TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, June 23, 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		
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 May 27, 2025 Board meeting.

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

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

II. FINANCIAL REPORT

1. **Monthly Reconciliation**

The financial report for May was provided for review. The noteworthy items were highlighted in the report. The most significant source of revenue for May was Refunds & Reimbursements *which was largely made up of the reimbursements for school attendance spanning from February to May. The other main sources include TCM and Ohio Department of Education and Workforce revenues. Samantha Farmery then reviewed the expenditure line items and looked at the categories currently spent above 40% of budget. Spending is high in some categories due to carryover purchase orders from 2024 that were not paid until 2025. Other line items are high due to paying annual fees up front or for circumstances beyond our control such as rising property insurance costs or the purchase of the Belmont County home that had to flow through TuscBDD due to its location in Tuscarawas County. At this point in the year, it is too early to know how closely our revenues and expenditures will end up in comparison to the budget, but we continue to look for ways to maximize resources.*

Recommendation to adopt a motion to approve the financial statement as presented which includes the approval of total expenditures in the amount of $542,940.79 for the month of May.

Motion: **Kathleen Arthurs** Second: **Heather O'Connor**

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

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

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Usual and Customary Rate

This rate is approved on an annual basis and remains unchanged from last year as this matches the Medicaid rate for these services.

Recommendation to adopt a motion to approve the usual and customary rate for targeted case management services for July 1, 2025 to June 30, 2026 of $19.50 per 15-minute unit.

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

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

2. Board Policy Revisions

Revisions were made to the policy on Board Operations to due to a recent rule change to incorporate the language about the appointment of an individual with developmental disabilities to the Board. The Federal Funding Programs policy was revised based on input we received from a recent state audit to ensure our language met all requirements, and the policy on MUI/UI was also revised due to a recent rule change.

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

- **1.3 Board Operations**
- **1.10 Federal Funding Programs,** *formerly titled 1.10-01 Chapter 24 – Federal Funds*
- **2.3 Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare, and Continuous Quality Improvement**

Motion: **Kathleen Arthurs** Second: **Heather O'Connor**

	Yea	Nay
Kathleen Arthurs	x	
Lucinda Bihari	absent	
Julie Brinkman	x	
Thomas Fantin	x	

Andrea Legg	x		
Heather O'Connor	x		
Ryan Yoss	x		The President declares the motion **carried**.

3. <u>Board Policy Adoption</u>

A policy to outline the use of video surveillance on Board property was necessary and explained that the primary purpose of the system is to enhance the safety and security of individuals served, employees, property, and equipment. The Smoking and Use of Tobacco Products Board policy is being adopted since the designation of smoking areas on TuscBDD property pertains to both employees and the general public. There is a personnel policy that is also being revised to include additional information, and the content of both policies on the topic of smoking is in compliance with Ohio's Smoke-Free Workplace Act.

Recommendation to adopt a motion to approve the adoption of the following Board Policies as presented:

- **2.5 Video Surveillance**
- **2.13 Smoking and Use of Tobacco Products**

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

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

4. <u>Personnel Policy Revisions</u>

Policy 6.10 – Employee Driver Abstracts and Insurability Requirements was simply updated to reflect current job titles. Policy 6.12 – No Solicitation/No Distribution and Fundraising Activities was revised to add the topic of fundraising to ensure proper approval and fundraising/record keeping practices are being consistently followed to protect the agency and all employees. Policy 6.20 – Smoking and Use of Tobacco Products was revised to ensure compliance with Ohio's Smoke-Free Workplace Act and include specific information on the designated smoking areas on TuscBDD property.

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

- **6.10 Employee Driver Abstracts and Insurability Requirements**
- **6.12 No Solicitation/No Distribution and Fundraising Activities**
- **6.20 Smoking and Use of Tobacco Products,** *formerly titled Smoking*

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

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

5. Compliance Plan Code of Conduct Recission

The Compliance Plan Code of Conduct was originally developed to adhere to CARF standards, which are no longer applicable to the current operation of our agency. All content that is outlined in this document is simply a summarized version of numerous personnel policies, and it was determined that it is duplicative in nature and no longer needed.

Recommendation to adopt a motion to approve the recission of the Compliance Plan Code of Conduct as presented.

Motion: **Heather O'Connor** Second: **Thomas Fantin**

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

6. Superior Technology Group – Information Systems Technician

This contract is being reduced to one day per week as a way to lower cost and maximize resources. It continues to be helpful to our IT department to have this contract in place to provide additional support and coverage during absences.

Recommendation to adopt a motion to approve the contract for the provision of an information systems technician from Superior Technology Group, LLC per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor's Office.

