

## TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**DATE:** Regular Meeting, Monday, February 25, 2019

**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>	
Julie Brinkman	x		
Thomas Fantin	x		
Robert Glasgow		x	(arrived at 6:10 p.m.)
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	x		

**1.2 PLEDGE OF ALLEGIANCE**

**1.3 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.

**1.4 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

**I. APPROVAL OF MINUTES**

1. Recommendation to adopt a motion to approve the minutes of the January 28, 2019 Organizational Board meeting.

Motion: **Ryan Yoss**

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 <b>carried</b> .

2. Recommendation to adopt a motion to approve the minutes of the January 28, 2019 Board meeting.

Motion: **Ryan Yoss**

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**.

**II. FINANCIAL REPORT**

**1. Monthly Reconciliation**

*The financial report for January was provided for review. The noteworthy items were highlighted in the report. At the meeting, Mark Schott explained that there was very little activity with revenue and expenditures during the month of January since the County Auditor only processed payroll and the checks that were needed to pay invoices from December of 2018. Revenue mainly consisted of a quarterly subsidy payment from the state of Ohio and revenue generated from TCM Medicaid billing. Since so few invoices were paid in the month of January, expenditures for the months of February and March are expected to be very high. 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: **Julie Brinkman**

Second: **Andrea Legg**

	<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 \$179,016.21 and expenditures in the amount of \$148,567.40 for the month of January.

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**.

**III. COMMITTEE REPORTS**

**ETHICS COMMITTEE:**

**1. Presentation of Items Approved by the Ethics Committee**

*The direct service contracts are presented for review on an annual basis due to the fact that the use of these family-selected respite providers will result in payment to an immediate family member of an individual receiving services from the Board. All of the family-selected providers were already reviewed on an individual basis and approved by the Ethics Committee prior to any provision of services. One provider is an immediate family member of a former employee; however, this did not result in anyone receiving any preferential treatment or unfair advantage over another. Direct service payments are made directly to families to reimburse them for purchases made to vendors that do not accept purchase orders. The payment being presented was to reimburse a family for the cost of essential oils. This is an allowable expense and is within the limits set by the FSS policy and procedure.*

Recommendation to adopt a motion to approve the list of direct service contracts for Family Support Services family-selected respite services 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: **Thomas Fantin**

Second: **Andrea Legg**

	<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**.

**IV. OLD BUSINESS BEFORE THE BOARD**

**V. NEW BUSINESS BEFORE THE BOARD**

**1. Primary Solutions Gatekeeper Software License Agreement**

*This is an essential program known as Gatekeeper, which is a software that is used for functions such as our billing, case noting, and waiting list assessments. There was an increase in cost per license of 4% over last year plus the addition of the Gatekeeper Anywhere module which allows it to be utilized from remote locations when Service and Support Administrators are out of the office at meetings.*

Recommendation to adopt a motion to approve the Gatekeeper Software License Agreement from Primary Solutions to direct bill from OhioDD.com per the terms and conditions of the agreement as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

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**.

**2. Board Policy Revisions**

*The Payer of Last Resort policy went into effect in 2010 in order to exercise fiscal responsibility and establish that individuals who had a need for services and supports that could be funded by a waiver must apply for the waiver. If individuals declined to apply for a waiver, then the policy outlined that the individual would receive locally funded services equal to the local share of the service cost which is equivalent to two days of service. Nate Kamban explained that a lot of work was done to implement the policy and encourage waiver enrollment which resulted in numerous waiver enrollments as reflected in a spreadsheet showing the increase in waiver enrollment over the past three years; however, the policy language was never fully implemented for individuals who had been receiving Board-funded services and supports prior to the policy being adopted. There continues to be a core group of individuals that are receiving services in excess of the policy limits who are not eligible for a waiver for various reasons and cutting their services would be a hardship to these individuals. Revisions were recommended to this policy to add a grandfathering clause for these individuals to allow them to maintain their current level of services based on available local funding. Moving forward, waiver enrollment will continue to be encouraged, but there would be no need to cut services to those who have been grandfathered. Waiver enrollment would still be required for all new individuals entering the program as it has been since 2010. Minor revisions were made to the MUI/UI policy to reflect changes that were made to the administrative rule. Nate shared that Board members are now considered mandated reporters. Plans are being made to hold a one-hour training session with the Board members on this topic after the March Board meeting, which will count toward the 4 hours of required training for 2019.*

