

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, October 27, 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

	<u>Present</u>	<u>Absent</u>	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin		x	(excused)
Andrea Legg	x		
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 September 22, 2025 Board meeting and September 22, 2025 Ethics Committee meeting.

Motion: **Kathleen Arthurs**

Second: **Andrea Legg**

	<u>Yea</u>	<u>Nay</u>	
Kathleen Arthurs	x		
Lucinda Bihari	x		
Julie Brinkman	x		
Thomas Fantin	absent		
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 September was provided for review. Property tax rollback, which increased by 1% over last year, was the top revenue source for the month. The Department of

Education revenue is over double what it was year-to-date in 2024. The top expenditure for September, Medicaid match, exceeded the amount included in the 2025 budget. Our final Workers' Compensation expenses for 2025 are 4% below budget. With the expense for the Belmont/ONI home removed, contract services is also 4% below budget this year, and Auditor and Treasurer Fees are 6% below budget. While we are operating at a net loss year-to-date, it is lower than expected as of September.

Recommendation to adopt a motion to approve the financial statement as presented which includes the approval of total expenditures in the amount of \$2,198,377.40 for the month of September.

Motion: **Kathleen Arthurs**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

III. **COMMITTEE REPORTS**

FINANCE COMMITTEE:

1. 2026 Proposed Budget

The Finance Committee met on October 27, 2025 to review the budget and make their official recommendation to the Board. A copy of the proposed 2026 budget was included for review. Nate Kamban noted that 1997 was the last time TuscBDD sought additional levy revenue and has continued to operate on that amount of money despite inflation since then with the only increase in levy revenue coming in at 1-2% due to new construction. Unlike school districts that receive inside millage, county boards do not receive additional revenue from property reevaluations. County boards have limited ways to increase revenue; however, TuscBDD has sought to maximize those opportunities whenever possible through shared positions and partnerships. On the expenditure side, we have sought to be as lean as possible moving forward with an overall increase in expenditures for 2026 of approximately 5%. There is only a small increase in salaries since the cost of some positions are shared and others have been streamlined. Health insurance is budgeted at a standard rate of increase due to participation in the Tuscarawas County Health Consortium. Medicaid match is the largest expense and has increased dramatically despite only a minimal increase of 6-7 net waivers per year. The provider wage rate increase contributed to the large growth in Medicaid match expenditure in fiscal year 2025; however, this growth is anticipated to level off a bit but continues to be extremely difficult to predict. Based on the long-range forecast and the diminished effective rate of our levy collections, TuscBDD anticipates needing to take a levy to the voters for consideration in 2026. Nate Kamban discussed various levy scenarios with the Board and the impact that various factors, such as the actual growth in Medicaid match, has on the millage

rate that will be needed.

Recommendation to adopt a motion to approve the proposed budget for 2026 as recommended by the Finance Committee.

Motion: **Lucinda Bihari**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

ETHICS COMMITTEE:

1. Presentation of Items Approved by the Ethics Committee

Recommendation to adopt a motion to approve the respite care provider contract with Michelle Knight 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: **Kathleen Arthurs**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Position Description Revisions

The Administrative Assistant – Business Office position was changed to Administrative Assistant – Operations to align the title and duties with a broader, operational scope. The Secretary – Service and Support Center position description was revised to update duties to better reflect the needs of this role going forward including, but not limited to, contact with the provider community and advocacy groups. The Dean of Students position now includes oversight of the preschool RBTs in addition to the school age RBTs they already supervised to

more evenly distribute duties of the BCBAs, and the Classroom Assistant position description was revised to update their immediate supervisor accordingly. The position description for Service and Support Administration Director was modified to clarify expectations regarding the Medicaid Manager portion of this role.

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

- **Administrative Assistant – Operations** (*formerly Administrative Assistant – Business Office*)
- **Secretary – Service and Support Center**
- **Dean of Students**
- **Classroom Assistant**
- **Service and Support Administration Director**

Motion: **Kathleen Arthurs**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

2. 2026 Vacation Conversion Plan

This plan is required by the Ohio Public Employees Retirement System and allows all applicable positions on a management contract the opportunity to annually convert up to two weeks of vacation to cash.

Recommendation to adopt a motion to approve the 2026 Vacation Conversion Plan as presented for January 1, 2026 through December 31, 2026.

Motion: **Andrea Legg**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

3. Allocation of Funds for the Nonfederal Share of Medicaid Services

This motion confirms that TuscBDD has sufficient funds to meet its Medicaid match obligations for the upcoming budget year.

