



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, February 16, 2017 Room 165 at 6:30 p.m.

Call to Order

Roll Call

Introductions

- Sara Sherman

Public Comments

-

Approval of Minutes

- January 19, 2017 Regular Board Meeting
- January 31, 2017 Special Board Meeting

Approval of Financials

- Income – January 2017
- Expenditures – January 2017
- Fund Report – January 2017

New Business - Board Action Items

- Fund Balances
- Contract Coordinator Position Description
- Rescind Intake Coordinator Position
- Master Contract Amendment – Residential Services
- Master Agreement Addendum 7/1/17 – 12/31/17
- Leave Conversion (OPERS)
- Electronic Signature Policy
- Cell Phone Reimbursement Policy
- Mileage Reimbursement Policy
- Ethics Council Policy
- Review of Direct Services Contract Policy
- Records Retention Schedule
- SSA Policy
 - Program Policy
 - Funding Policy
- EI Policy
 - Program Policy
 - Funding Policy
- Workplace Safety Policy
- Rescind Fire Safety and Evacuation Policy
- Rescind Health and Safety Policy

Department Reports

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

Superintendent's Report – Kristine Hodge

- Contracts
 - Forefront Web - \$4,000

Business Manager Updates – Jared Zirillo

- Mass Text Capability
- CO2 and Radon Detectors

Adjournment



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Delaware County Board of Developmental Disabilities

Regular Board Meeting

January 19, 2017

Call to Order

Louis Borowicz called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Thursday, January 19, 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 Commissioner Jeff Benton. Commissioner Benton is the former president and CEO of the Delaware County Bank, and has more than 35 years' experience in the financial services industry. Commissioner Benton attended the meeting to swear in the newly appointed and reappointed Board Members.

Kristine Hodge, Superintendent, introduced Attorney Steve Postalakis. Attorney Postalakis is the current counsel assisting DCBDD in negotiating the contract with Delaware Creative Housing (DCH).

Public Comments

Jessi Russell, President of the Self Advocates of Delaware County, presented the Board Members with invitations to attend their monthly meetings, which are held on the first Wednesday of each month from 6:00 – 7:00 p.m. here in Room 165.

Organizational Items

Kristine Hodge, Superintendent, welcomed new Board Members Tracie Davies Toot and Howard Heffelfinger. Commissioner Benton swore in Ms. Toot, Mr. Heffelfinger, and Jeffery Wallace for their terms that began January 1, 2017.

Louis Borowicz reviewed the 2017 Slate of Officers, as listed below, and reviewed Board Meeting dates and time approved

- Louis Borowicz – President
- Jeffery Wallace – Vice President
- Alice Nicks – Secretary

Gerald Plassenthal questioned whether the slate of officers had been voted on previously. Kristine Hodge, Superintendent, responded that the meeting minutes would be reviewed to verify election of the nominees.

Approval of Minutes

RESOLUTION 17-01-01

Gerald Plassenthal moved to approve the minutes of the December 15, 2016, meeting with the noted corrections. Alice Nicks seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 17-01-02

Jared Zirillo, Director of Operations, reviewed the December 2016 financial reports pointing out that DCBDD ended the year under budget. Alice Nicks moved to approve the list of December expenditures and the financial reports as submitted. Jeffery Wallace seconded the motion. The motion carried.

New Business - Board Action Items

A. Ethics Request

RESOLUTION 17-01-03

Gerald Plassenthal moved to approve the Ethics Request for Chase Waits and the remedy as presented. Tracie Davies Toot seconded the motion. The motion carried.

B. 2017 Board Training Schedule

RESOLUTION 17-01-04

After brief discussion, Howard Heffelfinger moved to approve the proposed 2017 Board Training Schedule with the discussed amendments. Alice Nicks seconded the motion. The motion carried.

C. Match Commitment for Medicaid Services

RESOLUTION 17-01-05

Gerald Plassenthal moved to resolved that the Delaware County Board of Developmental Disabilities will set aside a total of \$5,855,000 in calendar year 2017 to pay the match obligation for the non-federal share of services required by Section 5126.0511(B) of the Ohio Revised Code. This amount shall be adequate to assure that Medicaid Services will be available in the county in a manner that conforms to all state and federal laws. It is fully understood that the payment of non-federal share represents an ongoing financial commitment of the Delaware County Board of Developmental Disabilities. Jeffery Wallace seconded the motion. The motion carried.

D. Resolution Not to Provide Educational Services

RESOLUTION 17-01-06

Alice Nicks moved to approve the resolution not to participate during the school year in the provision of or contracting for educational services for children ages six through twenty-one years of age. Howard Heffelfinger seconded the motion. The motion carried.

E. Investigative Agent Revised Position Description

RESOLUTION 17-01-07

Alice Nicks moved to approve the revised Investigative Agent position description. Gerald Plassenthal seconded the motion. The motion carried.

F. Renovation Costs

RESOLUTION 17-01-08

After brief discussion, Howard Heffelfinger moved to approve the proposed renovation costs for the construction of office space on the first and second floors of the North Wing. Alice Nicks seconded the motion. The motion carried.

G. OACB Membership Dues

RESOLUTION 17-01-09

Gerald Plassenthal moved to approve payment of the OACB membership dues. Jeffery Wallace seconded the motion. The motion carried.

H. Designation of DCBDD Advocacy Chair

RESOLUTION 17-01-10

Louis Borowicz moved to approve Gerald Plassenthal as the DCBDD Advocacy Chair. Alice Nicks seconded the motion. The motion carried.

I. By-Laws Policy

RESOLUTION 17-01-11

Tracie Davies Toot moved to approve the proposed changes to the By-Laws as presented. Alice Nicks seconded the motion. The motion carried.

