

**TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**DATE:** Regular Meeting, Monday, April 15, 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		
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson		x	(arrived at 5:33 p.m.)
Ryan Yoss		x	(excused)

**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**

- Motion 1 was added under Committee Reports.

**1.5 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: Preparing for negotiations. 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: **Robert Glasgow**

Second: **Julie Brinkman**

<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	absent		The President declares the motion <b>carried</b> .

Time in: **5:34** p.m.

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

Motion: **Donna Wayt**

Second: **Andrea Legg**

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

Time out: **6:09** p.m.

3. 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: 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: **Robert Glasgow**

Second: **Thomas Fantin**

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

Time in: **6:10** p.m.

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

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

Time out: 6:21 p.m.

**I. APPROVAL OF MINUTES**

1. Recommendation to adopt a motion to approve the minutes of the March 18, 2019 Board meeting.

Motion: **Thomas Fantin**

Second: **Julie Brinkman**

	<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	absent	

The President declares the motion **carried**.

**II. FINANCIAL REPORT**

1. Monthly Reconciliation

*The financial report for March was provided for review. The noteworthy items were highlighted in the report. At the meeting, Mark Schott explained that the levy revenue received during the month of March was 8% more than the amount received last year due largely to the Rover pipeline that crosses the northeast corner of Tuscarawas County. Most major expenditure accounts were up by 9% or more this year compared to 2018. There is currently a net gain at this point in the year, but that is expected to be eliminated by the end of the year. We are currently working to implement new projects such as the school transition and the crisis stabilization home which will require some investment, but we must always keep the long term sustainability in mind as we move forward. 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: **Robert Glasgow**

Second: **Donna Wayt**

	<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	absent	

The President declares the motion **carried**.

2. Recommendation to adopt a motion to approve salaries in the amount of \$184,696.94 and expenditures in the amount of \$277,926.83 for the month of March.

Motion: **Andrea Legg**

Second: **Thomas Fantin**

	<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	absent		The President declares the motion <b>carried</b> .

**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: **Robert Glasgow**

Second: **Donna Wayt**

	<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	absent		The President declares the motion <b>carried</b> .

**IV. OLD BUSINESS BEFORE THE BOARD**

**V. NEW BUSINESS BEFORE THE BOARD**

**1. Personnel Policy Revision**

*Nate Kamban shared that only minor revisions were made to this policy to remove specific examples provided in the policy per the advice of legal counsel so as not to limit the employees' interpretation of what type of conduct would be considered inappropriate.*

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

- **2.4 Prohibited Discrimination Harassment/Inappropriate Conduct**

Motion: **Donna Wayt**

Second: **Julie Brinkman**

	<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	absent	The President declares the motion <b>carried</b> .

**2. Supplemental Appropriation**

*This supplemental appropriation is needed to accommodate for an updated advertising budget and to include the cost of the video that is produced for counties involved with MEORC. In previous years, the cost of the video was included in contract services, but it is better allocated to advertising. Kerri Silverthorn also developed a budget for advertising; however, Mark Schott completed the budget process prior to consulting with Kerri. Kerri's budget was slightly higher than what was included in the budget but was in line with previous years' budgeted amount.*

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

- **\$10,140 from S50-S40 Unappropriated Balance to S50-S26 Advertising**

Motion: **Thomas Fantin**

Second: **Julie Brinkman**

	<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	absent		The President declares the motion <b>carried</b> .

**3. Master Housing Contract**

*The current master housing contract is expiring on May 1<sup>st</sup>. In preparation for this renewal, similar contracts from other county boards were researched. Revisions were made to the language in this contract to include an allowance for vacancy payments up to an annual cap of \$12,000 and an allowance of \$12,000 per year for the reimbursement of miscellaneous expenses, such as fixtures, appliances, and minor repairs. There were questions raised regarding the language requiring an annual audit, but SEI had no concerns once it was clarified that this only pertained to the housing. The contract contains a provision for Drew Litty to meet on a quarterly basis with a representative of SEI and for the Superintendent to meet with the Director of the Corporation annually. It also includes an annual inspection of each home. Nate Kamban explained that the contract also includes a provision that if the funds from the state are insufficient to cover the cost of the crisis stabilization home, then TuscBDD and SEI would be willing to split the additional cost contingent upon approval of both Boards.*

Recommendation to adopt a motion to approve the Master Housing Contract between the Tuscarawas County Board of Developmental Disabilities and Starlight Enterprises, Inc. 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	x		
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	absent		The President declares the motion <b>carried</b> .

**4. Acceptance and Transfer of State Capital Community Assistance Funds**

Recommendation to adopt a motion to approve the acceptance and transfer of State Capital Community Assistance program funds from the Ohio Department of Developmental Disabilities to Starlight Enterprises, Inc. solely for the acquisition and purchase of housing for persons with developmental disabilities pursuant to Article II, Paragraph B of the Master Housing Contract to go into effect on May 1, 2019. This disbursement of funds is contingent upon receipt of a signed Master Housing Contract.

Motion: **Julie Brinkman**

Second: **Thomas Fantin**

	<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	absent		The President declares the motion <b>carried</b> .

**5. Position Description Revision**

*This position description is being revised to include a statement that Classroom Assistants must acquire and maintain their paraprofessional certificate or hold an associate's degree. This is necessary due to a new requirement of the Ohio Department of Education. Employees can take a test at the Educational Service Center in order to obtain the required certificate.*

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

- **Classroom Assistant**

Motion: **Andrea Legg**

Second: **Donna Wayt**

	<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	absent	The President declares the motion <b>carried</b> .

