

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, November 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

	<u>Present</u>	<u>Absent</u>
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

1.4 EMPLOYMENT TRACKING TOOL PRESENTATION – Lou Paris, SSA Employment Navigator

Lou Paris, SSA Employment Navigator, presented an overview of the Employment Tracking Tool that has been developed in Brittco. Some of the information this tool has been set up to track includes how many individuals are employed in the community, the average length of employment, and where people are at on the path to employment.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the October 28, 2024 Board meeting, October 28, 2024 Finance Committee meeting, and October 28, 2024 Ethics Committee meeting.

Motion: **Kathleen Arthurs**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
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 October was provided for review. The noteworthy items were highlighted in the report. October was a very balanced month as revenues and expenditures nearly matched each other. The top three sources of revenue were refunds & reimbursements, Targeted Case Management, and Ohio Department of Education. On the expenditure side, the top three line-items were contract services, non-waiver services, and equipment. Nate Kamban mentioned that equipment expenses included some school purchases for portable desks, shelving units, activity tables, filing cabinets, and iPads. ECOESC also contributed towards these expenses. At this point in the year, revenue and expenditures are projected to be at 83% of budget. Revenue is currently at 90%, and expenditures are at 85%. As we near the end of 2024, we are working to spend down grant money in order to fully utilize all grant funds.

Recommendation to adopt a motion to approve the financial statement as presented which includes the approval of total expenditures in the amount of \$642,460.60 for the month of October.

Motion: **Andrea Legg**

Second: **Kathleen Arthurs**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
Donna Wayt	x	
Ryan Yoss	abstain	

The President declares the motion **carried**.

III. COMMITTEE REPORTS

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Annual Appropriation Resolution

Recommendation to adopt a motion to approve the following resolution as specified from the Tuscarawas County Auditor's Office:

Be it resolved, by the Tuscarawas County Board of Developmental Disabilities, that to provide for the current expenses and other expenditures of the Board, during the fiscal year ending

December 31, 2025, the following sums be set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as submitted.

A copy of the 2025 appropriations is located under the "New Business" tab in the Board book. The grand total for appropriations is \$16,741,064 which includes expenditures of \$12,625,694 and a reserve fund of \$4,115,370.

Motion: **Kathleen Arthurs**

Second: **Julie Brinkman**

Roll Call:

	<u>Yea</u>	<u>Nay</u>
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. 2025 Annual Waiver Plan

TuscBDD is required to develop an annual waiver plan that estimates the number of waivers needed along with a commitment that TuscBDD has enough funds to cover those waivers. Nate Kamban shared that we have been trending about 10 new Individual Options (IO) waivers and 15 new Level 1 waivers annually. There is currently no one on a waitlist for immediate needs, but there are some on a waitlist for current needs meaning they will likely be needed within the next twelve months.

Recommendation to adopt a motion to approve the 2025 Annual Waiver Plan as submitted in accordance with ORC §5126.054.

Motion: **Julie Brinkman**

Second: **Kathleen Arthurs**

	<u>Yea</u>	<u>Nay</u>
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. Resolution to Amend Health Flexible Spending Account to Increase the Maximum Contribution Amount and the Maximum Carryover Amount

Recommendation to approve the following resolution:

WHEREAS, the Tuscarawas County Board of Developmental Disabilities (the “Employer”) previously adopted a Code Section 125 plan; and

WHEREAS, the Internal Revenue Service permits participants to contribute a maximum of \$3,300.00 annually to a Section 125 plan; and

WHEREAS, the Internal Revenue Service permits participants to carryover a maximum of \$660.00 annually to a Section 125 plan for the 2025 plan year into 2026; and

WHEREAS, effective January 1, 2025 the Employer desires to amend the Plan to permit participants to contribute up to the maximum amount of \$3,300.00 annually and to carryover up to the maximum amount of \$660.00 annually, as outlined in the amendments;

NOW, THEREFORE, BE IT RESOLVED that the Board has hereby reviewed the amendments and does hereby approve of the amendments to increase the maximum contribution to the limit of \$3,300.00 starting in the 2025 plan year and to increase the maximum carryover amount to the limit of \$660.00 for the 2025 plan year into 2026.

