



# Delaware County Board of Developmental Disabilities

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**Board Training – Medicaid Training**  
**Thursday, April 20, 2017**  
**Room 163 at 5:30 p.m.**

**Board Meeting Immediately Following**  
**Room 165 at 6:30**  
**Meeting Agenda**

## **Call to Order**

## **Roll Call**

## **Introductions**

## **Public Comments**

## **Approval of Minutes**

- March 16, 2017 Regular Board Meeting
- March 29, 2017 Special Board Meeting

## **Approval of Financial Reports**

- Income – March 2017
- Expenditures – March 2017
- Fund Report – March 2017

## **New Business – Board Action Items**

- Self Advocate Grant Request
  - Self Advocates of Delaware County
  - Joan Ford
- New Housing Corporation
- FY 18 DODD EI Grant for Service Coordination and Evaluations and Assessments
- Administrative Resolution of Complaints Policy

## **Committee Reports**

- EI Pilot Project
- Personnel Committee

## **Department Reports**

- MUI Report
- Waiver Report
- Enrollment Report
- Personnel Report
- Provider Report



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## **Superintendent's Report – Kristine Hodge**

- Contracts
- Website Update
- Committee Meetings
- Accreditation Update

## **Business Manager Updates – Jared Zirillo**

- Insurance Premium Update
- Fund Balance Transfers
- Fiber Line Update
- Construction Update

## **Adjournment**



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## **Delaware County Board of Developmental Disabilities**

### **Regular Board Meeting**

**March 16, 2017**

#### **Call to Order**

Louis Borowicz, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:45 p.m. on Thursday, March 16, 2017.

#### **Roll Call**

Members present: Louis Borowicz, Jeffery Wallace, Alice Nicks, Rita Seese, Tracie Davies Toot, Howard Heffelfinger, and Gerald Plassenthal.

#### **Introductions**

Kristine Hodge, Superintendent, introduced Lito Ramirez, founder of Down Syndrome Achieves. Mr. Ramirez shared that Down Syndrome Achieves has partnered with Nationwide Children's Hospital (NCH) to create the largest Biobank database in North America. His hope is that the research will not only advance the health and well-being of individuals with Down Syndrome, but that it will also assist the general population with advances in the treatment of Alzheimer's Disease and certain types of cancer. Louis Borowicz, Board President, thanked Mr. Ramirez for sharing information about the important research being done at NCH with the Board.

#### **Public Comments**

Christine Brown and Jessi Russell invited the Board to attend Legislative Advocacy Day. The event is Friday, April 7, 2017, at the Bixby Center in Groveport, Ohio from 10:30 a.m. to 1:00 p.m. Currently, fourteen (14) Legislators have committed to participate. Louis Borowicz commended Ms. Brown and Ms. Russell on doing a great job organizing the event.

#### **Approval of Minutes**

##### RESOLUTION 17-03-01

Alice Nicks moved to approve the minutes from the February 8, 2017, special board meeting as presented. Tracie Davies Toot seconded the motion. The motion carried.

##### RESOLUTION 17-03-02

Alice Nicks moved to approve the minutes from the February 16, 2017, regular board meeting as presented. Jeffery Wallace seconded the motion. The motion carried.

#### **Approval of Financial Reports**

##### RESOLUTION 17-03-03

Jared Zirillo, Director of Operations, reviewed the February 2017, financial reports and noted the revenue includes the first property tax disbursement. Gerald Plassenthal moved to approve the list of February expenditures and the financial reports as submitted. Howard Heffelfinger seconded the motion. The motion carried.



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## **New Business - Board Action Items**

### **A. March is Developmental Disabilities Month**

Kristine Hodge, Superintendent, informed the Board that the County Commissioners issue a proclamation on March 6, 2017, declaring March as Developmental Disabilities Month.

#### RESOLUTION 17-03-04

Gerald Plassenthal moved to approve DCBDD's proclamation honoring March as Developmental Disabilities month as well as the Fiftieth Anniversary of County Boards. Rita Seese seconded the motion. The motion carried.

