



Delaware County Board of Developmental Disabilities

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

Board Meeting Agenda
Thursday, December 21, 2017
Room 165 at 6:30 p.m.

Call to Order

Roll Call

Introductions

Public Comments

Approval of Minutes

- November 16, 2017 Board Meeting

Approval of Financial Reports

- Income – November 2017
- Expenditures – November 2017
- Fund Report – November 2017

Ethics Council Report

Board Committee Update

- Personnel Committee

New Business – Board Action Items

- Slate of Board Officers
- Board Meeting Schedule
- Board Member Training Plan
- 2018 Table of Organization
- Accessibility Grant Policy
- Rescind Contract Coordinator Position
- OACB Membership Dues
- MEORC Contract (NQAR, Nurse Assessments, and Processing Rental Subsidies)
- Revised Petras Pediatric Rehab, LLC Contract

Department Reports

- Communications and PR Report
- Enrollment Report
- Personnel Report
- Provider Report

Executive Session

Adjournment



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Regular Board Meeting

November 16, 2017

Call to Order

Louis Borowicz, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:34 p.m. on Thursday, November 16, 2017.

Roll Call

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

Introductions

Superintendent Kristine Hodge introduced new staff member Tina Stout, Service Coordinator. Tina shared information about herself and her previous work experience with the Board.

Public Comments

Georgeann Haviland from Team Heart and Sole thanked the Board for the grant funds they received, and shared a video of Champions participating in the New Moon 5K that took place in Delaware earlier this year. Team Heart and Sole used the funds to purchase two (2) new racing chairs, a boat for triathlons, team gear, and cover Champion race fees.

Jessi Russell, Dawn Meigs, Joann Roders, Bonnie Bame, and Jeanie Bame from the Self Advocates of Delaware County thanked the Board for the grant funds they received to help cover the cost of the PAR Conference and Project Stir. The Self Advocates invited Board Members and staff to stop by their fundraiser at the Texas Roadhouse on November 22, 2017, and to the Christmas party on December 6, 2017 at DCBDD.

Strategic Plan Progress Report

Staff reviewed the Strategic Plan goals accomplished in 2017, as well as projected goals for 2018-2019. The progress report is on the website along with a survey to gather data from the community on how well DCBDD is doing. Results of the survey data will be provided during the December Board Meeting on December 21, 2017.

Approval of Minutes

RESOLUTION 17-11-01

Alice Nicks moved to approve the minutes from the October 19, 2017, Board Meeting as presented. Jeffrey Wallace seconded the motion. The motion carried.



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Approval of Financial Reports

RESOLUTION 17-11-02

Jared Zirillo, Director of Operations/Business Manager, reviewed the October 2017, financial reports. Alice Nicks moved to approve the list of October 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 seven (7) employee requests for potential conflicts. The Council found that no conflicts currently exist, and recommended that employees immediately report any conflicts that may occur to their supervisor for resolution.

The Ethics Council also reviewed seven (7) 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; Petras Pediatric Rehab, LLC; Sensory Solutions; and Something to Say, LLC)

RESOLUTION 17-11-03

Gerald Plassenthal moved to approve the Ethics Council Report as presented. Howard Heffelfinger seconded the motion. The motion carried.

Board Committee Updates

Personnel Committee Update

Howard Heffelfinger, Personnel Committee Chairperson, reported that during the November 14, 2017, meeting the Committee reviewed the revised position descriptions for Service Coordinator, Support Administrator, and SA Manager; the request to create, post, and fill five (5) positions that will start in January 2018; the conversion of the Administrative Assistant position to a Fiscal Support position; and the Superintendent evaluation process. The Committee recommends the Board approve the proposed changes to the position descriptions; create, post, and fill the five (5) requested positions: two (2) Support Administrators, two (2) Service Coordinators, and one (1) SA Manager; and convert the Administrative Assistant position to a Fiscal Support position. Committee Chairperson Howard Heffelfinger informed the Board that he would share the Committee's recommendation for the Superintendent's evaluation process during Executive Session.

