



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, September 15, 2016**  
**Room 165 at 6:30 p.m.**

**Call to Order**

**Roll Call**

**Public Comments**

- **Special Olympics – Jen Hall**

**Introductions**

**Executive Session**

**Approval of Minutes**

- August 18, 2016 Regular Board Meeting

**Approval of Financials**

- Income – August 2016
- Expenditures – August 2016
- Fund Report – August 2016

**Superintendent’s Report – Kristine Hodge**

- Board Member Recruitment
- Board Member Training
- Modular Unit
- Health Insurance
- OACB Delegate Assembly & Trustee Nominations
- All Staff Meeting September 26, 2016
- LCC
- Self Waiver Presentation

**Special Committee Reports**

- Housing Committee
- EI Pilot Project

**New Business - Board Action Items**

- Depreciation Policy
- Condo Association Consent
- Condo Association Easement

**Department Reports**

- Enrollment Report
- Personnel Report
- Provider Report

**Updates – Business Manager – Jared Zirillo**

- Budget Planning
- Facilities Update
  - Alarm System
  - Dampness in Basement

- Fiber Update
- Air Quality Assessment
- Renovations

## **Adjournment**



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## Delaware County Board of Developmental Disabilities

### Regular Board Meeting

August 18, 2016

#### Call to Order

Stephen Finney, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:32 pm on Thursday, August 18, 2016.

#### Roll Call

Members present: Stephen Finney, Jeffery Wallace, Alice Nicks, Patty Lyons, Rita Seese, Louis Borowicz, and Gerald Plassenthal.

#### Public Comments

Kristine Hodge, Superintendent, introduced Ann McKenzie Teague, Director of the Liberty Community Center (LCC). Ms. Teague presented her ideas for offering preschool playgroups to children in the Help Me Grow/Early Intervention Program in the former Rainbow Rooms. This partnership would allow LCC to continue its commitment and mission to young children by providing all children with access to a high quality Early Childhood Education Program.

#### Executive Session

##### RESOLUTION 16-08-01

Patty Lyons moved that the Board hold executive session for the purpose of considering the employment of public employees per ORC 121.22(G)(1). Louis Borowicz seconded the motion. The roll call vote was as follows: Gerald Plassenthal, yes; Louis Borowicz, yes; Rita Seese, yes; Patty Lyons, yes; Alice Nicks, yes; Jeffrey Wallace, yes; and Stephen Finney, yes. The motion carried.

The Board entered into executive session at 6:55 p.m.

The regular meeting of the Board reconvened at 8:35 p.m.

#### Special Action Item

Self-Advocates of Delaware County Request

##### RESOLUTION 16-08-01S

Jessi Russell, President of Self-Advocates of Delaware, and Dawn Meigs, Vice-President of Self-Advocates of Delaware, presented the Board with their request for funding for the Synergy Conference being held October 5-7, 2016, at the Embassy Suites Hotel in Dublin, Ohio. Patty Lyons moved to approve the request for \$3,150 for the conference. Louis Borowicz moved to amend the motion to include advancing the requested funds to the Self-Advocates to cover the cost of the conference registration fees. Rita Seese seconded the motion. The motion carried.

#### Approval of Minutes

##### RESOLUTION 16-08-02

Louis Borowicz moved to approve the minutes of the July 21, 2016, meeting as presented. Patty Lyons seconded the motion. The motion carried.

## **Approval of Financial Reports**

### RESOLUTION 16-08-03

After brief discussion, Patty Lyons moved to approve the list of July expenditures and the financial reports as submitted. Rita Seese seconded the motion. The motion carried.

## **Superintendent's Report**

### A. Disposal of Modular Unit at Hickory Knoll

Kristine Hodge, Superintendent, shared with the Board that the Delaware County Commissioners passed a resolution for the disposal of the modular unit at Hickory Knoll and that it is currently listed on the GovDeals.com website.

### B. Strategic Planning Update

Kristine Hodge, Superintendent, reported that by the end of August Mel Marsh with Acorn Consulting will have conducted 25 focus groups that include staff, individuals and families, providers, Board Members, and county partners. Surveys have also been sent to individuals, families, and providers. As of today, 217 individual/families and 91 providers have responded to the surveys.

