TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Organizational Meeting, Monday, January 22, 2024
PLACE: Service & Support Center, 610 Commercial Avenue SW, New Philadelphia, Ohio
TIME: 5:30 p.m.

CALL TO ORDER: President

1.1 RECORD OF OATH OF OFFICE FOR REAPPOINTED MEMBERS:

- **Kathleen Arthurs** – Reappointed by the Tuscarawas County Probate Judge to a four-year term beginning January 1, 2024 and ending December 31, 2027. *Oath of office was administered prior to the start of the meeting.*
- **Ryan Yoss** – Reappointed by the Tuscarawas County Commissioners to a four-year term beginning January 1, 2024 and ending December 31, 2027. *Oath of office was administered prior to the start of the meeting.*

1.2 ROLL CALL: Executive Administrative Director

	Present	Absent
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
Donna Wayt	x	
Ryan Yoss	x	

1.3 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

I. ORGANIZATIONAL BUSINESS BEFORE THE BOARD

1. **2024 Board Meeting Schedule**

Recommendation to adopt a motion to set the following dates, time and location for all regularly scheduled Board meetings for 2024.

Dates: January 22, February 26, March 25, April 22, May 28, June 24, August 26, September 23, October 28, and November 25

Time: 5:30 p.m.

Location: Service and Support Center
610 Commercial Avenue SW
New Philadelphia, Ohio

In accordance with Board Policy 1.3, the schedule of all regular Board meetings shall be posted in the Service and Support Center and Starlight School and on the Board's website.

This schedule will specify the time and place of all meetings. The news media is notified of all regular, special, and emergency meetings per statute and in accordance with Board Policy 1.3. The notification of all special meetings includes the identification of the purpose of the meeting. Any person may request to receive a personal notice of meetings in accordance with Board Policy 1.3. The Superintendent designates the Executive Administrative Director as the Board employee responsible to provide the appropriate notice of all meetings.

Motion: **Ryan Yoss** Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

2. **2024 Slate of Officers**

Recommendation to adopt a motion to approve the slate of officers for calendar year 2024 as submitted by the Board Nominating Committee.

President: **Thomas Fantin**
Vice President: **Ryan Yoss**
Recording Secretary: **Julie Brinkman**

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

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

The President declares the motion **carried**.

3. **2024 Board Committees**

The 2024 Board President shall appoint the following Board members to the following committees:

Personnel (3):	Julie Brinkman
	Thomas Fantin

	Donna Wayt
Finance (3):	Kathleen Arthurs
	Donna Wayt
	Ryan Yoss
Ethics (3):	Julie Brinkman
	Thomas Fantin
	Andrea Legg

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

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

The President declares the motion **carried**.

4. **Board Policies**

Recommendation to adopt a motion to readopt all current Board policies.

Motion: **Julie Brinkman** Second: **Ryan Yoss**

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

The President declares the motion **carried**.

5. **Appointment to Ruth Carlson-Starlight Foundation, Inc.**

Recommendation to adopt a motion to appoint the following member of the Tuscarawas County Board of Developmental Disabilities to serve on the Ruth Carlson-Starlight Foundation, Inc. Board of Trustees for calendar year 2024:

Donna Wayt

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

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

The President declares the motion **carried**.

6. **2024 Board Member Declarations**

Pursuant to the requirements of the Ohio Revised Code Section 5126.024, Board members must complete a declaration upon appointment or reappointment to be provided to their appointing authority. Although this only needs to be completed upon appointment or reappointment, a NewsAlert issued by the Ohio Association of County Boards (OACB) recommends that it is best practice for each county board to have all Board members sign this declaration at the initial Board meeting each year. A declaration has been prepared for each member to sign for 2024 which will be kept as a part of the Board's official file. No official action is required for this item.

II. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Ryan Yoss** Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

Time: **5:34** p.m.

"This is a true and accurate record of the meeting of January 22, 2024."

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the January 22, 2024 Organizational Board meeting.

2024-0124 organizational mtg minutes

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, January 22, 2024
PLACE: Service & Support Center, 610 Commercial Avenue SW, New Philadelphia, Ohio
TIME: 5:45 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	
Andrea Legg	x	
Donna Wayt	x	
Ryan Yoss	x	

1.2 REVIEW OF TuscBDD MISSION AND VISION

- **Mission:** Enhancing Lives
- **Vision:** Inspiring Innovation

1.3 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the November 27, 2023 Board meeting.