Motion: **Donna Wayt**

Second: **Andrea Legg**

Roll Call:

	<u>Yea</u>	<u>Nay</u>
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. Health Savings Account (HSA) Contribution

TuscBDD joined the county’s health insurance group last year, saving both the agency and employees money. The average increase for this year’s rates is 12%. In order to incentivize staff to select the HSA plan, we are matching the county’s contribution amounts for all participants.

Recommendation to adopt a motion to approve a contribution of \$900 per year for single participants and \$1800 per year for all other participants paid in equal, monthly installments on the first pay of the month from TuscBDD to an employee’s HSA account for employees who elect to participate in the HSA health insurance plan, effective January 1, 2025.

Motion: **Kathleen Arthurs**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
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. Family and Children First Council (FCFC) High-Fidelity Wraparound Facilitator Position and Table of Organization Revision

FCFC received a grant to fully fund this position for two years. This position will work with the most intense families involved in FCFC and will carry a smaller caseload than the FCFC Service Coordinator.

Recommendation to adopt a motion to approve the position description for a FCFC High-Fidelity Wraparound Facilitator, thereby adding this position to the table of organization and authorizing the Superintendent to post and fill the position.

Motion: **Julie Brinkman**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
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 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 FCFC High-Fidelity Wraparound Facilitator as presented.

Motion: **Andrea Legg**

Second: **Donna Wayt**

	<u>Yea</u>	<u>Nay</u>
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. Facility Lease Memorandum of Understanding for OhioRISE

Nate Kamban shared that OhioRISE had approached us about renting an office space for their Tuscarawas Coordinator. They work with at-risk youth that we often also work with, and they will be a welcome addition to this building. This is in line with Nate's goal to see this building serve as a human services hub. In addition to TuscBDD, this building is now also home to FCFC, ESC/Rainbow Connection Lending Library, BrightPath Evaluation Services, and OhioRISE.

Recommendation to adopt a motion to approve the memorandum of understanding for the lease of a private office space to Jefferson County Educational Service Center for the OhioRISE program per the terms and conditions of the MOU as submitted and approved by the Tuscarawas County Prosecutor's Office.

Motion: **Donna Wayt**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
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. Supplemental Appropriation

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

FROM: E-1910-U025-U05	TO: E-1910-U025-U01	AMOUNT:
Unappropriated Balance	Other Expenses - Special Activities	\$3,000.00

Motion: **Kathleen Arthurs**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
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. Transfer of Funds

Developmental center costs were well underspent, so money is being transferred out of this

line item to move it to areas that need additional funds rather than having to do supplemental appropriations. The four transfers that are handled annually, including Title XX, Capital Improvements, FSS, and Special Activities are also being presented for approval to move the funds into those line items in accordance with the budget.

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

FROM: E-1420-S050-S46 Developmental Center Cost	TO: E-1420-S050-S21 Repairs	AMOUNT: \$5,000.00
FROM: E-1420-S050-S46 Developmental Center Cost	TO: E-1420-S050-S22 Contract Services	AMOUNT: \$65,000.00
FROM: E-1420-S050-S46 Developmental Center Cost	TO: E-1420-S050-S38 Provider Services to Non-Waivers	AMOUNT: \$15,000.00
FROM: E-1420-S050-S46 Developmental Center Cost	TO: E-1420-S050-S41 Supported Living Expenditures	AMOUNT: \$40,000.00
FROM: E-1440-S052-S01 Title XX Transfers Out	TO: R-1420-S050-S44 General Fund Transfers In	AMOUNT: \$51,614
FROM: E-1420-S050-S32 General Fund Transfers Out	TO: R-1240-N010-N06 Capital Improvements Transfers In	AMOUNT: \$20,000
FROM: E-1420-S050-S32 General Fund Transfers Out	TO: R-1910-U025-U09 Special Activities Transfers In	AMOUNT: \$6,000
FROM: E-1420-S050-S32 General Fund Transfers Out	TO: R-1920-U030-U02 Family Support Services Transfers In	AMOUNT: \$100,000

Motion: **Andrea Legg**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
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. Master Housing Contract with Summit Housing Development Corporation

Summit Housing owns the two youth respite homes that we have here in Tuscarawas County. They have been excellent to work with, and this contract simply needs to be renewed.

