



# Delaware County Board of Developmental Disabilities

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## **Board In-Service – Fiscal Forecast**

**Thursday, February 15, 2018**

**Room 163 at 5:30 p.m.**

## **February Board Meeting Agenda**

**Thursday, February 15, 2018**

**Immediately Following the Board In-Service**

**Room 165**

### **Call to Order**

### **Roll Call**

### **Introductions**

### **Public Comments**

### **Approval of Minutes**

- January 18, 2018 Organizational Meeting
- January 18, 2018 Board Meeting

### **Approval of Financial Reports**

- Income – January 2018
- Expenditures – January 2018
- Fund Report – January 2018

### **Executive Session**

Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action ORC 121.22 (G3).

To consider the purchase of property for public purposes ORC 121.22(G2).

### **Ethics Council Report**

### **Board Committee Update**

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

- Board Training Schedule
- Proper Public Expenditures Policy
- Rescind Income Receipt, Internal Controls and Procurement Policy
- Contract Monitoring Policy
- Procurement Policy
- Financial Management Policy



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## **Superintendent's Report**

### **Department Reports**

- Enrollment Report
- Personnel Report
- Provider Report

## **Adjournment**



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## Delaware County Board of Developmental Disabilities

### Annual Organizational Board Meeting

January 18, 2018

#### Call to Order

Louis Borowicz, Board President, called the Annual Organizational Meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Thursday, January 18, 2018.

#### Roll Call

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

#### Organizational Meeting

##### A. Election of Officers

The nominated slate of officers are as follows:

- President – Louis Borowicz or Gerald Plassenthal
- Vice President – Gerald Plassenthal or Howard Heffelfinger
- Recording Secretary – Alice Nicks.

Board President Louis Borowicz announced that that Gerald Plassenthal has withdrawn from consideration for Board President, and that a roll call vote would be used to elect the 2018 Board Officers.

#### Recording Secretary

##### RESOLUTION AO18-01-01

The roll call vote for Alice Nicks as Recording Secretary 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. Alice Nicks was elected to serve as the 2018 Recording Secretary.

#### Vice President

##### RESOLUTION AO18-01-02

The roll call vote for Vice President was as follows: Gerald Plassenthal, Gerald Plassenthal; Howard Heffelfinger, Howard Heffelfinger; Tracie Davies Toot, Howard Heffelfinger; Rita Seese, Gerald Plassenthal; Alice Nicks, Howard Heffelfinger; Jeffrey Wallace, Gerald Plassenthal; and Louis Borowicz, Howard Heffelfinger. Howard Heffelfinger was elected to serve as the 2018 Vice President.



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## **President**

### RESOLUTION AO18-01-01

The roll call vote for Louis Borowicz as Board President 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. Louis Borowicz was elected to serve as the 2018 Board President.

#### B. 2018 Board Meeting Schedule

2018 Board Meetings will be held the third Thursday of each month at 6:30 p.m. except for September's meeting, which will move to Wednesday, September 19 due to the observance of the Brown Jug holiday.

#### C. Appointment of Board Committee Members

Louis Borowicz, Board President, appointed Ethics Council Members, Committee Members, and Chairpersons.

- **Ethics Council**  
Louis Borowicz, Board President and Chair of the Ethics Council, appointed Tracie Davies Toot and Howard Heffelfinger to serve on the Ethics Council.
- **Personnel Committee**  
Louis Borowicz, Board President, appointed Alice Nicks, Gerald Plassenthal, and Howard Heffelfinger to the Personnel Committee. Howard Heffelfinger will serve as chair of the committee.
- **Finance Committee**  
Louis Borowicz, Board President, appointed Tracie Davies Toot, Rita Seese, and Jeffery Wallace to the Finance Committee. Tracie Davies Toot will serve as chair of the committee.
- **Program and Services Committee**  
Louis Borowicz, Board President and Chair of the Program and Services Committee, appointed Alice Nicks and Gerald Plassenthal to serve on the Program and Services Committee. Rita Seese requested to be on the Program and Services Committee. Louis Borowicz offered Rita Seese his seat on the Committee and appointed Gerald Plassenthal as Chairperson.

## **Adjournment**

### RESOLUTION AO18-01-04

Alice Nicks moved to adjourn the meeting. Gerald Plassenthal seconded the motion. The motion carried. The meeting adjourned at 6:39 p.m.

Respectfully submitted,

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

Executive Assistant



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## Delaware County Board of Developmental Disabilities

### Regular Board Meeting

January 18, 2018

#### Call to Order

Louis Borowicz, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:40 p.m. on Thursday, January 18, 2018.

#### Roll Call

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

Not present: Tracie Davies Toot

#### Excused from Meeting

##### RESOLUTION 18-01-01

Howard Heffelfinger moved to excuse Tracie Davies Toot from the January 18, 2018, Board Meeting. Alice Nicks seconded the motion. The motion carried.

#### Introductions

None.

#### Public Comments

None.

#### Approval of Minutes

##### RESOLUTION 18-01-02

Gerald Plassenthal requested the minutes be amended to read Superintendent or designee in place of the Communications & PR Coordinator in Resolution 17-12-04.

