TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, February 26, 2024
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		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		(electronic participation)
Donna Wayt	x		
Ryan Yoss		x	(arrived at 5:33 pm)

1.2 REVIEW OF TuscBDD MISSION AND VISION

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

1.3 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- Motions 6, 8, and 10 under New Business were revised.
- Motion 9 under New Business was deleted and all remaining motions were renumbered.
- Motion 11 under New Business was added.
- Item 1a under Personnel was added.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the January 22, 2024 Organizational Board meeting and the January 22, 2024 Board meeting.

Motion: **Julie Brinkman** 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**.

II. FINANCIAL REPORT

1. Monthly Reconciliation

The financial report for January was provided for review. The noteworthy items were highlighted in the report and presented in simplified, condensed format. Tyler Smith shared that the top three sources of revenue were Refunds & Reimbursements, Department of Education, and Preschool Fees. Expenditures for January consisted only of costs related to direct expenses for salaries and benefits that did not require a purchase order. Expenditures were lower than usual this January due to delays coming into the new year which affected the timing of when purchase orders were opened. Tyler also pointed out that health insurance costs will be paid monthly now that we are a member of the Tuscarawas County Healthcare Consortium rather than being handled as an annual prepayment made to Aultcare.

Recommendation to adopt a motion to approve the financial statement as presented which includes the approval of total expenditures in the amount of $319,432.91 for the month of January.

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

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**.

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**

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**.

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. HCBS ARPA Grant Agreement – Calendar Year 2024

Recommendation to adopt a motion to authorize the Superintendent to enter into the HCBS ARPA grant agreement with the Ohio Department of Developmental Disabilities for calendar year 2024 for a total of $521,000.

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

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**.

2. Resolution to Establish HCBS ARPA Fund

Whereas, the Tuscarawas County Board of Developmental Disabilities (TuscBDD) entered into a grant agreement with the Ohio Department of Developmental Disabilities (DODD), dated January 24, 2024; and

Whereas, the American Rescue Plan Act of 2021 (ARPA) provided qualifying states with a temporary 10 percentage point increase to the federal medical assistance percentage (FMAP) for certain Medicaid expenditures for home and community-based services (HCBS), and states must use state funds equivalent to the amount of federal funds attributable to the increased FMAP to implement or supplement the implementation of one or more activities to enhance, expand, or strengthen HCBS under the Medicaid program; and

Whereas, section 3.5 of said agreement requires grant funds "to be recorded separately in the books and records of TuscBDD;" and

Whereas, Ohio Rev. Code § 5705.09(F) authorizes the establishment of "a special fund for each class of revenue derived from a source other than the general property tax, which the law requires be used for a particular purpose."

Therefore, be it resolved, by the Tuscarawas County Board of Developmental Disabilities, that we hereby request the Tuscarawas County Board of County Commissioners establish an HCBS ARPA Fund to provide a separate accounting for receipts and expenditures for the grant monies received for projects that will enhance, expand, or strengthen HCBS locally, as is required through section 3.5 of the aforementioned grant agreement.

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

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**.

3. Supplemental Appropriations

Numerous supplemental appropriations were needed to utilize various grant funds in 2024 including ARPA, Keeping Families Together, and ESSER. It was also necessary to appropriate additional funds to cover 2023 expenditures that were not invoiced until 2024 such as the finalization of the roof repair project and supported living costs.

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

FROM: **UNAPPROPRIATED BALANCE (E-1420-S050-S40)**	TO: **ADVANCE OUT (E-1420-S050-S39)**	AMOUNT: **$521,000.00**
FROM: **UNAPPROPRIATED BALANCE (E-1420-S050-S40)**	TO: **FAMILY RESPITE (E-1420-S050-S51)**	AMOUNT: **$80,112.37**
FROM: **UNAPPROPRIATED BALANCE (E-1240-N010-N05)**	TO: **CONTRACT PROJECTS (E-1440-N010-N01)**	AMOUNT: **$366,667.46**
FROM: **UNAPPROPRIATED BALANCE (E-1420-S050-S40)**	TO: **TRANSFERS OUT (E-1420-S050-S32)**	AMOUNT: **$148,260.43**
FROM: **UNAPPROPRIATED BALANCE (E-1442-S054-S99)**	TO: **CONTRACT SERVICES (E-1442-S054-S01)**	AMOUNT: **$91,984.90**
FROM: **UNAPPROPRIATED BALANCE (E-1442-S054-S99)**	TO: **OTHER EXPENSES (E-1442-S054-S02)**	AMOUNT: **$1,606.96**
FROM: **UNAPPROPRIATED BALANCE (ARPA FUND)**	TO: **ACCESSIBLE COMMUNITIES (ARPA FUND)**	AMOUNT: **$465,000.00**
FROM: **UNAPPROPRIATED BALANCE (ARPA FUND)**	TO: **OUTREACH TO NON-ENGLISH SPEAKING COMMUNITIES (ARPA FUND)**	AMOUNT: **$25,000.00**
FROM:	TO:	AMOUNT:

