



# Delaware County Board of Developmental Disabilities

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**Revised Board Meeting Agenda**  
**Wednesday, September 20, 2017**  
**Room 165 at 6:30 p.m.**

**Call to Order**

**Roll Call**

**Introductions**

**Public Comments**

**Approval of Minutes**

- August 17, 2017 Regular Board Meeting

**Approval of Financial Reports**

- Income – August 2017
- Expenditures – August 2017
- Fund Report – August 2017

**DCH Update**

**Executive Session**

**Ethics Council Report**

**Board Committee Update**

- Finance Committee
- Personnel Committee
- Program Committee

**New Business – Board Action Items**

- Delegate Assembly Nomination
- Roof Project
- 2018 Budget
- Social Media Policy
- HR Position Request
- HR Position Description
- Alpha Contract
- Petras Pediatric Rehab, LLC



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## **Department Reports**

- PR Report
- Enrollment Report
- Personnel Report
- Provider Report

## **Adjournment**



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## **Delaware County Board of Developmental Disabilities**

### **Regular Board Meeting**

**August 17, 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, August 17, 2017.

#### **Roll Call**

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

#### **Introductions**

None.

#### **Public Comments**

Christine Brown of the Governor's Council on People with Disabilities announced that State Representative Andrew Brenner will be awarded Legislator of the Year on Friday, September 29, 2017, at 1:00 p.m. in a ceremony at the State House for his work in the DD community.

#### **Approval of Minutes**

##### RESOLUTION 17-08-01

Gerald Plassenthal moved to approve the minutes from the July 20, 2017, Board Meeting as presented. Jeffrey Wallace seconded the motion. The motion carried.

#### **Approval of Financial Reports**

##### RESOLUTION 17-08-02

Jared Zirillo, Director of Operations/Business Manager, reviewed the July 2017, financial reports. Alice Nicks moved to approve the list of July expenditures and the financial reports as submitted. Rita Seese seconded the motion. The motion carried.

#### **Ethics Council Report**

The Ethics Council met at 5:15 to review a possible conflict with an employee's immediate family member and a provider agency. The employee may have children/families on her caseload utilizing services from the same provider agency as her family member. The council recommended that Support Administration leadership reviews the caseload of people served with the employee (SA) on a monthly basis to ensure no conflict exists. If a conflict exists where the SA would be authorizing services for the provider agency serving her family member, the SA will immediately report this conflict to management for resolution.



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The Ethics Council also reviewed six direct service contracts for the Core Teams and found no conflict exists in the contracts submitted for review (ABC Therapies, Inc.; All About Speech, LLC; Keller Speech Therapy, LLC; Let's Talk! LLC; Sensory Solutions, LLC; and Something to Say, LLC)

## RESOLUTION 17-08-03

Howard Heffelfinger moved to approve the Ethics Council Report. Alice Nicks seconded the motion. The motion carried.

## **Board Committee Updates**

### Finance Committee Update

Tracie Davies Toot, Finance Committee Chairperson, reported that the Finance Committee reviewed the quote for the East Exit Walkway and agreed not to move forward at the present time due to the cost being more than expected. The Committee will consider adding the project to the 2018 Budget when reviewing 2018 Expenditures at the next meeting on Tuesday, August 29, 2017. The Committee was asked to verify the availability of funds for converting a part time SA position to full time and adding a HR position. Committee members support the use of funds for the two requests pending recommendation from the Personnel Committee. Jared Zirillo, Director of Operations, presented 2018 projected revenue to the Committee. Revenue was estimated based on information received from the Auditor's office. The Committee intends to have the 2018 Budget finalized and ready to present to the Board for approval at the September Board meeting.

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

### A. Delaware Creative Housing (DCH)

Attorney Steve Postalakis updated the Board on DCH's request for DCBDD to release the mortgages on eight properties including the Dunlap property and suggested that DCBDD meet with Director, Patti Laney and the DCH Board President to see if they are willing to negotiate.

## RESOLUTION 17-08-04

Howard Heffelfinger moved that the Board enter into executive session to discuss pending or imminent court action per ORC 121.22 (G) (3). Alice Nicks 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 6:46 p.m.

Gerald Plassenthal excused himself from executive session and did not participate.

The regular meeting of the Board reconvened at 8:06 p.m.

