



Delaware County Board of Developmental Disabilities

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

Annual Organizational Board Meeting Agenda

Thursday, January 18, 2018

Room 165 at 6:30 p.m.

January Board Meeting

Immediately Following

Call to Order

Roll Call

Organizational Meeting

- Election of Board Officers
 - President – Louis Borowicz or Gerald Plassenthal
 - Vice President – Gerald Plassenthal or Howard Heffelfinger
 - Recording Secretary – Alice Nicks

- Meeting Resolution
 - 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.

- Appointment of Board Committee Members
 - Ethics Council
 - Personnel Committee
 - Finance Committee
 - Program and Services Committee

Adjournment



Delaware County Board of Developmental Disabilities

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

January Board Meeting Agenda

Thursday, January 18, 2018

Immediately Following the Annual Organizational Meeting
Room 165

Call to Order

Roll Call

Introductions

Public Comments

Approval of Minutes

- December 21, 2017 Board Meeting

Approval of Financial Reports

- Income – December 2017
- Expenditures – December 2017
- Fund Report – December 2017

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).

Ethics Council Report

Board Committee Update

- Personnel Committee
- Finance Committee

New Business – Board Action Items

- Resolution for Payment of Non-Federal Share of Medicaid Waiver Expenditures
- Resolution to Not Provide Educational Services
- Increase Temporary Intermittent Substitute Employee Pool
- By Laws Policy
- Federal Funding Policy
- Leave Conversion Policy
- Blaugrund, Kessler, Myers, and Postalakis Contract Amendment

Superintendent's Report



Delaware County Board of Developmental Disabilities

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

Department Reports

- Waiver Report
- MUI Report
- Enrollment Report
- Personnel Report
- Provider Report

Adjournment



Delaware County Board of Developmental Disabilities

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

Delaware County Board of Developmental Disabilities

Regular Board Meeting

December 21, 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, December 21, 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 members Alodia (Dia) Gallagher (Support Administrator), Meggie Agosta (Office Assistant), and Mindy Owens (HR Manager) to the Board. All shared information about themselves and their previous work experience. Board President Louis Borowicz welcomed them to DCBDD.

Public Comments

None.

Approval of Minutes

RESOLUTION 17-12-01

Alice Nicks moved to approve the minutes from the November 16, 2017, Board Meeting as presented. Howard Heffelfinger seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 17-12-02

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

Ethics Council Report

The Ethics Council met at 6:15 to review three (3) 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 a direct service contract for the Core Teams and found no conflict exists in the contract submitted for review (Petras Pediatric Rehab, LLC).

RESOLUTION 17-12-03

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



Delaware County Board of Developmental Disabilities

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

Board Committee Updates

Personnel Committee Update

Howard Heffelfinger, Personnel Committee Chairperson, reported that during the December 12 2017, meeting Superintendent Kristine Hodge reviewed the two proposals received for revisions of the personnel manual and will be consulting with the Prosecutor's Office on the terms of the proposals before making a final decision. The Committee also reviewed the revised 2018 Table of Organization, and recommends it be approved by the Board. Committee Chairperson Howard Heffelfinger informed the Board that he would share the Superintendent's evaluation during Executive Session.

New Business - Board Action Items

A. Slate of 2018 Board Officers

The Nominating Committee (Jeffrey Wallace, Howard Heffelfinger, and Louis Borowicz) proposed the current officers be re-nominated for 2018. Jeffrey Wallace withdrew his name from consideration of Vice President. Rita Seese nominated Gerald Plassenthal for President. Tracie Davies Toot nominated Louis Borowicz to continue as President, and Howard Heffelfinger for Vice President. Jeffrey Wallace nominated Gerald Plassenthal for Vice President. Gerald Plassenthal nominated Alice Nicks to continue as Secretary. All nominated Board members agreed to fulfill the duties of the nominated position if elected. Board Officers will be elected during the January 2018 Organizational Meeting.

B. 2018 Board Meeting Schedule

RESOLUTION 17-12-04

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,

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.



Delaware County Board of Developmental Disabilities

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

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 Communications & Public Relations Coordinator 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 Communications & Public Relations Coordinator 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 Communications & Public Relations Coordinator, 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 Communications & Public Relations Coordinator a sufficient quantity of self-addressed, stamped envelopes bearing sufficient postage to mail the requested notice(s) and agenda(s). The Communications & Public Relations Coordinator shall maintain a list of all persons requesting such notification.
5. The Communications & Public Relations Coordinator shall maintain a separate list of news media requesting notification of meetings.



Delaware County Board of Developmental Disabilities

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

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 Communications & Public Relations Coordinator 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 Communications & Public Relations Coordinator 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.

Alice Nicks seconded the motion. The motion carried.



Delaware County Board of Developmental Disabilities

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

C. Board Member Training Plan

After brief discussion, the Board suggested additional trainings be added to the training calendar. The 2018 Training Plan will be revised and resubmitted for approval in January.

D. 2018 Table of Organization

RESOLUTION 17-12-05

Howard Heffelfinger moved to approve the 2018 Table of Organization based on the recommendation of the Personnel Committee. Gerald Plassenthal seconded the motion. The motion carried.

E. Accessibility Grant Policy

RESOLUTION 17-12-06

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

F. Rescind Contract Coordinator Position

RESOLUTION 17-12-07

Alice Nicks moved to rescind the Contract Coordinator Position. Gerald Plassenthal seconded the motion. The motion carried.

G. OACB Membership Dues

RESOLUTION 17-12-08

Rita Seese moved to approve the payment of the OACB Membership Dues. Alice Nicks seconded the motion. The motion carried.

H. MEORC Contract

RESOLUTION 17-12-09

Rita Seese moved to approve the MEORC Contract for January 1, 2018 – December 31, 2018, for NQAR, nurse assessments, and processing rental subsidies not to exceed \$53, 256.00. Tracie Davies Toot seconded the motion. The motion carried.

I. Revised Petras Pediatric Rehab, LLC Contract

RESOLUTION 17-12-10

Alice Nicks moved to approve the revised Petras Pediatric Rehab, LLC contract for January 1, 2018, through December 31, 2018 not to exceed, \$81, 250.00. Jeffrey Wallace seconded the motion. The motion carried.

Department Reports

Kristine Hodge, Superintendent, reviewed the PR Report and November 2017 Enrollment, Personnel, and Provider reports.



Delaware County Board of Developmental Disabilities

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

Executive Session

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 7:17 p.m.

The regular meeting of the Board reconvened at 8:07 p.m.

Executive Session

Alice Nicks 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). Gerald Plassenthal 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 8:14 p.m.

The regular meeting of the Board reconvened at 10:06 p.m.

RESOLUTION 17-12-11

Howard Heffelfinger move to authorize the Board President sign the Superintendent's performance evaluation and grant her a three (3) percent increase. Alice Nicks seconded the motion. The motion carried.

Adjournment

RESOLUTION 17-12-12

Howard Heffelfinger moved to adjourn the meeting. Alice Nicks seconded the motion. The motion carried. The meeting adjourned at 10:07 p.m.

Respectfully submitted,

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

Executive Assistant