



# Delaware County Board of Developmental Disabilities

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**Board Training – Board Member Orientation**  
**Thursday, March 16, 2017**  
**Room WCBR at 5:30 p.m.**

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

## **Call to Order**

## **Roll Call**

## **Introductions**

- Amber Gurami
- Lito Ramirez

## **Public Comments**

## **Approval of Minutes**

- February 8, 2017 Special Board Meeting
- February 16, 2017 Regular Board Meeting

## **Approval of Financial Reports**

- Income – February 2017
- Expenditures – February 2017
- Fund Report – February 2017

## **New Business – Board Action Items**

- Resolution – March is Developmental Disabilities Awareness Month
- Central Coordination Grant Application
- SSA Manager Position
- Nomination of Condo Association Board Members
- Delaware Creative House (DCH)
- Administration Resolution of Complaints Policy
- Eligibility Policy
- Rescind Med Admin Policy
- Lisa Lyall Contact Amendment

## **Department Reports**

- Enrollment Report
- Personnel Report
- Provider Report



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## **Superintendent's Report – Kristine Hodge**

- Committee Meetings
- Accreditation Update
- April Board Training

## **Business Manager Updates – Jared Zirillo**

- Fiber Line Update
- Data Center Repairs
- Construction Update

## **Adjournment**



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LEADING THE WAY  
"To support individuals with developmental disabilities."

## **Delaware County Board of Developmental Disabilities Special Board Meeting February 8, 2017**

### **Call to Order**

Louis Borowicz, Board President, called the Special Board Meeting of the Delaware County Board of Developmental Disabilities to order at 7:03 p.m. on Wednesday, February 8, 2017.

### **Roll Call**

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

Not present: Howard Heffelfinger

### **Excused from Meeting**

#### RESOLUTION 17-02-08A

Alice Nicks moved to excuse Howard Heffelfinger from the February 8, 2017, Special Board Meeting. Rita Seese seconded the motion. The motion carried.

### **Public Comments**

No public comments.

### **Introductions**

Kristine Hodge, Superintendent, introduced Attorney Steve Postalakis, Assistant Prosecutor Eric Penkal, Melinda Draper, Medicaid Manager, and Cheryl Smart, Manager of Adult Support Administration. Ms. Hodge informed the Board that they would be participating in tonight's discussion and would be providing information as requested. Louis Borowicz, Board President, thanked everyone for attending the meeting.

### **Old Business**

Attorney Postalakis reviewed the documentation received from Delaware Creative Housing (DCH) and summarized the letter DCBDD sent to DCH on February 1, 2017, outlining the breach of the current contract and the requested cure. Attorney Postalakis informed the Board that DCH has 30 days to remedy requested repairs, and presented different options DCBDD has moving forward.

Louis Borowicz, Board President, expressed concern that DCH does not have a fundamental understanding of their responsibility and questioned DCH's perception of their purpose.

#### RESOLUTION 17-02-08B

After a lengthy discussion, Alice Nicks moved to authorize Superintendent Kristine Hodge and her staff to explore alternate opportunities to work with other non-profit housing boards for Delaware County. Jeffery Wallace seconded the motion. The vote was as follows: Rita Seese, yes; Tracie Davies Toot, yes; Alice Nicks, yes; Jeffrey Wallace, yes; Louis Borowicz, yes; Gerald Plassenthal, abstain. The motion carried.

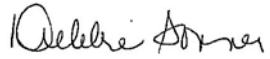
**Adjournment**

RESOLUTION 17-02-08C

Jeffery Wallace moved to adjourn the meeting. Alice Nicks seconded the motion. The motion carried. The meeting adjourned at 8:52 p.m.

Gerald Plassenthal requested it be noted in the minutes that his comments during tonight's meeting were those of a private citizen and not a DCBDD Board Member.

Respectfully submitted,



Executive Assistant



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## Delaware County Board of Developmental Disabilities

### Regular Board Meeting

February 16, 2017

#### Call to Order

Louis Borowicz, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:31 p.m. on Thursday, February 16, 2017.

#### Roll Call

Members present: Louis Borowicz, Jeffery Wallace, Alice Nicks, Rita Seese, and Tracie Davies Toot.

Not present: Howard Heffelfinger and Gerald Plassenthal.

#### Excused from Meeting

##### RESOLUTION 17-02-01

Alice Nicks moved to excuse Howard Heffelfinger and Gerald Plassenthal from the February 16, 2017, Board Meeting. Jeffery Wallace seconded the motion. The motion carried.

