TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, August 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		

1.2 REVIEW OF TuscBDD MISSION AND VISION

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

1.3 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- Motion 14 under New Business was added, and all remaining motions were renumbered.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the June 24, 2024 Board meeting.

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**.

II. FINANCIAL REPORT

1. **Monthly Reconciliation**

The financial report for June and July was provided for review. The noteworthy items were highlighted in the report. Tyler Smith explained that the top three line items for receipts were refunds & reimbursements, ESSER grant, and Ohio Department of Education (ODE) revenue. The top three line items for expenditures were contract services, non-waiver services, and HCBS ARPA. Tyler confirmed that TCM receipts are within one submission of the prior year amounts, and the Medicaid Administrative Claiming revenue is estimated to be within 6% of our estimated receipts by year-end. ODE revenue looks as if it has decreased compared to the prior calendar year; however, we have received 100% of the allocation we were expected to receive for state fiscal year (SFY) 2024, and we have started to receive allocations for SFY 2025. Capital improvements appears to have significantly increased due largely to the roofing project expenditures that were made in the first half of 2024. Supported Living costs have also been impacted by a number of emergency placements. Overall, expenditures are comparable to what we would have seen at this point in 2023 with most categories having budget balances as anticipated as of the end of July.

Recommendation to adopt a motion to approve the financial statement as presented which includes the approval of total expenditures in the amount of $1,176,131.64 for the months of June and July.

Motion: **Donna Wayt** 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 respite care provider contract with Stacey Weaver and 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. MEORC Products Purchased for 2025-2026

TuscBDD purchases specific services from MEORC in a more cost-effective manner than handling them locally. Every two years, we review the available products and services and confirm our selections for the next two-year period. We are interested in learning more about what they have to offer as they develop new SSA onboarding services but have not yet committed to purchasing those services at this time.

Recommendation to adopt a motion to approve the list of MEORC products to be purchased by TuscBDD for 2025-2026.

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**.

2. Board Policy Revisions

Minor changes were made to the Early Intervention policy due to a rule revision at the state level. The Starlight Preschool Program policy has been revised to ensure language and format has been modernized and includes all items needed when the preschool program is reviewed by the state. The policy also now includes all information that was once included in a procedure.

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

- **3.1 Early Intervention**
- **4.4 Starlight Preschool Program** *(This revision now includes all content formerly located in Board Procedure 4.3 – Starlight Preschool Program Procedures and*

Guidelines.)

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**.

3. Board Policy Adoption

The Ohio Department of Education requires all school districts to adopt a policy on cell phones in schools by the summer of 2025. Since ODE has officially released a model policy on this subject, we are presenting this to be adopted for Starlight School at this time.

Recommendation to adopt a motion to approve the adoption of Board policy **4.7 – Cell Phones In School** as presented.

Motion: **Ryan Yoss** 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**.

4. Non-Bargaining Staff Compensation

Nate Kamban explained that a 3% wage increase was included in the budget for 2024. In accordance with our non-bargaining unit employee compensation policy, a full review of every non-bargaining position was conducted this year. It looked at data from similar sized county boards, adjacent county boards, and similar competitors in the job market. If positions required an adjustment based on this data in order to remain competitive, those will be discussed in executive session. The goal is to find a balance of both monetary and non-monetary benefits to further establish Tuscarawas County Board of DD as an employer of preference in a sustainable manner.

Recommendation to adopt a motion to authorize a 3% increase for non-bargaining staff effective on September 1, 2024 in accordance with the Non-Bargaining Unit Employee Compensation Policy.

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**.

5. Life Insurance

Nate Kamban shared that currently, all full-time employees receive a $20,000 life insurance benefit upon hire provided by the Board. A quote was received from AUL/One America for a plan that increased this to $30,000 coverage at a decrease in price over our current carrier. As a part of this plan, employees can also purchase additional insurance of their own at a more reasonable rate than the previous carrier.

Recommendation to adopt a motion to accept the proposal from AUL/One America for life insurance benefits for TuscBDD employees.

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**.

6. Revision to 2024-2025 Twelve Month Employee and Starlight School Calendars of Operation

Nate Kamban explained that the days for twelve month employees have fluctuated slightly up or down from 260 from year to year due to how the days fall from August to July annually. Twelve-month employees will now be scheduled for 255 work days per year. This will provide additional days off to encourage retention and work-life balance. Due to this change, the agency will be closed December 24th through January 1st.

Recommendation to adopt a motion to approve the revision to the 2024-2025 Twelve Month

Employee and Starlight School Calendars of Operation as presented.

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**.

