



Delaware County Board of Developmental Disabilities

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

Board Training – Board Governance
Thursday, July 20, 2017
Room 163 at 5:30 p.m.

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

Call to Order

Roll Call

Introductions

Public Comments

Approval of Minutes

- June 15, 2017 Regular Board Meeting

Approval of Financial Reports

- Income – June 2017
- Expenditures – June 2017
- Fund Report – June 2017

Ethics Council Report

Executive Session

New Business – Board Action Items

- Delaware Creative Housing
- Steve Postalakis Contract Amendment
- Contracted Provider Plan
- Rescind Offender Protocol Policy
- Rescind Off-site Work Policy
- Workplace Standards Policy
- Recognition and Retirement Policy
- SA Funding Revision
- Service Coordinator Position
- HMG Central Intake Coordination Contract Extension



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Board Committee Update

- Personnel Committee
- Finance Committee

Department Reports

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

Adjournment



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Regular Board Meeting

June 15, 2017

Call to Order

Louis Borowicz, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Thursday, June 15, 2017.

Roll Call

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

Introductions

Superintendent Kristine Hodge introduced new staff members as well as recently promoted staff to the Board. Anne Miller, Communications & PR Coordinator; Anita Ludwig-Quibell, Support Administrator (SA); Ben Riedmiller, SA; Jackie Zell, Investigative Agent; Jessica Fox, SA; Karen Lewis, SA Manager; and Nicole Hardesty, Interim SA Manager all shared information about themselves and their previous work experience with the Board. Louis Borowicz, Board President, welcomed them to DCBDD.

Public Comments

None.

Approval of Minutes

RESOLUTION 17-06-01

Alice Nicks moved to approve the minutes from the May 18, 2017, Board Meeting as presented. Howard Heffelfinger seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 17-06-02

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

Ethics Council Report

The Ethics Council met at 5:30 to review direct service contracts for Lisa Lyall, Stephanie Miller, and Bethany Mirka, and determined that no conflicts exist. Lisa Lyall's contract was amended to extend it through August 31, 2017 and not to exceed \$30,900. The other contracts were approved as presented.



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The Ethics Council also reviewed an Outside Employment Request for Andrea Biernacki Sweet and determined that no conflict exists. Denise Seller's submitted an Employment Review for a family member, which was approved with the condition that her manager review her caseload with her monthly to ensure no conflicts exist.

RESOLUTION 17-06-03

Gerald Plassenthal moved to approve the Ethics Council Report. Tracie Davies Toot seconded the motion. The motion carried.

The June Board Meeting Agenda was amended to remove the Ethics Reviews for Andrea Biernacki Sweet and Denise Sellers since they were approved by the Ethics Council.

Eric Penkal, Assistant Prosecutor, explained the role of the Ethics Council and reminded the Board that it cannot approve any contract that is not recommended for approval by the Ethics Council.

New Business - Board Action Items

A. Summit Housing Contract

Attorney Steve Postalakis updated the Board on the progress of the Summit Housing Development Corporation (SHDC) contract and Residential Trust Agreement.

RESOLUTION 17-06-04

After discussion, Alice Nicks moved to approve the contract with SHDC. Gerald Plassenthal seconded the motion. The motion carried.

B. Residential Trust Agreement

RESOLUTION 17-06-05

Board President Louis Borowicz requested clarifications be made to the proposed trust agreement. Rita Seese moved to approve the trust agreement with noted revisions. Alice Nicks seconded the motion. The motion carried.

RESOLUTION 17-06-06

Alice Nicks moved to approve funds to convey properties from Delaware Creative Housing to SHDC if needed. Howard Heffelfinger seconded the motion. The motion carried.

C. Self Advocates of Delaware County Grant Request

Jessi Russell, President of the Self Advocates of Delaware County, presented a grant request for \$130.00 to cover the cost hiring Mindy Garverick with Dynamic Pathways to help with their finances.

RESOLUTION 17-06-07

Alice Nicks moved to approve the grant request for \$130.00. Gerald Plassenthal seconded the motion. The motion carried.

D. Roof Replacement

Jared Zirillo, Director of Operations/Business Manager reviewed the options of repairing the existing roof versus replacing it.



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RESOLUTION 17-06-08

After brief discussion, Gerald Plassenthal moved to approve replacing the roof by the end of 2017. Jeffrey Wallace seconded the motion. The motion carried.

RESOLUTION 17-06-09

Alice Nicks moved to approve a portico that would extend from the East Entrance into the parking lot to cover the accessible parking spaces. Rita Seese seconded the motion. The motion carried.

