

## TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**DATE:** Regular Meeting, Monday, September 16, 2019

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

**TIME:** 5:00 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	(arrived at 5:20 p.m.)
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

- The motion language in item 1 under Executive Session was revised.

## I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the August 19, 2019 Board meeting.

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

2. Recommendation to adopt a motion to approve the minutes of the August 19, 2019 Ethics Committee meeting.

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

## II. FINANCIAL REPORT

### 1. Monthly Reconciliation

*The financial report for August was provided for review. The noteworthy items were highlighted in the report. At the meeting, Mark Schott shared that the total property tax revenue received in 2019 was \$258,565 higher than in 2018. While property tax revenue has increased, we no longer receive any tangible personal property tax revenue and the amount of property tax rollback and homestead revenue has decreased by 29% since 2010. As of the end of August, TuscBDD has exceeded its revenue goal for the 2019 budget. The expenditures in August of 2019 do not compare favorably to August of 2018 simply due to the fact that the Aultcare invoice for health insurance, which was paid in August of 2019, was not paid until September of 2018. Mark Schott reviewed the fund balances. Nate shared a copy of two new spreadsheets that Mark prepared that reflect a visual comparison of certain revenues and expenditures for 2018 and 2019. These spreadsheets reflect that revenues and expenditures are very much in line with the previous year. 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: **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	absent	
Ryan Yoss	x	The President declares the motion <b>carried</b> .

2. Recommendation to adopt a motion to approve salaries in the amount of \$223,848.87 and expenditures in the amount of \$1,469,504.63 for the month of August.

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	absent
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. Person Centered Services, Inc. (PCS) – Contract for Adult Day Habilitation Services and Transportation Services to Persons without Waivers**

*Nate Kamban shared that this contract is in place with most agency providers in the county. The language in this contract is standard among all providers and is simply being renewed with PCS at this time. All contracts of this type are for a length of three years.*

Recommendation to adopt a motion to approve the contract with Person Centered 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: **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	absent	
Ryan Yoss	x	

The President declares the motion **carried**.

**2. Person Centered Services, Inc. (PCS) Memorandum of Understanding (MOU)**

*This memorandum of understanding is for the portion of workshop space that PCS leases from TuscBDD.*

Recommendation to adopt a motion to approve the MOU between TuscBDD and PCS per the terms and conditions of the MOU as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

Motion: **Andrea Legg**

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

**3. Supplemental Appropriation**

*This supplemental appropriation allows us to continue allocating costs to the Special Education IDEA Grant since we have been able to maximize the use of these grant funds this year. This is primarily used for physical and occupational therapy expenditures which will eventually be reimbursed by the grant.*

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

- **\$10,000 from T25-T20 Unappropriated Balance to T25-T05 VI-B Flow Thru Contract Services**

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

**4. Revision to Salary Ranges for Non-Union Employees**

*Nate Kamban explained that this increase to the maximum salary range for Service and Support Administrators was needed to accommodate the increase in their schedules from 37.5 hours per week to 40 hours per week.*

Recommendation to adopt a motion to approve the proposed change to the salary ranges established for non-union employees to include an increase in the maximum rate for Service and Support Administrators (SSA) as a result of the increase in SSA hours from 37.5 to 40 hours per week.

Motion: **Julie Brinkman**

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

**5. Kendall Behavioral Solutions, LLC Contract for Professional Services**

*The contract with our existing BCBA has expired and provided us with an opportunity to look at various options moving forward. Nate Kamban shared that a BCBA is a masters-level clinician that is*

*needed to supervise the staff that are certified Registered Behavior Technicians (RBTs). We were fortunate to find Kendall Behavioral Solutions who could provide a BCBA to be onsite at the Starlight School every Tuesday. A meeting was held prior to selecting Kendall Behavioral Solutions to explain our model and determine if they share our vision for service delivery at Starlight School.*

Recommendation to adopt a motion to approve the contract with Kendall Behavioral Solutions, LLC for professional services per the terms and conditions of the contract as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

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

## **6. Donations**

Recommendation to adopt a motion to accept the following donation, to deposit it in the County Treasury under U25 and to utilize it for its specific purpose as designated by the donor:

- \$2,752.00 from the Charlotte Johnson Charitable Trust to Starlight School.

