



7991 Columbus Pike  
Lewis Center, OH  
43035

740.201.3600  
www.dcbdd.org

LEADING THE WAY

“To support individuals with developmental disabilities.”

## Board Meeting Agenda Thursday, August 18, 2016 Room 165 at 6:30 p.m.

### Call to Order

### Roll Call

### Public Comments

- Liberty Community Center (LCC) – Ann McKenzie Teague

### Executive Session

### Approval of Minutes

- July 21, 2016 Regular Board Meeting

### Approval of Financials

- Income – July 2016
- Expenditures – July 2016
- Fund Report – July 2016

### Superintendent’s Report – Kristine Hodge

- Disposal of Modular Unit

### Special Committee Reports

- Housing Committee
- SUP Committee

### New Business - Board Action Items

- Self Advocates of Delaware County – Jessi Russell and Dawn Meigs
- Grant Applications for Capital Housing Dollars
- Use of Delaware County State Term Pricing Agreement
- Condo Association Declaration Amendment
- Superintendent Work Plan
- Title XX Policy
- Contracts:
  - Title XX

### Department Reports

- Quarterly MUI Report
- Enrollment Report
- Personnel Report
- Provider Report

### Updates – Business Manager – Jared Zirillo

- Cost Report Audit Result Process
- Copier Update

### Adjournment



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## Delaware County Board of Developmental Disabilities

### Regular Board Meeting

July 21, 2016

#### Board Training: Strategic Planning Board Member Training

#### Call to Order

The regular meeting of the Delaware County Board of Developmental Disabilities was called to order by Stephen Finney, Board President, at 7:40 p.m. on Thursday, July 21, 2016.

#### Roll Call

Members present: Stephen Finney, Jeffery Wallace, Alice Nicks, Patty Lyons, Louis Borowicz, and Gerald Plassenthal.

Members not present: Rita Seese

#### RESOLUTION 16-07-01

Patty Lyons moved to excuse Rita Seese from the July 21, 2016, Board meeting. Alice Nicks seconded the motion. The motion carried.

#### Public Comments

No public comments.

#### Introductions

Elicia Dumolt introduced herself as an Adult Support Administrator.

#### Superintendent's Report

##### A. Modular Units at Hickory Knoll

#### RESOLUTION 16-07-02

Kristine Hodge, Superintendent, updated the Board on the condition of the modular unit at Hickory Knoll after inspecting it earlier this month. Ms. Hodge explained that according to ORC 307.12, the DCBDD Board must determine that the unit is unfit for use or no longer needed before the County Commissioners can assist with the disposal process. Jeffery Wallace moved to dispose of the modular unit, Asset number 3201250026, purchased in January 1996, for a cost of \$36,000. Alice Nicks seconded the motion. The motion carried.

##### B. Orange Condo Association Update

The Condo Association Board of Directors met earlier today to discuss a zoning variance that was filed with Orange Township for the property north of the 7991 Columbus Pike building. The plan submitted to Orange Township is for a church that will occupy all three lots. The Board members also approved the proposed amendments to the declaration and agreed to accept the offer from Orange Township for the easement property.

##### C. Delaware Creative Housing (DCH) Update

Deb Albert, Director of Support Services, updated the Board on the meeting with Patti Laney, Director of DCH. DCBDD is currently working with Disability Housing Network (DHN) to have

the properties inspected and determine what repairs/updates are needed in order to take advantage of the capital housing dollars available through DODD. The DCBDD Board requested that applications be made to DODD for all homes to be brought up to ADA compliance. The next meeting with DCH is scheduled for August 15, 2016.

#### D. STABLE Accounts

Kristine Hodge, Superintendent, reported that DCBDD will be hosting informational presentations on July 25, 2016, and August 4, 2016, for individuals and families to learn more about STABLE Accounts.

#### **Approval of Minutes**

##### RESOLUTION 16-07-03

Patty Lyons moved to approve the minutes of the June 16, 2016, meeting as presented. Louis Borowicz seconded the motion. The motion carried.

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

##### RESOLUTION 16-07-04

After brief discussion, Patty Lyons moved to approve the list of June expenditures and the financial reports as submitted. Louis Borowicz seconded the motion. The motion carried.

#### **Old Business – Board Action Items**

##### A. Copier Lease

##### RESOLUTION 16-07-05

Jared Zirillo, Director of Operations, presented the Perry ProTech lease agreement for three copiers and the agreement for maintenance on the machines. The negotiated terms of the agreement are below State Term costs; DCBDD gained access to the State Term program through Delaware County's membership. After brief discussion, Patty Lyons moved to use Delaware County's membership to the State Term program in order to access the negotiated terms. Alice Nicks seconded the motion. The motion carried

##### RESOLUTION 16-07-06

Patty Lyons moved to authorize Kristine Hodge, Superintendent, to execute the agreement for equipment with Perry ProTech. Louis Borowicz seconded the motion. The motion carried.