## RESOLUTION 17-08-05

Howard Heffelfinger moved to authorize Superintendent Kristine Hodge and Attorney Steve Postalakis to enter into settlement negotiations with DCH. In the event that settlement



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negotiations are unsuccessful, Superintendent Kristine Hodge and Attorney Steve Postalakis are authorized to pursue legal action. Alice Nicks seconded the motion. The roll call vote was as follows: Howard Heffelfinger, yes; Tracie Davies Toot, yes; Rita Seese, yes; Alice Nicks, yes; Jeffrey Wallace, yes; Louis Borowicz, yes; and Gerald Plassenthal, abstain. The motion carried.

B. Childkey Renaming

RESOLUTION 17-08-06

Alice Nicks moved to approve renaming childkey 29513000 “DODD Transportation” to 29513000 “BODD Communications” for budgetary purposes. Gerald Plassenthal seconded the motion. The motion carried.

C. Rescind Emergency Contact Policy

RESOLUTION 17-08-07

Alice Nicks moved to rescind the Emergency Contact Policy since the information has been incorporated into the MUI procedures and the policy is no longer needed. Tracie Davies Toot seconded the motion. The motion carried.

D. Ethics Policy

RESOLUTION 17-08-08

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

E. Contract Policy – Master Contract

RESOLUTION 17-08-09

After brief discussion, Alice Nicks moved to approve the Contract Policy based on the recommendation of the Assistant Prosecuting Attorney Eric Penkal. Jeffrey Wallace seconded the motion. The motion carried.

F. Title XX Contract

RESOLUTION 17-08-10

Gerald Plassenthal moved to approve the Title XX Contract for 2018 and 2019. Jeffrey Wallace seconded the motion. The motion carried.

G. Master Contract

RESOLUTION 17-08-11

Howard Heffelfinger moved to approve the Master Contract as presented. Alice Nicks seconded the motion. The motion carried.

H. Core Team Contracts

Director of Early Intervention Peggy Kroon Van Diest explained the ROI and selection process used to choose the therapist for the Core Teams. After brief discussion, the contracts were approved as follows:



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ABC Therapies, Inc.

RESOLUTION 17-08-12

Alice Nicks moved to approve the contract with ABC Therapies, Inc. through December 31, 2017 not to exceed \$140,000.00. Howard Heffelfinger seconded the motion. The roll call vote was as follows: Howard Heffelfinger, yes; Tracie Davies Toot, yes; Rita Seese, yes; Alice Nicks, yes; Jeffrey Wallace, yes; Louis Borowicz, yes; and Gerald Plassenthal, abstain. The motion carried.

All About Speech, LLC

RESOLUTION 17-08-13

Tracie Davies Toot moved to approve the contract with All About Speech, LLC through December 31, 2017 not to exceed \$23,000.00. Alice Nicks seconded the motion. The motion carried.

Keller Speech Therapy, LLC

RESOLUTION 17-08-14

Alice Nicks moved to approve the contract with Keller Speech Therapy, LLC through December 31, 2017 not to exceed \$23,000.00. Howard Heffelfinger seconded the motion. The motion carried.

Let's Talk! LLC

RESOLUTION 17-08-15

Alice Nicks moved to approve the contract with Let's Talk! LLC through December 31, 2017 not to exceed \$35,000.00. Tracie Davies Toot seconded the motion. The motion carried.

Sensory Solutions, LLC

RESOLUTION 17-08-16

Alice Nicks moved to approve the contract with Sensory Solutions, LLC through December 31, 2017 not to exceed \$27,000.00. Howard Heffelfinger seconded the motion. The motion carried.

Something To Say, LLC

RESOLUTION 17-08-17

Alice Nicks moved to approve the contract with Something To Say, LLC through December 31, 2017 not to exceed \$35,000.00. Howard Heffelfinger seconded the motion. The motion carried.

I. Rescind Central Intake and Referral Coordinator Position

Superintendent Kristine Hodge explained that as of August 1, 2017 Central Intake is now being performed by one entity for the entire state of Ohio.

RESOLUTION 17-08-18

Gerald Plassenthal moved to rescind the Central Intake and Referral Coordinator position. Howard Heffelfinger seconded the motion. The motion carried.





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J. SA Position – Conversion Part time to Full time

RESOLUTION 17-08-19

Gerald Plassenthal moved to approve converting the part time SA position to full time. Rita Seese seconded the motion. The motion carried.

## **Department Reports**

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

## **Adjournment**

RESOLUTION 17-08-20

Alice Nicks moved to adjourn the meeting. Howard Heffelfinger seconded the motion. The motion carried. The meeting adjourned at 8:43 p.m.

Respectfully submitted,

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

Executive Assistant