7. Personnel Policy Revisions

A revision to the On-Call Status policy is recommended to change the name of the policy, remove outdated language, and add a stipend for SSAs who successfully complete a mentorship program with a new employee. The Vacation policy was modified to allow vacation-eligible staff to accrue vacation hours according to an updated accrual schedule. These changes were based on a policy from another county board and mirrors the vacation accrual rates from Ohio's Department of Administrative Services for state employees. Language was also revised to adjust the amount of vacation an employee is permitted to carryover from three years down to two years to encourage employees to use their vacation and emphasize a good work/life balance.

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

- **4.4 Stipends** *(formerly titled On-Call Status)*
- **5.2 Vacation**

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**.

8. School Secretary Position and Table of Organization Revision

This separate position description is being proposed for the union position of School Secretary so the duties of that position can become more specific to the expectations of the role at

Starlight School.

Recommendation to adopt a motion to approve a separate bargaining unit position description for School Secretary.

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**.

9. Position Description Revisions

Changes to the roles and functions of various members of the leadership team are being proposed at this time to refine position descriptions based on the input we received after MEORC conducted their operational assessment. Amy Adam is being promoted to Operations Director. In addition to her current HR responsibilities, she will also oversee the Business, Information Technology, and Facilities departments. This is a better fit as she has been performing duties outside of her HR role, and this would also provide her with supervisory experience within the DD system. The operational components of the existing Business Operations Director have been moved into the Operations Director position description; therefore, the Business Manager position has been modified to be a management-level position that will report to the Operations Director. The Facilities Director position is also changing to a management-level position, titled Facilities Manager, that will also report to the Operations Director. Housing and residential responsibilities that were once included in this position's scope will now be the responsibility of the Service and Support Administration Director as that is typical within the county board system. This will allow the Facilities Manager to focus on facilities, maintenance, and project management.

Recommendation to adopt a motion to approve the revisions to the following position descriptions as presented to be effective September 9, 2024:

- **Operations Director (formerly titled Human Resources Director)**
- **Business Manager (formerly titled Business Operations Director)**
- **Facilities Manager (formerly titled Facilities Director)**
- **Service and Support Administration Director**

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**.

10. Revision to Salary Ranges for Non-Union Employees

Recommendation to adopt a motion to approve the revision to the salary ranges for non-union employees to include an update to the salary range and/or titles for the following positions: Operations Director, formerly titled Human Resources Director; Facilities Manager, formerly titled Facilities Director; and Business Manager, formerly titled Business Operations Director effective September 9, 2024.

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**.

11. Supplemental Appropriations

Nate Kamban explained that supplemental appropriations are needed to facilitate the move of Board and other local contributions to the playground renovation project. Appropriations are also needed for other minor building repairs including parking lot drains. Additional funds are also needed to facilitate payment for one-time unexpected emergency supported living situations.

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

FROM: **UNAPPROPRIATED BALANCE (E-1240-N010-N05)**	TO: **CONTRACT PROJECTS (E-1440-N010-N01)**	AMOUNT: **$326,895.00**
FROM: **UNAPPROPRIATED BALANCE (E-1420-S050-S40)**	TO: **TRANSFERS OUT (E-1420-S050-S32)**	AMOUNT: **$277,895.00**
FROM: **UNAPPROPRIATED BALANCE (E-1420-S050-S40)**	TO: **SUPPORTED LIVING (E-1420-S050-S41)**	AMOUNT: **$16,529.79**

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**.

12. Transfer of Funds

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

FROM:	TO:	AMOUNT:
GENERAL FUND TRANSFERS OUT (E-1420-S050-S32)	**CAPITAL IMPROVEMENT TRANSFERS IN (R-1240-N010-N06)**	**$277,895.00**

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**.

13. Ohio Technical Services, Inc. Proposal

Although our radon test results showed levels that were below the threshold that requires mitigation for a commercial property, we are moving forward with mitigation services in the Service and Support Center in an abundance of caution.

Recommendation to adopt a motion to accept the proposal from Ohio Technical Services, Inc. for radon mitigation services estimated at $36,750 to be performed at the Service and Support Center per the terms and conditions of the proposal as submitted and approved by Tuscarawas County Prosecutor's Office.

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**.

14. Bright Path Evaluation Services, LLP Memorandum of Understanding

Bright Path Evaluation Services, LLP, owned and operated by two psychologists who have credentials to do autism testing, will be leasing office space on the 2nd floor of the Service and Support Center. They will be offering autism evaluation and diagnostic services as families are faced with a current waiting list of two years through Akron Children's Hospital. Their cost to lease the space was determined using our standard formula to calculate a square footage price.