Recommendation to adopt a motion to approve the Master Housing Contract between TuscBDD and Summit Housing Development Corporation per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor's Office.

Motion: **Ryan Yoss**

Second: **Kathleen Arthurs**

	<u>Yea</u>	<u>Nay</u>
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. Summit Housing Development Corporation – Respite Home Contract

This contract is up for renewal and allows Summit Housing to get some of their expenses reimbursed from the state due to the fact that these two homes are used for respite.

Recommendation to adopt a motion to approve the respite home contract between the TuscBDD and Summit Housing Development Corporation per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor’s Office.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

	<u>Yea</u>	<u>Nay</u>
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. Provider Support Program Revised 2025 Initiatives

These initiatives for 2025 were approved at the October Board meeting; however, we are removing the MEORC catalog of services from this list of initiatives. These services are available to people who are interested but are not yet a provider as MEORC can offer support to people to help them navigate the process of becoming a provider, whereas the general provider support initiatives are only available after you are a provider.

Recommendation to adopt a motion to approve the revision to the Provider Support Program Initiatives for 2025 as reviewed and approved by Attorney Stephen Postalakis.

Motion: **Kathleen Arthurs**

Second: **Andrea Legg**

	<u>Yea</u>	<u>Nay</u>
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. Expenditure of Public Funds – Resolution to Authorize the Purchase of Coffee, Meals, Refreshments and Other Amenities as a Form of Compensation to Employees of the Tuscarawas County Board of Developmental Disabilities (TuscBDD)

This resolution is being presented out of an abundance of caution to ensure there is a record of Board approval authorizing the expenditure of public funds for such items. A similar resolution was passed in 2003, and this is simply being presented again to existing Board members so a current resolution is on file authorizing the Superintendent to expend public funds within budgetary limits as outlined.

Recommendation to approve the following resolution:

Whereas, TuscBDD is a governmental agency established pursuant to Chapter 5126 of the Ohio Revised Code with the authority to establish the compensation and fringe benefits payable to its employees; and

Whereas, the Ohio Attorney General has concluded in Opinion No. 82-006 that the governing body of a political subdivision other than an municipality may expend public funds to purchase coffee, meals, refreshments and other amenities for its officers or employees or other persons if it determines that such expenditures are necessary to perform a function or to exercise a power expressly conferred upon it by statute or necessarily implied therefrom and if its determination is not manifestly arbitrary or unreasonable; and

Whereas, the Board believes that the purchase of coffee, meals, refreshments and other amenities and related Board-owned equipment and supplies for the use of Board officers or employees or other persons is conducive to improved morale on the job and thus serves to further the Board’s mission;

Now, therefore, let it be resolved that the Board hereby authorizes the Superintendent to expend funds within the limits of budgetary allocations for the purchase of coffee, meals, refreshments and other amenities and related Board-owned equipment and supplies for the use of Board officers or employees or other persons in the furtherance of the Board’s mission. Such purchases may include, but are not limited to, appliances, paper products, cleaning products, coffee and other non-alcoholic beverages, meals, snacks, recognition awards, cards, flowers, and any other such expenditure as the Superintendent may consider prudent and necessary for the furtherance of the Board’s mission.

Motion: **Julie Brinkman**

Second: **Ryan Yoss**

Roll Call:

	<u>Yea</u>	<u>Nay</u>
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. Board Nominating Committee for 2025 Slate of Officers and Committee Assignments

Recommendation to adopt a motion to appoint the following members to serve on the Board Nominating Committee to develop the 2025 slate of officers and list of committee assignments to be adopted at the January organizational meeting.