##### RESOLUTION 17-12-04 (Amended)

**IN THE MATTER OF ESTABLISHING A REASONABLE METHOD WHEREBY THE PUBLIC MAY DETERMINE THE TIME AND PLACE OF ALL REGULARLY SCHEDULED MEETINGS OF THE BOARD AND THE TIME, PLACE, AND PURPOSE OF ALL SPECIAL AND EMERGENCY MEETINGS OF THE BOARD**

Howard Heffelfinger moved the adoption of the following Resolution.

#### **PREAMBLE**

**WHEREAS**, pursuant to R.C. § 121.22(F), the Board is required, by rule, to establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings of the Board and the time, place, and purpose of all special meetings of the Board; and,



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**WHEREAS**, the Board also desires, consistent with R.C. § 121.22(F), to establish a reasonable method whereby any person may determine the time, place, and purpose of all emergency meetings of the Board.

## RESOLUTION

### NOW THEREFORE BE IT RESOLVED:

Pursuant to R.C. § 121.22(F), the Board establishes and provides notice of the following schedule for all regular meetings of the Board held in 2018 and sets the following rules for providing notice of all special and emergency meetings of the Board held in 2018:

1. All regularly scheduled meetings of the Board held in 2018 shall be held in accordance with the following schedule:

**Time:** 6:30 p.m.

**Days/Dates:** The third Thursday of every month except September 2018, which will be held on Wednesday, September 19 due to the Brown Jug Holiday.

**Place:** DCBDD, 7991 Columbus Pike, Lewis Center Ohio.

2. The Superintendent or designee shall immediately publish the above time, days/dates, and place of all regularly scheduled meetings one (1) time in the Delaware Gazette, a newspaper of general circulation in the County and on the DCBDD.org website.
3. The Superintendent or designee shall also continually post the above time, days/dates, and place of all regularly scheduled meetings in at least one (1) prominent public location within the DCBDD facility, in at least one (1) prominent public location at any other location where the Board regularly holds meetings and/or conducts business (if any), and, if the Board maintains a website or subsequently establishes a website, on the DCBDD.org website.
4. Any person, upon request made to the Superintendent or designee, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall be provided in any reasonably requested manner to include, but not limited to, providing notice and the agenda by email sent to an email address provided by the requestor or physically mailing the notice and agenda to the requestor and/or all subscribers on a mailing list provided by the requestor. If physical mailing of the notice and agenda are requested, the requestor shall provide the Superintendent or designee a sufficient quantity of self-addressed, stamped envelopes bearing sufficient postage to mail the requested notice(s) and agenda(s). The Superintendent or designee shall maintain a list of all persons requesting such notification.



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5. The Superintendent or designee shall maintain a separate list of news media requesting notification of meetings.
6. Where the purpose of a regular meeting is of a type for which a person(s) or the news media has requested notification, provide advance notice to such requesting person(s) in the manner requested and to the news media in writing.
7. The Superintendent or designee shall provide notice of the time, place, and purpose of all special meetings of the Board as follows:
  - A. Provide at least twenty-four (24) hours' advance notice in writing to the news media that have requested notification; and,
  - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide advance notice to such requesting person(s) in the manner requested.
  - C. Prominently post advance notice of the meeting on the door of the DCBDD facility or other location where the meeting is to be held.
  - D. If the Board specifically requests notice be published, publish notification as directed by the Board.
8. Any member or members of the Board calling an emergency meeting of the Board shall immediately provide notice of the time, place, and purpose of the emergency meeting as follows:
  - A. Provide notice in writing to the news media that have requested notification; and,
  - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide notice to such requesting person(s) in the manner requested.
  - C. Prominently post notice of the meeting on the door of the DCBDD facility or other location where the meeting is to be held.
9. If a meeting is cancelled, the Superintendent or designee shall provide notice of the cancellation by prominently posting a notice of the cancellation on the door of the DCBDD facility or other location where the meeting is to be held and, if the Board maintains a website or subsequently establishes a website, posting notice of the cancellation on the DCBDD.org website.
10. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.
11. This Resolution shall be in full force and effect immediately upon adoption.



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Alice Nicks seconded the motion. The motion carried.

## RESOLUTION 18-01-03

Gerald Plassenthal moved to approve the amended minutes from the December 21, 2017, Board Meeting. Howard Heffelfinger seconded the motion. The motion carried.

## **Approval of Financial Reports**

### RESOLUTION 18-01-04

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

## **Executive Session**

### RESOLUTION 18-01-05

Alice Nicks moved that the Board enter into executive session to discuss pending or imminent court action per ORC 121.22(G)(3). Howard Heffelfinger seconded the motion. The roll call vote was as follows: Gerald Plassenthal, yes; Howard Heffelfinger, yes; Rita Seese, yes; Alice Nicks, yes; Jeffrey Wallace, yes; and Louis Borowicz, yes. The motion carried.

Gerald Plassenthal excused himself from executive session to avoid any possible conflicts of interest.

The Board entered into executive session at 6:47 p.m.