J. Rental Policy

RESOLUTION 17-01-12

Alice Nicks moved to approve the changes to the Facility Rental Policy as presented. Gerald Plassenthal seconded the motion. The motion carried.

K. Addendums for Speech Therapy Assessments

RESOLUTION 17-01-13

Tracie Davies Toot moved to increase the contract for Lisa Lyall not to exceed \$17,500. Alice Nicks seconded the motion. The motion carried.

RESOLUTION 17-01-14

Alice Nicks moved to increase the contract for Stephanie Miller not to exceed \$17,500. Jeffery Wallace seconded the motion. The motion carried.

Department Reports

A. PR & Communications Report

Brittany McClaskey, PR & Communications Coordinator, reviewed the PR & Communications report and updated the Board on the progress of the website, development of communications guidelines, and the 2016 Annual Report.

B. Waiver Report

Melinda Draper, Medicaid Manager, reviewed the fourth quarter Waiver Report. DCBDD has 822 individuals enrolled on waivers. Currently, 599 people are on the Waiting List for waiver services – All of the individuals on the Waiting List currently receive locally funded services. During the fourth quarter, 36 people were enrolled on waivers.

A. Enrollment/Personnel/Provider Reports

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

Board Committees

A. Ethics Council

Louis Borowicz, Chair of the Ethics Council, appointed Tracie Davies Toot and Howard Heffelfinger to serve on the Ethics Council.

B. Personnel Committee

Louis Borowicz appointed Alice Nicks, Gerald Plassenthal, and Howard Heffelfinger to the Personnel Committee. Howard Heffelfinger will serve as chair of the committee.

C. Finance Committee

Louis Borowicz appointed Tracie Davies Toot, Rita Seese, and Jeffery Wallace to the Finance Committee. Tracie Davies Toot will serve as chair of the committee.

D. Program and Services Committee

Louis Borowicz, Chair of the Program and Services Committee, appointed Alice Nicks and Gerald Plassenthal to serve on the Program and Services Committee.

Superintendent's Report

A. Signed Contracts

Kristine Hodge, Superintendent, reviewed the contracts signed during the last 30 days with BP Processing, American Fidelity, Delaware Creative Housing extension, and Interim Health Care as well as an agreement with Scioto Vending.

B. Delaware Creative Housing (DCH) Update

Kristine Hodge, Superintendent, updated the Board on the status of the DCH contract negotiations. Attorney Postalakis will be providing DCBDD with options for moving forward. Louis Borowicz thanked Attorney Postalakis and Assistant Prosecutor Penkal for their hard work.

C. Modular Unit Update

Kristine Hodge, Superintendent, reported that the modular unit has been removed from the property.

Updates – Business Manager

A. IT Update

Glen Tibbetts, IT Manager, updated the Board on the purchase of data storage equipment.

B. Annual Inventory

Jared Zirillo, Director of Operations/Business Manager, updated the Board of the status of the annual inventory and reported he is in the process of verifying equipment listed on the asset list maintained by the County Auditor.

Adjournment

RESOLUTION 17-01-15

Alice Nicks moved to adjourn the meeting. Rita Seese seconded the motion. The motion carried. The meeting adjourned at 10:01 p.m.

Respectfully submitted,



Executive Assistant



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Delaware County Board of Developmental Disabilities Special Board Meeting January 31, 2017

Call to Order

Louis Borowicz called the Special Board Meeting of the Delaware County Board of Developmental Disabilities to order at 7:01 p.m. on Tuesday, January 31, 2017.

Roll Call

Members present: Louis Borowicz, Jeffery Wallace, Alice Nicks, and Gerald Plassenthal.

Not present: Rita Seese, Tracie Davies Toot, and Howard Heffelfinger

Excused from Meeting

RESOLUTION 17-01-31A

Alice Nicks moved to excuse Rita Seese, Tracie Davies Toot, and Howard Heffelfinger from the January 31, 2017, Special Board Meeting. Gerald Plassenthal seconded the motion. The motion carried.

Public Comments

No public comments.

Action Items

Gerald Plassenthal affirmed the 2017 Slate of Officers as nominated during the October 20, 2016, Board Meeting.

- Louis Borowicz – President
- Jeffery Wallace – Vice President
- Alice Nicks – Secretary

Election of Officers

RESOLUTION 17-01-31B

Gerald Plassenthal moved to elect the 2017 Slate of Officers as stated above. Alice Nicks seconded the motion. The motion carried.

Confirmation of Board Committees

Louis Borowicz, Board President, confirmed the appointment of Council Members, Committee Members, and Chairpersons.

A. Ethics Council

Louis Borowicz, Board President and Chair of the Ethics Council, appointed Tracie Davies Toot and Howard Heffelfinger to serve on the Ethics Council.

B. Personnel Committee

Louis Borowicz, Board President, appointed Alice Nicks, Gerald Plassenthal, and Howard Heffelfinger to the Personnel Committee. Howard Heffelfinger will serve as chair of the committee.

C. Finance Committee

Louis Borowicz, Board President, appointed Tracie Davies Toot, Rita Seese, and Jeffery Wallace to the Finance Committee. Tracie Davies Toot will serve as chair of the committee.

D. Program and Services Committee

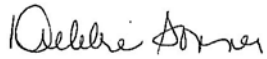
Louis Borowicz, Board President and Chair of the Program and Services Committee, appointed Alice Nicks and Gerald Plassenthal to serve on the Program and Services Committee.

Adjournment

RESOLUTION 17-01-31C

Jeffery Wallace moved to adjourn the meeting. Gerald Plassenthal seconded the motion. The motion carried. The meeting adjourned at 7:06 p.m.

Respectfully submitted,



Executive Assistant