### **B. Central Coordination Grant Application**

Peggy Kroon Van Diest, Director of Early Intervention, explained changes in the 2018 fiscal year grant application process and asked the Board to consider partnering with Morrow County for Central Coordination since Delaware and Morrow counties partner together to provide other community services.

#### RESOLUTION 17-03-05

After brief discussion, Rita Seese moved to approve partnering with Morrow County on the grant application for central coordination. Gerald Plassenthal seconded the motion. The motion carried.

### **C. SSA Manager Position Request**

Sara Sherman, Director of Support Services, requested a fourth SSA Manager in order to reduce the number of staff each manager currently supervises.

#### RESOLUTION 17-03-06

After brief discussion, Howard Heffelfinger moved to approve the request for a fourth SSA Manager. Alice Nicks seconded the motion. The motion carried.

### **D. Nominations of Condo Association Board Members**

#### RESOLUTION 17-03-07

Howard Heffelfinger nominated Gerald Plassenthal and Debbie Sonner to serve a three-year term on the Orange Condo Association Board. Alice Nicks seconded the motion. The motion carried.

### **E. Delaware Creative Housing (DCH)**

Attorney Postalakis and Assistant Prosecutor Penkal reviewed the negotiations between DCBDD and DCH. The list of critical repairs DCBDD requested be completed was to be finished on or before March 3, 2017; however, many items are still outstanding. Patti Laney, Director of DCH, explained to the Board why the requested issues have not yet been addressed. Louis Borowicz, Board President, expressed concern about moving forward with DCH due to their lack of follow through and unwillingness to come to a resolution. After much discussion, Louis Borowicz, Board President, thanked Ms. Laney for her time and input.



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F. Administration Resolution of Complaints Policy

After brief discussion, the policy was tabled and will be presented again during the April Board Meeting.

G. Eligibility Policy

RESOLUTION 17-03-08

Alice Nicks moved to approve the Eligibility Policy as presented. Howard Heffelfinger seconded the motion. The motion carried.

H. Rescind Med Admin Policy

The Med Admin Policy is no longer relevant since DCBDD does not provide any direct services.

RESOLUTION 17-03-09

Gerald Plassenthal moved to rescind the Med Admin Policy. Rita Seese seconded the motion. The motion carried.

I. Lisa Lyall Contract Amendment

RESOLUTION 17-03-10

Jeffery Wallace moved to approve the contract extension for Lisa Lyall through June 30, 2017, not to exceed \$22, 500. Alice Nicks seconded the motion. The motion carried.

## Department Reports

### Enrollment/Personnel/Provider Reports

Enrollment, Personnel, and Provider reports for February 2017 were reviewed.

## Superintendent's Report

A. Committee Meetings

Kristine Hodge, Superintendent, informed Board Members that she will be scheduling a Personnel Committee Meeting and a Programs and Services Committee Meeting in the next couple of weeks.

B. Fiftieth Anniversary of County Boards

Rita Seese, Board Member, asked Superintendent Hodge for an update on events to celebrate the Fiftieth Anniversary of County Boards. Ms. Hodge stated Brittany McClaskey, P R & Communications Coordinator would have an update for the Board next month.

C. Website Update

Kristine Hodge, Superintendent, informed the Board that the new website is scheduled to launch, Tuesday, March 21, 2017.

D. Accreditation Update

Kristine Hodge, Superintendent, updated the Board on the Accreditation Report. The plan of correction is due March 21, 2017. Once approved, DCBDD will receive a year one (1) year accreditation certification.



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## E. April Board Training

Kristine Hodge, Superintendent, reminded the Board that Roxanne Richardson with Ohio Department of Medicaid will be doing the Board Training next month at 5:30 p.m.

## Updates – Business Manager

### A. Fiber Line Update

Jared Zirillo, Director of Operations/Business Manager, updated the Board on the progress of the fiber line installation.

### B. Data Center Repairs

Jared Zirillo, Director of Operations/Business Manager, informed the Board that the Liebert cooling units have been repaired. Mr. Zirillo is working with the County Maintenance Department to establish a maintenance schedule for the units.

### C. Construction Update

Jared Zirillo, Director of Operations/Business Manager, report that the first and second floor renovations will begin on Tuesday, March 21, 2017. The crews are scheduled to begin working between 4:00 – 4:30 p.m. so the construction should not affect staff.

