



Delaware County Board of Developmental Disabilities

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

April Board Meeting Agenda

Thursday, April 19, 2018

Room 165 at 6:30 p.m.

Call to Order

Roll Call

Introductions

Public Comments

Approval of Minutes

- March 15, 2018 Board Meeting

Approval of Financial Reports

- Income – March 2018
- Expenditures – March 2018
- Fund Report – March 2018

Ethics Council Report

Board Committee Update

- Personnel Committee

Executive Session

To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee

ORC - 121.22 (G) (1)

New Business – Board Action Items

- Grant Request – Team Heart and Sole
- Condo Association Board Member Nominations
- Strategic Plan
- IT Assessment
- Operations Coordinator
- Building Utilization Task Force

Superintendent's Report



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Department Reports

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

Adjournment



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Regular Board Meeting

March 15, 2018

Call to Order

Louis Borowicz, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:35 p.m. on Thursday, March 15, 2018.

Roll Call

Members present: Louis Borowicz, Howard Heffelfinger, Alice Nicks, Rita Seese, Gerald Plassenthal, David Moser

Not present: Tracie Davies Toot

Excused from Meeting

RESOLUTION 18-03-01

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

Introductions and Swearing In of New Board Member

Superintendent Kristine Hodge introduced Commissioner Gary Merrell and new Board Member David Moser. Commissioner Merrell administered the oath of office to Mr. Moser.

After the swearing in of Mr. Moser, Superintendent Hodge introduced new staff members to the Board. Diana Rose (Service Coordinator), Katlyn Brown (Service Coordinator), Michelle Young (Service Coordinator), Tricia Chan-Witcher (Service Coordinator), Emily Froehlich, (Support Administrator), John Marginean (Support Administrator), and new Support Administration Manager Susan Eckman all shared information about themselves and their previous experience with the Board.

Public Comments

None.

Approval of Minutes

RESOLUTION 18-03-02

Alice Nicks moved to approve the minutes from the February 15, 2018, Board Meeting as presented. Gerald Plassenthal seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 18-03-03

Jared Zirillo, Director of Operations/Business Manager, reviewed the February 2018 financial reports. Rita Seese moved to approve the list of February expenditures and the financial reports as submitted. Howard Heffelfinger seconded the motion. The motion carried.



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Executive Session

RESOLUTION 18-03-04

Howard Heffelfinger moved that the Board enter into executive session to discuss pending or imminent court action per ORC 121.22(G)(3). David Moser seconded the motion. The roll call vote was as follows: Gerald Plassenthal, yes; David Moser, yes; Rita Seese, yes; Alice Nicks, yes; Howard Heffelfinger, 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 7:15 p.m.

RESOLUTION 18-03-05

Alice Nicks moved to authorize Superintendent Hodge to proceed and sign the settlement agreement with Delaware Creative Housing. David Moser seconded the motion. The roll call vote was as follows: Gerald Plassenthal, abstain; David Moser, yes; Rita Seese, yes; Alice Nicks, yes; Howard Heffelfinger, yes; and Louis Borowicz, yes. The motion carried.

Ethics Council Report

None.

Board Committee Updates

Personnel Committee Update

Howard Heffelfinger, Personnel Committee Chairperson, reported that during the March 15, 2018, meeting Superintendent Kristine Hodge informed the Committee that the Personnel Policy Manual should be completed by the end of the month, and would be shared with the Committee for review. The Committee also discussed creating, posting, and filling a Lead Fiscal Specialist position and abolishing the Fiscal Manager position. The Committee recommends both for Board approval.

New Business - Board Action Items

A. Appointment to Finance Committee

Board President Louis Borowicz appointed David Moser to fill the vacancy on the Finance Committee created by Jeffrey Wallace's resignation.

B. Proclamation Recognizing March as Developmental Disabilities Awareness Month

RESOLUTION 18-03-06

Gerald Plassenthal moved to recognize March as Developmental Disabilities Awareness Month. Alice Nicks seconded the motion. The motion carried.



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C. Lead Fiscal Specialist Position

RESOLUTION 18-03-07

Howard Heffelfinger moved to create, post, and fill the Lead Fiscal Specialist position as recommended by the Personnel Committee. The position eliminates the need for the Fiscal Manager position and the Contract Coordinator position. Gerald Plassenthal seconded the motion. The motion carried.

D. Fiscal Manager Position

RESOLUTION 18-03-08

Gerald Plassenthal moved to abolish the Fiscal Manager position as recommended by the Personnel Committee. Rita Seese seconded the motion. The motion carried.

E. Mileage Policy

RESOLUTION 18-03-09

Alice Nicks moved to include the Mileage Policy in the Personnel Policy manual. Howard Heffelfinger seconded the motion. The motion carried.

F. Records Retention Schedule Revisions

RESOLUTION 18-03-10

HR Manager Mindy Owens reviewed the recommended changes to the Records Retention Schedule. Rita Seese moved to approve the changes as presented. David Moser seconded the motion. The motion carried.

G. Sheriff's Lease

RESOLUTION 18-03-11

Alice Nicks moved to approve the lease with the Delaware County Sheriff's office through April 30, 2021. David Moser seconded the motion. The motion carried.

H. IT Assessment

The IT Assessment discussion was tabled and will be presented during the April Board Meeting.

Superintendent Report

Superintendent Kristine Hodge reported on the following topics:

- Tour of downtown Delaware with Director Martin - Front page of the March 8, 2018 Delaware Gazette
- Developmental Disabilities Month activities
- Lifetime of Giving winners
- Accreditation – Awarded three (3) years
- 811 Property Update
- Executime Update
- Roof Update
- Long-term Fiscal Forecast Update



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Department Reports

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

Other

Board Vice President Howard Heffelfinger asked for ideas on how to utilize the vacant space in the building. Gerald Plassenthal suggested checking with the Department of Administrative Services (DAS) for agencies in need of space.

David Moser thanked everyone for the warm welcome and shared that he is looking forward to his time as a Board Member.

Adjournment

RESOLUTION 18-03-12

Rita Seese moved to adjourn the meeting. Alice Nicks seconded the motion. The motion carried. The meeting adjourned at 7:47 p.m.

Respectfully submitted,

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

Executive Assistant