

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, June 17, 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:

	<u>Present</u>	<u>Absent</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	x	
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 May 20, 2019 Board meeting.

Motion: **Thomas Fantin**

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	x	

The President declares the motion **carried**.

II. FINANCIAL REPORT

1. Monthly Reconciliation

The financial report for May was provided for review. The noteworthy items were highlighted in the

report. At the meeting, Mark Schott explained that the transfer from the MEORC investment fund to our county board fund was counted as revenue in the month of May. Without that transfer, we would have had a net loss of \$375,000 for the month. Revenue of \$18,775 was received from the Ohio Department of Education for the Federal Special Ed IDEA grants. The quarterly MAC payment of \$34,345 was also received in May and was the highest quarterly payment since 2015. The year-to-date expenditures in contract services through May of 2019 total \$718,000 which is \$158,000 more than in May of 2018. Mark explained that \$160,000 has been paid to Alco Services for youth respite grant expenditures; however, \$223,625 in grant revenue has been received from the Auditor of State since August of 2018 with another \$149,000 yet to be received. Total expenditures for the year are \$482,000 more than in May of 2018, due in part to grant and developmental center invoices. Nate Kamban shared that plans are being made to invite a consultant from OACB to look at our 10-year plan and our levy plan as we prepare for the future. Our goal is to maintain a balance of being creative and responsible as we develop projects that can be sustained. 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: **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.

2. Recommendation to adopt a motion to approve salaries in the amount of \$280,088.61 and expenditures in the amount of \$281,084.41 for the month of May.

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	x		The President declares the motion carried.

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: **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**.

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Ohio Department of Developmental Disabilities (DODD) Master Rental Assistance Agreement

This master rental assistance agreement is necessary in order for DODD to provide rent subsidy to individuals who are eligible for rental assistance as a part of the conversion of ICF beds to IO waiver beds. Nate Kamban explained that ICF homes were transitioned to waiver homes in order to provide a home that was more typical of a community setting. The county board is responsible for the expenditures and then gets reimbursed from DODD through this agreement.

Recommendation to adopt a motion to approve the DODD master rental assistance agreement for fiscal years 2020 and 2021 per the terms and conditions of the agreement as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

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	x	

The President declares the motion **carried**.

2. Position Description Revision

The only change to the Registered Nurse position description was a slight adjustment to the regular hours of work. This was as a result of a request from the nurse and ends up working better for the operations of the school. The credentials needed for Teachers were updated on that position description as a result of recent changes from the Ohio Department of Education.

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

- **Registered Nurse**
- **Teacher**

Motion: **Ryan Yoss**

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	x	

The President declares the motion **carried**.

3. Supplemental Appropriations

The supplemental appropriation for contract services is necessary due to respite grant expenditures and invoices from developmental centers. It also provides a cushion to pursue innovative programs such as extending the respite grant beyond the grant period as well as the consideration of establishing a crisis home for adults. In order to do either of these projects, meetings are taking place with other county boards and collaborative partners in order to determine if we have the support needed from other partners to move forward. The state has been very supportive of our youth respite program and would like to see this sustained statewide. Nate Kamban mentioned that the youth respite program was recently featured in a video by the state. There are other needs moving forward including BCBA needs at the school that may require additional funds from contract services as well as routine expenditures. The supplemental appropriation for special activities is needed in order to provide additional funds for special activities to include the addition of a basketball court at the school. These funds will be added to the film festival donation in support of the basketball court in order to complete this project.

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

- **\$285,000 from S50-S40 Unappropriated Balance to S50-S22 Contract Services**
- **\$12,000 from U25-U05 Unappropriated Balance to U25-U01 Special Activities**

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	x	

The President declares the motion **carried**.

4. East Central Ohio Educational Service Center (ECOESC) Agreement for Services

Nate Kamban explained that this contract provides our OT and COTA services, which are critical to the operations of our school, as well as our Special Olympics Coordinator. Other services provided on an as-needed basis include resident educator coordinator, substitute secretary services, and CPI non-violent crisis training.

Recommendation to adopt a motion to approve the agreement between the Tuscarawas

County Board of DD and the ECOESC per the terms and conditions of the contract as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

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	x	

The President declares the motion **carried**.

5. Educational Based Services (EBS) Contract

This contract is for the services of Physical Therapist, Mary Ellen Valentino. We have been very satisfied with these services and there is no increase in the hourly rate from EBS.

Recommendation to adopt a motion to approve the contract between the Tuscarawas County Board of DD and EBS for physical therapy services at Starlight School per the terms and conditions of the contract and confirmation letter 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	x	
Andrea Legg	x	
Donna Wayt	x	
Stephanie Wilson	x	
Ryan Yoss	x	

The President declares the motion **carried**.

