

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, October 21, 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	(excused)
Robert Glasgow	x		
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
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 11 under New Business was deleted and all remaining items were renumbered.

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:
The employment 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: **Robert Glasgow**

Second: **Donna Wayt**

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

Time in: 5:32 p.m.

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

Motion: **Julie Brinkman**

Second: **Andrea Legg**

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

Time out: 5:46 p.m.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the September 16, 2019 Board meeting.

Motion: **Donna Wayt**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	x		
Thomas Fantin	absent		
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 the minutes of the October 2, 2019 Finance Committee meeting.

Motion: **Andrea Legg**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	x		
Thomas Fantin	absent		
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 September was provided for review. The noteworthy items were highlighted in the report. At the meeting, Mark Schott shared that the combination of real estate tax revenue and property tax rollback revenue received in 2019 exceeded the budget by \$435,000. Expenditures through September of 2019 total \$7,200,000, which is \$500,000 more than the total through September of 2019. We do not expect to receive any other significant sources of revenue for 2019 and are on pace to have a \$600,000 net loss for this year; however, we have transferred \$1,200,000 from the MEORC fund back to TuscBDD’s general fund. When this money is transferred back to us, it has to be recorded as revenue which gives the appearance that we will end up with a net gain of \$600,000. A question was raised about how the reappraisal of property taxes would impact our levy revenue. Mark plans to reach out to Auditor Larry Lindberg to get more information on that subject in order to share that with the Board. 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	absent	
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 \$190,461.40 and expenditures in the amount of \$244,726.53 for the month of September.

Motion: **Julie Brinkman**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

III. COMMITTEE REPORTS

FINANCE COMMITTEE:

1. 2020 Proposed Budget

The Finance Committee met on October 2, 2019 to review the budget and make their official recommendation to the Board. A copy of the proposed 2020 budget is included in the Board book for review. Discussions took place regarding TuscBDD’s 10-year financial forecast and levy plan. The cost to implement the new school model was also discussed as well as the number of referrals that we are receiving from districts.

Recommendation to adopt a motion to approve the proposed budget for 2020 as recommended by the Finance Committee.

Motion: **Donna Wayt**

Second: **Julie Brinkman**

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

The President declares the motion **carried**.

IV. OLD BUSINESS BEFORE THE BOARD

V. NEW BUSINESS BEFORE THE BOARD

1. Personnel Policy Revisions

Information was added in the Expense Reimbursement policy to permit employees who have been authorized by the Superintendent to represent TuscBDD on approved civic organizations to have the cost of those meals reimbursed even when they are purchased in Tuscarawas County. The Internet, Technology, and Email policy was revised to clean up the language on the subject of friending to clarify that friending individuals we serve on social media is not prohibited, but it is discouraged and employees are reminded to always maintain a professional boundary with individuals we serve.

Recommendation to adopt a motion to approve the revisions to the following Personnel Policies as presented:

- **4.6 Expense Reimbursement**
- **6.22 Internet, Technology, and Email**

Motion: **Donna Wayt**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

2. Position Abolishment and Table of Organization Revision

Recommendation to adopt a motion to approve the abolishment of the Administrative Assistant Facilities/Business Office position from the table of organization which includes moving the existing Administrative Assistant Facilities/Business Office into the vacant Administrative Assistant Business Office position.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

3. Position Description Revisions

The Administrative Assistant Business Office position description was revised to include some of the duties formerly included in the Administrative Assistant Facilities/Business Office position description as well as the addition of other responsibilities now applicable to this position. These positions were combined in order to fully utilize the remaining two Administrative Assistants in the Business Office. The duties in this position description are carried out by two people with Mark Schott assigning specific duties to each employee along with the expectation that cross-training takes place. The Behavior Support Specialist position description was revised to remove RBT as a part of the job title and broaden the credential that must be acquired and maintained to either the Registered Behavior Technician or other BACB-approved credential which gives more flexibility.

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

- **Administrative Assistant Business Office**
- **Behavior Support Specialist** (formerly titled Behavior Support Specialist/RBT)

Motion: **Andrea Legg**

Second: **Donna Wayt**

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

4. Addition of Behavior Support Specialist Position to Table of Organization

Nate Kamban explained that it has become clear that another Behavior Support Specialist is needed in order to properly implement the new school model. The cost for this position was included in the 2020 budget.

Recommendation to adopt a motion to approve the addition of one Behavior Support Specialist position to the table of organization and authorize the Superintendent to post and fill the position.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

5. Substitute Employee Rates

Nate Kamban explained that having a rate for long-term substitute teachers would help provide consistency when covering extended leaves of absences for teachers. Our rate was based off of information received from other districts.

Recommendation to adopt a motion to approve the revision to the proposed list of substitute employee rates to include the addition of a rate for long-term substitute teachers, retroactive to August 21, 2019.