## **Special Committee Reports**

### A. Housing Committee

Melinda Draper, Medicaid Manager, updated the Board on the meeting with Patti Laney, Director of DCH earlier this week. Items discussed during the meeting include the 2016 budget, lease format, and property inspections. Ms. Draper informed the Board that 6 applications for Capital Housing dollars have been completed and will be submitted once approved by the DCBDD Board.

### B. SUP Committee

Jared Zirillo, Director of Operations, updated the Board on the progress the SUP Committee has made, which includes furnishing of Room L18 in the lower level, requesting an air quality assessment, and having the carpets cleaned.

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

### A. Medicaid Manager Position Description Revision

#### RESOLUTION 16-08-04

After brief discussion, Louis Borowicz moved to approve the revised position description. Patty Lyons seconded the motion. The motion carried.

### B. Grant Applications for Capital Housing Dollars

#### RESOLUTION 16-08-05

After brief discussion, Louis Borowicz moved to give Kristine Hodge, Superintendent, the authority to submit grant applications for capital housing funds for any property needing renovations. Patty Lyons seconded the motion. Gerald Plassenthal abstained. The motion carried.

### C. Use of Delaware County State Term Pricing and Qualified Listing Agreement

#### RESOLUTION 16-08-06

After brief discussion, Rita Seese moved to amend the agreement with Delaware County to include the use of their State Term Pricing and Qualified Listing of vendors and contractors. Louis Borowicz seconded the motion. The motion carried.

D. Condo Association Declaration Amendment

RESOLUTION 16-08-07

After brief discussion, Rita Seese moved that the amendment to the declaration is necessary and in the best interest of the Condominium Association. Patty Lyons seconded the motion. The motion carried.

E. Authorization for the Condo Association Board to Accept the Offer from Orange Township

RESOLUTION 16-08-08

Patty Lyons moved to authorize Louis Borowicz, President of the Orange Condo Association Board, to accept the offer from Orange Township for the easement property required to complete the widening of Orange Road. Rita Seese seconded the motion. The motion carried.

F. Superintendent Professional Development Plan

RESOLUTION 16-08-09

Louis Borowicz moved to approve the Superintendent's professional development plan as written. Patty Lyons seconded the motion. The motion carried.

G. Title XX Policy

RESOLUTION 16-08-10

Gerald Plassenthal moved to approve the Title XX Policy as written. Jeffery Wallace seconded the motion. The motion carried.

H. Title XX Contract

RESOLUTION 16-08-11

Gerald Plassenthal moved to accept the Title XX contract as presented. Patty Lyons seconded the motion. The motion carried.

I. Superintendent Contract Revision

RESOLUTION 16-08-12

Louis Borowicz moved to extend the submissions of moving expenses to December 31, 2016. Patty Lyons seconded the motion. The motion carried.

**Department Reports**

A. Quarterly MUI Report

Craig Hill, Senior Investigative Agent, reviewed the second quarter MUI information. Mr. Hill expects the MUI department will have 200 investigations by the end of the year.

B. Enrollment/Personnel/Provider Reports

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

**Updates – Business Manager**

A. Cost Report Audit Result Process

Jared Zirillo, Director of Operations, reported that the 2012 and 2013 Cost Reports received good reviews and are posted on the Auditor's website.

**B. Copier Update**

Jared Zirillo, Director of Operations, reported that the current copier vendor has been given 30 days' notice. Perry ProTech has agreed to upgrade the copiers to the newest model once they have them in stock.

**C. Fiscal Staff**

Jared Zirillo, Director of Operations, reported that Nikki Hoffman was hired to fill the vacancy in the Fiscal Department. Her first day is August 31, 2016.

**C. Facility Issues**

Jared Zirillo, Director of Operations, reported that DCBDD has been experiencing recent power outages due to the widening of Orange Road. Mr. Zirillo also report that there have been issues with the spam filter, HVAC system, plumbing, and alarm system. All the reported issues have either been repaired or are in the process of being repaired.

**Pilot Project Update**

The Core Team has completed training and will begin recruiting new families into the Pilot Program next week.

**Adjournment**

RESOLUTION 16-08-13

Louis Borowicz moved to adjourn the meeting. Gerald Plassenthal seconded the motion. The motion carried. The meeting adjourned at 9:34 pm.

Respectfully submitted,



Executive Assistant