

TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

DATE: Regular Meeting, Monday, November 18, 2019
PLACE: Starlight School, 518 Church 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	(excused)
Andrea Legg		x	(excused)
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

- Motion 14 was added under New Business.

I. APPROVAL OF MINUTES

1. Recommendation to adopt a motion to approve the minutes of the October 21, 2019 Board meeting.

Motion: **Donna Wayt**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>	
Julie Brinkman	x		
Thomas Fantin	x		
Robert Glasgow	absent		
Andrea Legg	absent		
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 October was provided for review. The noteworthy items were highlighted in the report. At the meeting, Mark Schott shared that \$772,600 was transferred from the MEORC investment fund back to TuscBDD's general fund in October bringing the total amount transferred for the year to over \$1.2 million. As explained previously, transfers appear on the financial report as revenue despite the fact that money is simply being moved from one fund to another. Without the transfers, the actual amount of revenue received through October was \$8,195,000. The total expenditures through October were \$8,125,000, which basically means that TuscBDD has broken even financially. Mark explained that very little revenue is expected in November and December while expenditures are projected to be close to \$1,000,000 resulting in a potential net loss close to \$600,000 for the year. Nate Kamban mentioned that the administrative team is meeting with Rick Black, a financial consultant from OACB, to review our long range financial plan and levy plan. Mark reported that he spoke with OACB about the county's re-evaluation and they confirmed that it would most likely not affect our levies. We can only expect to see an increase in revenue from new construction. 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: **Ryan Yoss**

Second: **Thomas Fantin**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	absent	
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 \$281,395.11 and expenditures in the amount of \$657,970.81 for the month of October.

Motion: **Julie Brinkman**

Second: **Ryan Yoss**

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

Nate Kamban explained that Jeniece Schering, the new Behavior Support Specialist at Starlight School, was approached by the Blick Center to provide behavioral services to individuals in their residential program. The Blick Center was Jeniece's former employer, and although TuscBDD does not currently contract with the Blick Center, they are an entity that provides specialized services so all six conditions

outlined in ORC §5126.033 (C) must be met in order for Jeniece to be employed by TuscBDD and the Blick Center. Jeniece signed the conflict of interest affidavit which was included in the Board book. Nate reviewed the six conditions and confirmed that Jeniece met all six. Jeniece provided a copy of an email from the Blick Center verifying that the Blick Center approached her because of her behavioral expertise. This work will be provided on a limited basis until her replacement is hired and will not interfere with her employment at TuscBDD.

Recommendation to adopt a motion to approve the request from Jeniece Schering to enter into secondary employment with the Blick Center, an entity that provides specialized services, as recommended by the Ethics Committee.

Motion: **Donna Wayt**

Second: **Thomas Fantin**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	absent	
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. Personnel Policy Revisions

Attorney Steve Postalakis sent out a memo to county boards on the subject of post-offer, pre-employment drug tests only being required when there is a demonstrated need to do so for safety-sensitive positions. Lynn Angelozzi then consulted with our local Prosecutor's Office and they concurred with Steve Postalakis' analysis. Lynn reviewed each position at TuscBDD and found that only five positions had little or no contact with individuals; however, those positions do attend functions promoted by TuscBDD or local providers and interact with individuals from time to time. Based on that information, we determined that it is best practice to require a post-offer, pre-employment drug test for all positions to assure the health and safety of individuals served. This is the same practice that is followed in Licking County as verified by Lynn. The language in policy 2.8 was revised to reflect that those tests would be conducted after a conditional offer of employment for all positions. Policy 2.12 was revised to remove the mention of post-offer, pre-employment drug tests since that is covered in policy 2.8.

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

- **2.8 Evaluation of Applicants and Basis for Selection/Disqualification**
- **2.12 Medical Examinations**

Motion: **Donna Wayt**

Second: **Ryan Yoss**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	

Thomas Fantin	x
Robert Glasgow	absent
Andrea Legg	absent
Donna Wayt	x
Stephanie Wilson	x
Ryan Yoss	x

The President declares the motion **carried**.

2. Personnel Policy Adoption – 2.9 Remote Working

A new policy on the subject of remote working was presented for review. Lynn Angelozzi spent a lot of time researching policies from other county boards on this subject in order to draft a policy for TuscBDD that allowed certain positions to work from home for a limited amount of time weekly. Nate Kamban explained that we would like to trial this to give Service and Support Administrators (SSAs) the option to work from home one day per week within the eligibility parameters included in the policy. The plan is to try this for three months to see if it is successful. Lynn added that this was a topic of discussion at a district human resources meeting, and several counties have implemented a similar policy that is working well. There are multiple checks and balances in place to ensure that employees remain productive while working from home, which will be reflected in their productivity. If productivity suffers, then they will no longer be eligible according to policy. The specific conditions that must be followed in order to work from home are outlined in detail in the policy, and TuscBDD administration reserves the right to visit remote work spaces as needed.