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

- **1.29 Payer of Last Resort**
- **2.3 Addressing Major Unusual Incidents and Unusual Incidents to Ensure Health, Welfare, and Continuous Quality Improvement**

Motion: **Donna Wayt**

Second: **Andrea Legg**

	<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. Adult Developmental Services, Inc. – Contract for Adult Day Habilitation Services and Transportation Services to Persons without Waivers**

Recommendation to adopt a motion to approve the contract with Adult Developmental Services, 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, Robert Stephenson II.

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	abstain	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

**4. Stepping Stone Residential, LLC - Contract for Adult Day Habilitation Services and Transportation Services to Persons without Waivers**

Recommendation to adopt a motion to approve the contract with Stepping Stone Residential, LLC 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, Robert Stephenson II.

Motion: **Donna Wayt**

Second: **Andrea Legg**

	<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. Contract with Victoria Walker**

*Nate Kamban shared that it is necessary to contract with a Board Certified Behavior Analyst (BCBA) to provide the required supervision of Board employees who have obtained their Registered Behavior Technician (RBT) certification. We were fortunate to locate Victoria Walker of North Canton to provide this service. She will be onsite one day per week either at Starlight School or in a local school district.*

Recommendation to adopt a motion to approve the contract with Board Certified Behavior Analyst, Victoria Walker, for behavior support consultation and required RBT supervision to Starlight School staff per the terms and conditions of the contract as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

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**.

**6. Strategic Plan Report 2018 for Vision 2020 (Discussion Only)**

*Kerri Silverthorn presented a brief overview of the Vision 2020 strategic plan report for 2018. In this overview, Kerri highlighted the various accomplishments during 2018 for the following three visions identified in the plan: Vision One – Building, Vision Two – Educating, and Vision Three – Becoming. Progress was made on vision one in the following areas: information sharing and collaboration with other entities, implementation of DODD grant projects, outreach team working in schools, streamlining referrals and strengthening relationship with housing corporation, ongoing meetings with the Commissioners, partnering of FANS Network and Big Brothers Big Sisters to promote awareness in schools, development of SSA monitoring form, and paperless SSA reporting. Progress was made on vision two in the following areas: state level involvement through organization of Superintendents’ summer conference and involvement in OSCBDD strategic planning, updated local schools on Starlight School transition by sharing navigation tool, redesign of TuscBDD website to reflect current goals and services, numerous speaking opportunities for both employees and individuals served, updating of brochures for EI and Starlight School, installation of bocce court and progress made for installation of basketball court, and development of electronic tracking methods for housing and community employment. Progress was made on vision three in the following areas: implementation of Provider Support Program, participation in multi-county project to learn more about supporting providers, upgraded vehicle fleet, coordination between FANS Network and SSAs, school transition in full swing with two Behavior Support Specialists hired, development of innovative support options, and receiving highest level state accreditation award. Vision Success Indicator Reports were also included in the Board book to provide additional detail from each department on the progress made on each vision. Highlights from the first year of our strategic plan will be prepared in preparation to share this with the community.*

**VI. PERSONNEL**

**1. New Hires/Resignations/Retirements:**

- a. Ben Kolbrich – new hire – Behavior Support Specialist/RBT, effective February 4, 2019
- b. Amber Williams – new hire – Behavior Support Specialist/RBT, effective February 25, 2019
- c. Jamie Ralston-Temesvary – resignation – Teacher, effective February 8, 2019

**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**
  - Nate Kamban shared information on the various events planned during March in celebration of Developmental Disabilities Awareness and Advocacy month. Board members were encouraged to RSVP for the Community Partners Breakfast on March 28<sup>th</sup> and to participate in the Community Basketball Game set for March 26<sup>th</sup>.