Thomas Fantin
Andrea Legg
Kathleen Arthurs

A copy of the 2024 slate of officers and committee assignments has been included in the Board books.

Motion: **Ryan Yoss**

Second: **Kathleen Arthurs**

	<u>Yea</u>	<u>Nay</u>
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. Resolution of Appreciation for Donna Wayt

Nate Kamban recognized Donna Wayt for her twelve years of service as a Board member and thanked her for her kindness, empathy, and hard-working approach to her role as a Board member, public school paraprofessional, and parent.

Recommendation to approve the following resolution:

Whereas, in the interest of citizens with developmental disabilities, their families and staff, **Donna Wayt** has willingly and generously given her time, interest and talents to serve as a member of the Tuscarawas County Board of Developmental Disabilities, and

Whereas, **Donna Wayt** was first appointed to the Board in January 2013 and over the years

has been a faithful member committed to this organization and its mission, and

Whereas, Donna Wayt's distinguished service on our Board has provided a solid connection for our organization with the community, families, and the individuals served by the Board,

Now, therefore, let it be resolved that the Tuscarawas County Board of Developmental Disabilities extends our deepest appreciation to **Donna Wayt** for her twelve years of dedication, leadership, and commitment and wishes her the best.

Motion: **Kathleen Arthurs**

Second: **Julie Brinkman**

Roll Call:	<u>Yea</u>	<u>Nay</u>
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:** none

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 Updates**
 - **UI/MUI Rule Update:** The rule that outlines the Unusual Incident/Major Unusual Incident (UI/MUI) process is currently under review at the state-level. The goal is to better protect individuals served and describe how and when to report various incidents, making reporting easier. The draft rule seeks to provide more detail regarding how county boards will work with partners when reporting incidents. More information on this will be shared once these changes are finalized.
3. **Local Updates**
 - **Technology Home Update:** The first overnight stay in the technology home took place in November. These individuals were able to identify technologies that will allow them to replace overnight staff with remote support devices. This will give them greater independence while also reducing costs.
 - **Youth Stabilization Home Update:** Our youth stabilization homes continue to be utilized well both by TuscBDD and our partner counties. We have several placements that have been longer than a year with kids that are unlikely to leave the home. This limits our ability to serve youth in a short-term, stabilization

manner as intended. This is a challenge as we don't want to disrupt successful placements; however, we also want to respect the need for additional placements. This will be evaluated going forward as we seek to identify the appropriate balance between long and short-term needs of children served.

- **Business Office Streamlining:** Nate Kamban recognized Amy Adam and Samantha Farmery for the steps that they have taken to streamline our business office processes. Areas of improvement have been identified and will allow us to more easily partner with the County Auditor. Amy and Sam will also be investigating software applications that would be beneficial for this department.
- **Future Levy Planning:** At a recent meeting with the Tuscarawas County Commissioners, Nate Kamban was able to share the calendar year 2025 budget as well as our current projections for when additional levy funds would be needed to support TuscBDD.
- **Board Appointment:** Heather O'Connor, Special Services Director for Claymont City School District, has been appointed to serve on our Board, effective January 1, 2025.

4. **Good News Moment:** Nate Kamban recognized Taylor Boswell, Teacher, for maintaining her composure during a very difficult moment and supporting a student in need.

VIII. MISCELLANEOUS

1. Major Unusual Incident (MUI) Report

IX. PUBLIC PARTICIPATION

X. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Kathleen Arthurs**

Second: **Ryan Yoss**

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

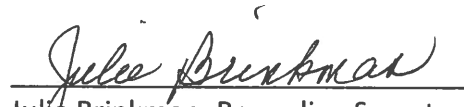
The President declares the motion **carried**.

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

"This is a true and accurate record of the meeting of November 25, 2024."



Thomas Fantin, President



Julie Brinkman, Recording Secretary

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

2024-1125 minutes