Recommendation to adopt a motion to approve the adoption of Personnel Policy 2.9 – Remote Working as presented.

Motion: **Ryan Yoss**

Second: **Julie Brinkman**

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

The President declares the motion **carried**.

3. Board Policy Revision

Revisions were made to the Special Olympics policy to modernize the operation of Special Olympics in Tuscarawas County. Nate Kamban reminded the Board of the inservice they had last fall with Special Olympics Ohio where they learned of the changes that are being made state-wide. The policy revisions allow Tuscarawas County Special Olympics to operate as an independent entity rather than TuscBDD having oversight over the program. The revisions also provide a funding structure to allow TuscBDD to provide support to all accredited Special Olympics programs in Tuscarawas County. TuscBDD can then support both the public program as well as programs operated by private providers within the parameters of the policy and the annual budget limits set by the Board. Kerri Silverthorn met with Richelle Lefler as well as the advisory committee and leadership council, and they were excited about the changes which would give them more control over the program. One item that was considered but not included in the policy was the use of a TuscBDD shuttle; however, there were concerns about insurance and other liability issues that made this difficult. There is also a push from Special Olympics Ohio for

local programs to use Enterprise to rent vehicles when needed and since there was not much of an interest to use the shuttle from Tuscarawas County Special Olympics, this was not pursued at this time. The Volunteer Services policy was revised to remove level 3, Special Olympics volunteers, from TuscBDD policy since volunteers for Special Olympics will solely be the responsibility of Tuscarawas County Special Olympics. TuscBDD will continue to provide fingerprinting and MUI training, but those records will be maintained by each Special Olympics program.

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

- **1.18 Volunteer Services**
- **1.20 Special Olympics (formerly titled Special Olympics Tuscarawas County)**

Motion: **Donna Wayt**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

4. Agreement to Provide Information Technology Services to Carroll County Board of DD

This contract is a standard renewal and involves a minimal amount of hours from TuscBDD. This helps to offset a small amount of our IT costs and does not put a strain on our operations in Tuscarawas County.

Recommendation to adopt a motion to approve the agreement to provide information technology services to the Carroll County Board of DD per the terms and conditions of the agreement as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II.

Motion: **Julie Brinkman**

Second: **Thomas Fantin**

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

The President declares the motion **carried**.

5. Transfer of Funds

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

- **\$53,285.67 from S52-S01 Title XX to S50-S44 Transfers Into the General Fund**

Motion: **Ryan Yoss**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

6. Supplemental Appropriations

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

- **\$155,000 from S50-S40 Unappropriated Balance to S50-S17 Salaries**
- **\$10,000 from S50-S40 Unappropriated Balance to S50-S21 Repairs**
- **\$40,000 from S50-S40 Unappropriated Balance to S50-S22 Contract Services**
- **\$500 from S50-S40 Unappropriated Balance to S50-S25 Rentals**

Motion: **Julie Brinkman**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

7. Annual Appropriation Resolution

Recommendation to adopt a motion to approve the following resolution as specified from the Tuscarawas County Auditor's Office:

Be it resolved, by the Tuscarawas County Board of Developmental Disabilities, that to provide for the current expenses and other expenditures of the Board, during the fiscal year ending December 31, 2020, the following sums be set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as submitted.

A copy of the 2020 appropriations is located under the "New Business" tab in the Board book. The grand total for appropriations is \$9,618,595.

Motion: **Thomas Fantin**

Second: **Ryan Yoss**

Roll Call:	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
Andrea Legg	absent	

Donna Wayt x
 Stephanie Wilson x
 Ryan Yoss x

The President declares the motion **carried**.

8. Three Calendar Year Plan for Nonfederal Share of Medicaid Expenditures & Residential Services

This plan is an annual requirement of the Ohio Department of Developmental Disabilities and provides great detail on Medicaid match and waivers into the future. Nate Kamban complimented Mark Schott for his work in developing the plan and added that it is a very useful tool. The plan shows growth in our county which is a positive trend as we are serving more people.

Recommendation to adopt a motion to approve the TuscBDD Three Calendar Year Plan for the Nonfederal Share of Medicaid Expenditures & Residential Services as required by ORC §5126.054.

Motion: **Donna Wayt**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

9. Dental Insurance Renewal

Recommendation to adopt a motion to renew the dental insurance benefits for TuscBDD employees through CBA Benefit Services with a rate increase of 5.5% effective September 1, 2020.