Motion: **Ryan Yoss** Second: **Donna Wayt**

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin	x		
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 November 27, 2023 Ethics Committee meeting.

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

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin	x		
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 November and December 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 Targeted Case Management. Most revenue accounts were ahead of expectations for the year with only Targeted Case Management and Medicaid Administrative Claiming falling short of budget. The most significant increase in revenue above expectations was a result of the insurance settlement received for our hail-damaged roofs. Refunds and reimbursements were up due to the receipt of an unexpected cost report settlement in December. TuscBDD applied for and was awarded four separate grants in 2023. Those grant awards totaled $965,743.55. The top three expenditure categories for November and December were Capital Improvements, Contract Services, and Medicaid Match. Despite inflation and rising costs, most expenditure accounts were well managed with the more significant increases seen in areas outside of our control including contract services, Medicaid match, supported living, and capital improvements for roof repairs. The Family Support Services program saw a higher utilization in 2023, and the Provider Support Program was underutilized for the year.

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

Motion: **Ryan Yoss** Second: **Julie Brinkman**

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin	x		
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 $481,813.04 and expenditures in the amount of $1,807,304.20 for the months of November and December.

Motion: **Kathleen Arthurs** Second: **Ryan Yoss**

	Yea	Nay
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
Donna Wayt	x	
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. Innovative Technology Solutions Grant Agreement – SFY 2024-2025

Nate Kamban shared that the Innovative Technology Grant will allow us to establish a technology first trial home that will enable individuals with developmental disabilities and their caregivers to experience a wide range of assistive technology solutions and remote supports. We will partner with Starlight Enterprises, Inc. to convert their home on Dover Zoar Road into a technology first home, with overnight stays projected to be available by mid March. The goal is that this will lead to an increased usage of technology and remote supports going forward.

Recommendation to adopt a motion to authorize the Superintendent to enter into the Innovative Technology Solutions grant agreement with the Ohio Department of Developmental Disabilities for SFY 2024-2025 for a total of $51,500.

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

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

The President declares the motion **carried**.

2. Personnel Policy Revision

This policy was revised at the recommendation of OACB's legal counsel to include language *specifying that TuscBDD has a zero-tolerance drug policy which continues to apply to medical or recreational use of marijuana, regardless of compliance with Ohio law. The use of marijuana in any form will be treated the same as the use of all other controlled substances, illegal drugs, or the abuse of legal drugs.*

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

- **6.14 Drug Free Workplace**

Motion: **Ryan Yoss** Second: **Kathleen Arthurs**

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

3. Board Policy Revision

This policy was revised to simplify the process for those applying to our volunteer program while still maintaining all requirements for volunteers as outlined in the Ohio Administrative Code.

Recommendation to adopt a motion to approve the revision of Board Policy 1.18 – Volunteer Services as presented.

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

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

4. Adoption of Positive Behavior Intervention and Supports (PBIS) and Restraint and Seclusion Model Policy and Procedures

This is a new policy that was adopted utilizing the model policy and procedures provided by the Ohio Department of Education for PBIS and restraint and seclusion. Previously, our *reference to this content was located within Board Policy and Procedure 9.1 on Behavior Support; however, we separated this out by formerly adopting ODE's model document which aligns with the practices that have been in place at Starlight School for quite some time.*

Recommendation to adopt a motion to approve the adoption of the Positive Behavior Intervention and Supports and Restraint and Seclusion Model Policy and Procedures prepared by the Ohio Department of Education, referenced as Board Policy 4.6.

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

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

5. Memberships and Contract Services *(discussion only)*

This listing of memberships and contract services is shared with the Board twice per year to give members an opportunity to review this information since not all contracts meet the threshold that requires Board approval. Membership costs are down slightly in 2023, but contract services we up due mainly to the roof project and the additional services that were purchased through MEORC.

6. Strategic Plan Annual Report – Highlights from 2023 *(discussion only)*

Kerri Silverthorn prepared the Strategic Plan Annual Report highlighting the accomplishments of each department in the second half of 2023. A copy of the complete report was included in the Board books and is available to the public at our website: www.tuscbdd.org.