UNAPPROPRIATED BALANCE (ARPA FUND)	**SUPPORTED CONNECTIONS (ARPA FUND)**	**$1,000.00**
FROM: **UNAPPROPRIATED BALANCE (ARPA FUND)**	TO: **UNIVERSAL CHANGING TABLES (ARPA FUND)**	AMOUNT: **$30,000.00**
FROM: **UNAPPROPRIATED BALANCE (E-1420-S050-S40)**	TO: **SUPPORTED LIVING (E-1420-S050-S41)**	AMOUNT: **$35,220.72**

Motion: **Donna Wayt** 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**.

4. Advance of Funds

This advance from our general fund is necessary since we have to first spend the money in order to then draw down reimbursement from the state through the ARPA grant award. The money will then be returned to the general fund at the end of the grant period.

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

FROM: **GENERAL FUND ADVANCE OUT (E-1420-S050-S39)**	TO: **ARPA FUND ADVANCE IN (ARPA FUND)**	AMOUNT: **$521,000.00**

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

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**.

5. Transfer of Funds

This transfer is necessary to facilitate the movement of general fund money into our capital improvements fund to pay for the remaining invoices from our 2023 roof repair project.

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

FROM:	TO:	AMOUNT:
GENERAL FUND ADVANCE OUT (E-1420-S050-S39)	**CAPITAL IMPROVEMENT TRANSFERS IN (R-1240-N010-N06)**	**$148,260.43**

Motion: **Donna Wayt** 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**.

6. 2024-2025 Calendars of Operation

The calendars of operation contain the same basic structure and number of days as in previous years. The calendar for Starlight School includes the addition of two, 2-hour delays to allow additional staff training opportunities throughout the year in addition to the all-day in-services that are standard in every school year. The preschool calendar will be presented for approval at the March Board meeting.

Recommendation to approve the 2024-2025 Twelve-Month Employee and Starlight School Calendars of Operation as submitted.

Motion: **Kathleen Arthurs** 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**.

7. Board Policy Revision

Minor revisions were made to this policy to align content on the subject of strategic planning with recent administrative rule revisions.

Recommendation to adopt a motion to approve the revision of Board Policy 1.3 – Board

Operations as presented.

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

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**.

8. Position Description Revisions

Various position descriptions were revised to better clarify expectations around trainings, certifications, and performance of essential duties.

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

- Classroom Assistant
- Food Service Specialist
- Secretary – Starlight School
- Behavior Support Assistant

Motion: **Kathleen Arthurs** 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**.

9. Community Health Worker, Bridges to Wellness Program Position and Table of Organization Revision

Nate Kamban shared that the number of multi-system kids being served through Family and Children First Council continues to grow. Part of FCFC Manager Christi Otte's current role is to serve as a Community Health Worker under Access Tusc's Bridges to Wellness Program to help clients and their families navigate and access community services and adopt healthy behaviors. Their growth model for this service is to embed this role within other entities in the county. The addition of a part-time Community Health Worker under the umbrella of FCFC *would allow Christi to transfer her caseload to this position to free up her time for management duties resulting in this part-time Community Health Worker being able to serve double or triple what Christi is able to currently serve while managing FCFC. A cost-benefit analysis of this position was presented to highlight the fact that the cost of this position will be covered through a stipend and Medicaid reimbursements that are received as services are delivered. This position will provide more individuals in Tuscarawas County with access to participate in the Bridges to Wellness Program which is beneficial to both people with and without developmental disabilities.*

Recommendation to adopt a motion to approve the position description for Community Health Worker, Bridges to Wellness Program, thereby adding this part-time position to the table of organization and authorizing the Superintendent to post and fill the position.