## Adjournment

### RESOLUTION 17-03-11

Gerald Plassenthal moved to adjourn the meeting. Howard Heffelfinger seconded the motion. The motion carried. The meeting adjourned at 10:19 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Debra A. ...".

Executive Assistant



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## **Delaware County Board of Developmental Disabilities**

### **Special Board Meeting**

**March 29, 2017**

#### **Call to Order**

Louis Borowicz, Board President, called the special meeting of the Delaware County Board of Developmental Disabilities to order at 6:32 p.m. on Wednesday, March 29, 2017.

#### **Roll Call**

Members present: Louis Borowicz, Alice Nicks, Rita Seese, Howard Heffelfinger, and Gerald Plassenthal

Not present: Jeffery Wallace and Tracy Davies Toot

#### **Excused from Meeting**

##### RESOLUTION 17-03-29A

Alice Nicks moved to excuse Jeffery Wallace and Tracie Davies Toot from the March 29, 2017, Special Board Meeting. Howard Heffelfinger seconded the motion. The motion carried.

#### **Public Comments**

No public comments.

#### **Introductions**

Louis Borowicz, Board President, introduced Attorney Steve Postalakis and Assistant Prosecutor Eric Penkal, and thanked them for attending the meeting.

#### **Old Business**

Attorney Postalakis reviewed the letter he sent to DCBDD Superintendent Kristine Hodge and Board Members on March 17, 2017. The letter outlines the different options the Board should consider before deciding whether to move forward with Delaware Creative Housing (DCH) as its housing board. Alice Nicks expressed concern regarding entering into another contract with DCH since they have not been compliant with the terms of the current contract, the request for documentation, or remedying critical repairs. Louis Borowicz, Board President, acknowledged that the Board has a responsibility to do what is best for the people we serve as well as the Board.

DCBDD worked with Disability Housing Network on a Request for Proposal (RFP) to gather interest from other non-profit housing corporations. The RFP will remain open until the end of business on Friday, April 7, 2017.



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## RESOLUTION 17-03-29B

After lengthy discussion, Alice Nicks moved to declare a breach of the Master Contract and place administrative fees normally paid to DCH in escrow to fund needed property repairs. Howard Heffelfinger seconded the motion. The vote was as follows: Howard Heffelfinger, yes; Rita Seese, yes; Alice Nicks, yes; Louis Borowicz, yes; Gerald Plassenthal, abstain. The motion carried.

## RESOLUTION 17-03-29C

Alice Nicks moved to declare a breach of the Agreement to Prepay Housing and Administrative Services. Rita Seese seconded the motion. The vote was as follows: Howard Heffelfinger, yes; Rita Seese, yes; Alice Nicks, yes; Louis Borowicz, yes; Gerald Plassenthal, abstain. The motion carried.

## RESOLUTION 17-03-29D

Alice Nicks moved to authorize Superintendent Kristine Hodge and Attorney Steve Postalakis to execute the needed and necessary actions to transfer properties to another housing corporation. Howard Heffelfinger seconded the motion. The vote was as follows: Howard Heffelfinger, yes; Rita Seese, yes; Alice Nicks, yes; Louis Borowicz, yes; Gerald Plassenthal, abstain. The motion carried.

## RESOLUTION 17-03-29E

Rita Seese moved to authorize Superintendent Kristine Hodge and Director of Operations Jared Zirillo to contact the Delaware County Treasurer to establish an escrow account for unpaid DCH administrative fees. Howard Heffelfinger seconded the motion. The vote was as follows: Howard Heffelfinger, yes; Rita Seese, yes; Alice Nicks, yes; Louis Borowicz, yes; Gerald Plassenthal, abstain. The motion carried.

## **Adjournment**

### RESOLUTION 17-03-29F

Alice Nicks moved to adjourn the meeting. Gerald Plassenthal seconded the motion. The motion carried. The meeting adjourned at 8:05 p.m.

Gerald Plassenthal requested it be noted in the minutes that his comments during tonight's meeting were those of a private citizen and not a DCBDD Board Member.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Debra A. Brown".

Executive Assistant