TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, September 23, 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	(excused)
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 August 26, 2024 Board meeting and August 26, 2024 Ethics Committee meeting.

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

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

The President declares the motion **carried**.

II. FINANCIAL REPORT

The financial report for August was provided for review. The noteworthy items were highlighted in the report. Levy revenue was the top revenue source for August, followed by TCM receipts and refunds & reimbursements. ODE revenue is down compared to 2023 due to the fact that revenue from 2023 included the receipt of catch-up revenue from 2022. It is *unlikely that we will surpass the amount received in 2023, but we are right on track to receive the correct amount for 2024. On the expenditure side, our Medicaid match invoice was significantly higher than anticipated in our budget due to the use of a state budgeting tool that did not produce accurate results. This line item will require a supplemental appropriation before the end of the year in order to pay the last invoice. County boards will receive some offsetting funds from the state to help them handle this increase, but those funds will not be received until the summer of 2025.*

1. **Monthly Reconciliation**

Recommendation to adopt a motion to approve the financial statement as presented which includes the approval of total expenditures in the amount of $2,852,210.53 for the month of August.

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

	Yea	Nay	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin	absent		
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. Management Employee Contract Revision

Prior to this revision, management employees had to sign both a contract and an addendum that contained additional provisions. Specific provisions from the addendum are no longer needed due to recent policy changes, so the remaining addendum content was placed into the contract making it no longer necessary to manage a separate document.

Recommendation to adopt a motion to approve the revision to the management employee contract as presented, thereby making the management employee contract addendum obsolete.

Motion: **Donna Wyat** Second: **Kathleen Arthurs**

	Yea	Nay

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

2. <u>Position Description Revisions</u>

Revisions were needed to several position descriptions to reflect changes made to direct supervisors. The Family and Children First Council Manager position description was revised to add content for the oversight of the Community Health Worker for Bridges to Wellness. The Secretary – Service and Support Center position description was revised to remove a reference to Family Support Services duties from this role.

Recommendation to adopt a motion to approve the revisions to the following position descriptions:

- **Administrative Assistant Business Office**
- **Family and Children First Council Manager**
- **Information Technology Coordinator**
- **Maintenance**
- **Secretary – Service and Support Center**

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

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

3. <u>Strategic Plan Update – Summer/Fall 2024 Highlights</u> *(discussion only)*

Kerri Silverthorn prepared the Strategic Plan Update highlighting the agency accomplishments to this point in 2024. A copy of the complete presentation was included in the Board.

VI. PERSONNEL

1. **Personnel Actions:**
   a. Kelly Hysong – new hire – Service and Support Administrator, effective September 26, 2024

b. Amy Adam – change in position – Human Resources Director to Operations Director, effective September 9, 2024
c. Drew Litty – change in position – Facilities Director to Facilities Manager, effective September 9, 2024
d. Shari Dine – change in position – Secretary to School Secretary, effective September 9, 2024
e. Tyler Smith – resignation – Business Operations Director, effective September 20, 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. **Federal/State Update**
    - **Increase in DODD Housing Funds:** There is additional funding in the DODD budget to assist counties to acquire community housing for individuals with developmental disabilities. We were recently approached by a non-profit in the community that would like to develop housing opportunities near downtown New Philadelphia for individuals with and without disabilities. We facilitated a meeting with this group and DODD so they could learn more about the parameters in place to access this funding. This non-profit now has plans to meet with the city to discuss plans and determine if this could move forward.
3. **Local Updates**
    - **2025 Budget Development:** With the current Business Manager vacancy, Nate Kamban and Amy Adam are currently working on the development of the 2025 operating budget by working with the state and other colleagues to get the best estimate for next year.
    - **Tuscarawas Technology Home Open House:** The Technology Open House that was held on September 18th was a great success. Nate Kamban recognized staff members for leading the open house and Starlight Enterprises, Inc. for partnering with us on this project. The event was attended by local providers, individuals served, Dover Mayor Shane Gunnoe, Senator Al Landis, Perci Garner of Rainbow Connection, DODD representatives, and other interested community members. Referrals for tours and overnight stays will now be accepted. Ray Snyder, SSA Manager, will serve as the lead coordinator for this project.
    - **Additional Respite Provider:** Lacey Herbert Stevens who runs the Lacey PAC adaptive movement center has been conducting informal after-school respite and is interested in expanding this program. Lacey is in the process of becoming a Medicaid-certified provider. Nate Kamban shared that approval was sought from Carroll County Board of DD to utilize the KFT grant that we share with them to help pay for youth who attend this program. Lacey is working to offer respite on opposite days of the week that AFS provides after-school respite in order to offer more days per week that families can benefit from these types of services.

VIII. MISCELLANEOUS

1. 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 matter: Matters required to be kept confidential by federal law or regulations or state statutes. 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: **Kathleen Arthurs**

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

Time in: **6:01** 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	x		
Julie Brinkman	x		
Thomas Fantin	absent		
Andrea Legg	x		
Donna Wayt	x		
Ryan Yoss	x		The President declares the motion **carried**.

Time out: **6:21** 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	absent	
Andrea Legg	x	
Donna Wayt	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time: **6:22** p.m.

"This is a true and accurate record of the meeting of September 23, 2024."

Thomas Fantin

Thomas Fantin, President

Julie Brinkman

Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the September 23, 2024 Board meeting.

2024-0923 minutes