

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Organizational Meeting, Monday, January 28, 2019
PLACE: Service & Support Center, 610 Commercial Avenue SW, New Philadelphia, Ohio
TIME: 5:30 p.m.

CALL TO ORDER: President

1.1 RECORD OF OATH OF OFFICE FOR REAPPOINTED MEMBERS:

- **Stephanie Wilson** - Reappointed by the Tuscarawas County Commissioners to her third four-year term beginning January 1, 2019 and ending December 31, 2022. *Oath of office was administered prior to the start of the meeting.*
- **Andrea Legg** - Newly appointed by the Tuscarawas County Commissioners to fill the unexpired term previously held by Linda Patterson beginning December 31, 2018 and ending December 31, 2020. *Oath of office was administered prior to the start of the meeting.*

1.2 ROLL CALL: Executive Assistant Lisa Sidoti

	<u>Present</u>	<u>Absent</u>	
Julie Brinkman	x		
Thomas Fantin	x		
Robert Glasgow		x	(excused)
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	x		

1.3 PLEDGE OF ALLEGIANCE

1.4 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

I. ORGANIZATIONAL BUSINESS BEFORE THE BOARD

1. 2019 Board Meeting Schedule

Recommendation to adopt a motion to set the following dates, time and location for all regularly scheduled Board meetings for 2019.

Dates: January 28, February 25, March 18, April 15, May 20, June 17, August 19, September 16, October 21, and November 18

Time: 5:30 p.m.

Location: Service and Support Center
610 Commercial Avenue SW
New Philadelphia, Ohio

In accordance with Board Policy 1.3, the schedule of all regular Board meetings shall be posted in the Service and Support Center and Starlight School and on the Board's website. This schedule will specify the time and place of all meetings. The news media is notified of all regular, special, and emergency meetings per statute and in accordance with Board Policy 1.3. The notification of all special meetings includes the identification of the purpose of the

meeting. Any person may request to receive a personal notice of meetings in accordance with Board Policy 1.3. The Superintendent designates the Executive Assistant to the Superintendent as the Board employee responsible to provide the appropriate notice of all meetings.

Motion: **Julie Brinkman**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

2. 2019 Slate of Officers

Recommendation to adopt a motion to approve the slate of officers for calendar year 2019 as submitted by the Board Nominating Committee.

President: **Stephanie Wilson**
 Vice President: **Thomas Fantin**
 Recording Secretary: **Ryan Yoss**

Motion: **Donna Wayt**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

3. 2019 Board Committees

The 2019 Board President shall appoint the following Board members to the following committees:

Personnel (3):	Robert Glasgow
	Andrea Legg
	Donna Wayt
Finance (3):	Julie Brinkman
	Thomas Fantin

	Ryan Yoss
Property (3):	Andrea Legg
	Donna Wayt
	Ryan Yoss
Ethics (3):	Julie Brinkman
	Thomas Fantin
	Andrea Legg
Long Range Planning (3):	Robert Glasgow
	Donna Wayt
	Stephanie Wilson

Motion: **Ryan Yoss**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

4. Board Policies

Recommendation to adopt a motion to readopt all current Board policies.

Motion: **Stephanie Wilson**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

5. Appointment to Ruth Carlson-Starlight Foundation, Inc.

Recommendation to adopt a motion to appoint the following member of the Tuscarawas County Board of Developmental Disabilities to serve on the Ruth Carlson-Starlight Foundation, Inc. Board of Trustees for calendar year 2019:

Donna Wayt

Motion: **Stephanie Wilson**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

6. 2019 Board Member Declarations

Pursuant to the requirements of the Ohio Revised Code Section 5126.024, Board members must complete a declaration upon appointment or reappointment to be provided to their appointing authority. Although this only needs to be completed upon appointment or reappointment, a NewsAlert issued by the Ohio Association of County Boards (OACB) recommends that it is best practice for each county board to have all Board members sign this declaration at the initial Board meeting each year. A declaration has been prepared for each member to sign tonight and will then be kept as a part of the Board’s official file. No official action is required for this item.

II. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Julie Brinkman**

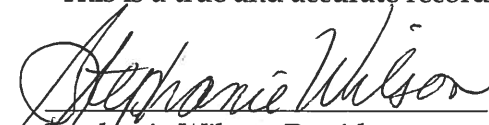
Second: **Donna Wayt**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time: **5:42 p.m.**

“This is a true and accurate record of the meeting of January 28, 2019.”


 Stephanie Wilson, President


 Ryan Yoss, Recording Secretary

This is not a verbatim transcript of the January 28, 2019 Organizational Board meeting.

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, January 28, 2019

PLACE: Service & Support Center, 610 Commercial Avenue SW, New Philadelphia, Ohio

TIME: 5:45 p.m.

CALL TO ORDER: President

1.1 ROLL CALL: Executive Assistant Lisa Sidoti

	<u>Present</u>	<u>Absent</u>	
Julie Brinkman	x		
Thomas Fantin	x		
Robert Glasgow		x	(excused)
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	x		

1.2 REVIEW OF TuscBDD MISSION AND VISION

- **Mission Statement:** The Mission of the Tuscarawas County Board of Developmental Disabilities is to enhance the lives of individuals with disabilities through quality services and community partnerships.
- **Vision Statement:** The Vision of the Tuscarawas County Board of Developmental Disabilities is for a community that recognizes the importance and potential of all citizens.

1.3 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

- Motions 1 and 2 were added under Executive Session.
- Motion 5 under New Business was deleted and remaining motions were renumbered.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the November 19, 2018 Board meeting.

Motion: **Donna Wayt**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	x		
Thomas Fantin	x		
Robert Glasgow	absent		
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	x		

The President declares the motion **carried**.

II. FINANCIAL REPORT

1. Monthly Reconciliation

The financial reports for November and December were provided for review. The noteworthy items were highlighted in the reports. At the meeting, Mark Schott noted that TuscBDD received a \$67,077 rebate

from the Ohio Workers' Compensation Board for the premiums paid in 2016. TuscBDD also received the second check from the Youth Respite Grant in November in the amount of \$74,541. Mark shared that the net loss for 2018 with the MEORC transfer excluded was \$260,000, which was much lower than was anticipated. Total revenue was \$80,000 less in 2018; however, it was still well over what was budgeted for the year. This was partly due to the transfer from MEORC that we put back into our general fund at the county. Other areas of revenue that were over budget in 2018 included property tax payments, refunds and reimbursements, Ohio Department of Education payments, and TCM/MAC revenue. Mark reported that TuscBDD spent \$191,000 more in 2018 than last year, but expenditures were still much lower than was anticipated for the year. That was mainly due to savings in supported living/rent subsidies/room and board and in non-waiver billing from local providers. Savings in these areas are partially due to the fact that there are more individuals receiving a Level One Waiver. Mark Schott then reviewed information with the Board on the fund balance activity since 1999 and explained that the balance has remained rather steady since 2007 with a slight decline in recent years. That decline is projected to continue. Our balance will need to be taken into account as we develop our levy plan and keep our lines of communication open with the County Commissioners. This may provide us with the opportunity to consider a straight renewal based on this communication with the Commissioners as we move forward. The Commissioners are very supportive of our willingness to meet a need in the community through our new model at Starlight School, and they are aware of the increased expenditures that will be incurred in order to fully implement this new model. Comments or questions were welcomed from the Board members on the information contained in the report.

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

Motion: **Thomas Fantin**

Second: **Donna Wayt**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve salaries in the amount of \$446,927.11 and expenditures in the amount of \$608,675.44 for the months of November and December.

Motion: **Ryan Yoss**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
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. Authorization to Bid Annual Items

Recommendation to adopt a motion to authorize the Superintendent to submit for bid all reoccurring annual bid items for 2019 which now only consists of janitorial services.

Motion: **Donna Wayt**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	x		
Thomas Fantin	x		
Robert Glasgow	absent		
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	x		The President declares the motion carried .

2. Board Policy Revisions

Nate Kamban shared that the Waiting List Policy has been revised in order to align policy language with a revision to the Administrative Rule. Kyle Wells reported that there have not been any significant issues with the implementation of the new waiting list in Tuscarawas County, but some SSA Directors have concerns about the subjectivity of the questions on the new state tool. The HIPAA/FERPA/IDEA Privacy and Confidentiality Policy was revised to remove a reference to a procedure that has been rescinded.

