



Delaware County Board of Developmental Disabilities

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

Board Work Session
Thursday, March 15, 2018
Room 163 at 5:30 p.m.

March Board Meeting Agenda
Thursday, March 15, 2018
Immediately Following the Work Session
Room 165

Call to Order

Roll Call

New Board Member Swearing In

Introductions

Public Comments

- Christine Brown

Approval of Minutes

- February 15, 2018 Board Meeting

Approval of Financial Reports

- Income – February 2018
- Expenditures – February 2018
- Fund Report – February 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).

Ethics Council Report

Board Committee Update

- Personnel Committee

New Business – Board Action Items

- Proclamation Recognizing March as Developmental Disabilities Awareness Month
- Lead Fiscal Specialist Position
- Fiscal Manager Position
- Condo Association Member Nominations
- Mileage Policy
- Records Retention Schedule Revisions
- Sheriff's Lease
- IT Assessment



Delaware County Board of Developmental Disabilities

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

Superintendent's Report

Department Reports

- 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

February 15, 2018

Call to Order

Louis Borowicz, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:42 p.m. on Thursday, February 15, 2018.

Roll Call

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

Not present: Howard Heffelfinger

Excused from Meeting

RESOLUTION 18-02-01

Alice Nicks moved to excuse Howard Heffelfinger from the February 15, 2018, Board Meeting. Tracie Davies Toot seconded the motion. The motion carried.

Introductions

None.

Public Comments

Superintendent Kristine Hodge recognized Jeffrey Wallace for his years of dedication and service to the Delaware County Board of Developmental Disabilities and presented him with a tribute from the Delaware County Commissioners.

Superintendent Kristine Hodge congratulated Peggy Kroon Van Diest on her upcoming retirement on February 28, 2018, and presented her with a proclamation from DCBDD recognizing her dedication to helping children since 1995.

Approval of Minutes

RESOLUTION 18-02-02

Alice Nicks moved to approve the Annual Organizational Meeting Minutes as presented. Gerald Plassenthal seconded the motion. The motion carried.

RESOLUTION 18-02-03

Jeffrey Wallace moved to approve the minutes from the January 18, 2018, Board Meeting as presented. Rita Seese seconded the motion. The motion carried.



Delaware County Board of Developmental Disabilities

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

Approval of Financial Reports

RESOLUTION 18-02-04

Jared Zirillo, Director of Operations/Business Manager, reviewed the January 2018 financial reports. Gerald Plassenthal moved to approve the list of January expenditures and the financial reports as submitted. Alice Nicks seconded the motion. The motion carried.

Executive Session

RESOLUTION 18-02-05

Gerald Plassenthal moved that the Board enter into executive session to discuss pending or imminent court action per ORC 121.22(G)(3) and to consider the purchase of property per ORC 121.22(G)(2). Alice Nicks seconded the motion. The roll call vote was as follows: Gerald Plassenthal, yes; Tracie Davis Toot, 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 6:52 p.m.

The regular meeting of the Board reconvened at 8:05 p.m.

Ethics Council Report

None.

Board Committee Updates

None.

New Business - Board Action Items

A. Board Training Schedule

RESOLUTION 18-02-06

Rita Seese moved to approve the proposed 2018 Board Member Training Schedule as presented. Gerald Plassenthal seconded the motion. The motion carried.

B. Proper Public Expenditures Policy

RESOLUTION 18-02-07

Alice Nicks moved to approve the proposed Proper Public Expenditures Policy as presented. Gerald Plassenthal seconded the motion. The motion carried.

C. Rescind Income Receipt, Internal Controls and Procurement Policy

RESOLUTION 18-02-08

After brief discussion, Tracie Davies Toot moved to rescind the Income Receipt, Internal Controls and Procurement Policy and replace it with three (3) separate stand-alone policies. 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.

D. Contract Monitoring Policy

RESOLUTION 18-02-09

Gerald Plassenthal moved to approve the Contract Monitoring Policy as presented. Jeffrey Wallace seconded the motion. The motion carried.

E. Procurement Policy

RESOLUTION 18-02-10

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

F. Financial Management Policy

RESOLUTION 18-02-11

Rita Seese moved to approve the Financial Management Policy as presented. Tracie Davies Toot seconded the motion. The motion carried.

Superintendent Report

Superintendent Kristine Hodge reported on the following topics:

- Strand Theatre Sensory Open House - February 17th from 10am to 12Noon
- Lifetime of Giving – March 6, 2018, at Source Point from 5:30 – 7:00 p.m.
- Tour of Delaware with Director Martin – March 6, 2018
- Legislative Advocacy Day – March 7, 2018
- Accreditation - February 21 & 22, 2018
- Spirit Week - In preparation for Accreditation next week
- 811 Property – Residential development for people with Mental Health and/ or Developmental Disabilities
- Safety Town Collaboration
- Executime going live on March 12, 2018
- Thank you to staff for hard work

Department Reports

Kristine Hodge, Superintendent, reviewed the January 2018 Enrollment, Personnel, and Provider reports.

Adjournment

RESOLUTION 18-02-12

Alice Nicks moved to adjourn the meeting. Jeffrey Wallace seconded the motion. The motion carried. The meeting adjourned at 8:32 p.m.

Respectfully submitted,

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

Executive Assistant