



7991 Columbus Pike  
Lewis Center, OH  
43035

740.201.3600  
www.dcbdd.org

LEADING THE WAY

“To support individuals with developmental disabilities.”

**Board Meeting**  
**Thursday, July 21, 2016**  
**Room 165 at 7:30 p.m.**

**Board Member In-Service 6:30 – 7:30 p.m.**  
**West Community Board Room**

**Board Training**

- Board Member Strategic Planning

**Call to Order**

**Roll Call**

**Public Comments**

**Introductions**

**Superintendent’s Report – Kristine Hodge**

- Modular Units at Hickory Knoll
- Condo Association Update
- DCH Update
- STABLE Accounts

**Approval of Minutes**

- June 16, 2016 Regular Board Meeting

**Approval of Financials**

- Expenditures – June 2016
- Income – June 2016
- Fund Report – June 2016

**Old Business – Board Action Items**

- Copier Lease

**New Business - Board Action Items**

- Rescind Calamity Day Policy
- Rescind FCFC/HMG Policy
- Ethics Policy
- Civil Rights Policy
- Approval of Renovation
- Ethics Review
- Temporary Intermittent Employee – SSA Eligibility
- Position Description Revision:
  - Director of Help Me Grow and Early Intervention
- Contracts:
  - ABC Therapies
  - Cornerstone Speech Therapy

**Department Reports**

- Quarterly Waiver Report
- Enrollment Report
- Personnel Report
- Provider Report

**Updates – Business Manager – Jared Zirillo**

**Acknowledge Individual Briefing**

**Adjournment**



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## Delaware County Board of Developmental Disabilities

### Regular Board Meeting

June 16, 2016

#### Call to Order

The regular meeting of the Delaware County Board of Developmental Disabilities was called to order by Stephen Finney, Board President, at 6:35 p.m. on Thursday, June 16, 2016.

#### Roll Call

Members present were: Stephen Finney, Alice Nicks, Patty Lyons, Rita Seese, and Gerald Plassenthal.

Members not present: Jeffery Wallace and Louis Borowicz

#### RESOLUTION 16-06-01

Alice Nicks moved to excuse Jeffery Wallace and Louis Borowicz from the June 16, 2016, Board meeting. Patty Lyons seconded the motion. The motion carried.

Others present were:

Kristine Hodge, Superintendent  
Jared Zirillo, Director of Operations/Business Manager  
Debbie Sonner, Executive Assistant  
Debra Albert, Director of Support Services  
Cheryl Smart, Support Administration Manager Adult  
Jennifer McCleese, Support Administration Manager Transition  
Kristy Schaber, Support Administration Manager Family  
Glen Tibbitts, Information Technology Manager  
Melinda Draper, Medicaid Coordinator  
Brittany McClaskey, PR & Communication Coordinator  
Peggy Kroon Van Diest, Director of Help Me Grow/Early Intervention  
Beth Amato, Early Intervention Supervisor  
Andrea Biernacki Sweet, Fiscal Manager  
Wendy Mack, Administrative Assistant  
Jessi Hope, Support Administrator  
Tracie Cordle, Support Administrator  
Julie Knapke, Support Administrator  
Beth Steyer, Developmental Specialist  
Betty Belczak, Contracted HMG Central Intake Coordinator  
Amanda Bacon, HMG Service Coordinator  
Bethany Mirka, Community Member  
David Dombrosky, Director of Delaware County Job and Family Services  
Mel Marsh, Acorn Consulting

#### Introductions

Julie Knapke introduced herself as an Adult Support Administrator.

Tracie Cordle introduced herself as a Transition Support Administrator.

Jessi Hope introduced herself as an Adult Support Administrator.

The Superintendent, Kristine Hodge, introduced Mel Marsh with Acorn Consulting. Ms. Marsh is contracting with the Delaware County Board of Developmental Disabilities (DCBDD) to complete the strategic plan that will go into effect on January 1, 2017.

### **Special Action Item**

#### **RESOLUTION 16-06-01**

David Dombrosky, Director of Delaware County Job and Family Services, presented the State Fiscal Year 2017 Help Me Grow Central Coordination and Early Intervention Contract which begins July 1, 2017, and extends through June 30, 2017. Mr. Dombrosky clarified the submission and reimbursement process for the grant funds. After brief discussion, Patty Lyons moved to approve the contract and authorized the Superintendent to execute the contract. Alice Nicks seconded the motion. The motion carried.

### **Approval of Minutes**

#### **RESOLUTION 16-06-02**

Patty Lyons moved to approve the minutes of the May 19, 2016, meeting as presented. Alice Nicks seconded the motion. The motion carried.

### **Approval of Financial Reports**

#### **RESOLUTION 16-06-03**

Patty Lyons moved to approve the list of May expenditures and the financial reports as submitted. Gerald Plassenthal seconded the motion. The motion carried.

### **Special Committee Reports**

#### **A. DCH Contract Updates**

The Delaware Creative Housing (DCH) Committee updated the Board on their meeting with Patti Laney, DCH Director, and presented their concerns as well as recommendations. The committee recommended having all properties inspected to ensure they meet the criteria outlined in the contract. The committee will also be requesting a copy of DCH's budget as the contract stipulates that DCBDD should receive financial reports on a quarterly basis. Board members requested a copy of the current contract for review. Stephen Finney, Board President, thanked the committee for their hard work and recommendations.

#### **B. SSA Enrollment Analysis**

The committee reviewed the graphs and charts for growth trends, waiver enrollments, funding breakdowns, and the percentage of services utilized. The charts did not include TDD funding since the TDD Waivers are funded by DODD. Stephen Finney, Board President, thanked the committee for their hard work.

