TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, November 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	(excused)
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 October 23, 2023 Board meeting.

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

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	absent		
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 October 23, 2023 Ethics Committee meeting.

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

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	absent		
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 October was provided for review. The noteworthy items were highlighted in the report. Tyler Smith shared that the top three sources of revenue were Refunds & Reimbursements, Department of Education, and Employee Health Premiums. A large transfer of insurance proceeds were transferred to the Capital Improvements Fund in October to be applied to future invoices for our roofing project. There were also advancements of our initial cash balance into our ESSER Grant Fund to allow us to process future grant transactions prior to drawing down reimbursement from the state. Targeted Case Management revenue continues to lag behind the prior year due to the timing of billing; however, money has been received in November with more expected prior to the end of the year. There was a large budgetary transaction in October in Refunds and Reimbursements due to a lump sum deposit of new Keeping Families Together grant funding. The top three expenditure categories for October were Medicaid Match, Contract Services, and Supported Living. October ended on a net loss for the month; however, it is likely that TuscBDD will end 2023 without experiencing the net loss that was projected in the budget.

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

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

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	absent		
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 $242,092.64 and

expenditures in the amount of $2,601,992.69 for the month of October.

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

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	absent		
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

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: **Kathleen Arthurs**

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	absent		
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. Annual Appropriation Resolution

Recommendation to adopt a motion to approve the following resolution as specified from the Tuscarawas County Auditor's Office:

Be it resolved, by the Tuscarawas County Board of Developmental Disabilities, that to provide for the current expenses and other expenditures of the Board, during the fiscal year ending December 31, 2024, the following sums be set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as submitted.

A copy of the 2024 appropriations is located under the "New Business" tab in the Board book. The grand total for appropriations is $15,921,742 which includes expenditures of $11,710,404 and a reserve fund of $4,211,338.

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

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

2. Supplemental Appropriations

These supplemental appropriations and transfers in the next motion are necessary to facilitate the transfer of money to the appropriate accounts for next year's budget as well as allowing us to fulfill the remaining Medicaid Match invoice for calendar year 2023.

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

- **$56,000.00 from *S50-S40 Unappropriated Balance* to *S50-S32 Transfers***
- **$57,000.00 from *S50-S40 Unappropriated Balance* to *S50-S36 Medicaid Match***
- **$10,303.84 from *S52-S10 Unappropriated Balance* to *S52-S01 Title XX Transfers Out***

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

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

3. Transfer of Funds

Recommendation to adopt a motion to approve the following transfer of funds:

- **$5,000.00 from *S50-S32 General Fund Transfers Out* to *N10-N06 Capital Improvement Transfers In***
- **$1,000.00 from *S50-S32 General Fund Transfers Out* to *U025-U09 Special Activities Transfers In***

- **$100,000.00 from *S50-S32 General Fund Transfers Out* to *U30-U02 Family Support Services Transfers In***
- **$52,303.84 from *S52-S01 Title XX Transfers Out* to *S50-S44 General Fund Transfers In***

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

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

4. 2024 Annual Waiver Plan

TuscBDD is required to develop an annual waiver plan that estimates the number of waivers needed along with a commitment that TuscBDD has enough funds to cover those waivers. The information in this plan is used to project out these financial implications in our ten-year forecast.

Recommendation to adopt a motion to approve the 2024 Annual Waiver Plan as submitted in accordance with ORC §5126.054.

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

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

5. Resolution to Amend Health Flexible Spending Account to Increase the Maximum Contribution Amount and the Maximum Carryover Amount

Recommendation to approve the following resolution:
WHEREAS, the Tuscarawas County Board of Developmental Disabilities (the “Employer”) previously adopted a Code Section 125 plan; and

WHEREAS, the Internal Revenue Service permits participants to contribute a maximum of $3,200.00 annually to a Section 125 plan; and

WHEREAS, the Internal Revenue Service permits participants to carryover a maximum of $640.00 annually to a Section 125 plan for the 2024 plan year into 2025; and

WHEREAS, effective January 1, 2024 the Employer desires to amend the Plan to permit participants to contribute up to the maximum amount of $3,200.00 annually and to carryover up to the maximum amount of $640.00 annually, as outlined in the amendments;

NOW, THEREFORE, BE IT RESOLVED that the Board has hereby reviewed the amendments and does hereby approve of the amendments to increase the maximum contribution to the limit of $3,200.00 starting in the 2024 plan year and to increase the maximum carryover amount to the limit of $640.00 for the 2024 plan year into 2025.

