



Delaware County Board of Developmental Disabilities

To inspire, empower, and support people to achieve their full potential.

**Board Training – Webinar
Thursday, August 17, 2017
Room 163 at 5:30 p.m.**

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

Call to Order

Roll Call

Introductions

Public Comments

Approval of Minutes

- July, 2017 Regular Board Meeting

Approval of Financial Reports

- Income – July 2017
- Expenditures – July 2017
- Fund Report – July 2017

Ethics Council Report

Board Committee Update

- Finance Committee

New Business – Board Action Items

- Delaware Creative Housing Update
- Childkey Renaming
- Rescind Emergency Contact Policy
- Ethics Policy
- Contract Policy – Master Contract
- Title XX Contract
- Master Contract
- Core Team Contracts
 - ABC Therapies
 - All About Speech, LLC
 - Keller Speech Therapy, LLC
 - Let's Talk! LLC
 - Sensory Solutions
 - Something to Say, LLC
- Rescind Central Intake and Referral Coordinator
- SA Position – Conversion Part time to Full time



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Department Reports

- Enrollment Report
- Personnel Report
- Provider Report

Adjournment



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Regular Board Meeting

July 20, 2017

Call to Order

Louis Borowicz, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:32 p.m. on Thursday, July 20, 2017.

Roll Call

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

Not present: Tracie Davies Toot

Excused from Meeting

RESOLUTION 17-07-01

Rita Seese moved to excuse Tracie Davies Toot from the July 20, 2017, Board Meeting. Alice Nicks seconded the motion. The motion carried.

Introductions

Superintendent Kristine Hodge introduced new staff members to the Board. Britney Ridenour, Support Administrator (SA); Cecilia Monahan, SA; Kyle Baumgartner, SA; and Maggie Reynolds, SA shared information about themselves and their previous work experience. Louis Borowicz, Board President, welcomed them to DCBDD.

Public Comments

Amanda Bacon, Service Coordinator, asked the Board to consider adding a “grandfather” clause to the Workplace Standards Policy for employees who currently have home offices. Heather Harris, Developmental Specialist, and Deb Schooley, Support Administrator, explained that home offices became an option for staff when office space was limited at the Hickory Knoll and Stover Drive locations more than a decade ago. Louis Borowicz, Board President, thanked the staff for the information.

Anne Miller, Communications & PR Coordinator, informed the Board that 10TV would be reporting on DCBDD’s Week of Service supply drive for People in Need tomorrow, Friday, July 21, 2017.

Approval of Minutes

RESOLUTION 17-07-02

Alice Nicks moved to approve the minutes from the June 15, 2017, Board Meeting as presented. Jeffrey Wallace seconded the motion. The motion carried.



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Approval of Financial Reports

RESOLUTION 17-07-03

Jared Zirillo, Director of Operations/Business Manager, reviewed the June 2017, financial reports. Howard Heffelfinger moved to approve the list of June expenditures and the financial reports as submitted. Gerald Plassenthal seconded the motion. The motion carried.

Ethics Council Report

The Ethics Council met at 5:15 to review an ethic request submitted by Marcy for employment of a family member, which was approved with the condition that her manager review her caseload with her monthly to ensure no conflicts exist.

An outside employment request for Karen Lewis was also reviewed and found that no conflict exists.

RESOLUTION 17-07-04

Howard Heffelfinger moved to approve the Ethics Council Report. Alice Nicks seconded the motion. The motion carried.

New Business - Board Action Items

A. Delaware Creative Housing (DCH)

Attorney Steve Postalakis reported to the Board that a letter was received earlier today from DCH stating they will respond to DCBDD's requests by August 4, 2017. Board Member Alice Nicks expressed concerns about the delay. Attorney Postalakis is hopeful that the properties will be transferred before the next Board Meeting.

B. Steve Postalakis Contract Amendment

RESOLUTION 17-07-05

Gerald Plassenthal moved to approve the contract amendment through December 31, 2017, not to exceed \$50,000. Howard Heffelfinger seconded the motion. The motion carried.

C. Contracted Provider Plan

Superintendent Kristine Hodge asked the Board to consider approving the Contracted Provider Plan and Timeline this month instead of waiting until the August meeting. Rita Seese expressed concern that individuals and families have not been notified of the change. Alice Nicks explained the importance of moving forward with the plan now opposed to waiting until August.

RESOLUTION 17-07-06

Howard Heffelfinger moved to approve the plan and timeline after individuals and families are notified on Friday, July 21, 2017. Alice Nicks seconded the motion. The vote was as follows: Howard Heffelfinger, yes; Alice Nicks, yes; Jeffrey Wallace, yes; Louis Borowicz, yes; Gerald Plassenthal, no; and Rita Seese, no. The motion carried.