Recommendation to adopt a motion to approve the following resolution:

The Tuscarawas County Board of Developmental Disabilities (TuscBDD) shall in its calendar year 2026 budget, allocate the sum of \$5,046,314 to be used to pay the nonfederal share of the Medicaid Home and Community Based Services (Level One, Individual Options, and SELF waivers) and Case Management services provided to individuals who the TuscBDD determines under section 5126.041 of the Ohio Revised Code are eligible for TuscBDD services.

The Board will make additional funds available if needed to assure that these services will be available in a manner that conforms to all applicable state and federal laws. The payment of the nonfederal share represents an ongoing financial commitment for such services of the TuscBDD.

Motion: **Kathleen Arthurs**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

4. Board Policy Adoption

This policy outlines the guidelines for the care, management, and responsibilities associated with a service animal owned by TuscBDD.

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

- **2.2 Service Animals**

Motion: **Andrea Legg**

Second: **Kathleen Arthurs**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	absent	

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

5. Special Education Model Policies and Procedures

Recommendation to adopt a motion to annually adopt the Special Education Model Policies and Procedures, as provided by the Ohio Department of Education and Workforce, known as Board Policy 4.1A.

Motion: **Ryan Yoss**

Second: **Lucinda Bihari**

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

6. Supplemental Appropriations

A supplemental appropriation is needed for Medicaid Match due to a final invoice that was higher than anticipated. The Contract Services supplemental appropriation was necessary due to the home that Belmont County purchased through ONI that had to pass through as our expense since the home was within Tuscarawas County. A small supplemental appropriation is needed for Special Activities to utilize Early Intervention funds for a staff breakfast to recognize them for the outstanding results of the Early Intervention community survey.

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

FROM: Unappropriated Balance E-1420-S050-S40	TO: Medicaid Match E-1420-S050-S36	AMOUNT: \$245,767.00
FROM: Unappropriated Balance E-1420-S050-S40	TO: Contract Services E-1420-S050-S22	AMOUNT: \$196,440.00
FROM: Unappropriated Balance E-1910-U025-U05	TO: Other Expenses- Special Activities E-1910-U025-U01	AMOUNT: \$250.00

Motion: **Kathleen Arthurs**

Second: **Andrea Legg**

	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	

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

7. Ohio Association of County Boards (OACB) Delegate Assembly

Recommendation to adopt a motion to approve the following nomination as the delegate from Tuscarawas County for the OACB Delegate Assembly being held on November 19, 2025:

Delegate: **Nate Kamban**

Motion: **Kathleen Arthurs**

Second: **Ryan Yoss**

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

8. Addendum to Master Housing Contract with Starlight Enterprises, Inc.

This addendum with SEI has been developed to ensure compliance with state-wide regulations that were not outlined in the original contract.

Recommendation to adopt a motion to approve the Addendum to the Master Housing Contract between TuscBDD and Starlight Enterprises, Inc. per the terms and conditions of the addendum as reviewed and approved by Attorney Stephen Postalakis.

Motion: **Andrea Legg**

Second: **Ryan Yoss**

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

9. Addendum to Master Housing Contract with Summit Housing Development Corporation

This addendum with Summit Housing Development Corporation has been developed to ensure compliance with state-wide regulations that were not outlined in the original contract.

Recommendation to adopt a motion to approve the Addendum to the Master Housing Contract between TuscBDD and Summit Housing Development Corporation per the terms and conditions of the addendum as reviewed and approved by Attorney Stephen Postalakis.

Motion: **Andrea Legg**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

10. Provider Support Program 2026 Initiatives

Nate Kamban explained that the Provider Support Program was one area in the 2026 budget that could be streamlined since it continued to be underutilized. TuscBDD was better able to assist providers through their support of the rate increase for provider wages which was one of the contributing factors that has led to the significant increase in Medicaid match costs. The initiatives in the Provider Support Program for 2026 will include background checks and fingerprinting which are the two services most utilized by providers.

Recommendation to adopt a motion to approve the Provider Support Program Initiatives for 2026 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	absent	
Andrea Legg	x	
Heather O'Connor	absent	
Ryan Yoss	x	

The President declares the motion **carried**.

11. Disposal of Unneeded, Obsolete, or Unfit Equipment

Recommendation to adopt a motion to approve the disposal of unneeded, obsolete, or unfit

equipment as permitted in accordance with ORC 307.12. A detailed listing of this equipment has been developed and will be submitted to the Tuscarawas County Commissioners for final approval.

Motion: **Ryan Yoss**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

12. 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:

- \$1,080.00 from the Charlotte M. Johnson Charitable Trust to Starlight School
- \$589.50 from Immaculate Conception Elementary School's Autism Awareness Fundraiser to TuscBDD

Motion: **Andrea Legg**

Second: **Kathleen Arthurs**

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

The President declares the motion **carried**.

