

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, May 15, 2017
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 Assistant Lisa Sidoti

	<u>Present</u>	<u>Absent</u>
Jeremy Everett	_____	_____
Thomas Fantin	_____	_____
Robert Glasgow	_____	_____
Linda Patterson	_____	_____
Donna Wayt	_____	_____
Stephanie Wilson	_____	_____
Ryan Yoss	_____	_____

1.2 PLEDGE OF ALLEGIANCE

1.3 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the April 17, 2017 Board meeting.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

2. Recommendation to adopt a motion to approve the minutes of the April 17, 2017 Ethics Committee meeting.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

II. FINANCIAL REPORT

1. Monthly Reconciliation

Recommendation to adopt a motion to approve the financial statement as presented.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

2. Recommendation to adopt a motion to approve salaries in the amount of \$156,644.35 and expenditures in the amount of \$701,984.99 for the month of April.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

III. COMMITTEE REPORTS

ETHICS COMMITTEE:

1. Request from Tammara Smith to Enter Into Secondary Employment

Recommendation to adopt a motion to approve the request from Tammara Smith to enter into secondary employment with the CP/LP family, a family whose children are served by the Board, while retaining her job as a Board employee as recommended by the Ethics Committee.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

2. Family Support Services Direct Service Payments Approved by 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: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. 2017-2018 Coursework Reimbursement Allocation

Recommendation to adopt a motion to budget the amount of \$20,000 for the coursework reimbursement program in accordance with Personnel Policy 3.4 for the July 2017 through June 2018 program year.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

2. Transfer of Funds to Capital Improvements

Recommendation to adopt a motion to approve the following fund transfer:

- **\$44,500 from S050-S32 Transfers to N010-N06 Capital Improvements Transfers** - *The transfer will increase the amount available in the Capital Improvements Fund in order to pay for projects approved in the 2017 budget and for emergency items as needed. The transfer was approved in the 2017 budget and has been set up per prior year instructions from the County Auditor for the transfer of funds.*

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

3. Supplemental Appropriation

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

- **\$33,000.00 from N10-N05 Unappropriated Balance to N10-N01 Capital Improvement Projects**

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

4. Starlight Enterprises, Inc. - Contract for Adult Day Habilitation Services and Transportation Services to Persons without Waivers

Recommendation to adopt a motion to approve the contract with Starlight Enterprises, Inc. for adult day habilitation services and transportation services to persons without waivers per the terms and conditions of the contract as submitted and approved by Assistant Prosecuting Attorney, Bob Stephenson.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

5. East Central Ohio Educational Service Center (ECO-ESC) Contract Supplement for Occupational Therapy

Recommendation to adopt a motion to approve the contract supplement with ECO-ESC for occupational therapy services to children in the Early Intervention program per the terms and

conditions of the contract supplement as submitted.

Motion: _____

Second: _____

	<u>Yea</u>	<u>Nay</u>
Jeremy Everett	_____	_____
Thomas Fantin	_____	_____
Robert Glasgow	_____	_____
Linda Patterson	_____	_____
Donna Wayt	_____	_____
Stephanie Wilson	_____	_____
Ryan Yoss	_____	_____

The President declares the motion _____.

6. Revisions to Position Descriptions and Table of Organization

Recommendation to adopt a motion to approve the revisions to the following position descriptions which includes a revision to the Table of Organization to reflect the changes made to titles and lines of supervision:

- **Administrative Assistant - Transportation/Maintenance, now titled Administrative Assistant - Facilities**
- **Bus Driver**
- **Director of Business Operations**
- **Information Technology Coordinator**
- **Maintenance**
- **Transportation Assistant**
- **Transportation/Maintenance Supervisor, now titled Facilities Manager**
- **Substitute Bus Driver**
- **Substitute Transportation Assistant**

Motion: _____

Second: _____

	<u>Yea</u>	<u>Nay</u>
Jeremy Everett	_____	_____
Thomas Fantin	_____	_____
Robert Glasgow	_____	_____
Linda Patterson	_____	_____
Donna Wayt	_____	_____
Stephanie Wilson	_____	_____
Ryan Yoss	_____	_____

The President declares the motion _____.

7. Personnel Policy Revision

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

- **5.2 Vacation**

Motion: _____

Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

8. Partnership with Community Hospice

Recommendation to adopt a motion to approve a maximum of \$2,250 to partner with Community Hospice to create an accessible walking path that joins the TuscBDD and Community Hospice properties.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

9. Dual Diagnosis Community Interventionist (DDCI) Collaborative Position - Collaborative with ADAMHS Board and Carroll County Board of DD for Fiscal Year 2018

Recommendation to adopt a motion to approve up to a maximum of \$11,853 to the ADAMHS Board for TuscBDD's portion of the DDCI position for fiscal year 2018.

Motion: _____ Second: _____

	<u>Yea</u>	<u>Nay</u>	
Jeremy Everett	_____	_____	
Thomas Fantin	_____	_____	
Robert Glasgow	_____	_____	
Linda Patterson	_____	_____	
Donna Wayt	_____	_____	
Stephanie Wilson	_____	_____	
Ryan Yoss	_____	_____	The President declares the motion _____.

10. Donations

Recommendation to adopt a motion to accept the following donations, to deposit them in the County Treasury under U025 and to utilize them for their specific purpose as designated by the donors:

- \$50.00 from Thomas and Linda Applegate to TuscBDD in memory of Natalie

McFarland.

- \$7.34 from an unknown donor who donated via payroll deduction through Truist to TuscBDD.
- \$11.49 from Suzanna Barkett who donated via payroll deduction through Truist to TuscBDD.

Motion: _____

Second: _____

	<u>Yea</u>	<u>Nay</u>
Jeremy Everett	_____	_____
Thomas Fantin	_____	_____
Robert Glasgow	_____	_____
Linda Patterson	_____	_____
Donna Wayt	_____	_____
Stephanie Wilson	_____	_____
Ryan Yoss	_____	_____

The President declares the motion _____.

VI. PERSONNEL

1. New Hires/Resignations/Retirements:

- a. Kristen Emrick - new hire - Service and Support Administrator, effective May 15, 2017

VII. PROGRAM REPORTS

VIII. 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. Additional Miscellaneous Information

IX. MISCELLANEOUS

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

X. PUBLIC PARTICIPATION

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: _____

Second: _____

	<u>Yea</u>	<u>Nay</u>
Jeremy Everett	_____	_____
Thomas Fantin	_____	_____
Robert Glasgow	_____	_____
Linda Patterson	_____	_____
Donna Wayt	_____	_____

Stephanie Wilson

Ryan Yoss

The President declares the motion _____.

Time: _____ p.m.

2017-0515 agenda