E. Contracted Provider Plan and Timeline

Director of Operations/Business Manager Jared Zirillo shared the PC² Committee's recommendation for Independent Providers to have a LLC in order to contract with the Board. Board Members Rita Seese and Gerald Plassenthal expressed concerns about moving forward with the plan and timeline as presented. After much discussion, Howard Heffelfinger suggested revising the timeline by moving the approval of the Board action item to August.

RESOLUTION 17-06-10

Howard Heffelfinger moved to continue with implementation of the Contract Provider Plan with the revised timeline. Gerald Plassenthal seconded the motion. The motion carried.

F. Amended Sick Leave Payout Policy

RESOLUTION 17-06-11

Tracie Davies Toot moved to approve the amended Sick Leave Payout Policy as presented. Rita Seese seconded the motion. The motion carried.

G. Ohio School Plan

RESOLUTION 17-06-12

Alice Nicks moved to approve the Ohio School Plan quote as presented. Gerald Plassenthal seconded the motion. The motion carried.

H. Family Liaison Contract

RESOLUTION 17-06-13

Rita Seese moved to approve the Family Liaison Contract in case grant funds are denied stipulating that the contract will not be accessed if the grant funds are received. Alice Nicks seconded the motion. The motion carried.

I. Delaware County Maintenance Contract

Director of Operations/Business Manager Jared Zirillo reviewed the cost savings realized by the Board since contracting with the Delaware County Maintenance Department last year.

RESOLUTION 17-06-14

Gerald Plassenthal moved to approve the Intergovernmental Cooperation Agreement for maintenance services as presented. Jeffrey Wallace seconded the motion. The motion carried.



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- J. Primary Solutions Contract
RESOLUTION 17-06-15
Tracie Davies Toot moved to approve the contract with PSI for Gatekeeper software. Jeffrey Wallace seconded the motion. The motion carried.

- K. Nursing Quality Assurance Review (NQAR) Contract
RESOLUTION 17-06-16
Alice Nicks moved to approve the NQAR contract not to exceed \$50,000 through December 31, 2017. Howard Heffelfinger seconded the motion. The motion carried.

- L. Lisa Lyall Speech Contract Amendment
RESOLUTION 17-06-17
Howard Heffelfinger moved to approve Lisa Lyall's amended Speech Evaluation Contract not to exceed \$30,900 through August 31, 2017. Tracie Davies Toot seconded the motion. The motion carried.

- M. Stephanie Miller Speech Contract Amendment
RESOLUTION 17-06-18
Alice Nicks moved to approve Stephanie Miller's Speech Contract amendment not to exceed \$23,500 through August 31, 2017. Tracie Davies Toot seconded the motion. The motion carried.

- N. FY18 Service Coordination Contract for Early Intervention
RESOLUTION 17-06-19
After brief discussion, Rita Seese moved to approve the FY18 Service Coordination Contract for Early Intervention in the amount of \$605, 400. Jeffrey Wallace seconded the motion. The motion carried.

- O. Olentangy Lease Agreement
RESOLUTION 17-06-20
Alice Nicks moved to approve the Olentangy Lease Agreement for July 1, 2017 through June 30, 2018 in the amount of \$9,869. 28. Gerald Plassenthal seconded the motion. The motion carried.

- P. Donation to the United Way Toy Lending Library
RESOLUTION 17-06-21
Alice Nicks moved to approve the donation of toys to the United Way Toy Lending Library. Gerald Plassenthal seconded the motion. The motion carried.

- Q. Health Insurance
RESOLUTION 17-06-22
Howard Heffelfinger moved to approve maintaining employee contribution rate for health benefits at twelve percent (12%) for the coming year. Gerald Plassenthal seconded the motion. The motion carried.



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R. 2018 Salary Schedule

Personnel Committee Chairperson Howard Heffelfinger presented the 2018 Salary Schedule. RESOLUTION 17-06-23

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

The Board entered into executive session at 8:24 p.m.

The regular meeting of the Board reconvened at 9:12 p.m.

RESOLUTION 17-06-24

Gerald Plassenthal moved to approve the 2018 Salary Schedule as presented. Howard Heffelfinger seconded the motion. The motion carried.

Board Committee Updates

Howard Heffelfinger, Personnel Committee Chairperson, reported that the Personnel Committee requested Superintendent Kristine Hodge and her staff create a table of organization for 2018 and draft an Employee Retirement Incentive Plan.

Department Reports

A. Enrollment, Personnel, and Provider Reports

Kristine Hodge, Superintendent, reviewed the May 2017 Enrollment, Personnel, and Provider reports.

Adjournment

RESOLUTION 17-06-25

Alice Nicks moved to adjourn the meeting. Rita Seese seconded the motion. The motion carried. The meeting adjourned at 9:16 p.m.

Respectfully submitted,

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

Executive Assistant