

**TUSCARAWAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**DATE:** Regular Meeting, Monday, August 24, 2020

**PLACE:** Via Zoom Video/Phone Conference

*Public access to meeting is granted by phone. Call 1-646-558-8656, follow prompts to enter meeting ID 83330303188 and password 838664.*

**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	(excused)
Andrea Legg	x		
Donna Wayt	x		
Stephanie Wilson	x		
Ryan Yoss	x		

**1.2 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.

**1.3 ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA**

**I. APPROVAL OF MINUTES**

1. Recommendation to adopt a motion to approve the minutes of the June 22, 2020 Board meeting.

Motion: **Thomas Fantin**

Second: **Ryan Yoss**

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

2. Recommendation to adopt a motion to approve the minutes of the June 22, 2020 Ethics Committee meeting.

Motion: **Julie Brinkman**

Second: **Donna Wayt**

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

The President declares the motion **carried**.

3. Recommendation to adopt a motion to approve the minutes of the July 28, 2020 special Board meeting.

Motion: **Ryan Yoss**

Second: **Thomas Fantin**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
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 June and July was provided for review. The noteworthy items were highlighted in the report. Mark Schott explained that he has been looking at the financial forecast for the year and is projecting a net gain due to an increase in revenue and decrease in expenditures, some of which are due to COVID. Overall, it has been a positive year financially for our agency which has enabled us to help providers by expanding the Provider Support Program here in Tuscarawas County. Approximately \$45,000 was paid to providers in June and July for fixed cost assistance, one-time allocations, personal protective equipment (PPE), and other COVID-related support. Mark pointed out that 24 out of 35 expenditure accounts are currently less than compared to this point in 2019. Despite the fact that many expenditure accounts are less in 2020, there was still a net loss for the months of June and July due to the fact that very little revenue was received during these two months; however, there is a net gain for the year at the present time. Nate pointed out that approximately \$1.8 million was returned from MEORC to our general fund this year, but without it we would be*

*reflecting a net loss for the year which is typical for this time in our levy cycle. Nate also pointed out there are bar charts included in the reports this month that compare 2019 to 2020 revenue and expenditures. 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: **Julie Brinkman**

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

2. Recommendation to adopt a motion to approve salaries in the amount of \$373,288.53 and expenditures in the amount of \$952,781.67 for the months of June and July.

Motion: **Julie Brinkman**

Second: **Andrea Legg**

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

### III. COMMITTEE REPORTS

#### ETHICS COMMITTEE:

##### 1. Presentation of Items Approved by the Ethics Committee

*Nate Kamban shared that direct service payments are made directly to families to reimburse them for purchases made to vendors that do not accept purchase orders. This payments was for essential oils, which is an allowable expense and was within the limits set by the FSS policy and procedure.*

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: **Donna Wayt**

Second: **Julie Brinkman**

	<u>Yea</u>	<u>Nay</u>
Julie Brinkman	x	
Thomas Fantin	x	
Robert Glasgow	absent	
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. Kendall Behavioral Solutions, LLC Contract for Professional Services**

*Nate Kamban explained that we consult with Kendall Behavioral Solutions to provide oversight to our Behavior Support Specialists (BSSs) at Starlight School. Their oversight is necessary in order to provide our BSSs, who are in the process or have already received credentials from the Behavior Analyst Certification Board (BACB), with the training they need to then be able to supervise Registered Behavior Technicians (RBTs) and Board Certified Assistant Behavior Analysts (BCaBAs) both here and in public school districts. New Board Certified Behavior Analysts (BCBAs) need time with a seasoned BCBA in order to learn strategies for supervision and handle that role well. This contract lasts until June of 2021 at which time our staff would assume this responsibility in full. New BCBAs should have supervision for approximately 10 months, and this service will consist of approximately 3-4 hours per week. Ryan Yoss questioned the annual cap in the contract which was much higher due to their expanded role during the last contract period. Nate Kamban confirmed that this cap could be reduced to a much lower figure, but all other contract language remains unchanged from last year.*

*Original motion:*

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.

*Amended motion:*

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 approved by Assistant Prosecuting Attorney, Robert Stephenson II and amended to reflect the cap of \$75,000 over the term of the agreement.