##### RESOLUTION 16-07-07

Alice Nicks moved to authorize Kristine Hodge, Superintendent, to execute the maintenance contract with Perry ProTech. Patty Lyons seconded the motion. The motion carried.

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

##### A. Rescind Calamity Day Policy

##### RESOLUTION 16-07-08

The Calamity Day Policy was replaced with the Emergency Closing Policy during the October 2015 Board Meeting and is no longer valid. Patty Lyons moved to rescind the Calamity Day Policy. Alice Nicks seconded the motion. The motion carried.

B. Rescind FCFC/HMG Administration Policy

RESOLUTION 16-07-09

The FCFC/HMG Administration Policy is no longer valid since the Department of Job and Family Services became the fiscal agent for the Family and Children First Council (FCFC). Patty Lyons moved to rescind the FCFC/HMG Administration Policy. Louis Borowicz seconded the motion. The motion carried.

C. Ethics Policy

RESOLUTION 16-07-10

Patty Lyons moved to approve the Ethics Policy as written. Louis Borowicz seconded the motion. The motion carried.

D. Civil Rights Policy

RESOLUTION 16-07-11

Louis Borowicz moved to approve the Civil Rights Policy as written. Gerald Plassenthal seconded the motion. The motion carried.

E. Renovation Recommendation

RESOLUTION 16-07-12

After brief discussion, Gerald Plassenthal moved to accept the proposal from Miller Watson Architects, Ltd. to draw up plans for office renovations on the first and second floors of the North wing. Louis Borowicz seconded the motion. The motion carried.

F. Ethics Review

RESOLUTION 16-07-13

After brief discussion, Alice Nicks moved to approve the Ethics Review submitted by Chase Waits, Service and Support Administrator (SSA). Louis Borowicz seconded the motion. The motion carried.

G. Temporary Intermittent Employee – SSA Eligibility

RESOLUTION 16-07-14

Deb Albert, Director of Support Services, proposed a short-term, temporary SSA position for conducting eligibility assessments. After brief discussion, Patty Lyons moved to approve the position as presented. Alice Nicks seconded the motion. The motion carried.

H. Position Description Revision – Director of Help Me Grow/Early Intervention

RESOLUTION 16-07-15

The position, Director of Help Me Grow/Early Intervention, was approved with the Table of Organization during the January 2016 Board Meeting, but had not been updated. Patty Lyons moved to approve the position description as written. Louis Borowicz seconded the motion. The motion carried.

I. EI Pilot Project Contracts

Peggy Kroon Van Diest, Director of Help Me Grow/Early Intervention, presented the contracts for the provider agencies that will be providing speech, occupational, and physical therapy to children participating in the pilot project. After discussion, both contracts were approved.

RESOLUTION 16-07-16

Louis Borowicz moved to approve the contract with ABC Therapies for the period of August 1, 2016, through September 30, 2017. Alice Nicks seconded the motion. The vote was as follows: Gerald

Plassenthal, yes; Patty Lyons, abstain; Alice Nicks, yes; Jeffery Wallace, abstain; Stephen Finney; yes. The motion carried.

#### RESOLUTION 16-07-17

Louis Borowicz moved to approve the contract with Cornerstone Speech Therapy for the period of August 1, 2016, through September 30, 2017. Alice Nicks seconded the motion. The vote was as follows: Gerald Plassenthal, yes; Patty Lyons, yes; Alice Nicks, yes; Jeffery Wallace, abstain; Stephen Finney; yes. The motion carried.

### **Department Reports**

#### A. Quarterly Waiver Report

Melinda Draper, Medicaid Manager, presented the second quarter waiver updates. DCBDD has a total of 782 individuals enrolled on waivers. Currently, 390 people are on the Waiting List for waiver services - All individuals on the Waiting List currently receive locally funded services. Ms. Draper reported that DCBDD is halfway through the process of transitioning individuals on TDD waivers to I/O waivers. The remaining transitions will take place over the next year.

#### B. Enrollment/Personnel/Provider Reports

Enrollment, Personnel, and Provider reports for June 2016 were reviewed.

### **Updates – Business Manager**

#### A. Vacancy Update

Jared Zirillo, Director of Operations, reported that Renee Rarick resigned as of July 15, 2016. Mr. Zirillo is currently in the process of reviewing resumes and would like to have interviews scheduled before the end of the month.

#### B. Business Manager's Conference

Jared Zirillo, Director of Operations, attended the Business Manager's Conference earlier this month. Mr. Zirillo's key takeaway from the conference was the opportunity to network with other Business Managers.

### **Acknowledgment of Individual Client Briefing**

Stephen Finney acknowledged the client briefings on Monday, July 18, 2016.

### **Adjournment**

#### RESOLUTION 16-07-18

Alice Nicks moved to adjourn the meeting. Patty Lyons seconded the motion. The motion carried. The meeting adjourned at 9:28 p.m.

Respectfully submitted,



Executive Assistant