13. Outreach Program Eligibility Procedures (Discussion)

Nate Kamban discussed the eligibility procedures for the Outreach Program, which provides assistance within public school classrooms to help students remain in that setting if possible prior to considering a placement at Starlight School. Initially, students were required to be eligible for DD services from the beginning in order to receive support; however, that was changed to permit a student who was in crisis who had not yet been determined eligible to receive support while going through the eligibility process. We have also seen a need for students who need support who may not be eligible for DD services but are in classrooms that impact kids who are DD eligible. In Guernsey County, their program permits support to be provided to 20-25% non-DD eligible kids as long as they are in classrooms that impact kids

who are eligible. The Board was supportive of this framework in Tuscarawas County if the program has the capacity to provide support to a greater number of students. The program will continue to be monitored in order to make adjustments if this becomes unwieldy.

VI. PERSONNEL

1. Personnel Actions:

- a. Kaylee Louis – new hire – Early Intervention Service Coordinator, effective September 29, 2025
- b. Savannah Metarko – new hire – Classroom Assistant, effective September 30, 2025
- c. Amanda Keen – resignation – Secretary–Service and Support Center (full-time), effective October 31, 2025; remaining employed as an intermittent Substitute Secretary
- d. Current Openings: School Nurse, Secretary – Service and Support Center

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

- **Federal Layoffs:** The U.S. Department of Education has laid off nearly all staff in its special education division, including the Office of Special Education Programs due to policy changes and the government shutdown. There are ongoing discussions regarding transferring these responsibilities to the Department of Health and Human Services; however, this may signal a return to a medical model approach.
- **Property Tax Reform in Ohio:** Property tax reform continues to be a key issue at the Statehouse with several bills under review:
 - **HB 186:** This would provide property tax credits in districts at the 20-mill minimum and allocate \$360 million for temporary payments to districts with recent property reappraisals.
 - **HB 335:** This allows cities and school districts to lower inside millage rates when income tax revenue increases, with county budget commission oversight.
 - **HB 309:** This expands county budget commission powers to reduce property tax levies if collections exceed voter-approved amounts, aiming for statewide consistency. This is unlikely to affect county boards as we do not collect inside millage; however, it could impact funding for essential local services that are of benefit to people with disabilities.

3. Local Updates

- **New County Auditor Software:** TuscBDD staff will soon attend training for new software that will be launched by the County Auditor's office on April 1, 2026. This software will replace the current paper-based purchase order process with an electronic system, improving efficiency and potentially impacting other manual

processes throughout our agency.

- **AI Pilot:** An AI pilot project is underway, allowing directors and managers to test a HIPAA-compliant version of Microsoft Copilot to determine its benefit to improving the efficiency of various agency operations.
 - **Youth Respite Grant Funding:** TuscBDD submitted a \$330,000 grant application to the state to expand youth respite services and just learned that we were awarded \$70,000 over the next two fiscal years due to high statewide demand for these grant dollars. While our expansion efforts will have to be scaled back, a recent policy change at JFS will help distribute additional funds for respite services.
 - **MUI Report:** Due to the streamlining of duties in the SSA department, the MUI report will be eliminated from the Board book going forward; however, Board members will be informed of any MUI information that is of significance on an ongoing basis through other mechanisms.
4. **Good News Moment:** The annual Trunk or Treat event proved to be a huge success, attracting more than 350 attendees. Participation expanded this year to include two local school districts, contributing to the largest turnout yet. The increased attendance highlighted the support from both community partners and the broader community. Special recognition was extended to Kerri Silverthorn for all her efforts coordinating the event.

VIII. MISCELLANEOUS

1. Major Unusual Incident (MUI) Report

IX. PUBLIC PARTICIPATION

X. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Kathleen Arthurs**

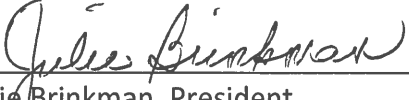
Second: **Andrea Legg**

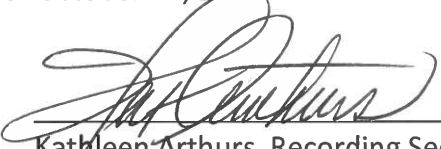
	<u>Yea</u>	<u>Nay</u>
Kathleen Arthurs	x	
Lucinda Bihari	x	
Julie Brinkman	x	
Thomas Fantin	absent	
Andrea Legg	x	
Heather O'Connor	absent	
Ryan Yoss	x	

The President declares the motion **carried**.

Time: **6:19** p.m.

"This is a true and accurate record of the meeting of October 27, 2025."


Julie Brinkman, President


Kathleen Arthurs, Recording Secretary

This is not a verbatim transcript of the October 27, 2025 Board meeting.

2025-1027 minutes