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

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

6. Disposal of Unneeded, Obsolete, or Unfit Equipment

Nate Kamban shared that space has become very limited at the school, and the Principal and Facilities Director worked together with other employees to remove outdated, obsolete items from various storage spaces in Starlight School. Drew Litty commented that the average purchase year for the items included on the list was 2000. The list that was developed designated the items that would be donated and the items that would be scrapped.

Recommendation to adopt a motion to approve the disposal of unneeded, obsolete, or unfit equipment as permitted in accordance with ORC 307.12. A detailed listing of this equipment has been developed and will be submitted to the Tuscarawas County Commissioners for final approval.

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

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

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

7. Summit Housing Development Corporation Contract

Summit Housing Development Corporation is the non-profit housing corporation that we work with for the youth stabilization homes. They have been great to work with, are very responsive when issues arise, and bill consistently. There are no changes to the contract other than an updated term date.

Recommendation to adopt a motion to approve the contract between the Tuscarawas County Board of DD and Summit Housing Development Corporation per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor's Office.

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

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

8. Provider Support Program 2024 Initiatives

Many of the items included in the 2024 initiatives remain very similar to the existing offerings; however, the providers can choose where their money is allocated rather than having a specific amount assigned to various categories. Nate Kamban confirmed that the program offerings for 2024 have been reviewed and approved by legal counsel.

Recommendation to adopt a motion to approve the Provider Support Program Initiatives for 2024 as reviewed and approved by Attorney Stephen Postalakis.

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

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

9. **Board Policy Revision**

As a part of our strategic planning process, the TuscBDD's mission and vision statements have been simplified to be clearly defined and easy to remember. The agency values have also been revised based on input from various stakeholders about our agency in addition to brainstorming as a team. Those revised mission, vision, and values then need to be updated in both our Board and Personnel Policies.

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

- **1.1 Philosophical Foundation**

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

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

10. **Personnel Policy Revision**

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

- **1.1 Introduction**

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

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

11. **2024-2026 Strategic Plan**

Nate Kamban recognized Kerri Silverthorn and leadership team for the work that went into finalizing the 2024-2026 strategic plan. TuscBDD worked with MEORC throughout this *process which involved collecting data from both internal and external stakeholders. This plan will go into effect in January 2024.*

Recommendation to adopt a motion to approve the 2024-2026 Strategic Plan as presented.

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

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

12. Addition of Classroom Assistant Position to Table of Organization

Nate Kamban shared that student to staff ratios at Starlight School have been and continue to be higher than public school settings and exceed ODE requirements. We do serve a challenging population that often calls for a higher level of staff, but that also needs to be balanced with the need to remain sustainable as a program. Public schools now pay a fee per child per day to send students to our specialized program, making additional one-on-one aides from the school districts unaffordable. There are times when sufficient coverage can be difficult if staff are on leave for various reasons, including illness or in times of staff resignations. After careful consideration, the idea of adding one full-time floater Classroom Assistant position is being recommended. Nate shared with the Board that the cost per student has been reduced but is still higher than the average. The Board expressed support for the addition of a single floater position but was clear that adding staff to each classroom was not financially possible for the long-term sustainability of the school.

Recommendation to adopt a motion to approve the addition of one Classroom Assistant position to the table of organization and authorize the Superintendent to post and fill the position.

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

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

13. American Rescue Plan Act (ARPA) Funding

The Ohio Department of Developmental Disabilities has approximately $14.2 million in ARPA funding to distribute to county boards and councils of government for Home and Community Based Services projects. Nate Kamban shared that there are several different areas TuscBDD could apply for to receive money for one-time projects, if selected. This could include such as playground or sensory room needs, universal changing tables in the community, translation services to our non-English speaking communities, Spanish classes for employees, or even better utilization of the field next to the Service and Support Center as a site for soccer or other community activities.

Recommendation to adopt a motion to authorize the Superintendent to apply to the Ohio Department of Developmental Disabilities for the ARPA funding for local Home and Community Based Services (HCBS) projects.

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

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

14. Board Nominating Committee for 2024 Slate of Officers and Committee Assignments

Recommendation to adopt a motion to appoint the following members to serve on the Board Nominating Committee to develop the 2024 slate of officers and list of committee assignments to be adopted at the January organizational meeting.