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

#### **A. Position Description Revisions**

##### **RESOLUTION 16-06-04**

Alice Nicks moved to approve the change in position description from Office Manager to Office Assistant as written. Rita Seese seconded the motion. The motion carried.

RESOLUTION 16-06-05

Patty Lyons moved to approve the change in position description from Waiver Coordinator to Medicaid Manager with spacing corrections. Alice Nicks seconded the motion. The motion carried.

B. Brosius, Johnson & Griggs, LLC Contract Extension

RESOLUTION 16-06-06

Brosius, Johnson & Griggs, LLC has been advising the DCBDD on the formation of the Orange Condo Association Board of Directors as well as the expansion and widening of Orange Road. The contract extension is not to exceed \$25,000. Patty Lyons moved to approve the contract extension as written. Alice Nicks seconded the motion. The motion carried.

C. Delco Contract for Property Management

RESOLUTION 16-06-07

The agreement with Delaware County for property management of 7991 Columbus Pike is set to begin on July 1, 2016, and not exceed \$35,000. The contract will expire June 30, 2017, if not renewed. Gerald Plassenthal moved to approve the contract. Patty Lyons seconded the motion. The motion carried.

D. Administrative Agency Closing

RESOLUTION 16-06-08

After brief discussion, Alice Nicks moved to approve an Administrative Closing day when water is shut off to the building due to relocation of water lines. Patty Lyons seconded the motion. The motion carried.

E. Copier Lease

After brief discussion, the contract with Perry Protech was tabled for clarification and will be presented again at the July meeting.

F. Primary Solution Contract

The contract with Primary Solutions for Web Services is not to exceed \$4,320 and does not require Board action.

RESOLUTION 16-06-09

The contract with Primary Solutions for Software Licenses begins July 17, 2016, and is not to exceed \$48,004. The contract will expire July 16, 2017, if not renewed. Patty Lyons moved to approve the contract. Alice Nicks seconded the motion. The motion carried.

G. Core Team Pilot Program

RESOLUTION 16-06-10

Peggy Kroon Van Diest, Director of Help Me Grow/Early Intervention, and Beth Amato, Early Intervention Supervisor, presented the Core Team Pilot Program proposal to the Board. After lengthy discussion, Alice Nicks moved to approve the Core Team Pilot Program as presented. Patty Lyons seconded the motion. The vote was as follows: Gerald Plassenthal, abstain; Rita Seese, yes; Patty Lyons, yes; Alice Nicks, yes; Stephen Finney; yes. The motion carried.

## H. Family Liaison Contract

### RESOLUTION 16-06-11

The contract for the Family Liaison will replace a contract formerly provided by the Family and Children First Council funded by the Ohio Children's Trust Fund grant monies, which are no longer available. The contract begins on July 1, 2016, and is not to exceed \$14,000. After brief discussion, Gerald Plassenthal motioned to permit the Superintendent, Kristine Hodge, to amend and execute the contract. Rita Seese seconded the motion. The motion carried.

## I. HMG Contracts for Evaluation and Assessment

Peggy Kroon Van Diest, reported the contracts with Lisa Lyall, Stephanie Miller, and Rachel Weis have reduced wait time for families and requested their contracts be renewed beginning July 1, 2016, for one year. After brief discussion, all three contracts were approved with the stipulation that each contract not exceed \$12,000.

### RESOLUTION 16-06-12

Patty Lyons moved to approve the contract renewal for Lisa Lyall through June 30, 2017. Gerald Plassenthal seconded the motion. The motion carried.

### RESOLUTION 16-06-13

Patty Lyons moved to approve the contract renewal for Stephanie Miller through June 30, 2017. Rita Seese seconded the motion. The motion carried.

### RESOLUTION 16-06-14

Patty Lyons moved to approve the contract renewal for Rachel Weis through June 30, 2017. Alice Nicks seconded the motion. The motion carried.

## **Department Reports**

### A. Enrollment/Personnel/Provider Reports

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

## **Updates – Business Manager**

### A. LMS Update

Jared Zirillo, Director of Operations, reported that another test of the LMS system was conducted in April with the Family Support Department and to date has still not been reconciled. Based upon the recommendation of the Administrative Team, Mr. Zirillo recommended that DCBDD abandon the LMS system due to it being unreliable.

## **Superintendent's Report**

### A. Contract Updates

Kristine Hodge, Superintendent, updated the Board on contracts with Acorn Consulting, Peggy Kroon Van Diest, and Rosemary Halterman which will be signed within the next 30 days.

#### B. Modular Units at Hickory Knoll

Kristine Hodge, Superintendent, updated the Board on the request from Ventures Academy to remove the modular units on the property before the start of the school year.

#### C. Fiber Update

Kristine Hodge, Superintendent, updated the Board on the progress of the fiber lines being laid by the county in conjunction with Orange Township during the Orange Road expansion.

#### D. LCC Update

Kristine Hodge, Superintendent, reported that the Delaware City Schools intend to relocate their special needs preschool classrooms that are currently housed at Liberty Community Center (LCC) to another building within the district.

#### E. Board of Elections Update

Kristine Hodge, Superintendent, reported that the Board of Elections will be staying in their current location for November voting.

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

Stephen Finney acknowledged the client briefing on Monday, June 13, 2016.

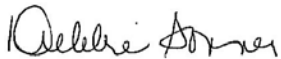
#### **Adjournment**

##### RESOLUTION 16-06-15

Alice Nicks moved to adjourn the meeting. Rita Seese seconded the motion. The motion carried.

The meeting adjourned at 10:27 p.m.

Respectfully submitted



Executive Assistant