#### Introductions

Kristine Hodge, Superintendent, introduced Sara Sherman, Director of Support Services. Ms. Sherman shared information about herself and her past work experience, which includes twenty-seven (27) years' in the field of developmental disabilities. Louis Borowicz, Board President, welcomed Ms. Sherman to DCBDD.

#### Public Comments

Christine Brown introduced herself and shared information about Legislative Advocacy Day. The event is scheduled for Friday, April 7, 2017, from 10:30 a.m. to 1:00 p.m. at the Bixby Living Skills Center located at 4200 Bixby Road in Groveport. Ms. Brown invited both DCBDD staff and board members to attend. Rita Seese, Board Member, requested information about the event be posted on the DCBDD website and sent to individuals and families.

#### Approval of Minutes

##### RESOLUTION 17-02-02

Alice Nicks moved to approve the minutes from the January 19, 2017, regular board meeting as presented. Rita Seese seconded the motion. The motion carried.

##### RESOLUTION 17-02-03

Alice Nicks moved to approve the minutes from the January 31, 2017, special board meeting as presented. Jeffery Wallace seconded the motion. The vote was as follows: Tracie Davies Toot, yes; Alice Nicks, yes; Jeffrey Wallace, yes; Louis Borowicz, yes; Rita Seese, abstain. The motion carried.



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## **Approval of Financial Reports**

### RESOLUTION 17-02-04

Jared Zirillo, Director of Operations, reviewed the January 2017, financial reports. Alice Nicks moved to approve the list of January expenditures and the financial reports as submitted. Tracie Davies Toot seconded the motion. The motion carried.

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

### A. Fund Balances

#### RESOLUTION 17-02-05

In accordance with ORC 5705.222 (C) and 5705.091, Alice Nicks moved the Board approve the establishment of a new fund (Org Key) for 29652504 for a Medicaid Reserve Fund. Rita Seese seconded the motion. The motion carried.

#### RESOLUTION 17-02-06

In accordance with ORC 5705.222 (C) and 5705.091, Tracie Davies Toot moved the Board approve the establishment of a new fund (Org Key) for 49552506 for a Capital Fund. Jeffery Wallace seconded the motion. The motion carried.

#### RESOLUTION 17-02-07

In accordance with ORC 5705.222 (C), Jeffery Wallace moved the Board approve the establishment of a new fund (Org Key) for 29752505 for a Reserve Balance Fund. Rita Seese seconded the motion. The motion carried.

#### RESOLUTION 17-02-08

Rita Seese moved the Board approve the supplemental appropriation of \$7,450,000 to Transfers (29519000-5801). Alice Nicks seconded the motion. The motion carried.

#### RESOLUTION 17-02-09

Tracie Davies Toot moved the Board approve the transfers of funds from 29519000-5801 to the following funds and amounts:

29652504 - \$5,500,000

49552506 - \$1,450,000

29752505 - \$500,000

Jeffery Wallace seconded the motion. The motion carried.

### B. Contract Coordinator Position

Kristine Hodge, Superintendent, proposed creating a Contract Coordinator position which would move provider contracts to the Operations Department and allow the Provider Coordinator to focus on provider recruitment and strengthening provider relations.



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## RESOLUTION 17-02-10

After brief discussion, Tracie Davies Toot moved to approve the creation of the proposed Contract Coordinator position. Alice Nicks seconded the motion. The motion carried.

### C. Rescind Intake Coordinator Position

The Intake Coordinator position is no longer needed now that a Support Administrator is performing the intake and eligibility function.

## RESOLUTION 17-02-11

Jeffery Wallace moved to rescind the Intake Coordinator position. Tracie Davies Toot seconded the motion. The motion carried.

### D. Contract Coordinator Position Description

## RESOLUTION 17-02-12

Alice Nicks moved to approve the Contract Coordinator position description with the discussed amendments. Jeffery Wallace seconded the motion. The motion carried.

### E. Master Contract Amendment for Best Payments

## RESOLUTION 17-02-13

Alice Nicks moved to approve the master contract amendment for Best Payments. Rita Seese seconded the motion. The motion carried.

### F. Master Agreement Addendum

## RESOLUTION 17-02-14

Jeffery Wallace moved to approve the addendum to extend the master contract through December 31, 2017. Alice Nicks seconded the motion. The motion carried.

### G. Leave Conversion Policy

## RESOLUTION 17-02-15

Alice Nicks moved to approve the Leave Conversion Policy as presented. Jeffery Wallace seconded the motion. The motion carried.

### H. Electronic Signature Policy

## RESOLUTION 17-02-16

Tracie Davies Toot moved to approve the Electronic Signature Policy as presented. Alice Nicks seconded the motion. The motion carried.