Recommendation to adopt a motion to approve the MOU between the Tuscarawas County Board of DD and Bright Path Evaluation Services, LLP per the terms and conditions of the MOU as submitted for review and approval from the Tuscarawas County Prosecutor's Office.

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**.

15. Donation

Recommendation to adopt a motion to accept the following donations, to deposit monetary donations in the County Treasury under U25, S50, or N10, as appropriate, and to utilize them for their specific purpose as designated by the donor:

- $3,000.00 from VFW Post #1445 to TuscBDD for the Starlight School Playground Project
- $575.00 in-kind donation from First Federal Community Bank to TuscBDD for the use of their facility for the August staff in-service
- $2,000.00 from ProVia to TuscBDD for the Starlight School Playground Project
- $150.00 from Gradall Industries to TuscBDD for the Starlight School Playground Project
- A dining room set and a power recliner from Andreas Furniture to TuscBDD for the Tech Home
- A chair-and-a-half with ottoman, two end tables, and three chair side tables from Williams Furniture to TuscBDD for the Tech Home

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**.

16. Memberships and Contract Services *(discussion only)*
A list of all dues and memberships for 2024 was included in the Board book. Also included was a list of all contract services comparing what has been spent to date in 2024 compared to the total amount spent in 2023. This information is shared with the Board twice annually as an opportunity for the Board to stay informed of the memberships TuscBDD belongs to and its contractual relationships as many fall below the threshold that requires Board approval.

VI. PERSONNEL

1. **Personnel Actions:**
   a. Caitlin Cole – new hire – Service and Support Administrator, effective September 9, 2024
   b. Samantha Wolfe – resignation – Service and Support Administrator, effective July 23, 2024
   c. Kellie Rufener – resignation – Service and Support Administrator, effective September 3, 2024
   d. Kristi Blick – change in position – Early Intervention Developmental Specialist Manager to Early Intervention Director, effective July 29, 2024
   e. Ben Kolbrich – change in position – Behavior Support Supervisor to Dean of Students, effective July 29, 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**
   - Lawmakers are working on several childcare-related bills designed to support families and boost the economy. These bills aim to provide tax credits to incentivize the creation of more childcare facilities and assist families with the cost of childcare. Nate Kamban shared that the need for more childcare facilities in our community was the primary point of conversation at a recent Family and Children First Council meeting. This need becomes even more severe when families are

seeking assistance for a child with developmental disabilities. We are aware of one intensive needs daycare in Stark County. Both Christi Otte and Nate Kamban have joined a local ad-hoc committee to review this need and identify potential solutions, starting with a visit to a community-sponsored childcare option that was just launched in Ashland County.

3. **Local Issues**
   - DODD will be onsite Wednesday and Thursday to conduct our accreditation review. This primarily focuses on the work of the SSA team. We plan to kick-off the review by inviting local community partners to join us as we showcase some success stories at the entrance conference. Nate Kamban will provide the Board with an update on the outcome of the review by the end of the week.
   - The Tuscarawas technology home open house is scheduled for September 18th from 12:30 to 2:00 pm. We will be hosting tours of the home at this event and then plan to open the home for overnight stays and additional tour opportunities soon.
4. **Good News Moment**
   - Excavation work has begun at the Starlight School playground to remove existing equipment and prepare the site of the future playground. Equipment delays from the manufacturer have pushed the tentative completion date into late October.
   - Nate Kamban recognized the Art Honor Society from Indian Valley Local Schools for the outstanding work they completed in the Starlight School sensory room. A group of art students painted a beautiful underwater-themed mural that truly surpassed all expectations! We will be recognizing the Indian Valley Art Honor Society students for their efforts soon.

VIII. MISCELLANEOUS

1. Major Unusual Incident (MUI) Report
2. 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 compensation 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.

Andrea Legg left prior to entering executive session and did not return.

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

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 in: **6:28** 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: **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.

After returning to open session, the following actions were taken:

1. Recommendation to adopt a motion to approve the proposed changes to the salary ranges established for non-union employees based on analysis of data from adjacent counties and counties of comparable size.

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

	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**.

2. Recommendation to adopt a motion to approve the adjustment to the salaries for the Service and Support Administration Director, Service and Support Administration Manager, Community Relations/Special Projects Director, Service and Support

Administrators with less than 20 years of TuscBDD experience, Community Connections Specialist, Administrative Assistant, and Executive Administrative Director as discussed in executive session effective on September 1, 2024 in lieu of the 3% increase for non-bargaining staff for the positions specified in this motion.

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**.

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

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

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: **6:47** p.m.

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

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

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

2024-0826 minutes