New Business - Board Action Items

A. Appointment of Nomination Committee for 2018 Board Officers

Board President Louis Borowicz would like the Ethics Council (Howard Heffelfinger, Tracie Davies Toot, and Louis Borowicz) to appoint the nominees for 2018 Board Officers, and present their selection during the December Board Meeting. Jeffrey Wallace requested to be on the Nominating Committee. Tracie Davies Toot volunteered for Mr. Wallace to take her seat on the



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Nominating Committee. Nominating Committee members are Jeffrey Wallace, Howard Heffelfinger, and Louis Borowicz.

B. Revised Support Administrator Position Description

RESOLUTION 17-11-04

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

C. Revised Support Administrating Manager Position Description

RESOLUTION 17-11-05

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

D. Revised Service Coordinator Position Description

RESOLUTION 17-11-06

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

E. Rescind Administrative Assistant Position

RESOLUTION 17-11-07

Howard Heffelfinger moved to rescind the Administrative Assistant position. Gerald Plassenthal seconded the motion. The motion carried.

F. Position Requests

RESOLUTION 17-11-08

Alice Nicks moved to approve the request to create, post, and fill the two (2) Service Coordinator positions with a start date of January 2018. Gerald Plassenthal seconded the motion. The motion carried.

RESOLUTION 17-11-09

Gerald Plassenthal moved to amend the motion to create, post, and fill all six (6) requested positions with January 2018 start dates (2 Service Coordinators, 2 Support Administrators, 1 Support Administration Manager, and 1 Fiscal Support) based on the recommendation of the Personnel Committee. Howard Heffelfinger seconded the motion. The motion carried.

G. Rescind Transportation Grant

RESOLUTION 17-11-10

Gerald Plassenthal moved to rescind the Transportation Grant due to it being incorporated into the Support Administration Policy and Procedures. Rita Seese seconded the motion. The motion carried.



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H. DJFS/FCFC Contract Addendum for HMG Funds

RESOLUTION 17-11-11

Alice Nicks moved to approve the amendment to the FCFC contract for community outreach in the amount of \$16,996.00. Rita Seese seconded the motion. The motion carried.

I. Core Team Contracts

RESOLUTION 17-11-12

Gerald Plassenthal moved to approve the following Core Team Contracts for January 1, 2018, through December 31, 2018:

- ABC Therapies, Inc. not to exceed \$439, 400
- Sensory Solutions, LLC not to exceed \$81, 250
- Petras Pediatric Rehab, LLC not to exceed \$48, 750
- Keller Speech Therapy, LLC not to exceed \$65,000
- All About Speech, LLC not to exceed \$65,000
- Let's Talk! LLC not to exceed \$130,000
- Something to Say, LLC not to exceed \$97,500

Howard Heffelfinger seconded the motion. The motion carried.

Department Reports

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

Executive Session

Gerald Plassenthal moved that the Board enter into executive session for the purpose of considering employment and/or compensation of public employees per ORC 121.22(G)(1). Howard Heffelfinger 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 8:02 p.m.

The regular meeting of the Board reconvened at 8:29 p.m.

Board President Louis Borowicz requested Superintendent Kristine Hodge send a copy of her current employment contract and 2018 goals to the Personnel Committee by December 5, 2017.

Board Member Rita Seese suggested several topics for Board Trainings including STABLE accounts, guardianship, TASCC, and tours of different provider sites. Board Member Gerald Plassenthal requested training on how provider agencies train their staff. Board President Louis Borowicz suggested Board Members watch the two (2) DODD required webinars on their own instead of viewing the webinars before a Board Meeting.



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Adjournment

RESOLUTION 17-11-13

Gerald Plassenthal moved to adjourn the meeting. Rita Seese seconded the motion. The motion carried. The meeting adjourned at 8:46 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Debra Somers". The signature is written in a cursive, flowing style.

Executive Assistant