The regular meeting of the Board reconvened at 7:20 p.m.

## **Ethics Council Report**

None.

## **Board Committee Updates**

### *Personnel Committee Update*

Howard Heffelfinger, Personnel Committee Chairperson, reported that during the January 9, 2018, meeting Superintendent Kristine Hodge informed the Committee that after consulting with the Prosecutor's Office on the terms of the Clemans Nelson proposal, the proposal from Steve Postalakis' was selected. HR Manager Mindy Owens updated the Committee on her meetings with staff, the progress being made towards Executime; and the status of filling current vacancies. The Committee also reviewed the Leave Conversion Policy and a request to increase the substitute employee pool from two (2) to three (3). After careful review of the information, the Committee is recommending the Board approve both the Leave Conversion Policy and increase the substitute employee pool.

### *Finance Committee Update*





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Committee Member Rita Seese reported that during the January 16, 2018, meeting the Committee reviewed five (5), ten (10), and fifteen (15) year fiscal forecasts, and discussed the need for a levy. The Committee is recommending a Board In-Service before the February Board Meeting to review and discuss the financial information.

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

### A. Resolution for Payment of Non-Federal Share of Medicaid Waiver Expenditures

#### RESOLUTION 18-01-06

Alice Nicks moved that the Delaware County Board of Developmental Disabilities set aside a total of \$6,300,000 in calendar year 2018 to pay the match obligation for the non-federal share of services as required by Section 5126.0511(B) of the Ohio Revised Code. Gerald Plassenthal seconded the motion. The motion carried.

### B. Resolution to Not Provide Educational Services

#### RESOLUTION 18-01-07

Rita Seese moved that the Delaware County Board of Developmental Disabilities not participate in the provision of or contract for educational services for children ages six through twenty-one years of age. Howard Heffelfinger seconded the motion. The motion carried.

### C. Increase Temporary Intermittent Substitute Employee Pool

#### RESOLUTION 18-01-08

Howard Heffelfinger moved to increase the temporary substitute employee pool from two (2) to three (3) based on the recommendation of the Personnel Committee. Alice Nicks seconded the motion. The motion carried.

### D. By Laws Policy

#### RESOLUTION 18-01-09

Gerald Plassenthal requested the By-Laws Policy be amended to remove duties a through c for the Recording Secretary and add *and/or personal email address* as an acceptable form of Board communication. Assistant Prosecutor Eric Penkal recommended Board Members not use personal email addresses due to being subject to public records requests, and cautioned Board Members to review the Records Retention Policy regarding how long emails should be kept. Gerald Plassenthal moved to approve By Laws Policy with the suggested revisions. Howard Heffelfinger seconded the motion. The motion carried.

### E. Federal Funding Policy

#### RESOLUTION 18-01-10

Gerald Plassenthal moved to approve the Federal Funding Policy as presented. Alice Nicks seconded the motion. The motion carried.

### F. Leave Conversion Policy

#### RESOLUTION 18-01-11



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Rita Seese moved to approve the Leave Conversion Policy as presented. Gerald Plassenthal seconded the motion. The motion carried.

## RESOLUTION 18-01-12

Alice Nicks moved to submit the approved Leave Conversion Policy to OPERS for approval. Howard Heffelfinger seconded the motion. The motion carried.

## G. Blaugrund, Kessler, Myers, and Postalakis Contract Amendment

### RESOLUTION 18-01-13

Alice Nicks moved to approve the contract amendment for Blaugrund, Kessler, Myers, and Postalakis through December 19, 2018, not to exceed seventy-five thousand dollars (\$75,000.00). Rita Seese seconded the motion. The roll call vote was as follows: Gerald Plassenthal, abstain; Howard Heffelfinger, yes; Rita Seese, yes; Alice Nicks, yes; Jeffrey Wallace, yes; and Louis Borowicz, yes. The motion carried.

## **Superintendent Report**

Superintendent Kristine Hodge reported on the following topics:

- IT Assessment – A work session will be scheduled before the March 15<sup>th</sup> Board Meeting
- Perfect MAC audit
- Meet and Greet with students from Delaware City Schools and SSAs
- Collaboration with the Strand Theater
- OACB Policy Brief regarding levy language
- Accreditation scheduled for February 21 & 22, 2018
- Early Intervention currently going through additional audits
- SSA onboarding process
- Operations monthly reconciliation process
- OACB Executive Development Program
- Lifetime of Giving – March 6, 2018, at Source Point from 5:30 – 7:00 p.m.

## **Department Reports**

Kristine Hodge, Superintendent, reviewed the Fourth Quarter Waiver Report, the Fourth Quarter and Annual MUI Reports, as well as the December 2017 Enrollment, Personnel, and Provider reports.

## **Resignation**

Jeffrey Wallace submitted his resignation effective February 28, 2018.

## **Adjournment**

### RESOLUTION 18-01-14

Howard Heffelfinger moved to adjourn the meeting. Alice Nicks seconded the motion. The motion carried. The meeting adjourned at 8:57 p.m.



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Respectfully submitted,

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

Executive Assistant