Motion: **Julie Brinkman**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

10. Vision Insurance Renewal

Recommendation to adopt a motion to renew the vision insurance benefits for TuscBDD employees through CBA Benefit Services with no rate increase effective January 1, 2020.

Motion: **Thomas Fantin**

Second: **Julie Brinkman**

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

11. Provider Support Program Memorandum of Understanding

Nate Kamban explained that the Provider Support Program was developed by Kerri Silverthorn and Chris Sapp with creative features to enable TuscBDD to help our local agency providers. One new feature that was added for 2020 was a reimbursement to providers for their participation in professional development trainings which could include various state-level conferences or conventions in addition to local leadership symposiums. This MOU now has a term of three years to eliminate the need to renew on an annual basis.

Recommendation to adopt a motion to approve the memorandum of understanding for the Provider Support Program between TuscBDD and each participating provider agency per the terms and conditions of the MOU as submitted and approved by Assistant Prosecuting Attorney, Robert Stephenson II. This MOU will serve as the template to be used with all providers.

Motion: **Donna Wayt**

Second: **Ryan Yoss**

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

12. Board Nominating Committee for 2020 Slate of Officers and Committee Assignments

Recommendation to adopt a motion to appoint the following members to serve on the Board Nominating Committee to develop the 2020 slate of officers and list of committee assignments to be adopted at the January organizational meeting.

Stephanie Wilson
Bob Glasgow
Andrea Legg

A copy of the 2019 slate of officers and committee assignments has been included in the Board books.

Motion: **Ryan Yoss**

Second: **Thomas Fantin**

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

13. January Board Meeting Change

Recommendation to adopt a motion to approve moving the January 20, 2020 Board meeting to January 27, 2020 due to the Martin Luther King holiday.

Motion: **Julie Brinkman**

Second: **Ryan Yoss**

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

14. Planned Respite and In-Home Supports for Youth Grant – State Fiscal Year 2020-2021

Nate Kamban explained that this is very similar to the last grant opportunity from the Ohio Department of Developmental Disabilities for planned respite and in-home supports for youth. The state would like to see this expand, but the funding will most likely be less for this grant cycle than the last one. TuscBDD will be opening up the RFP to providers to determine who would be the best option for this grant cycle and local funds which will be designated towards this program per the 2020 budget.

Recommendation to adopt a motion to authorize the Superintendent to submit an application to the Ohio Department of Developmental Disabilities' request for proposal regarding the Planned Respite and In-Home Supports for Youth Grant.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

VI. PERSONNEL

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

- a. Kari Abel – new hire – Early Intervention Developmental Specialist, effective November 4, 2019
- b. Abbie Moldovan – new hire – Behavior Support Specialist, effective November 11, 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 that a meeting took place with the employees at the Charmed store to inform them of the plans to close the store in early 2020. The increasing needs of youth and adults in crisis were discussed in contrast with the continual financial losses from the store which cannot be sustained. The Board will take official action at the January Board meeting, and in the meantime work will be done with the union to develop an MOU for the two affected employees at the store.
- Nate shared that Personal and Family Counseling Services (PFCS) wants us to be a partner on a grant that would provide our Early Intervention team members regular consultation from a mental health professional during their team meetings. This service would allow our EI team to problem solve mental health concerns that they encounter in the homes in order to better serve families.
- Nate followed up with PFCS in regards to the questions raised at our last Board meeting that had to do with their request for funding from TuscBDD for PFCS staff to become certified in the PLAY Project. The purpose of their request was to then be able to expand the provision of PLAY Project services beyond the age of three in Tuscarawas County. PFCS confirmed that they are able to cover the cost of ongoing training needed in the future and that employees must commit to staying with the agency for three years upon completion of the training. Based on these responses, TuscBDD agreed to partner with them to cover 50% of this cost in order to see these much-needed services expand.
- Kerri Silverthorn will be the next TuscBDD employee to participate in the Executive Development Leadership program to help broaden her understanding of the county board system and build her capacity as a leader.
- The Better Together Bash was a huge success and exceeded last year's total by netting approximately \$3,700. Nate recognized Tuscarawas Central Catholic for allowing us to use their space and providing student volunteers to help set up before the event and the girls basketball team for their help cleaning up after. This event would not be possible without all of the support of staff, family members, friends, and the community.

IX. MISCELLANEOUS

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

X. PUBLIC PARTICIPATION

XI. ADJOURNMENT

1. Adopt a motion to adjourn.

Motion: **Thomas Fantin**

Second: **Ryan Yoss**

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

The President declares the motion **carried**.

Time: **6:30** p.m.

"This is a true and accurate record of the meeting of November 18, 2019."


Stephanie Wilson, President


Ryan Yoss, Recording Secretary

This is not a verbatim transcript of the November 18, 2019 Board meeting.

2019-1118 minutes