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

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

7. East Central Ohio Educational Service Center (ECOESC) Resolution

This resolution is passed annually to approve of services that we can purchase more affordably through the ECOESC including Resident Educator Mentor, Special Olympics, Occupational Therapy, Outreach and Assessment, and Substitute Floater. Nate Kamban explained that we were originally looking at a larger cost increase; however, due to some modifications, TuscBDD is looking at a 1% increase over last year's cost. We continue to be mindful of our school costs as pending legislation may impact the amount districts are able to pay for our services going forward.

Recommendation to adopt a motion to approve the following resolution:
Be it resolved, by the Tuscarawas County Board of Developmental Disabilities, that we hereby enter into an agreement with the ECOESC for the purchase of services for the 2025-2026 contract year.

Motion: **Kathleen Arthurs** Second: **Heather O'Connor**

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

8. ECOESC Contract for Shared Space and Services

This contract outlines how TuscBDD and ECOESC will work together for the operation of Starlight School. This includes the sharing of key positions and the breakdown of various costs involved in the operation of the school. This partnership is key for the long-term sustainability of Starlight School.

Recommendation to adopt a motion to approve the contract between the Tuscarawas County Board of DD and the East Central Ohio Educational Service Center Board of Education

(ECOESC) for shared space and services for their respective school programs for the 2025-2026 school year per the terms and conditions of the contract as submitted and approved by the Tuscarawas County Prosecutor's Office.

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

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

9. Early Intervention Service Coordination Agreement with OhioGuidestone

In April, the Board approved of the transfer of Early Intervention Service Coordination responsibilities and grant agreement to TuscBDD, effective July 1, 2025. This service coordination agreement with OhioGuidestone is the final step necessary to bring all elements of Early Intervention to TuscBDD to streamline these services for families. We will subcontract with OhioGuidestone through the transition as their EI Service Coordinators retire or leave employment.

Recommendation to adopt a motion to approve the agreement between the Tuscarawas County Board of DD and OhioGuidestone for Early Intervention Service Coordination per the terms and conditions of the agreement as submitted and approved by Attorney Stephen Postalakis.

Motion: **Heather O'Connor** Second: **Kathleen Arthurs**

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

10. Position Description Revisions

Most position descriptions that are being presented are simple revisions to reflect a change in supervisor or supervisory responsibilities as well as basic clean-up to ensure language is consistent in all position descriptions. The Classroom Assistant position description was *revised to reflect a separate position description for the School Age and Preschool Classroom Assistant positions since they have different supervisors; however, the duties are the same. The Family and Children Council Manager position is changing to reflect that they report directly to the Youth Services Director rather than to an SSA Manager as they no longer need middle management. Language was also modernized in the Teacher position description along with other formatting changes for consistency.*

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

- **Starlight School Dean of Students**
- **Behavior Support Assistant**
- **Teacher**
- **Classroom Assistant – School Age (formerly Classroom Assistant)**
- **Classroom Assistant – Preschool (formerly Classroom Assistant)**
- **School Secretary**
- **Food Service Specialist**
- **Registered Nurse**
- **Speech Language Pathologist – Starlight School (formerly Speech Language Pathologist – Preschool/School Age)**
- **Speech Language Pathologist Part-Time – Early Intervention (formerly Speech Language Pathologist - Early Intervention**
- **Family and Children First Council Manager**
- **FCFC Service Coordinator**
- **FCFC High-Fidelity Wraparound Facilitator**
- **Community Health Worker – Bridges to Wellness Program**

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

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

11. <u>Supplemental Appropriation</u>

This supplemental appropriation and corresponding transfer are necessary to align the Capital Improvements line item with what was included in the 2025 budget.

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

FROM: E-1420-S050-S40	TO: E-1420-S050-S32	AMOUNT:

General Fund Unappropriated Balance	**General Fund Transfers**	**$50,000.00**

Motion: **Kathleen Arthurs** Second: **Heather O'Connor**

	Yea	Nay
Kathleen Arthurs	x	
Lucinda Bihari	absent	
Julie Brinkman	x	
Thomas Fantin	x	
Andrea Legg	x	
Heather O'Connor	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: E-1420-S050-S32 General Fund Transfers	**TO: R-1240-N010-N06 Capital Improvements Transfers**	**AMOUNT: $50,000.00**

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

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

The President declares the motion **carried**.

