Legg**

Second: **Lucinda Bihari**

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

2. Transfer of Funds

Recommendation to adopt a motion to approve the following transfer of funds from the General Fund to the Family Support Services Fund:

- **\$5,000.00 from S50-S32 Transfers to U30-U02 Family Support Services**

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

3. Board Policy Revision

This policy was revised to contain new information that permits Board members to participate

electronically at meetings within specific parameters permitted in Ohio Revised Code 5126.0223. A minimum number of Board members must still attend Board meetings in person, and Board meetings will continue to be open to the public in accordance with Ohio's Open Meetings Act. Lisa Sidoti will be responsible for tracking the necessary information to ensure the Board remains compliant.

Recommendation to adopt a motion to approve the revision to the following Board policy as presented:

- **1.3 Board Operations**

Motion: **Donna Wayt**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

4. Resolution to Adopt Bylaws and Enter into an Agreement Regarding Health Benefits Program of the Tuscarawas County Healthcare Consortium

This resolution is required for TuscBDD to join the Tuscarawas County Healthcare Consortium (TCHC). The benefits provided through the TCHC are comparable to TuscBDD's coverage with more plan options and pricing levels. Nate Kamban recognized Kris Lowdermilk of Tuscarawas County for advocating on TuscBDD's behalf for us to be permitted to return to the county's healthcare plan. Amy Adam was also recognized for her efforts throughout this transition. Once this resolution is passed, the TCHC Board then conducts a vote as the final step for us to become a member effective January 1, 2024.

WHEREAS, under Ohio Revised Code 167, a Regional Council of Governments known as the Tuscarawas County Healthcare Consortium (TCHC) has been established for the purpose of promoting cooperative agreements and activities among its members including the establishment of self-insurance benefits.

WHEREAS, in order to participate in the Tuscarawas County Healthcare Consortium, the Tuscarawas County Board of Developmental Disabilities (Board) must be a member of the TCHC by adopting the TCHC Bylaws and entering into an agreement by formal resolution.

NOW, THEREFORE, BE IT RESOLVED by the members of the Board that for the benefit year beginning January 1, 2024:

Section 1. The Board adopts the Bylaws of the TCHC as attached in Exhibit A and

adopted within this resolution by reference.

Section 2. The Board authorizes the Superintendent to enter into the Agreement regarding Health Benefits Program of the TCHC as attached in Exhibit B and adopted within this resolution by reference.

Section 3. The Board authorizes the Superintendent to execute any other documents necessary to complete the membership packet for the TCHC.

Motion: **Andrea Legg**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

5. Health Savings Account (HSA) Contribution

Tuscarawas County incentivizes employees who choose the HSA plan since it is less costly, and TuscBDD would like to also consider contributing towards those who select HSA plans. It is unsure how many employees will choose this type of plan since it has never been offered, but the Board will continue to see a cost reduction for those who select the HSA even with the contribution amount.

Recommendation to adopt a motion to approve a contribution of \$300 per year for single participants and \$600 per year for all other participants paid in equal, monthly installments on the first pay of the month from TuscBDD to an employee's HSA account for employees who elect to participate in the HSA health insurance plan, effective January 1, 2024.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

6. Dental and Vision Insurance

Nate Kamban shared that vision coverage is combined with the medical coverage provided through the Tuscarawas County Healthcare Consortium. Moving to the dental insurance that is offered through the county will allow us to have all insurance in one system which makes it possible for us to be a part of a larger group. Nate added that several employees have expressed a preference to move to a different dental plan, and there are several cost-saving options provided.

Recommendation to adopt a motion to move from MetLife to Humana, through the Tuscarawas County Healthcare Consortium, for dental and vision insurance benefits for TuscBDD employees, effective January 1, 2024.

Motion: **Donna Wayt**

Second: **Kathleen Arthurs**

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

7. 2024 Vacation Conversion Plan

This plan is brought to the Board on an annual basis and is a requirement of the Ohio Public Employees Retirement System. This allows all applicable positions on a management contract the opportunity to convert up to two weeks of vacation to cash on an annual basis.

Recommendation to adopt a motion to approve the 2024 Vacation Conversion Plan as presented for January 1, 2024 through December 31, 2024.

Motion: **Andrea Legg**

Second: **Lucinda Bihari**

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

8. Allocation of Funds for the Nonfederal Share of Medicaid Services

This is a routine motion required annually to confirm that TuscBDD has sufficient funds to pay for the Medicaid match for those we serve in the upcoming budget year. Nate Kamban shared that the amount has increased due to the increase from county boards to providers. Tyler Smith explained that this number is based on a projection tool and factors in net increases to different waiver types.

