TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, March 25, 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	
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

- Motion 13 under New Business was added, and the former item 13 was renumbered to 14.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the February 26, 2024 Board meeting and the February 26, 2024 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 February was provided for review. The noteworthy items were highlighted in the report. Tyler Smith shared that the top three sources of revenue were Targeted Case Management, Refunds & Reimbursements, and Department of Education. The top three line-items for expenditures for February consisted of Medicaid Match, Contract Services from the General Fund, and Contract Services from the ESSER Grant Fund. Targeted Case Management revenue is currently exceeding last year's amounts by approximately $12,000. Revenue from the Department of Education is down slightly as we are now seeing more regular amounts due to attendance remaining steady in the 2023-2024 school year after the notable increase between the 2021-2022 to the 2022-2023 school years. Supported Living costs are higher than this time last year due to some large HPC costs that were incurred in 2023 but not paid for until 2024. We also continue to expend ESSER grant funds to pay for after-school and weekend respite as well as mental health services at Starlight School.

Recommendation to adopt a motion to approve the financial statement as presented which includes the approval of total expenditures in the amount of $2,082,109.15 for the month of February.

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

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	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. Resolution to Establish Innovative Technologies 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 3, 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 3.2 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 Innovative Technologies 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 3.2 of the aforementioned grant agreement.

Motion: **Andrea Legg** 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. Supplemental Appropriations

Nate Kamban shared that there are several repairs needed to the parking lot lights and storm drains which require a supplemental appropriation. All other supplemental appropriations are necessary to utilize the Innovative Technologies grant funds.

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

FROM: **UNAPPROPRIATED** **(E-1420-S050-S40)**	TO: **REPAIRS** **(E-1420-S050-S21)**	AMOUNT: **$12,000.00**
FROM: **UNAPPROPRIATED** **(E-1420-S050-S40)**	TO: **ADVANCE OUT** **(E-1420-S050-S39)**	AMOUNT: **$25,000.00**
FROM: **UNAPPROPRIATED** **(Innovative Technologies)**	TO: **ASSISTIVE TECHNOLOGY** **(Innovative Technologies)**	AMOUNT: **$20,000.00**
FROM: **UNAPPROPRIATED** **(Innovative Technologies)**	TO: **REMOTE SUPPORTS PROVIDER** **(Innovative Technologies)**	AMOUNT: **$30,000.00**
FROM: **UNAPPROPRIATED** **(Innovative Technologies)**	TO: **OTHER EXPENSES** **(Innovative Technologies)**	AMOUNT: **$1,500.00**
FROM: **UNAPPROPRIATED** **(Innovative Technologies)**	TO: **ADVANCE OUT** **(Innovative Technologies)**	AMOUNT: **$25,000.00**

Motion: **Kathleen Arthurs** 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**.

3. Advance of Funds

This advance from our general fund is necessary to move forward in a timely manner until we receive the Innovative Technologies grant award from the state. Once that money is received, the amount advanced from the general fund will be returned.

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

FROM: **GENERAL FUND** **ADVANCE OUT** **(E-1420-S050-S39)**	TO: **ADVANCE IN** **(Innovative Technologies)**	AMOUNT: **$25,000.00**

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. 2024-2025 Starlight Preschool Students Calendar of Operation

The preschool calendar for 2024-2025 aligns our schedule with that of the Educational Service Center, allowing our employees to attend various professional development opportunities for preschool professionals. The most significant change reflected in this calendar is that Mondays, rather than Fridays, will now be the day of the week that preschoolers will not be in attendance.

Recommendation to approve the 2024-2025 Starlight Preschool Students Calendar of Operation as submitted.

Motion: **Donna Wayt** 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. Revision to 2023-2024 Starlight School and Starlight Preschool Students Calendars of Operation

Recommendation to adopt a motion to approve the revision to the 2023-2024 Starlight School and Starlight Preschool Students Calendars of Operation to change April 8, 2024 to an in-service day for school employees due to the solar eclipse.

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

	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. <u>Board Policy Revisions</u>

The Employment First policy was revised to align content with the latest Administrative Rule revision, including the designation of specific numbered places on the path to employment which are integrated into the individual's plan. The revision to the Medication Administration and Performance of Health-Related Activities policy only needed minor revisions due to the renumbering of Administrative Rules at the state level.

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

- 1.4 Employment First
- 2.4 Medication Administration and Performance of Health-Related Activities

Motion: **Andrea Legg** 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**.

7. <u>Position Description Revision</u>

This position description was revised to reflect a slight adjustment to the daily schedule for this position as requested by the Food Service Specialist to provide more time in the morning for breakfast preparation.

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

- Food Service Specialist

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**.

8. <u>Addendum to Master Housing Contract with Starlight Enterprises, Inc. (SEI)</u>

The existing Master Housing Contract with SEI contained a section on the subject of a Transitional Age Home. This section provided SEI with more support for that particular home due to the nature of the project; however, that home was not pursued. This addendum is taking that portion of the original agreement that allowed for more support for the "Transitional Age Home" and revising it to reflect "Technology First Home" to direct that additional support towards the operation of this new project.

Recommendation to adopt a motion to approve the addendum to the Master Housing Contract between TuscBDD and SEI as presented and approved by Attorney Stephen Postalakis.

Motion: **Donna Wayt** 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**.

9. <u>Property, Crime, and Terrorism Insurance from Liberty Mutual Insurance</u>

Nate Kamban explained the changes that were made to our property, crime, and terrorism insurance for the upcoming year due to the large weather-related losses that the industry faced last year, which included replacement of our three hail-damaged roofs. Our building deductible increased from $1,000 to $10,000. There is also now a specific wind/hail deductible per location of $100,000, and our premium increased from approximately $17,000 to $27,000. Nate also shared that another quote was obtained from another company for price comparison, but it was not able to be considered as that policy set our deductible at $240,000.