13. Superintendent Development Plan

Nate Kamban reviewed the five goals outlined in his plan for the coming year to accomplish what is necessary to maintain his superintendent certificate. This development plan outlines his commitment to accumulate 25 additional CEU hours over the course of the next year. He also committed to continued prioritization of state and regional meetings, statewide conferences and leadership development, adding an opportunity to present at a state or regional conference. Also included in this plan is another opportunity to be evaluated by the leadership team and continued Spanish language development. Nate also provided the Board with an overview of the accomplishments of his Superintendent Development Plan for last year and confirmed that he completed the five goals outlined in the plan. Most recently, Cathy Geib conducted the annual 360 evaluation with the members of the leadership team to collect valuable feedback which will be summarized and shared with the Board. Nate also *attended the Milestones Autism Conference as a part of last year's plan accomplishments, which was very impactful.*

Recommendation to adopt a motion to approve the Superintendent Development Plan for July 1, 2025 through June 30, 2026 as presented.

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

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

14. Donations

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:

- $100.00 from Paula Moyer to TuscBDD in memory of Mark Incarnato
- $100.00 from Jeffrey and Tamara Mathias to TuscBDD in memory of Mark Incarnato
- $261.43 from the Texas Roadhouse Dine to Donate Fundraiser to TuscBDD for Starlight School's PBIS program

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

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

VI. PERSONNEL

1. **Personnel Actions:**
   a. Starlight School Openings for 2025-2026 School Year: Classroom Assistant, Intermittent 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 Bill (HB 39) Update:** The state budget bill is currently in conference committee as representatives from the House, Senate, and Governor's Office seek to reconcile their versions for a final vote. There is concern regarding language that would grant the county budget commission unprecedented authority to roll back levies and review any agency that has more than 30% of its annual budget in savings. The bill language is very vague on this topic and could undermine the stability of critical, voter-supported services for individuals with developmental disabilities. Nate mentioned that he has talking points for legislators for anyone who is interested.
   - **Potential Property Tax Legislation:** HB 335 seeks to eliminate inside millage, which is not applicable to DD Boards, but could impact public school district funding and could have a trickle-down effect on us. HB 355 proposes increasing the voter approval threshold for local tax levies from 50% to 60%.
3. **Local Updates**
   - **Virtual Reality for Autism Support:** Nate Kamban learned about virtual reality apps like Floreo and Blinnk, which help individuals with autism practice social interactions. These are being evaluated for possible inclusion in our Tech Home project since we have a VR headset.
   - **Board Member In-Service Planning:** Based on the results of the in-service survey, the two most requested training topics for Board members included a panel discussion with providers and a panel discussion with individuals served. Plans will be made to hold two in-person trainings after Board meetings starting in the month of August and then possibly again in September or October based on the Board's preference. Additionally, we are coordinating a two-hour presentation from Jordyn Zimmerman, a self-advocate with autism who presents through technology enabled communication to challenge the status quo about autism and inclusion. This is being planned for either September 19th or October 17th from 10:00 am to noon. This event could also be an excellent opportunity for Board members to obtain in-service credit for 2025. Other training opportunities will be made available online with details to follow in the coming months.
   - **DODD Attendance Waiver:** Lucinda Bihari has exceeded the permitted number of absences for Board meetings due to circumstances beyond her control as a result of an accident. To prevent her from becoming ineligible to serve on the Board, we contacted the County Commissioners who formerly requested a waiver from the Director of DODD. We are pleased to share that the Director approved this request and issued the waiver permitting her to remain on the Board.
   - **Starlight School Improvements:** Mel Cronebach is leading several summer projects within the existing 2025 budget to make improvements at Starlight School to include enhancing the staff lounge and workroom, repainting of specific areas, and inviting Indian Valley art students to create a new cafeteria mural. Window

clings were also installed on exterior windows and doors for enhanced security.

- **Rea & Associates Volunteer Team Recognition:** Nate Kamban recognized Ryan Yoss for coordinating a team of volunteers from Rea & Associates who were onsite on June 20th to provide landscaping improvements near the entrance of Starlight School. Their efforts made a big impact and were greatly appreciated.

4. **Good News Moment: FANS Summer Kick-Off Party**

VIII. MISCELLANEOUS

1. Major Unusual Incident (MUI) Report
2. Newspaper Articles

IX. PUBLIC PARTICIPATION

X. EXECUTIVE SESSION

Heather O'Connor was excused at 6:19 pm prior to entering Executive Session and did not return.

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: 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: **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 in: **6:20** p.m.

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

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**.

Time out: **6:33** p.m.

XI. **ADJOURNMENT**

1. Adopt a motion to adjourn.

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

	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: **6:33** p.m.

"This is a true and accurate record of the meeting of June 23, 2025."

Julie Brinkman

Julie Brinkman, President

Kathleen Arthurs, Recording Secretary

This is not a verbatim transcript of the June 23, 2025 Board meeting.

2025-0623 minutes