Motion: **Thomas Fantin**

Second: **Ryan Yoss**

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

## **2. Board Policy Adoption**

*A face covering policy is a requirement from the Ohio Department of Education as a part of our safe restart plan for Starlight School. This policy is also in line with the requirements that are followed agency wide in regards to COVID-19 protocols from the Ohio Department of Health. All Board staff are required to wear a mask unless they are covered by an exception recognized by the Ohio Department of Health or when the employee is working alone in an enclosed office space. Nate Kamban clarified that cubicles do not meet the definition of an enclosed office space as confirmed by the Tuscarawas County Health Department. Students are strongly encouraged to wear a face covering. School age students (K-12) will be issued facial coverings and will be asked to utilize them unless the student is covered by an exception recognized by the Ohio Department of Health.*

Recommendation to adopt a motion to approve the adoption of the following Board policy as presented:

- **2.8 COVID-19 Face Covering**

Motion: **Julie Brinkman**

Second: **Ryan Yoss**

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

## **3. Non-Bargaining Staff Compensation**

*A 3% raise is being presented for non-bargaining staff in accordance with the 2020 budget. Nate Kamban explained that the OAPSE union agreement, which was approved in 2019 included a 3% or 50¢ per hour increase, whichever was greater, for all bargaining unit employees in 2020, which will go into effect September 1<sup>st</sup>. Ideally, the increase for bargaining staff and non-bargaining staff should be kept at the same level. Thankfully, despite many uncertainties in 2020, we have remained financially sound and feel it is fiscally*

*responsible to move forward with the expected 3% increase for non-bargaining staff at this time.*

Recommendation to adopt a motion to authorize a 3% increase for non-bargaining staff effective on September 1, 2020 in accordance with the Non-Bargaining Unit Employee Compensation Policy.

Motion: **Donna Wayt**

Second: **Andrea Legg**

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

The President declares the motion **carried**.

#### **4. MEORC Products Purchased for 2021-2022**

*Nate Kamban explained that TuscBDD works with MEORC to purchase various services when they can do things in a more cost effective manner than doing them on our own. Every two years, we review their list of available services and confirm what we plan to purchase from them for the following two years. All services selected are consistent with what we have purchased in the previous two years with the addition of an outcomes training for \$450 and a salary survey for \$1,000. The outcomes training will provide SSAs and EI Specialists with training in order to help them improve their development of outcomes for plans which is a major area of focus from the state. The salary survey will be helpful in our existing process, which happens every three years, as we review non-bargaining salaries to ensure they remain competitive with the market. MEORC's salary survey will provide data from other like-size agencies beyond what we have available to us through the Ohio Association of County Board's salary survey.*

Recommendation to adopt a motion to approve the list of MEORC products to be purchased by TuscBDD for 2021-2022.

Motion: **Ryan Yoss**

Second: **Thomas Fantin**

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

**VI. PERSONNEL****1. Personnel Actions:**

- a. Georgiana Kline – removed from sub list – Substitute Teacher, effective July 2020
- b. Erin Stocker – removed from sub list – Substitute Teacher, effective July 2020

**VII. PROGRAM REPORTS**

*Kyle Wells, SSA Director, was present to share some recent highlights from the SSA Department. MEORC conducted a person-centered review which looks at a sampling of the plans and finds areas where improvements can be made. SSAs were encouraged to focus on keeping outcomes relevant and fresh and to include a definitive description of what it looks like if it is accomplished. It was also pointed out that some outcomes will need to be reviewed in light of COVID. SSAs have also been presented with information on the subject of supported decision making, which helps people make informed choices. Kyle explained that this is a big movement and will be an area of focus for the SSA Department. The SSA Department continues to see steady improvement each month with the implementation of Brittco software and their efforts to work together with Business Office as case notes are reviewed. Kyle also shared that the SSA Department has partnered with the Ohio Department of Developmental Disabilities to test the new statewide individual service plan (ISP). The SSAs attended the recent staff inservice and thought it went very well. The SSA Department continues to primarily work remotely as most are able to handle all job responsibilities offsite; however, there is protocol in place to handle in-person meetings in a safe manner when they are required.*

**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. TuscBDD COVID-19 Communication Plan**

Kerri Silverthorn has prepared a COVID-19 Communication Plan, which is located in the Board book, and was created to document the ways TuscBDD has communicated with families and staff during this crisis. This is a living document that will continue to expand as additional communication takes place and will help us as we review what went well and what could be improved upon in the future. We have seen communication improve both internally and externally as we have navigated this crisis. One example of this is the biweekly meetings that we hold with providers to keep them informed with the latest information locally and from the state.
- 3. Additional Miscellaneous Information**
  - Lisa Sidoti, Lynn Angelozzi, Holly Lawver, Drew Litty, and Kerri Silverthorn have worked to develop the documents required by the Ohio Department of Education and the Ohio Department of Health for a healthy and safe start to the 2020-2021 school year. These documents have been sent home to families and are also posted on the