**6. Donations**

*Nate Kamban shared that this is a trust that was put in place years ago, and the primary beneficiaries have been exhausted leaving Starlight School as one of the remaining beneficiaries. Information was shared with the Prosecutor's Office, and they verified that Starlight School is the proper recipient of the funds.*

Recommendation to adopt a motion to accept the following donation, to deposit it in the County Treasury under U025 and to utilize it for its specific purpose as designated by the donor:

- \$2,000.00 from the Charlotte Johnson Charitable Trust to Starlight School.

Motion: **Donna Wayt**

Second: **Thomas Fantin**

	<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	absent		The President declares the motion <b>carried</b> .

**VI. PERSONNEL**

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

- a. Devin Williams - new hire - Service and Support Administrator, effective April 3, 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**
  - DODD has prepared a one-hour, online training on MUI/UI which will satisfy the requirement per rule that the Board members receive this training on an annual basis. In order to receive credit for this training, each Board member would need to individually do the training and accompanying test online. Nate Kamban offered to prepare a one-hour training on this subject that could be done in person with the Board if they preferred; however, everyone was in agreement to do the online training. Nate Kamban will work with Lisa Sidoti to develop other options, which may include another provider tour, for the remaining hours of training that are

required for Board members.

- Nate shared that the next state budget is currently under development. Twenty five million dollars has been included in the budget to be allocated to agencies serving multi system youth. The Director has prioritized increasing funding for direct service professionals that work for providers. His proposal includes a cost-sharing between county boards and DODD. Nate explained that county boards can use funding from their state reconciliation dollars to devote to this increase and feels that it is a good use of our dollars. Nate also shared that settlement discussions are underway for the DD lawsuit at the state level. This is very positive news as this could have lasted much longer.
- Outreach services have begun through Starlight School. We have received eight referrals from Indian Valley, one-and-a-half from New Philadelphia, and two from Dover. The team reviewed them and has started to work on the FBAs. Plans are underway to work with school districts in August to determine who is appropriate for placement at Starlight School. Four candidates from Indian Valley have been selected for observation by our three-member team made up of a Behavior Support Specialist, Speech Language Pathologist, and Occupational Therapist. The team is looking at the ETR and IEP to work towards getting an FBA. An open house for Special Education Directors was held at Starlight School on Wednesday, April 10<sup>th</sup>. Discussion continues with public schools about whether or not there is a need for a medically fragile unit. They are to get back to us by the beginning of May to see if there is enough data to support this.
- The Dually-Diagnosed Community Interventionist position is a jointly-funded position between TuscBDD, Carroll County Board of DD and the Alcohol, Drug Addiction, Mental Health Services (ADAMHS) Board. With the development of the Behavior Support Specialist positions at TuscBDD, we have taken a closer look at the DDCI position to determine if we have competing programs that we are trying to support. Meetings have and will continue to take place with the DDCI funding partners to identify how to differentiate between these two positions to determine how to work in collaboration and streamline the process of referrals so school districts know who to contact.
- Nate shared that he was able to visit a youth in crisis program in Belmont County with ADAMHS Board Director, Natalie Bollon. This is a locally-developed model that supports youth and families in crisis through respite and in-home support options.
- Nate met with the Director on Friday to share with him the work that has been done as a result of the Superintendents' Association strategic planning on intensive needs individuals and serving youth in crisis. This is in-line with the state's focus on keeping families together. Nate has been asked to lead an Innovation Committee at the state level to share best practices with the state in order to promote policy change and state-wide communication. Nate plans to meet with the other Superintendents involved in this strategic plan goal in order to plan out the next steps. Kerri prepared a document that summarized this work that was appreciated by the state and Superintendents.
- Meetings have been held to plan for the upcoming transition as it relates to transportation for Special Olympics. This is all part of a plan to work towards modernizing the Board's relationship with Special Olympics. The goal is to determine how the Board can best support this entity given all the changes in the system.
- Nate shared that MEORC is looking for a new director to fill the position after the



current director retires later this year. This position requires a Master's degree and experience with people with disabilities.

- Nate discussed that there are TuscBDD funds currently invested on our behalf through MEORC that will soon reach maturity. The plan is to move these funds back to TuscBDD's fund at the county level. This will permit the county to invest these funds locally which will ultimately benefit the county. Although TuscBDD does not benefit from the investments that are made at the county, the county's general fund benefits which is of great benefit at the local level and was a request of the County Commissioners.
- Nate shared vacation and sick pay information with the Board to reflect what obligation the Board would have upon retirement of employees if they were permitted to carry over a balance of three years of vacation. TuscBDD policy was changed to only permit the carryover of one year; however, three years is more in line with the county's practice. This was simply provided for discussion at this time, and no action was needed.

**IX. MISCELLANEOUS**

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

**X. PUBLIC PARTICIPATION**

**XI. ADJOURNMENT**

1. Adopt a motion to adjourn.

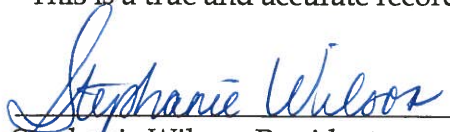
Motion: **Robert Glasgow**

Second: **Donna Wayt**

	<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	absent		The President declares the motion <b>carried</b> .

Time: 7:02 p.m.

"This is a true and accurate record of the meeting of April 15, 2019."

  
Stephanie Wilson, President

  
Ryan Yoss, Recording Secretary

This is not a verbatim transcript of the April 15, 2019 Board meeting.

2019-0415 minutes