



# Delaware County Board of Developmental Disabilities

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

## Revised Board Meeting Agenda

Webinar Training –  
Thursday, November 16, 2017  
Room 163 at 5:30 p.m.

Board Meeting Immediately Following  
Room 165 at 6:30 p.m.

### Call to Order

### Roll Call

### Introductions

### Public Comments

### Presentation

- Annual Strategic Plan Progress Report

### Approval of Minutes

- October 19, 2017 Board Meeting

### Approval of Financial Reports

- Income – October 2017
- Expenditures – October 2017
- Fund Report – October 2017

### Ethics Council Report

### Board Committee Update

- Personnel Committee

### New Business – Board Action Items

- Appoint Nominating Committee for 2018 Board Officers
- Revised Support Administrator Position Description
- Revised Support Administration Manager Position Description
- Revised Service Coordinator Position Description
- Rescind Administrative Assistant Position
- Position Requests
  - 2 Service Coordinators
  - 2 Support Administrators
  - 1 Support Administration Manager
  - Fiscal Support



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- Rescind Transportation Grant
- DJFS/FCFC Contract Addendum for HMG Funds
- Core Team Contracts
  - ABC Therapies, Inc.
  - All About Speech, LLC
  - Keller Speech Therapy LLC
  - Let's Talk! LLC
  - Petras Pediatric Rehab, LLC
  - Sensory Solutions, LLC
  - Something To Say, LLC

## **Department Reports**

- Enrollment Report
- Personnel Report
- Provider Report

## **Executive Session**

## **Adjournment**



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

### **Regular Board Meeting**

**October 19, 2017**

#### **Call to Order**

Jeffrey Wallace, Board Vice-President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:34 p.m. on Thursday, October 19, 2017.

#### **Roll Call**

Members present: Jeffrey Wallace, Alice Nicks, Rita Seese, Howard Heffelfinger, and Gerald Plassenthal

Not present: Louis Borowicz and Tracie Davies Toot

#### **Excused from Meeting**

##### RESOLUTION 17-10-01

Alice Nicks moved to excuse Louis Borowicz and Tracie Davies Toot from the October 19, 2017, Board Meeting. Howard Heffelfinger seconded the motion. The motion carried.

#### **Introductions**

Superintendent Kristine Hodge introduced new staff members Justin Lavery (Support Administrator) and Rita Takenaga (Service Coordinator). Justin and Rita shared information about themselves and their previous work experience with the Board.

#### **Public Comments**

None.

#### **Approval of Minutes**

##### RESOLUTION 17-10-02

Alice Nicks moved to approve the minutes from the September 20, 2017, Board Meeting as presented. Gerald Plassenthal seconded the motion. The motion carried.

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

##### RESOLUTION 17-10-03

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

#### **Ethics Council Report**

None.



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## **Board Committee Updates**

### Personnel Committee Update

Howard Heffelfinger, Personnel Committee Chairperson, reported that during the October 10, 2017 meeting, the Committee reviewed the revised Fiscal Support position description and two (2) year contracts for seven (7) Administrative Staff. The committee recommends both the revised position description and two (2) year contracts for Board approval. Additionally, the Committee recommends extending the deadline for the Superintendent's performance review through the end of year (December 31, 2017). The Committee will review the Superintendent evaluation process used by other counties and make a recommendation to the Board at a later date.

### RESOLUTION 17-10-04

Howard Heffelfinger moved to extend the date for Superintendent's performance review through December 31, 2017. Alice Nicks seconded the motion. The motion carried.

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

### A. October Awareness

Jeffrey Wallace, Board Vice-President, recognized October as Rett Syndrome Awareness Month, Down Syndrome Awareness Month, and National Disability Employment Awareness Month.

### B. Annual Agency Calendar

#### RESOLUTION 17-10-05

Gerald Plassenthal moved to approve the Annual Agency Calendar as presented. Howard Heffelfinger seconded the motion. The motion carried.

### C. Percentage Increase for Staff

Superintendent Kristine Hodge requested the Board approve a three (3) percent increase for staff. The calculated increase amount and included in the approved 2018 Budget.

#### RESOLUTION 17-10-06

Gerald Plassenthal moved to approve the three (3) percent increase for non-contracted staff. Howard Heffelfinger seconded the motion. The motion carried.

#### RESOLUTION 17-10-07

Alice Nicks moved to approve the three (3) percent increase for all contracted staff except for the Superintendent, which will be decided upon during the performance evaluation. Gerald Plassenthal seconded the motion. The motion carried.

#### RESOLUTION 17-10-08

Gerald Plassenthal moved to amend both motions for staff increases to include an effective date of January 1, 2018. Howard Heffelfinger seconded the motion. The motion carried.



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## D. Revised Fiscal Support Position Description

### RESOLUTION 17-10-09

Howard Heffelfinger moved to approve the revised Fiscal Support position description based on the recommendation of the Personnel Committee. Alice Nicks seconded the motion. The motion carried.

## E. Admin Contracts

### RESOLUTION 17-10-10

Gerald Plassenthal moved to approve two (2) year Admin Contracts for seven (7) Administrative Staff as presented. The following staff members will receive two (2) year contracts for the time period of January 1, 2018 – December 31, 2019: Melinda Draper, Medicaid Manager; Craig Hill, Investigative Agent; Peggy Kroon Van Diest, Director of Early Intervention; Kristy Schaber, Support Administration Manager; Cheryl Smart, Director of Support Services; Debbie Sonner, Executive Assistant; and Jared Zirillo, Director of Operations/ Business Manager. Howard Heffelfinger seconded the motion. The motion carried.

## Department Reports

Kristine Hodge, Superintendent, reviewed September 2017 MUI, Waiver, Enrollment, Personnel, and Provider reports.

## Adjournment

### RESOLUTION 17-10-11

Alice Nicks moved to adjourn the meeting. Gerald Plassenthal seconded the motion. The motion carried. The meeting adjourned at 7:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Debbie Sonner".

Executive Assistant