Responsible Restart Starlight School page on our website. The New Philadelphia Health Department has reviewed our plans and confirmed they follow the guidance from the state. Wednesday, August 26<sup>th</sup> is the first day for the school-age students and preschool students are scheduled to start on Monday, August 31<sup>st</sup>.

- The staff inservice was held via Zoom with Cathy Geib facilitating the event. Drew Litty worked behind the scenes overseeing the necessary work to divide the staff into small workgroups as needed to gather feedback. Time was spent discussing agency values and gathering strategic planning information as our current plan is almost over. The following themes were evident based on the feedback collected: the importance of transportation for individuals with disabilities in Tuscarawas County; the need to streamline services as people go through life transitions and help families to navigate those transitions; and the need to utilize technology in new, creative ways to become more efficient.
- TuscBDD began working with MEORC in July to conduct brainstorming sessions regarding how we can help parents who have children with intensive needs who may not be able to attend school full time. This small group is being intentional on how to bridge this gap and continues to assess this need.
- Lisa Sidoti will be sending out the annual Board evaluations and the Superintendent evaluation to Board members in the next few weeks. This will provide the Board with an opportunity to provide feedback on what is going well and areas that can be improved. This also generates the information needed for the Board President to conduct the annual evaluation with the Superintendent.
- Plans are still in place to conduct a one-hour Board member inservice after the conclusion of the September and October Board meetings. Becky Princehorn of Bricker and Eckler will be speaking on the subject of levies in September, and October will focus on the topic of fiscal obligations of county boards.
- Throughout the year, staff are recognized for going the “extra mile” for individuals or families served by TuscBDD. The creation of the Extra Mile Award came out of our desire to focus on prioritizing customer service. Marissa Marshall, Starlight School Teacher, was our most recent award winner and is being recognized for her efforts to continue to serve a student and their family despite the fact that she was on summer break. Our award winners will be included in the Board book going forward, and are also featured on our website and social media. Stephanie Wilson also recognized Marissa Marshall for her efforts at the conclusion of the meeting.
- As the dust settles from the effects of COVID-19, DODD has been asked to reduce their budget by 20%, which is in line with other state agencies. Some examples of those budget cuts include: elimination of the Family Support Services subsidy which amounts to an annual loss of approximately \$45,000 for TuscBDD; one-time payments to HPC, ADS, and Shared Living providers which will cost TuscBDD approximately \$19,000; elimination of DODD’s ability to share in the cost of the wage increase for Direct Support Professionals which will result in an approximate increase in cost to TuscBDD of \$90,000 over a two year period; elimination of free 180 day stays at developmental centers. Nate Kamban mentioned that some of these increases in expenditures have been offset in the form of reduced Medicaid match. We continue to watch this closely to monitor how current and future budget adjustments at the



state impact our agency.

- Nate Kamban shared with the Board that the Ohio Association of County Boards (OACB) will be holding elections for their Board of Trustees at the annual Delegate Assembly this fall. There is currently an opening for a Board member from our region to be nominated to serve in this capacity. It is a great opportunity for a member of our Board to get a perspective on what is happening at the state level while also representing Tuscarawas County. Stephanie Wilson expressed an interest to know more about this opportunity in order to consider participating. Nate will reach out to OACB for additional information on the commitment and how to proceed if interested.

**IX. MISCELLANEOUS**

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

**X. PUBLIC PARTICIPATION**

**XI. ADJOURNMENT**

1. Adopt a motion to adjourn.

Motion: **Donna Wayt**

Second: **Thomas Fantin**

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

The President declares the motion **carried**.

Time: **6:23** p.m.

*“This is a true and accurate record of the meeting of August 24, 2020.”  
Minutes were Board-approved at the September 28, 2020 Board meeting. Signatures will be obtained when in-person meetings resume.*

\_\_\_\_\_  
Stephanie Wilson, President

\_\_\_\_\_  
Julie Brinkman, Recording Secretary

This is not a verbatim transcript of the August 24, 2020 Board meeting.

2020-0824 minutes