VI. PERSONNEL

1. **Personnel Actions:**
    a. Samantha Wolfe – new hire – Service and Support Administrator, effective January 16, 2024
    b. Heidi Lawver – new hire – Substitute Secretary, effective January 16, 2024
    c. Lori Kutcher – new hire – Classroom Assistant, effective January 29, 2024
    d. Joy Yoder – retirement – Classroom Assistant, effective January 31, 2024

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
    - **Multi System Youth (MSY) Waiver Adaptations:** DODD is seeking to modify waiver services to better support providers and county boards as they support youth with complex needs by working with counties to understand the true costs associated with serving these youth in a community-based setting. The current rate structure does not meet costs. Nate Kamban is hopeful that modifications will be made resulting in a more sustainable payment structure for providers.
    - **Provider Wage Rate Increase:** The first substantial wage increase for provider staff went into effect on January 1, 2024. Governor DeWine line item vetoed the provision that made this rate increase consistent statewide. According to DODD, it is ultimately up to each provider to determine how they use the increased reimbursement rates. The actual wages of DSPs vary by employer and will depend on the reimbursement rate the provider receives, the variety of services billed for, and agency business decisions. The goal is to get DSP wages to a statewide average of $18.
    - **Parents as Paid Caregivers:** The ability for parents to be paid to take care of their minor children has now become a permanent service option in the DD system within the parameters of the extraordinary care tool. Kyle Wells and his team have worked to ensure SSAs have received adequate training on this service and how to process requests from families. Each month, our local utilization of this service is reviewed internally.
3. Local Issues
    - **ARPA Grant Update:** Nate Kamban shared that the federal government has approved the allocation of the ARPA grant funds to TuscBDD for a total of $521,000. The majority of this grant money will go towards updating the playground equipment at Starlight School as well as other projects including school sensory room equipment, Early Intervention lending library items, Spanish language support, a soccer field, and two community-based universal changing tables. Nate also shared that the first Spanish language support meeting was held at the Service and Support Center to bring providers and members of the Latino community together to discuss opportunities for work as direct support professionals. Nate recognized Eva McClave for her assistance with this meeting.
    - **Lacey PAC Partnership:** Conversations have taken place with Lacey Herbert Stevens from Lacey PAC to partner with Lacey or one of her staff members to conduct dance/movement classes at Starlight School one day per week. This would provide school staff with additional planning time since our school does not have specials. It is our goal to utilize support from the Ruth Carlson Starlight Foundation to help cover this expense.
    - **Agency & School Training Initiative for Youth with Intensive Needs:** Nate Kamban has been working with Ashley Daugherty and Amy Adam to prioritize training for staff that work with youth with intensive needs. Time will be utilized when students are not in session to focus on some additional group training. Ashley is implementing new communication mechanisms at the school to debrief with behavioral staff and allow time to practice approved behavioral intervention

techniques. There are also staff from the Service and Support Center who visit or assist at the school on a regular basis who may benefit from behavioral training as well.

VIII. MISCELLANEOUS

1. Recognition/Good News
   - Shari Dine was recognized for the hard-working, positive manner in which she carries out her role as Starlight School Secretary. She has been a lynchpin for culture and communication. Shari takes on new tasks with a positive attitude and treats students and families with kindness and respect. She continues to embrace new ideas and has been so helpful with the new partnership with the Educational Service Center.
   - The Early Intervention (EI) Team, led by Kristi Blick, recently received feedback from a survey with families who utilize EI. Nate Kamban recognized the team and congratulated them for the positive feedback that was generated from this survey as families expressed their appreciation for this “life-changing” resource.
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 employment 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: **Ryan Yoss** Second: **Donna Wayt**

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

Time in: **6:08** 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: **Ryan Yoss**

Roll Call:	**Yea**	**Nay**
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
Donna Wayt	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time out: **6:41** p.m.

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

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

	Yea	**Nay**
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
Donna Wayt	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time: **6:41** p.m.

"This is a true and accurate record of the meeting of January 22, 2024."

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the January 22, 2024 Board meeting.

2024-0122 minutes