Recommendation to adopt a motion to accept the proposal from Liberty Mutual Insurance for property, crime, and terrorism insurance per the terms and conditions of the proposal as submitted.

Motion: **Ryan Yoss**			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**.

10. Starlight School Sensory Room Proposal

Nate Kamban shared that grant funding will cover the full cost of the sensory room proposal. Contact has been made with Starlight Enterprises, Inc. to see if they are interested in painting the murals on the walls.

Recommendation to adopt a motion to approve the sensory room proposal from Fun and Function LLC at a total cost of $48,104.53, paid for with ESSER grant funds.

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**.

11. Starlight School Playground Project

Nate Kamban presented an overview of the playground project as designed by The Kleingers Group along with an overall project timeline. The current playground lacks accessible surfacing, anti-climb fencing, and sensory-friendly/accessible play structures that are appropriate for all ages served. The grant award totals $465,000; however, that does not cover the full cost of the upgrades that are needed due to the expansive size of the existing playground and cost involved in the demolition and site restoration in order to prepare the site for the new, accessible surfacing and playground layout. Nate discussed the safety concerns with the existing rubber mulch and the size of the playground, plus the fact that the current fence is not anti-climb. Nate then reviewed options A and B and discussed the idea of the Board providing additional funds to supplement the grant in order to take advantage of this opportunity to fully-upgrade the playground. Nate reviewed the ten-year forecast and *confirmed that neither option has a significant impact to the timing of future levy planning when taking into account this one-time investment for the students and the community. Discussion followed on the project scope and cost, with the Board in favor of submitting the project for bid while also asking the Superintendent to pursue any additional funding to help lessen the impact to the Board.*

Recommendation to adopt a motion to authorize the Superintendent to finalize bid specifications in collaboration with The Kleingers Group and submit for bid the Starlight School playground project as supported by the ARPA grant.

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**.

12. Donations

Recommendation to adopt a motion to accept the following donation, to deposit it in the County Treasury under U25 or S50, as appropriate, and to utilize it for its specific purpose as designated by the donor:

- $230.37 from Chipotle Restaurant Dine to Donate Fundraiser to TuscBDD for Starlight School's PBIS program.

Motion: **Andrea Legg** 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**.

13. Proposal for Universal Changing Tables

This grant provides the opportunity to install five universal changing tables in our community with minimal additional investment from the Board. Nate Kamban is working with the Tuscarawas County Prosecutor's Office to develop an agreement to clearly state that these *are a gift, and TuscBDD will not be responsible for the upkeep.*

Recommendation to adopt a motion to approve the proposal from Gor-Con Construction for labor, equipment, and material needed to prepare designated restrooms at Dover Park, Dover Pool, and Tuscora Park for the installation of universal changing tables at an estimated cost of $23,355.00 and approve the quote from MDMaxx LLC for five universal changing tables at a cost of $10,391.54, paid for with $30,000.00 of ARPA grant funds and approximately $3,746.54 of TuscBDD funds.

Motion: **Kathleen Arthurs** 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**.

14. Tuscora Park Accessible Playground Discussion

Two families have made generous donations towards the addition of an accessible playground at Tuscora Park. There is now a group of community members working to raise the additional funds necessary to move forward with this project. Nate Kamban shared with the Board that TuscBDD has approximately $5,000 in funds donated to our agency to benefit children with cerebral palsy which will be directed towards this worthwhile community project.

VI. PERSONNEL

1. **Personnel Actions:**
   a. Dianne Crowell – resignation – Food Service Specialist, effective April 22, 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**
   - **Historic Rates of Employment Amongst People with Disabilities:** Data from the U.S. Department of Labor's Bureau of Labor Statistics indicates that employment amongst people with disabilities has reached its highest level since tracking began. Despite this historic achievement, there is still work to be done, as the percentage of adults employed from the disability community lags behind that of adults without disabilities.

3. **Local Issues**
   - **Horizons Transportation Change & Provider Compliance Review:** We have been made aware that Horizons is likely moving away from transportation. Additionally, as part of our provider support program, we are working with MEORC to help Horizons as they deal with high levels of overtime.
   - **Accreditation Review Feedback:** MEORC was onsite in March to conduct a mock accreditation review and provide feedback in preparation for our DODD review in August.
   - **Additional Preschool Classroom & Funding Plan:** The need for an additional preschool classroom that would serve children with the most intensive needs has been discussed. This would be a smaller ratio of three staff to six students and would only be feasible if we were able to secure funding commitments from the districts for our entire preschool program. Nate will check with districts in April to determine if there is district-level support prior to taking the request to add on a classroom to our Board.
   - **Recognition of Indian Valley Local Schools:** Nate Kamban recognized Indian Valley Local Schools for their willingness to partner with Starlight School to transport our students on field trips. Thanks to the transportation provided by Indian Valley, our students have been able to experience their community by visiting the Performing Arts Center, to go bowling, and to visit the McKinnley Museum.

VIII. MISCELLANEOUS

1. Recognition/Good News
   - Nate Kamban recognized Beth Starkey, Service and Support Administrator/Eligibility Specialist, for being a tremendous first point of contact as families become acquainted with TuscBDD services. He received positive feedback from Starlight School staff and colleagues at the ESC complimenting her for being kind, responsive, helpful, and willing to meet families at locations that are convenient for them.
2. Major Unusual Incident (MUI) Report

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: **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 in: **6:32** p.m.

Kathleen Arthurs left during Executive Session at 6:33 pm and returned at 6:35 pm.

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	x		
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: **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**.

Time: **6:42** p.m."This is a true and accurate record of the meeting of March 25, 2024."

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the March 25, 2024 Board meeting.

2024-0325 minutes