### I. Cell Phone Reimbursement Policy

## RESOLUTION 17-02-17

After brief discussion, Alice Nicks moved to approve the Cell Phone Reimbursement Policy as presented. Jeffery Wallace seconded the motion. The motion carried.



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J. Mileage Reimbursement Policy

RESOLUTION 17-02-18

Tracie Davies Toot moved to approve the proposed change to the Mileage Reimbursement Policy, which aligns DCBDD's reimbursement rate with the IRS rate of \$0.535. Alice Nicks seconded the motion. The motion carried.

K. Ethics Council Policy

RESOLUTION 17-02-19

Tracie Davies Toot moved to approve the Ethics Council Policy as presented. Alice Nicks seconded the motion. The motion carried.

L. Review of Direct Services Contract Policy

RESOLUTION 17-02-20

Alice Nicks moved to approve the Review of the Direct Services Contract Policy. Jeffery Wallace seconded the motion. The motion carried.

L. Records Retention Schedule

RESOLUTION 17-02-21

Jeffery Wallace moved to approve the proposed Records Retention Schedule as presented. Tracie Davies Toot seconded the motion. The motion carried.

M. SSA Program Policy

RESOLUTION 17-02-22

Alice Nicks moved to approve the proposed changes to the SSA Policy as presented. Rita Seese seconded the motion. The motion carried.

N. SSA Funding Policy

RESOLUTION 17-02-23

Jeffery Wallace moved to approve the SSA Funding Policy with discussed wording changes. Alice Nicks seconded the motion. The motion carried.

O. EI Program Policy

RESOLUTION 17-02-24

Alice Nicks moved to approve the EI Program Policy as presented. Rita Seese seconded the motion. The motion carried.

P. EI Funding Policy

RESOLUTION 17-02-25

Alice Nicks moved to approve the proposed EI Funding Policy with the discussed amendment. Rita Seese seconded the motion. The motion carried.





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Q. Workplace Safety Policy

RESOLUTION 17-02-26

Jeffery Wallace moved to approve the proposed Workplace Safety Policy as a replacement for the Fire Safety and Evacuation Policy and the Health and Safety Policy. Tracie Davies Toot seconded the motion. The motion carried.

R. Rescind Fire Safety and Evacuation Policy

RESOLUTION 17-02-27

Jeffery Wallace moved to rescind the Fire Safety and Evacuation Policy. Alice Nicks seconded the motion. The motion carried.

S. Rescind Health and Safety Policy

RESOLUTION 17-02-28

Alice Nicks moved to rescind the Health and Safety Policy. Jeffery Wallace seconded the motion. The motion carried.

## Department Reports

A. MUI Report

Craig Hill and Angie Rayburn, Investigative Agents, reviewed the fourth (4) quarter MUI Report and the 2016 Annual MUI Reports.

B. Enrollment/Personnel/Provider Reports

Enrollment, Personnel, and Provider reports for January 2017 were reviewed.

## Superintendent's Report

A. Signed Contracts

Kristine Hodge, Superintendent, reviewed the contract with Forefront Web signed during the last 30 days.

B. Information for Board Members

Kristine Hodge, Superintendent, presented each Board Member with a Board Member Manual from OACB and a Strategic Plan binder.

C. Guidance Document

Kristine Hodge, Superintendent, reviewed the Guidance Document approved by the OT/PT Board that offers guidance on providing Early Intervention services. The document will be sent to providers and will also be available on our website.



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## D. Paul Daugherty Event

Kristine Hodge, Superintendent, updated the Board on the success of the Paul Daugherty Event and offered to let Board Members borrow her book.

## Updates – Business Manager

### A. Mass Text Capability

Jared Zirillo, Director of Operations/Business Manager updated the Board on the text system DCBDD currently uses and reported he is looking into free text services.

### B. CO2 and Radon Detectors

Jared Zirillo, Director of Operations/Business Manager, informed the Board that radon detection systems are not required for commercial buildings and that it would be very costly to add. Mr. Zirillo reported that new controls were recently added to the HVAC system, which allows the Delaware County Maintenance Department to remotely monitor and adjust CO2 levels, humidity, and room temperature as needed.

## Announcements

A. Dawn Meigs with Self Advocates of Delaware County announced the Self Advocates will not be meeting in March, and invited Board Members to attend their meeting on April 5, 2017.

B. The Lifetime of Giving awards ceremony is March 1, 2017, at Willow Brook Christian Community from 5:30 to 7:30 p.m.

## Adjournment

### RESOLUTION 17-02-29

Alice Nicks moved to adjourn the meeting. Jeffery Wallace seconded the motion. The motion carried. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Debbie Dwyer'.

Executive Assistant