TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, April 28, 2025
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	(excused)
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		(electronic participation)
Heather O'Connor		x	(excused)
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 March 24, 2025 Board meeting and March 24, 2025 Ethics Committee meeting.

Motion: **Thomas Fantin** Second: **Kathleen Arthurs**

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

II. FINANCIAL REPORT

1. **Monthly Reconciliation**

The financial report for March was provided for review. The noteworthy items were highlighted in the report. The real estate tax settlement and the manufactured home *settlement were both received in March and were the most significant source of revenue. Other significant revenue sources for March were Refunds & Reimbursements and Targeted Case Management. The largest portion of the Refunds & Reimbursements was made up of the fiscal year 2023 waiver reconciliation settlement with the remaining portion coming from school attendance revenue and the shared funding agreement with JFS. On the expenditure side, the top three line items were Contract Services, Auditor & Treasurer Fees, and Non-Waiver Services. Contract Services is overspent at this point in the year with much of that being attributable to the pass-through funding for the house in Dover that was purchased by Belmont County Board of DD. This funding, which will show up as both a revenue and an expenditure on our finances, had to flow from DODD to us since the home is located in Tuscarawas County. This home, although owned by Belmont County, will likely benefit two kids locally as well as those being placed there from Belmont County.*

Recommendation to adopt a motion to approve the financial statement as presented which includes the approval of total expenditures in the amount of $1,393,753.15 for the month of March.

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

Roll Call:	**Yea**	**Nay**	
Kathleen Arthurs	x		
Lucinda Bihari	absent		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		
Heather O'Connor	absent		
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. Early Intervention Service Coordination Responsibilities and Grant

Early Intervention services are currently spread out amongst several agencies in Tuscarawas County. There is a home visiting portion, a referral/service coordination portion that conducts the initial assessment, and then TuscBDD handles the service delivery. Some county boards do both service coordination and service delivery, which often simplifies things for families as the program becomes more cohesive. Presently, Ohio Guidestone handles the service coordination for EI through a grant from the state that covers the cost. As employees from Ohio Guidestone are moving toward retirement or other employment, it is the appropriate time for the grant and service coordination responsibilities to transfer to TuscBDD, effective July 1, 2025. The next step will involve working with Steve Postalakis to develop a subcontract *agreement for TuscBDD to continue to work with Ohio Guidestone through the upcoming employee transitions. This subcontract agreement will be brought to the Board for approval in either May or June. TuscBDD will also apply to the state to receive the service coordination grant allocation. Nate Kamban shared that if this does not appear to be cost neutral after development of the subcontract agreement, this will be brought back to the Board.*

Recommendation to adopt a motion to approve the transfer of Early Intervention Service Coordination responsibilities and grant agreement to TuscBDD, effective July 1, 2025.

Motion: **Kathleen Arthurs** Second: **Thomas Fantin**

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

2. Early Intervention Service Coordinator Position and Table of Organization Revision

The duties included in this position description were based on other similar positions across the state. This is a 210-day position that requires an associate's degree. The budget included a 30-day overlap for training a new employee before the current employee retires.

Recommendation to adopt a motion to approve the position description for an Early Intervention Service Coordinator, thereby adding two of these positions to the table of organization and authorizing the Superintendent to post and fill the positions.

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

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

3. 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 Early Intervention Service

Coordinator as presented.

Motion: **Thomas Fantin** Second: **Ryan Yoss**

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

4. Position Description Revision

The Early Intervention Director position description was revised to include the responsibility to manage the EI Service Coordination grant and reflect the requirement to obtain the EI Service Coordination Supervisor certificate through DODD.

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

- **Early Intervention Director**

Motion: **Kathleen Arthurs** Second: **Thomas Fantin**

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

5. Master Housing Contract with Starlight Enterprises, Inc.

This agreement is needed for SEI's non-profit housing corporation to own homes in our county and outlines the responsibilities of TuscBDD and SEI in regards to these homes. Article V has been revised to remove outdated content on Transitional Age Housing to replace it with language about the Technology First Home rather than having it included in an appendix. Nate Kamban shared that tours continue to be consistent at the Technology First Home, and an online video tour of the home and featured technology is being developed. Once the grant is done at the end of June, we will determine how to move forward with the Technology First Home after a careful review of the budget.