6. Superior Technology Group – Information Systems Technician

The contract with Superior Technology Group provides the services of an Information Systems Technician to be onsite for twelve hours per week. It is helpful to our operations to have a back-up person and additional onsite support due to the increased focus on the ability for our employees to work remotely leading to an increase in devices. This contract includes an increase of four hours per week over last year's contract, which actually results in an additional day of coverage per week since the technician will work two, six-hour days. The cost per hour was also lower at \$43 per hour for twelve hours per week versus \$50 per hour at eight hours of coverage. The additional cost over the two-year contract period is approximately \$12,000, which is a very worthwhile expense.

Recommendation to adopt a motion to approve the agreement for the provision of an outsourced information systems technician from Superior Technology Group, LLC per the terms and conditions of the agreement as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

Motion: **Ryan Yoss**

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	x	

The President declares the motion **carried**.

7. Usual and Customary Rates Revision

Recommendation to adopt a motion to approve the revision to the usual and customary rate for targeted case management services for July 1, 2019 to June 30, 2020 of \$19.50 per 15-minute unit.

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	x	

The President declares the motion **carried**.

8. Superintendent Development Plan

Nate Kamban provided an update on his Superintendent Development Plan over the past year. His superintendent certificate is up for renewal in April of 2020. A total of 35 hours of continuing professional education were required in year two of his plan; however, he completing 76.5 hours and has accumulated 138 total hours which exceeds the required total of 120 hours needed to renew his certificate in 2020. Nate also attended 9 SEC meetings over the course of the past year and five state-wide conferences, both of which exceeded the requirements of year two of his development plan. The Superintendent Development Plan for the third year of his contract was included for approval. Nate reviewed the requirements for year three which starts July 1, 2019 and ends June 30, 2020.

Recommendation to adopt a motion to approve the Superintendent Development Plan for July 1, 2019 through June 30, 2020 as presented.

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	x

The President declares the motion **carried**.

9. Life Insurance

Presently, all full-time employees receive a \$20,000 life insurance benefit upon hire provided by the Board. A quote was received from UNUM for a plan that maintained this \$20,000 coverage at approximately a 10% reduction in price over our current carrier. As a part of this plan, employees can purchase additional insurance of their own at a reasonable rate. Information was considered in regards to increasing the amount of coverage provided by the Board since there was a cost reduction; however, it was decided to continue at the current level of coverage for the present time.

Recommendation to adopt a motion to accept the proposal from UNUM for life insurance benefits for TuscBDD employees.

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	x	

The President declares the motion **carried**.

10. Health Insurance Discussion and Recommendation

A 12% increase was budgeted for health insurance; however, due to a very positive year, Aultcare quoted a 0% increase for the upcoming plan year when combined with our prepayment discount.

Recommendation to adopt a motion to approve making no change to the existing health insurance plan and accepting the 0% increase which includes a prepayment discount of 2% for the renewal from Aultcare.

Motion: **Ryan Yoss**

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	x	

The President declares the motion **carried**.

11. Disposal of Unneeded, Obsolete, or Unfit Vehicles

Transportation ended with the close of the school year. Nate Kamban commented that the employees

involved were very positive and appreciative of the transition provided to them throughout this process. Transportation for Special Olympics trips will be provided through August 15th. We no longer have a need for these buses as they are very old and costly to maintain. They will be sold via Govdeals.com or to other governmental entities.

Recommendation to adopt a motion to approve the disposal of the following vehicles which are considered unneeded, obsolete, or unfit by the Tuscarawas County Board of Developmental Disabilities: 2013 International Bus #3, 2013 International Bus #15, 2005 International Bus #24, 2010 International Bus #26, and 2010 International Bus #27. This motion will be submitted to the Tuscarawas County Commissioners for final approval. These buses will then be disposed of by posting them for sale on the internet auction website GovDeals.com or selling them directly to other government entities.

Motion: Donna Wayt

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.

12. Starlight School Emergency Operations Plan

As required by the Ohio Department of Education (ODE), Starlight School's Emergency Operations Plan has been completed and uploaded to ODE's site. No action is needed. Nate Kamban recognized Drew Litty, Holly Lawver, and Lynn Angelozzi for their work on the plan. Only three revisions were needed after the initial submittal, and they have all been completed. The plan changed drastically this year with the requirement for new items including a bullying procedure and the development of an MOU with a mental health provider for onsite counseling following a crisis. A discussion followed about the importance of communication with local law enforcement so they are aware of our emergency procedures. Some of that happens through Navigate, and there are regular visits/walkthroughs/trainings from the Fire Department as well as active shooter training provided by the Sheriff's Department.

13. Special Olympics Update (Discussion Only)

TuscBDD has been strategizing how to best support Special Olympics in Tuscarawas County as the program experiences similar changes as seen throughout the county board system. Nate reminded the Board of the inservice with Special Olympics Ohio last year. Kerri Silverthorn, Lisa Sidoti, and Drew Litty have been meeting to develop options for the future support of Special Olympics programs in this county, and Kerri has met with Richelle Lefler, Local Coordinator of Tuscarawas County Special Olympics, to gather her feedback on the initial ideas that have been developed. Nate provided an overview of the current draft proposal which includes a budget for miscellaneous funds which can be accessed by all programs in the county for a variety of expenditures and is based on set amounts dependent upon the number of athletes participating in a particular sport. This was designed similar to the Provider Support Program with an application process to request the funds. It also includes support for one local coordinator similar to what we have been providing. A discussion followed on transportation and the fact that designated Special Olympics volunteers from various programs would be permitted to utilize the TuscBDD shuttle; however, the volunteer must carry their own insurance.