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

- **1.24** **Waiting List**
- **13.3** **HIPAA/FERPA/IDEA Privacy and Confidentiality Policy**

Motion: **Julie Brinkman**

Second: **Thomas Fantin**

	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	x		
Thomas Fantin	x		
Robert Glasgow	absent		
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	x		The President declares the motion carried .

3. Personnel Policy Revision

A minor revision was made to the personnel policy 6.18 – Dress and Hygiene to include a requirement that staff working in school-age classrooms must wear protective sleeves.

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

- **6.18 Dress and Hygiene**

Motion: **Thomas Fantin**

Second: **Donna Wayt**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

4. Position Description Revision

A revision to this position description was necessary to include a requirement that this position acquire and maintain Business Manager Certification. Nate Kamban explained that this is a new requirement of all Business Managers to standardize the requirements of this position across the state.

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

- **Director of Business Operations**

Motion: **Ryan Yoss**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

5. Board Resolution to Abolish Programs and Positions

A copy of the MOU, which was developed within the limits discussed previously with the Board, was signed by all parties in November. Nate Kamban shared that meetings have taken place with public school superintendents to keep them informed of our plans moving forward with the abolishment of our transportation program, and they did not seem concerned with this decision.

WHEREAS, TuscBDD currently provides transportation to individuals of Tuscarawas County with developmental disabilities receiving services and participating in programs at the Starlight School;

WHEREAS, the recommendation was presented for the abolishment of the Board's school transportation program due to abolishment of positions and lack of work, in light of the impending changes in the student population and offered school services at the Starlight School,

commencing with the 2019-2020 school year, the significant financial cost of continuing to operate a school transportation program, and the fact that the public schools are legally mandated to provide student transportation to the school;

WHEREAS, an elimination of the school transportation program will cause abolishment of the positions and layoff of the remaining bargaining unit members in the Teamsters unit; and

WHEREAS, Article 24 of the Teamsters collective bargaining agreement authorizes the implementation of a Reduction In Force/Layoff;

NOW, THEREFORE, BE IT RESOLVED, that:

- (a) the school transportation program operated by TuscBDD shall be abolished, effective August 15, 2019, after the end of the 2018-2019 school year;
- (b) the following positions shall be abolished effective August 15, 2019, due to lack of work resulting from the abolishment of the school transportation program:
 - 2 Bus Drivers
 - 2 Transportation Assistants
- (c) the Superintendent or designee shall provide appropriate layoff notices to affected employees and Teamsters regarding the reduction in force that will result from the impending abolishment of the Board's school transportation program, and shall ensure placement of the affected employees on the applicable recall list; and
- (d) the attached Memorandum of Understanding with the Teamsters regarding payments to employees upon program abolishment is hereby approved.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

Roll Call:

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

6. Resolution of Appreciation for Linda Patterson

Whereas, in the interest of citizens with developmental disabilities, their families and staff, **Linda Patterson** 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, **Linda Patterson** was appointed to the Board in July 2015 and served through November 2018, and

Whereas, **Linda Patterson'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 **Linda Patterson** for her years of dedication, leadership and commitment and wishes her the best.

Motion: **Donna Wayt**

Second: **Thomas Fantin**

Roll Call:	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

7. 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 purposes as designated by the donors:

- \$50.00 from J. Nicholas and Susan Buehler to Starlight School c/o the Ruth Carlson-Starlight Foundation in memory of Peter Carlson.
- \$1,200.00 from COAD to TuscBDD for the Strengthening Families Learning Network trainings.