Thomas Fantin
Julie Brinkman
Kathleen Arthurs

A copy of the 2023 slate of officers and committee assignments has been included in the Board books.

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

	Yea	Nay
Kathleen Arthurs	x	
Lucinda Bihari	absent	
Julie Brinkman	x	

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

15. Merakey Allos, Inc. Contract

Recommendation to adopt a motion to approve the contract between the Tuscarawas County Board of DD and Merakey Allos, Inc. for therapeutic respite services per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor's Office.

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

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	absent		
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. Lisa Keith – new hire – Substitute Classroom Assistant, effective November 6, 2023
   b. Felisha Varns – new hire – Classroom Assistant, effective November 15, 2023
   c. Brooke McCune – new hire – Classroom Assistant , effective December 4, 2023
   d. Amanda Jackson – withdrew her acceptance of the Service and Support Administrator position
   e. Bonnie Hastedt – change in status – Full-Time Classroom Assistant to Substitute Classroom Assistant, effective November 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**
   - **Waiver Redesign:** DODD is working with external consultants to review the state's waiver system. As a part of this process, DODD and county boards have looked at different funding mechanisms. One idea that is being discussed involves a stop loss system where DODD helps county boards to pay for waivers once the costs associated with the waiver reaches a certain level based on county size. Nate

Kamban commented that TuscBDD will be reviewing this information internally to determine if that would be advantageous financially for the agency moving forward.

- **Appendix K Long-Term Flexibility:** Some items that were flexible during the COVID-19 pandemic are now permitted on a long-term basis. This includes direct support professionals being permitted to bill when taking an individual to the hospital and parents being paid as caregivers within specific parameters outlined in the assessment tool.

3. **Local Issues**
   - **School Field Trips:** Nate Kamban recognized Indian Valley Schools for their willingness to support our students with transportation to field trips.
   - **ONI Guardianship Partnership:** The partnership for expanded guardianship options with ONI, the ADAMHS Board, and Probate Court has started. We now have access to more guardians, and the first referral to the program was officially made last week.
   - **Youth Stabilization Homes:** The two youth stabilization homes are fully staffed through REM and Horizons, and youth are being served at both locations. Nate Kamban recognized Drew Litty for managing this program including coordinating among all parties and handling intake meetings.
   - **Bring Your Buddy To Work Day:** The second Bring Your Buddy to Work Day was held today and was a huge success. Kerri Silverthorn and Amy Adam did an outstanding job organizing the day's schedule of events. Nate also recognized Amy's daughters, Cici and Lucy, for their efforts assisting with the activities.
   - **Educational Service Center (ESC) Partnership:** Nate Kamban recognized the ESC for their willingness to take on a risk to expand school-age services to students in Tuscarawas County by operating classrooms out of Starlight School. They are currently operating at a deficit as the program is early in its implementation. Nate expressed how thankful he was to have them as a partner and his desire to see their program succeed. Nate has begun looking into various ways TuscBDD could help them as the ESC does not have levy revenue, such as more efficient ways to share supplies.

VIII. MISCELLANEOUS

1. Recognition/Good News
   - Cat Ferguson and Kayla Harrold, two Service and Support Administrators, were recognized for the outstanding work that they have both done to support individuals and families on their caseload. Nate Kamban recognized Cat Ferguson for her leadership and commented that she is a kind, knowledgeable, and helpful SSA. It is not uncommon to receive feedback from our community regarding Cat. Most recently, a family that is new to DD services reached out to share how thankful they are for Cat and expressed how helpful she has been to them this year. Nate also recognized Kayla Harrold who is an incredibly hard-working and thorough SSA, especially gifted at working with individuals who have intensive needs. Kayla works tirelessly to help individuals transition from developmental

center placements to community placements and leaves no stone unturned in her pursuit of finding community-based solutions. Many thanks to Cat and Kayla for their approach to their work and service to individuals.

2. Major Unusual Incident (MUI) Report
3. 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 discipline 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: **Andrea Legg** Second: **Julie Brinkman**

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

Time in: **6:34** 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	absent		
Julie Brinkman	x		
Thomas Fantin	absent		
Andrea Legg	x		
Donna Wayt	x		
Ryan Yoss	x		The President declares the motion **carried**.

Time out: **7:05** p.m.

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

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

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

Time: **7:06** p.m.

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

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

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

2023-1127 minutes