Motion: **Robert Glasgow**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

6. Transfer of Funds

Nate Kamban explained that this transfer is done on an annual basis to supplement the annual subsidy for Family Support Services received from the State of Ohio with money from TuscBDD's General Fund.

Recommendation to adopt a motion to approve the following fund transfers:

- **\$35,000.00 from S50-S32 Transfers to U30-U02 Transfer In From the General Fund**

Motion: **Andrea Legg**

Second: **Julie Brinkman**

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

Motion: **Donna Wayt**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

10. Resolution for Disposal of Unneeded, Obsolete, or Unfit Equipment

Recommendation to adopt a motion to approve the following resolution:

The Tuscarawas County Board of Developmental Disabilities hereby agrees to dispose of unneeded, obsolete, or unfit equipment. The list of items for disposal will be submitted to the Tuscarawas County Commissioners for final approval. Usable items will then be disposed of by posting them for sale on the internet auction website GovDeals.com or donating them to another public entity. Items in poor condition will be scrapped.

Motion: **Julie Brinkman**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

11. Ohio Association of County Boards (OACB) Delegate Assembly

Recommendation to adopt a motion to approve the following nomination as the delegate from Tuscarawas County for the OACB Delegate Assembly on December 4, 2019 at 6:00 pm:

Delegate: **Julie Brinkman**

Alternate: **Nate Kamban**

Motion: **Robert Glasgow**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

12. Donations

Recommendation to adopt a motion to accept the following donation, to deposit it in the County Treasury under U25 or S50, as appropriate, and to utilize it for its specific purpose as designated by the donor:

- \$1,004.40 from the Ohio State Council Knights of Columbus Council #576 to TuscBDD.

Motion: **Robert Glasgow**

Second: **Julie Brinkman**

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

VI. PERSONNEL

1. New Hires/Resignations/Retirements:

- Ashley Ellert - resignation - Early Intervention Developmental Specialist, effective September 10, 2019
- Tammara Smith - change in status - Substitute Classroom Assistant to Full Time Classroom Assistant, effective October 7, 2019
- Jeniece Schering - new hire - Behavior Support Specialist, effective October 21, 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.*)
- Additional Miscellaneous Information**
 - Nate Kamban shared that he has been asked to serve on a state work group known as the Multi-System Youth Action Plan Committee that is focusing on how to reduce the need for families to be required to relinquish custody of their children with intensive needs when a residential placement is needed. Nate’s work group will be presenting suggestions on how to remedy this situation to the legislature by the end of the year.
 - Nate recognized Kerri Silverthorn and Chris Sapp for being asked to join a committee at the state level known as the Family Communication Support Group.
 - Nate shared that as a result of feedback that was received at the August inservice, Kerri Silverthorn has worked to develop new ways to increase and streamline communication efforts agency-wide.
 - Nate shared that he was encouraged recently at the positive collaboration that took place with the Directors of JFS and the ADAMHS Board as they worked to develop a great plan to assist a youth in crisis.
 - Nate presented a brief overview of thoughts on restructuring the Service and Support

Administration unit. We have learned that it is not uncommon for counties of our size to have a few mid-level managers who work under the SSA Director. These mid-level managers then work closely with their team of SSAs to ensure that high quality plans, outcomes and services are delivered for the individuals we serve. The administrative team will continue to explore this in order to consider this more in the spring of 2020.

- An Innovation Committee, made up of TuscBDD employees from across the agency, has been formed to function as a think tank and develop innovative ideas regarding supporting staff and individuals served.
- TuscBDD has given one employee the opportunity to attend a year-long leadership program for the past two years. Given the size of our agency and structure of the leadership programs, Nate suggested that going forward, it would be best to offer this opportunity every other year when the Ohio Association of County Boards offers its Executive Development Program.
- Nate shared a request received from Personal and Family Counseling Services (PFCS) for TuscBDD to pay for the cost for two PFCS employees to become certified in PLAY Project. PFCS would like to be able to expand on the PLAY Program that our Early Intervention Developmental Specialists provide to children up to the age of three by being able to offer this to children ages 3 to 8. PLAY Project focuses on strengthening the abilities of children with autism, and it would be great to be able to see those services expand to older children.
- Board members will participate in the last one-hour inservice for 2019 after the conclusion of the November Board meeting. Plans are being made to conduct a tour of Starlight School and review progress on the new model of service delivery as the focus of the inservice.

IX. MISCELLANEOUS

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

X. PUBLIC PARTICIPATION

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

Time: 6:50 p.m.

"This is a true and accurate record of the meeting of October 21, 2019."


Stephanie Wilson, President


Ryan Yoss, Recording Secretary

This is not a verbatim transcript of the October 21, 2019 Board meeting.

2019-1021 minutes