- The continued shortage of direct care workers continues to be a problem statewide. The new Director of DODD has presented a proposal to raise the wage rate from the current minimum wage level to approximately \$13.00. His proposal would involve shared funding from DODD and county boards and consist of a multi-year process to reach the desired rate by 2022. Nate will be participating in a conference call with the Director and other Superintendents to further discuss this proposal.
- New Pointe Community Church was unable to coordinate the Night to Shine event this year, leaving many individuals disappointed due to the fact that this event was a huge success. Two provider entities are now working together to host a prom-like event that will be held at Buckeye Career Center at the end of April. TuscBDD has offered to help with this event by conducting background checks on volunteers.
- TuscBDD has had the opportunity to be involved in two grant projects over the past year to provide additional respite and residential options for youth with developmental disabilities and significant behavioral needs. Collaborative relationships continue to develop local supports within our community. Nate shared information on the local continuum of care that is expanding compared to the limited options that were available previously. The challenge moving forward will be how we sustain these options once grant funding ends. Plans have been made with Steve Long of MEORC to provide process planning to our grant teams to help map out processes and facilitate a long-term sustainability plan. Nate also shared that he will be a participant in the Tuscarawas County Family and Children First Council (FCFC) strategic planning session. OACB was willing to contribute \$2,000 towards the cost of a facilitator to lead this strategic planning effort as long as we shared what we learned across the state. Nate then committed to an additional contribution of \$1,000 to fully cover the cost of the facilitator due to the importance of a strong FCFC to our community.
- As we move forward with the redesign of Starlight School to serve students with developmental disabilities and significant behavioral needs, discussions have taken place in regards to the ongoing need to serve a small number of medically fragile youth. Students who are exiting Starlight School due to the new model are expected to transition to their local school district; however, we are aware of one parent who will most likely choose home instruction due to their child's intense needs. Nate and Holly met to discuss whether or not it would even be an option to consider the addition of one medically-fragile classroom in the preschool wing of the building. They followed up with Mel Cronebach of ECOESC who expressed that districts would be very supportive of this idea. Consideration is being given to providing one classroom for medically-fragile children with an early elementary age span. The goal for this classroom would be similar to the other model in that it would include the involvement of the local school district with the ultimate goal to see these students successfully transition to their home districts. Nate questioned if the Board was supportive of this option. More data would need to be gathered in order to determine if this is truly a need and would involve the need to hire another teacher. The Board was supportive of the idea to continue to explore this option by gathering more data for future discussions.
- The current master housing agreement between TuscBDD and SEI expires in May. Drew Litty continues to meet with Cassie Elvin on the topic of capital housing and the addition of a short-term crisis stabilization home. They are working on the specifics to include in the contract in regards to vacancies and other miscellaneous items. Drew mentioned that he would like to work out some details in regards to assistance with the maintenance of the homes. Nate and Drew agree that the county board should be more

involved with housing by offering some financial assistance to the housing corporation from the county board. This would be a benefit to the individuals by providing nice homes that are well maintained.

**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 and discipline 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: **Ryan Yoss**

Second: **Robert Glasgow**

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

The President declares the motion **carried**.

Time in: **6:41** 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**

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

The President declares the motion **carried**.

Time out: **6:58** p.m.

**XII. ADJOURNMENT**



1. Adopt a motion to adjourn.

Motion: **Julie Brinkman**

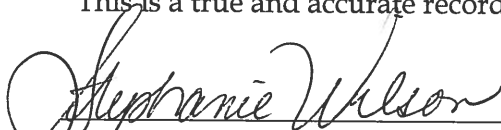
Second: **Ryan Yoss**

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

The President declares the motion **carried**.

Time: **6:59** p.m.

"This is a true and accurate record of the meeting of February 25, 2019."

  
Stephanie Wilson, President

  
Ryan Yoss, Recording Secretary

This is not a verbatim transcript of the February 25, 2019 Board meeting.

2019-0225 minutes