



Delaware County Board of Developmental Disabilities

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

Personnel Committee Meeting Agenda

Tuesday, June 5, 2018

Room 163 at 6:00 p.m.

Call to Order

Roll Call

Public Comments

Approve May 8, 2018 Meeting Minutes

Discussion Items

- Personnel Policies Update
- Vacancies Update
- 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).
- Future Meeting Dates
 - July 10 at 6:00 p.m.
 - August 7 at 6:00 p.m.

Adjournment



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Personnel Committee Meeting Minutes

Tuesday, May 8, 2018

Room 102 at 11:30 a.m.

Call to Order

Howard Heffelfinger, Personnel Committee Chairperson, called the meeting to order at 11:35 a.m. on Tuesday, May 8, 2018.

Roll Call

Members present: Howard Heffelfinger and Alice Nicks

Not present: Jerry Plassenthal

Others present: Kristine Hodge, Superintendent; Anne Miller, Communications & PR Coordinator; Mindy Owens, HR Manager; Melinda Draper, Medicaid Manager; and Debbie Sonner, Executive Assistant

Excused from Meeting

Alice Nicks moved to excuse Jerry Plassenthal from the May 8, 2018 Personnel Committee Meeting. Howard Heffelfinger seconded the motion. The motion carried.

Public Comments

None.

Approval of Minutes

Alice Nicks moved to approve the minutes from the April 10, 2018, Personnel Committee Meeting as presented. Howard Heffelfinger seconded the motion. The motion carried.

Discussion Items

- Personnel Manual and Policies
Superintendent Kristine Hodge reported that she just received the majority of the revised policies from Attorney Postalakis. Superintendent Hodge plans to review them with Attorney Postalakis by May 25. The Committee requested both current and proposed policies be forwarded to them after the meeting with Attorney Postalakis in order to review the policies before the June Personnel Committee Meeting.
- Revised Table of Organization
Superintendent Kristine Hodge explained the proposed Table of Organization reflects the restructuring of the Operations Department. Alice Nicks moved to recommend the proposed Table of Organization to the Board. Howard Heffelfinger seconded the motion. The motion carried.



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- **Vacancies**
Superintendent Kristine Hodge updated the Committee on the status of current vacancies. The Fiscal Support position has been filled and the new staff member will start on May 21, 2018. Applications are still being accepted for the HR Manager and the Operations Coordinator. Two SSA positions (replacements) will be posted later this week.
- **SSA Position Request**
The SSA position request was tabled and will be brought back to the Committee for discussion in June.
- **Future Meeting Dates**
The Personnel Committee decided on the future meeting dates listed below.
 - June 5 at 6:00 p.m.
 - July 10 at 6:00 p.m.
 - August 7 at 6:00 p.m.
- **Rescind IT Manager Position**
Superintendent Kristine Hodge explained that the position is now vacant and is no longer needed since the Board approved outsourcing IT to Delaware County. Alice Nicks moved to recommend rescinding the IT Manager position to the Board. Howard Heffelfinger seconded the motion. The motion carried.
- **Salary Schedule Revision**
Superintendent Kristine Hodge shared that the proposed changes to the 2019 Salary Schedule reflects the addition of the new positions in the Table of Organization. No changes were made to the pay grades or salary ranges at this time. Alice Nicks moved to recommend the Board adopt the proposed changes to the 2019 Salary Schedule. Howard Heffelfinger seconded the motion. The motion carried.

Personnel Committee Action Items for May 2018 Board Meeting:

1. Recommend rescinding the IT Manager position to the Board.
2. Recommend adopting the revised 2018 Table of Organization.
3. Recommend adopting the proposed 2019 Salary Schedule.

Adjournment

Alice Nicks moved to adjourn the meeting. Howard Heffelfinger seconded the motion. The motion carried. The meeting adjourned at 12:15 p.m.

Respectfully submitted,

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

Executive Assistant