Recommendation to adopt a motion to approve the Master Housing Contract between the Tuscarawas County Board of Developmental Disabilities and Starlight Enterprises, Inc. per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor's Office.

Motion: **Ryan Yoss** Second: **Thomas Fantin**

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

6. Bus Garage Shared Use Agreement with New Philadelphia School District

The New Philadelphia School District requested the use of space at our bus garage to wash their buses. This does not interfere with our activities and provides an opportunity to partner and generate a small amount of revenue.

Recommendation to adopt a motion to approve the Bus Garage Shared Use Agreement between the Tuscarawas County Board of Developmental Disabilities and New Philadelphia School District per the terms and conditions of the agreement as submitted and approved by the Tuscarawas County Prosecutor's Office.

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

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

7. Supplemental Appropriation

This supplemental appropriation is needed to move money back into the General Fund since it was advanced to cover expenses prior to the ESSER grant funds being received.

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

FROM: E-1442-S054-S99 **Unappropriated Balance**	**TO: E-1442-S054-S50** **Advances Out**	**AMOUNT: $318,174.16**

Motion: **Ryan Yoss** Second: **Thomas Fantin**

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

8. Advance of Funds

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

FROM: E-1442-S054-S50 **ESSER** **Advances Out**	**TO: R-1420-S050-S56** **General Fund** **Advance In**	**AMOUNT:** **$318,174.16**

Motion: **Thomas Fantin** Second: **Kathleen Arthurs**

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

9. Board Policy Revisions

The waiting list rule underwent significant changes, and our Waiting List Policy was updated to match this updated rule. DODD no longer maintains a transitional list as that practice ceased once all individuals on this list had the waiting list assessment tool administered by the deadline in the previous rule. This waiting list assessment tool determines a person's assessed need and the policy outlines how TuscBDD will administer this tool in accordance with rule. The Risk Management Policy and appendix were revised to address recommendations outlined by Liberty Mutual after they conducted a walkthrough as a part of our property insurance renewal process.

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

- **1.24 Waiting List**
- **2.6 Risk Management Plan**

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

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

10. Personnel Policy Revision

This policy was revised to increase the amount of life insurance provided by the Board to full-time employees from $20,000 to $30,000. This additional life insurance was obtained at a lower price than the previous coverage and includes an employee assistance program that will save the Board additional money.

Recommendation to adopt a motion to approve the revision of the following Personnel Policy as presented:

- **4.8 Insurance Benefits**

Motion: **Thomas Fantin** Second: **Kathleen Arthurs**

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

VI. PERSONNEL

1. **Personnel Actions:**
   a. Riley Morrison – resignation – Community Health Worker, effective April 24, 2025
   b. Lisa Keith – change in status – Full-Time Classroom Assistant to Intermittent Substitute Classroom Assistant, effective July 25, 2025
   c. Starlight School Openings for 2025-2026 School Year: Classroom Assistant, Teacher-School Age, Substitute Teacher

