



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, December 15, 2016
Room 165 at 6:30 p.m.

Call to Order

Roll Call

Introductions

Public Comments

- Special Recognition

Approval of Minutes

- November 17, 2016 Regular Board Meeting

Approval of Financials

- Income – November 2016
- Expenditures – November 2016
- Fund Report – November 2016

New Business - Board Action Items

- Ethics Request – Andrea Biernacki Sweet
- 2017 Board Meeting Schedule
- Revised Salary Policy
- Salary Schedule 2017
- Proposed 3% Increase for Non-Administrative Contract Staff
- Approval of Pooled Amount for Staff on Administrative Contract
- Superintendent Position Description
- New Positions
 - SSA
 - Investigative Agent
- Military Leave Policy
- Employee Attendance Policy
- Employment First Policy
- October Recognized as Rett Syndrome Awareness Month
- DCH Contract
- Designation of DCBDD Advocacy Chair
- Revised Amendment for the Condo Association (Fourth Amendment)
- Authorize Superintendent to Execute the Consent Form Consenting to the Amendment

Department Reports

- Enrollment Report
- Personnel Report
- Provider Report

Superintendent's Report – Kristine Hodge

- 2017 Board Training Plan
- Contracts
 - Meyers Landscaping – Snow Removal not to exceed \$10,000
 - BBradley.net LLC
 - Integrated and Open Systems not to exceed \$4,800

Updates – Business Manager – Jared Zirillo

- Modular Unit
- Email Encryption
- Draft Drawings for Renovations

Acknowledge Individual Briefing

Adjournment



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Delaware County Board of Developmental Disabilities

Regular Board Meeting

November 17, 2016

Call to Order

Stephen Finney, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6: 30 p.m. on Thursday, November 17, 2016.

Roll Call

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

Special Recognition

Stephen Finney, Board President, acknowledged that this is Patty Lyon's last meeting due to her term expiring, and thanked her for her years of service.

Introductions

Tracie Toot introduced herself as a new Board Member and shared a little about herself.

Howard Heffelfinger introduced himself as a new Board Member and shared his past work experience.

Nikki Hoffman introduced herself as a new Fiscal Support staff and shared her past work experience.

Public Comments

Allison Young with Rehab2you presented a letter to the Board written by the OT, PT, and AT Board regarding Early Intervention services.

Jared Zirillo, Business Manager/Director of Operations, introduced Jon Melvin from the Delaware County Maintenance Department. Mr. Melvin informed the Board that he and his staff are currently working on developing a maintenance schedule, addressing issues with the HVAC system, and moisture in the basement.

Kristine Hodge, Superintendent, introduced the Self Advocates of Delaware County. The Self Advocates shared with the Board information they received at the Synergy Conference. Some of the topics they shared with the Board included how to choose a provider, how to be more confident, and how to prevent bullying.

Kristine Hodge, Superintendent, recognized Patty Lyons, Board Member, for her ten years of service and presented her with Proclamations from the County Commissioners and Delaware County Board of Developmental Disabilities.

Approval of Minutes

RESOLUTION 16-11-01

Alice Nicks moved to approve the minutes of the October 20, 2016, meeting as presented.

Rita Seese seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 16-11-02

Louis Borowicz moved to approve the list of October expenditures and the financial reports as submitted. Rita Seese seconded the motion. The motion carried.

Superintendent's Report

A. Board Member Update

Kristine Hodge, Superintendent, reviewed Board Member training and attendance.

B. Delaware Creative Housing (DCH) Contract

Kristine Hodge, Superintendent, informed the Board that she is currently negotiating the 2017 DCH contract with Patti Laney, Director of DCH. Ms. Hodge plans to present the contract for approval at the December meeting.

C. Signed Contracts

Kristine Hodge, Superintendent, reviewed the contracts signed during the last 30 days with D3G Inspection Group and Miller/Watson Architects.

New Business - Board Action Items

A. Strategic Plan

Mel Marsh with Acorn Consulting and the Strategic Planning Committee presented a draft of the Strategic Plan. The plan was developed based on information gathered from staff, people served, families, Board Members, and community partners.

RESOLUTION 16-11-03

After brief discussion, Patty Lyons moved to approve the Strategic Plan with the additions suggested by Rita Seese. Alice Nicks seconded the motion. The motion carried.

B. Waiting List Policy

RESOLUTION 16-11-04

Louis Borowicz moved to approve the Waiting List Policy as presented. Alice Nicks seconded the motion. The motion carried.

C. Military Leave Policy

Rita Seese requested additional information be added to the Military Leave Policy. The policy was tabled and will be presented at the December meeting

D. Employee Status Policy

RESOLUTION 16-11-05

Gerald Plassenthal moved to approve the Employee Status Policy as presented. Patty Lyons seconded the motion. The motion carried.

E. Superintendent Contract

RESOLUTION 16-11-06

Alice Nicks moved to extend the Superintendent's contract through December 31, 2019, and approve the changes as presented. Rita Seese seconded the motion. The motion carried.

F. Brosius, Johnson & Griggs, LLC Amendment

RESOLUTION 16-11-07

Louis Borowicz moved to approve the amendment to the Brosius, Johnson & Griggs contract to increase the not to exceed amount to \$35,000. Gerald Plassenthal seconded the motion. The motion carried.

Department Reports

A. EI Pilot Project Report

Peggy Kroon Van Diest, Director of Early Intervention, updated the Board on the EI Pilot Project. To date, forty-six (46) families located throughout the county are enrolled in the Pilot Project.

B. Quarterly MUI Report

Craig Hill, Senior Investigative Agent, and Angie Rayburn, Investigative Agent, reviewed the third quarter MUI information. Mr. Hill expects the MUI department will have 200 investigations by the end of the year.

C. Enrollment/Personnel/Provider Reports

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

Updates – Business Manager

A. Executime Update

Jared Zirillo, Director of Operations/Business Manager, reported that Executime has been bought out which will delay DCBDD's transition to Executive. Mr. Zirillo expects the transition will happen sometime in the first quarter of 2017. In the meantime, procedures are being developed to track compensatory time in order to comply with the Department of Labor (DOL) changes that are effective December 1, 2016.

B. Retainage Account

Jared Zirillo, Director of Operations/Business Manager, reported that a retainage account containing \$28,000 left over from remodeling of the building will be returned to DCBDD's operational budget.

C. Carpet Cleaning Update

Jared Zirillo, Director of Operations/Business Manager, reported the carpets throughout the building were cleaned on November 4, 2016.

D. Modular Unit Update

Jared Zirillo, Director of Operations/Business Manager, reported that half of the modular unit has been removed from the property.

E. Fiber Line Update

Jared Zirillo, Director of Operations/Business Manager, reported that DCBDD is waiting for the easement survey to be completed before proceeding with the fiber line installation.

Executive Session

RESOLUTION 16-11-08

Patty Lyons moved that the Board hold executive session for the purpose of considering the employment of public employees per ORC 121.22(G)(1). Louis Borowicz seconded the motion. The roll call vote was as

follows: Gerald Plassenthal, yes; Louis Borowicz, yes; Rita Seese, yes; Patty Lyons, yes; Alice Nicks, yes; Jeffery Wallace, yes; and Stephen Finney, yes. The motion carried.

The Board entered into executive session at 8:52 p.m.

The regular meeting of the Board reconvened at 10:10 p.m.

Adjournment

RESOLUTION 16-11-09

Patty Lyons moved to adjourn the meeting. Rita Seese seconded the motion. The motion carried. The meeting adjourned at 10:13 p.m.

Respectfully submitted,


Executive Assistant