Motion: **Donna Wayt**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

VI. PERSONNEL

1. New Hires/Resignations/Retirements:

- a. Frances "Jo" Harding - resignation - Substitute Bus Driver, effective December 6, 2018
- b. Timothy Stone - resignation - Substitute Bus Driver, effective December 11, 2018
- c. Georgianna Kline - additional substitute duties - Substitute Classroom Assistant, effective December 3, 2018
- d. Jackie Putnam - additional substitute duties - Substitute Secretary, effective December 3, 2018

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

- **Memberships and Contract Services:** Nate Kamban explained that a list of all memberships and contract services will be shared with the Board annually in January. Many of these items are well below the threshold of what the Board needs to approve, but provides an opportunity for the Board members to stay informed of the memberships we belong to and our contractual relationships. Only those items that are above the \$15,000 limit will be brought to the Board as an agenda item going forward which should help to streamline Board meetings.
- **Starlight School Update:** Work continues to move forward with the redesign of Starlight School. Drew Litty is working with an architect and other necessary vendors to discuss minor building modifications that will be needed as well as updates to our security and PA systems. The two Behavior Support Specialist/RBT positions have been filled and will both be on board by the end of February. Both candidates have experience working with agencies that do the type of work we are building into our model. A copy of the draft navigation tool for the Starlight School Specialized Service Program was distributed for review. A discussion followed regarding the eligibility requirements for the new model. Nate Kamban shared that the ability to offer outreach support to districts while the eligibility process is taking place would be very helpful. This would allow our team to provide initial support in the public school setting in time of crisis. If it is eventually decided that the child should be served at Starlight School, eligibility would then be a must prior to entrance into the program. Nate Kamban checked with other county board superintendents and determined that there is no set standard on how this is done as counties handle this in a variety of different ways. This flexibility also allows us to have good rapport with public schools and offer services that are relevant. The Board was supportive of allowing this flexibility during the time that eligibility is determined as long as we maintain a balance between overextending and under offering our services within our budgetary limits.
- **Milo Robot:** Nate Kamban was pleased to share that TuscBDD is a recipient of a Milo Robot from the Ohio State University (OSU) and the Department of Developmental Disabilities (DODD). Milo is a robot designed to help students with autism improve their social and communication skills. The robot costs approximately \$10,000, but we receive it free of charge. Starting in year two, we will be responsible to pay approximately \$3,000 for software annually until the robot reaches his lifespan in year four. TuscBDD will also be responsible to report back to OSU and DODD regarding how we are using this new technology.
- **New State Administration:** Jeff Davis, the former Legislative Director for the Ohio Provider Resource Association (OPRA), is now serving as the new Director of DODD. His main objectives are to simplify the state system, which may include moving to one waiver with different funding levels and possibly a one plan format that is consistent across the state. Nate is looking forward to meeting with him soon to discuss the superintendents' strategic plan. Nate shared that he is currently leading the goal related to serving individuals with intensive needs.
- **Continuum of Care:** Thanks to the two grants from DODD that we are involved with for in-home and respite options for youth as well as a long-term residential option for youth, a local continuum of care has been developed. Nate Kamban shared that we are at capacity with the respite grant, and weekly meetings are held to focus on specific youth. This grant has provided a unique opportunity for major collaboration

around the table among fellow service agencies, and planning has begun for sustainability of this project once grant funding has ceased. Drew Litty continues to meet with Cassie Elvin about the development of a crisis home for adults with intensive needs to provide short-term crisis stabilization. The state agreed to help fund the purchase of a home for this purpose with the use of Community Capital Assistance (CCA) dollars. Nate shared that he has a meeting with superintendents from nine other county boards who have expressed an interest in learning more about this project since we do not have enough of a need to sustain the cost of this home in our county alone.

- **Strategic Plan:** Nate shared that the Board will receive information next month on the progress made in the first year of the agency's strategic plan.

IX. MISCELLANEOUS

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

X. PUBLIC PARTICIPATION

XI. EXECUTIVE SESSION

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

Roll Call:	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time in: **6:36 p.m.**

2. 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>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	

Stephanie Wilson x
Ryan Yoss x

The President declares the motion **carried**.

Time out: 6:50 p.m.

XII. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Donna Wayt**

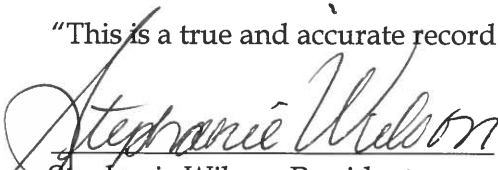
Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

Time: 6:50 p.m.

"This is a true and accurate record of the meeting of January 28, 2019."


Stephanie Wilson, President


Ryan Yoss, Recording Secretary

This is not a verbatim transcript of the January 28, 2019 Board meeting.

2019-0128 minutes