Recommendation to adopt a motion to approve the following resolution:

The Tuscarawas County Board of Developmental Disabilities (TuscBDD) shall in its calendar year 2024 budget, allocate the sum of \$3,563,801 to be used to pay the nonfederal share of the Medicaid Home and Community Based Services (Level One, Individual Options, and SELF waivers) and Case Management services provided to individuals who the TuscBDD determines under section 5126.041 of the Ohio Revised Code are eligible for TuscBDD services.

The Board will make additional funds available if needed to assure that these services will be available in a manner that conforms to all applicable state and federal laws. The payment of the nonfederal share represents an ongoing financial commitment for such services of the TuscBDD.

Motion: **Julie Brinkman**

Second: **Kathleen Arthurs**

Roll Call:

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

The President declares the motion **carried**.

9. Ohio Association of County Boards (OACB) Delegate Assembly

Recommendation to adopt a motion to approve the following nomination as the delegate from Tuscarawas County for the OACB Delegate Assembly being held on November 29, 2023 at 6:00 pm:

Delegate: **Lucinda Bihari**

Alternate: **Nate Kamban**

Motion: **Kathleen Arthurs**

Second: **Andrea Legg**

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

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

VI. PERSONNEL

1. Personnel Actions:

- a. Amanda Jackson – new hire – Service and Support Administrator, effective November 6, 2023
- b. Tami Smith – resignation – Classroom Assistant, effective October 20, 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**

- **Extraordinary Care Assessment Tool:** Nate received a draft version of the extraordinary care assessment tool from the state which will be utilized to determine whether a parent is able to be paid to take care of their child with a disability if they meet specific parameters based upon their level of care. This tool is currently under review statewide, and Nate has asked an SSA Manager to apply the tool to some specific scenarios in Tuscarawas County to provide him with some feedback. This service will be available in Ohio beginning January 1, 2024. Similar models have been implemented in other states; however, Ohio is unique in that part of the cost to fund this service is paid with local dollars.
- **OACB Board of Trustee Vacancy:** There is a vacancy for our region on the OACB Board of Trustees. Board members were encouraged to reach out to Nate if they are interested in learning more about this opportunity to represent Tuscarawas County at the state level.

3. **Local Issues**

- **Provider Support Program:** TuscBDD is in the process of developing the Provider Support Program for 2024. The program is being simplified to add flexibility for providers. The budget is decreasing for 2024 to better reflect what is typically spent from this program annually, also taking into account the increased commitment from county boards to support providers through the DSP wage increase.
- **Starlight School Staffing:** TuscBDD classrooms are staffed above ODE ratios; however, staff have shared needs for additional support. The Starlight School Principal, Ashley Daugherty, is working with her team to identify sustainable ways to offer support.
- **Trunk or Treat:** A trunk or treat community fellowship event is scheduled for

Thursday, October 26th with students, adults, and community participants.

- **Lifetime Achievement Award:** Nate Kamban shared that Donna Merrill of Horizons is being presented the lifetime achievement award this week at the OPRA conference.
- **Early Intervention Brochure:** Nate was pleased to circulate copies of the new Early Intervention brochure in Spanish.

VIII. MISCELLANEOUS

1. Recognition/Good News

- Mary Ellen Valentino, Early Intervention Physical Therapist, was recognized for the work she did to identify a nutritionist in Millersburg who was skilled at working with Amish families. Mary Ellen reached out to the Early Intervention support staff at the state level to identify this resource to help a family on her caseload who was struggling to support their new baby who needed to be on a ketogenic diet. This nutritionist worked with Mary Ellen and the family to show them practical ways of utilizing the food available to them to support their child. SSA Manager, Stephanie Keen, also offered her expertise to the EI team and this family as she has experience with this type of diet due to the needs of her own child. This exemplifies what can happen when state and local staff work together to meet the needs of those we support.

2. Major Unusual Incident (MUI) Report

3. Newspaper Articles

IX. PUBLIC PARTICIPATION

X. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Kathleen Arthurs**

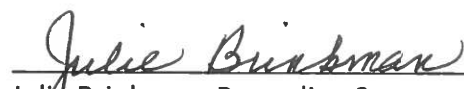
Second: **Julie Brinkman**

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

Time: **6:17** p.m.

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


Thomas Fantin, President


Julie Brinkman, Recording Secretary

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

2023-1023 minutes