Remaining transportation costs would be supported through the miscellaneous budget previously mentioned. Nate asked for feedback from the Board and favorable comments were received. We will continue to move forward to finalize the draft proposal so a decision can be made by the Board to formally approve it prior to its implementation.

VI. PERSONNEL

1. New Hires/Resignations/Retirements:

- a. Erin Tipton – new hire – Service and Support Administrator, effective June 3, 2019
- b. Erin Tipton – resignation – Service and Support Administrator, effective June 6, 2019
- c. Marissa Marshall – new hire – Teacher, effective August 12, 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 reviewed the results of the Board member survey and shared that the provider tour and the overview of Starlight School ranked the highest as subjects of interest for future Board member inservice topics. We will work with providers to coordinate a two-hour tour in September and will plan for a one-hour tour and overview of Starlight School in November.
 - A copy of the Family and Children First Council (FCFC) strategic plan was distributed for review. Thanks to contributions from our state association, we were able to secure funding for a facilitator for the planning sessions to develop this plan. The theme “OUR Children” was identified with OUR standing for Outstanding, Unbroken, Resilient. One of the main takeaways from this planning was the need for the development of a single phone number for community members to call for help. Once a call is received, then the team gets together to talk through options with the family.
 - The state budget is nearing completion and should be revealed soon. We expect it to include an amendment to increase hourly wages of direct support professionals to help the staffing crisis experienced by providers. There is also language included in the budget to require county boards to discuss ICFs at every meeting with an individual. This is a burdensome task for county boards and is not person-centered to discuss institutionalized placements at every meeting when it may not be applicable to the person. County boards have been asked to contact their representative about this addition to the budget. Another requirement of the budget is for county boards to complete a five-year financial plan. This will not be difficult for us as we have had a ten-year plan in place for years. More money is expected in the budget for EI, especially for youth with blindness, low-vision, or exposure to lead. More money is also expected in the budget for pilot projects. Nate is currently serving on an Innovation Committee to share new ideas with the state regarding where to use this pilot money. The state continues to develop a single plan to be used statewide. There is also discussion of changing the title of SSA to Case Manager. Another idea being considered to help the staffing crisis is to make it easier to become a provider and remove the requirement to have a high

school diploma. We will continue to monitor the progress of these items at the state level.

- Nate Kamban and Susan Blum have been meeting with various school districts that have expressed questions or concerns with the new model for Starlight School. Some districts have expressed concerns regarding timeliness of services and wanting our staff at their districts more often. Nate has learned that there needs to be better communication between all parties and we must shift our focus to a customer service mentality. Summer program is underway and officially starts tomorrow.
- A discussion took place on the subject of the Charmed store and the need to find cost effective solutions for its future operations. One of the benefits to operating the store is the operation of the internship program that is offered. Kerri Silverthorn, Drew Litty, and Mark Schott are planning a visit to Fairfield County to learn more about the store that they operate.
- A community forum was held to discuss the progress made on the strategic plan. The top theme expressed at the forum was the need for transportation and better accessibility to the downtown area. Nate Kamban has asked Drew Litty to prioritize how our agency can advocate for change in our community in the year ahead. Those in attendance at the forum provided positive feedback that TuscBDD has a great presence in the community and is supportive of its providers.
- One of Nate's focus is to look at ways to improve the organizational culture of TuscBDD. The goal is to better serve individuals and provide a positive work culture here at TuscBDD. He is considering an employee survey or the development of an Innovation Committee/Think Tank to gather ideas for future growth in this area.

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 matters: The review of collective bargaining sessions and compensation of public employees. 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: **Julie Brinkman**

Second: **Ryan Yoss**

Roll Call:	<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: **6:49** 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: **Donna Wayt**

Roll Call:	<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: **7:03** p.m.

XII. ADJOURNMENT

- 1. Adopt a motion to adjourn.

Motion: **Julie Brinkman**

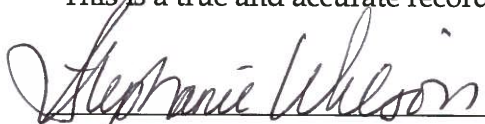
Second: **Donna Wayt**

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

The President declares the motion **carried**.

Time: **7:04** p.m.

"This is a true and accurate record of the meeting of June 17, 2019."


Stephanie Wilson, President


Ryan Yoss, Recording Secretary

This is not a verbatim transcript of the June 17, 2019 Board meeting.

2019-0617 minutes