Motion: **Andrea Legg**

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

## **VI. PERSONNEL**

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

- Jane Schriever - retirement - Classroom Assistant, effective October 4, 2019
- Amber Williams - resignation - Behavior Support Specialist/RBT, effective September 6, 2019

## **VII. PROGRAM REPORTS**

## **VIII. REPORTS OF THE SUPERINTENDENT**

- 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 that the start of the new school year and implementation of the new model has been intense. We are finding that the needs from public schools are high, and we are actively looking for another BSS. A total of 20 students have been referred for outreach and/or transition to Starlight School. The students have very involved needs and staff are adjusting to the realization of the commitment that this type of model takes to implement. Nate complimented the staff for how well they have handled this transition. They are currently looking at developing a calming room.
- Nate shared that Horizons is no longer providing day services and is planning to move out of the workshop space in the next two or three months.
- Nate discussed the money that is invested at MEORC and the fact that \$770,000 will be maturing soon. The County Commissioners prefer to have this money returned to the county as it matures so it can generate interest for the County's general fund. The Board was supportive of the transfer of this money back to TuscbDD's General Fund here at Tuscarawas County when it matures. Nate also shared that the state budget that was recently approved included the provision that county boards can set up Medicaid reserve funds to put 40% of their annual expenditures into this fund. Medicaid reserve funds then secure that this money is safe and not able to be rolled back. This is important for county boards as they must ensure that the Board's portion of Medicaid expenditures, known as match, are covered. County boards will be receiving guidance from the state soon on how to set up a Medicaid reserve fund, which we tentatively plan to do in November.
- Plans are being made for Nate Kamban and Lisa Sidoti to meet with Brian Green, Superintendent of Miami County, to discuss ideas on restructuring Board Committees to streamline them for next year. Nate learned of some new ideas that Brian implemented in Miami County and reached out to Brian to learn more.
- With the goal of transparency in mind, Nate would like to move forward with having the Board meeting minutes available on the website. The Board members were in favor of this idea and suggested also identifying Kerri Silverthorn as the person to contact in case of questions. Nate also shared the new feedback form that is now available on the website.
- The respite grant program was used at such a high percentage that it ultimately was overspent above what the state reimbursed through the grant. Family and Children First was able to provide some of their available funding to cover the overages. Nate has reviewed the budget with Mark Schott and determined that there is currently around \$50,000 available to keep this going. Nate continues to work collaboratively to develop a shared funding model that can be established by the first of the year with local entities such as JFS, FCFC, Probate Court, etc. In the meantime, Nate asked the Board if they were supportive of the idea of investing approximately \$50,000 to continue with the provision of this much-needed service. The Board was supportive of this expenditure and encouraged Nate to move forward to develop a draft contract to be brought to the Board for action at the October meeting.

## 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 employment, dismissal and/or compensation 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: **Robert Glasgow**

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 in: **5:29** 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: **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 out: **5:47** p.m.

*After returning to open session, the following action was taken:*

1. Recommendation to adopt a motion to approve the resignation agreement as written and authorize the Superintendent to sign on the Board's behalf.

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	x

The President declares the motion **carried**.

**XII. ADJOURNMENT**

1. Adopt a motion to adjourn.

Motion: **Ryan Yoss**

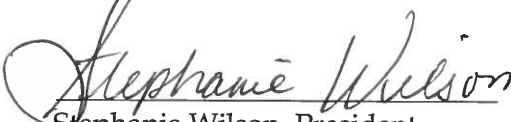
Second: **Julie Brinkman**

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

The President declares the motion **carried**.

Time: **5:48** p.m.

"This is a true and accurate record of the meeting of September 16, 2019."

  
Stephanie Wilson, President

  
Ryan Yoss, Recording Secretary

This is not a verbatim transcript of the September 16, 2019 Board meeting.

2019-0916 minutes