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

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**.

10. Revision to Pay Ranges for Non-Union Employees

Recommendation to adopt a motion to approve the revision to the pay ranges for non-union employees to include the addition of a pay range for the position of Community Health Worker, Bridges to Wellness Program as presented.

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

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**.

11. The Kleingers Group Professional Landscape Architecture Services Proposal for Starlight School Playground

The playground portion of the ARPA grant requires both public bidding and prevailing wage *due to the scope of the project. Legal counsel advised us of the need to work with an entity to develop plans and specifications to properly handle the requirements expected of a government entity in accordance with Ohio Revised Code and encouraged us to work with Kleingers. A proposal and statement of qualifications from Kleingers was presented for professional design services and overall project management. The cost of these services will be covered by grant funds. Nate Kamban will update the Board as this project progresses and may seek approval for the allocation of additional funds, if necessary, depending on the cost of the final design.*

Recommendation to adopt a motion to accept the proposal from The Kleingers Group for professional landscape architecture services for Starlight School playground improvements as part of the Accessible Communities ARPA grant award per the terms and conditions of the proposal as submitted and approved by the Tuscarawas County Prosecutor's Office.

Motion: **Julie Brinkman** 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**.

VI. PERSONNEL

1. **Personnel Actions:**
   a. Kelli Hepner – resignation – Behavior Support Assistant, effective March 1, 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**
   - **Subminimum Wage Legislation:** A bill is pending at the state level to eliminate the ability to pay individuals with disabilities less than the minimum wage.
   - **Supported Decision Making:** A bill is pending at the state level that would emphasize the importance of supported decision making as an alternative to guardianship. This bill would provide more education to the probate courts regarding this less intrusive option to guardianship.
3. **Local Issues**
   - **Horizons' Transportation Change:** Horizons has made us aware that they may cease their transportation program, but nothing has been made official yet. If this

occurs, it would impact 22 individuals served by TuscBDD. Nate shared that both Access Tusc and the Senior Center are interested in becoming DD waiver providers to serve as an alternative to Horizons. Also, an SSA group led by Stacy Savage is working to establish Uber in Tuscarawas County since they can now be paid for waiver funding and can provide after hours and weekend transportation. They are working through the process to get each person approved through a third-party billing agent so they can utilize this option.

- **Technology Home Project:** The technology home that is being developed in partnership with Starlight Enterprises, Inc. continues to move forward toward implementation. A quote has been received from Wynn-Reeth, a remote supports provider in Ohio, for them to install technologies and serve as a remote support provider when the home is in use. Technologies for the home will be purchased soon with grant funding in order to tentatively launch the project in April.
- **School Training Initiative:** As we continue to serve youth with intensive needs, the need for ongoing staff training has become a top priority for staff who work with these youth on a regular basis. A day-long training titled R Factor has been scheduled for March for both TuscBDD and ESC employees using grant funds.
- **Social Work Internships:** TuscBDD has been contacted by Kent State University-Tuscarawas about being an internship site for their students in the new bachelor's in social work program. This partnership will hopefully increase our ability to retain future professionals for this agency.
- **Eligibility Spotlight:** Kyle Wells reviewed the eligibility requests over the past seven months and determined that 45 out of the 52 requests were for individuals 21 years of age and under. That equates to 87% of the requests for eligibility being for children.

VIII. MISCELLANEOUS

1. Recognition/Good News
    - Nate Kamban recognized Chris Sapp, Community Connections Specialist and Stephanie Keen, Service and Support Administration Manager for their efforts over the past year scheduling showings of the *Unseen* documentary. Thanks to a partnership with Challenger Baseball to purchase a co-license for twelve months, *Unseen* has been shared with various audiences in and outside of the county as well as at the state level to raise awareness of the need for respite and after-school services for people with disabilities. Through their efforts this need has become more transparent which is important not only for the advancement of respite services but for generalized DD awareness as well.
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: **Kathleen Arthurs** 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: **6:18** p.m.

Andrea Legg left during Executive Session at 6:19 pm and did not return.

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: **Kathleen Arthurs**

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

Time out: **6:42** p.m.

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

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

Roll Call:	**Yea**	**Nay**
Kathleen Arthurs	x	

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

Time: **6:42** p.m.

"This is a true and accurate record of the meeting of February 26, 2024."

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the February 26, 2024 Board meeting.

2024-0226 minutes