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**
   - **State Budget Development & DODD:** The initial budget as approved by the Ohio House of Representatives did not include the DSP wage rate increase; however, the next version of the budget had that language included. This version of the budget also included new money coming to Early Intervention to help offset the cost of some of the time spent by our staff on EI assessments. Unfortunately, the language on the importance of supported decision making as an alternative to guardianship was removed, but advocacy efforts are taking place to include this language in the Senate's version of the budget. Language was added to the budget bill by the Ohio House of Representatives that could allow counties to discontinue Family and Children First Council (FCFC) upon recommendation to the commissioners on behalf of the director of JFS and the superintendent of the county board of developmental disabilities. Thanks to advocacy efforts at the state-level, it looks like this language will be removed from the Senate's version of the state budget bill.
3. **Local Updates**
   - **Playground Completion Underway:** The final items for our playground project will soon be completed. This includes re-seeding, installation of planters and soil in garden beds, installation of communication board, reinstallation of music equipment, and painting of lines on our basketball court.
   - **SEI Compliance Review:** Much like county boards, providers are subject to DODD compliance reviews on a regular basis. As a result of SEI's recent compliance review, the DODD compliance team had some questions regarding some of the individual service plans developed by our Service and Support Administrators. Much of the feedback centered on the outcomes focusing more on the behavioral or safety needs of the individual in lieu of being based on something the individual wished to accomplish. Our team is in the process of addressing the questions raised by DODD, and should citations or technical assistance be given, we will work internally to improve on the areas noted. Nate Kamban also shared that our SSA team recently met with Leslie Powell of DODD during the spring staff in-service on the topic of planning.
   - **Strategic IT Plan & Cost Savings:** The strategic IT plan was developed to outline a three-year rotation schedule to ensure employees receive new devices on a regular basis. This also helps keeps costs more consistent on an annual basis. Amy Adam has also been working with Keith Stoneman to identify cost-saving measures within our IT budget as it relates to the services we purchase.
   - **Future Funding Planning:** Samantha Farmery recently completed the 10-year financial forecast using the county board cost projection tool. Based on this information, the worst-case financial scenario reflects the earliest need to go to the voters would be November 2026. The largest contributing factor in this scenario is the increased cost

in Medicaid waivers. We continue to research what millage amount would be necessary to take to voters for consideration. Language had advanced in the state budget bill to eliminate the ability for county boards to utilize replacement levies. If that goes into effect, we will likely need to end two of our existing levies with very low effective rates to then take a new levy to the voters which would then collect at the current rates. The placement of a levy on the ballot would require approval of the County Commissioners.

4. **Good News Moment – Outreach Team Survey Results:** Nate Kamban recognized the members of the Outreach Team and shared that a recent survey sent to the public school districts that utilize the Starlight School Outreach Program reflected feedback that was overwhelmingly positive. The respondents noted that the Outreach Team was incredibly knowledgeable, quick to respond, and that reports generated by the team provided all the helpful information in one document that was easy to access.

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)(1) for the purpose of consideration of the following matter: Reviewing OAPSE contract negotiations and bargaining. 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: **Ryan Yoss** Second: **Thomas Fantin**

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

Time in: **6:13** p.m.

2. Recommendation and motion to adjourn executive session and return to the open meeting. A roll call vote will be taken.

Motion: **Kathleen Arthurs** Second: **Thomas Fantin**

Roll Call:	<u>**Yea**</u>	<u>**Nay**</u>	
Kathleen Arthurs	x		
Lucinda Bihari	absent		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		
Heather O'Connor	absent		
Ryan Yoss	x		The President declares the motion **carried**.

Time out: **6:21** p.m.

3. Recommendation and motion to enter into and conduct an executive session in accordance with Revised Code 121.22(G)(1) for the purpose of consideration of the following matter: The employment and 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.

Motion: **Thomas Fantin** Second: **Ryan Yoss**

Roll Call:	<u>**Yea**</u>	<u>**Nay**</u>	
Kathleen Arthurs	x		
Lucinda Bihari	absent		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		
Heather O'Connor	absent		
Ryan Yoss	x		The President declares the motion **carried**.

Time in: **6:23** p.m.

4. Recommendation and motion to adjourn executive session and return to the open meeting. A roll call vote will be taken.

Motion: **Thomas Fantin** Second: **Ryan Yoss**

Roll Call:	<u>**Yea**</u>	<u>**Nay**</u>	
Kathleen Arthurs	x		
Lucinda Bihari	absent		
Julie Brinkman	x		
Thomas Fantin	x		
Andrea Legg	x		
Heather O'Connor	absent		
Ryan Yoss	x		The President declares the motion **carried**.

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

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Kathleen Arthurs** Second: **Thomas Fantin**

Roll Call:	**Yea**	**Nay**
Kathleen Arthurs	x	
Lucinda Bihari	absent	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
Heather O'Connor	absent	
Ryan Yoss	x	

The President declares the motion **carried**.

Time: **6:43** p.m.

"This is a true and accurate record of the meeting of April 28, 2025."

Julie Brinkman

Julie Brinkman, President

Kathleen Arthurs, Recording Secretary

This is not a verbatim transcript of the April 28, 2025 Board meeting.

2025-0428 minutes