Rita Seese requested it be noted that she did not feel the item had appropriate discussion.



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D. Rescind Offender Protocol Policy

RESOLUTION 17-07-07

Alice Nicks moved to rescind the Offender Protocol Policy since it is no longer needed. Jeffrey Wallace seconded the motion. The motion carried.

E. Rescind Off-site Work Policy

Howard Heffelfinger, Personnel Committee Chairperson, reported that the Personnel Committee met on July 13, 2017 to review the Workplace Standards Policy and recommends rescinding the Off-site Work Policy and adopting the new policy.

RESOLUTION 17-07-08

After discussion, Howard Heffelfinger moved to rescind the Off-site Work Policy. Alice Nicks seconded the motion. The vote was as follows: Howard Heffelfinger, yes; Rita Seese, yes; Alice Nicks, yes; Louis Borowicz, yes; Gerald Plassenthal, abstain; and Jeffrey Wallace, no. The motion carried.

F. Workplace Standards Policy

RESOLUTION 17-07-09

Alice Nicks moved to approve the Workplace Standards Policy as presented. Howard Heffelfinger seconded the motion. The vote was as follows: Gerald Plassenthal, yes; Howard Heffelfinger, yes; Rita Seese, yes; Alice Nicks, yes; Louis Borowicz, yes; and Jeffrey Wallace, no. The motion carried.

G. Recognition and Retirement Policy

Howard Heffelfinger, Personnel Committee Chairperson, reported that the Personnel Committee met on July 13, 2017 to review the Recognition and Retirement Policy. The committee recommends approving the policy changes.

RESOLUTION 17-07-10

Howard Heffelfinger moved to approve the Recognition and Retirement Policy as presented. Rita Seese seconded the motion. The motion carried.

H. SA Funding Policy Revision

RESOLUTION 17-07-11

Rita Seese moved to approve the clarifications to the SA Funding Policy as presented. Gerald Plassenthal seconded the motion. The motion carried.

I. Service Coordinator Position

RESOLUTION 17-07-12

Alice Nicks moved to approve the request for an additional Service Coordinator position. Jeffrey Wallace seconded the motion. The motion carried.



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J. HMG Central Intake Coordination Contract Extension

RESOLUTION 17-07-13

Gerald Plassenthal moved to approve the contract extension through July 31, 2017. Alice Nicks seconded the motion. The motion carried.

Board Committee Updates

A. Personnel Committee Update

Howard Heffelfinger, Personnel Committee Chairperson, reported that in addition to reviewing the policies above, the Committee requested Superintendent Kristine Hodge and her staff create a table of organization for 2018 and continue monitoring the OPERS website for the ERIP cost calculator tool.

B. Finance Committee Update

Rita Seese, Finance Committee Member, reported that the Finance Committee reviewed the Semi-Annual Budget, discussed analyzing staff salaries and benefits, and requested Superintendent Kristine Hodge and her staff begin drafting the 2018 Budget.

Department Reports

Kristine Hodge, Superintendent, reviewed the second quarter Waiver and MUI reports as well as the June 2017 Enrollment, Personnel, and Provider reports.

Executive Session

Jeffrey Wallace moved that the Board enter into executive session for the purpose of discussing contracted employees. Gerald Plassenthal seconded the motion. The roll call vote was as follows: Gerald Plassenthal, yes; Howard Heffelfinger, yes; Rita Seese, yes; Alice Nicks, yes; Jeffrey Wallace, yes; and Louis Borowicz, yes. Under advice from the Assistant Prosecutor, the existing motion was tabled and re-requested quoting statute.

RESOLUTION 17-07-14

Jeffrey Wallace moved that the Board enter into executive session for the purpose of considering complaints against a public employee per ORC 121.22(G)(1). Gerald Plassenthal seconded the motion. The roll call vote was as follows: Gerald Plassenthal, yes; Howard Heffelfinger, yes; Rita Seese, yes; Alice Nicks, yes; Jeffrey Wallace, yes; and Louis Borowicz, yes. The motion carried.

The Board entered into executive session at 8:22 p.m.

The regular meeting of the Board reconvened at 8:56 p.m.



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Adjournment

RESOLUTION 17-07-15

Alice Nicks moved to adjourn the meeting. Howard Heffelfinger seconded the motion. The motion carried. The meeting adjourned at 8:56 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Debbie Stover". The signature is written in a cursive, flowing style.

Executive Assistant