



Delaware County Board of Developmental Disabilities

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

June Board Meeting Agenda

Thursday, June 21, 2018

Room 165 at 6:30 p.m.

Call to Order

Roll Call

Introductions

Public Comments

Approval of Minutes

- May 17, 2018 Board Meeting

Approval of Financial Reports

- Income – May 2018
- Expenditures – May 2018
- Fund Report – May 2018

Ethics Council Report

Board Committee Update

- Building Committee
- Personnel Committee

New Business – Board Action Items

- Behavior Support Policy
- Financial Management Policy
- Ohio School Plan Contract
- Primary Solutions Contract
- Delaware County IT Contract

Superintendent's Report

Department Reports

- EVV Report
- Social Media Update
- Enrollment Report
- Personnel Report
- Provider Report

Adjournment



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Regular Board Meeting

May 17, 2018

Call to Order

Louis Borowicz, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6: 34 p.m. on Thursday, May 17, 2018.

Roll Call

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

Introductions Superintendent Kristine Hodge introduced Jodie Davenport in her new role as Lead Fiscal Specialist. Ms. Davenport shared her sixteen (16) years of experience with DCBDD with the Board.

Public Comments

Communications and PR Coordinator Anne Miller shared that the Awareness Committee is planning a Block Party on Wednesday, July 25, 2018 from 4:00 – 7:00 p.m. Alice Nicks requested a “save the date” reminder be sent to the Board Members.

Approval of Minutes

RESOLUTION 18-05-01

David Moser requested to have “swearing in of new board member” removed from the April 19, 2018 minutes. Alice Nicks moved to approve the amended April 19, 2018 minutes. David Moser seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 18-05-02

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

Ethics Council Report

The Ethics Council met at 5:20 p.m. to review four (4) direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the entities submitted for review (Amadou Gadjigo Independent Provider LLC; The Speech & Career Center LLC; CASA Speech; and Spring Home Health).

RESOLUTION 18-05-03

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



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Board Committee Updates

Building Utilization Task Force Update

Howard Heffelfinger, Task Force Chairperson, reported that during the May 7, 2018, meeting the Task Force members toured the facility to determine how best to utilize the vacant space, discussed changing the name of Task Force to the Building Utilization Committee, adding an additional Board Member, obtain lease comparables for the surrounding area, and seeking Prosecutor opinion for possible tenants.

The next Building Utilization Task Force Meeting is scheduled for Wednesday, May 30, 2018 at 10:00 a.m.

Personnel Committee Update

Howard Heffelfinger, Personnel Committee Chairperson, reported that during the May 8, 2018 Committee meeting, Superintendent Kristine Hodge provided the Committee with a revised Table of Organization that reflects the restructuring of the Operations Department, an updated Salary Schedule, and a request to rescind the IT Manager position since it is no longer needed. The Committee recommends the Board rescind the IT Manager position and approve the Table of Organization and the 2019 Salary Schedule.

The next Personnel Committee is scheduled for Tuesday, June 5, 2018 at 6:00 p.m.

Finance Committee Update

Tracie Davies Toot, Finance Committee Chairperson, reported that during the May 14, 2018 Committee meeting Superintendent Kristine Hodge requested to transfer \$103,000.00 from the Severance Fund into the Operating Fund to cover the amount of severance paid out so far this year. The Committee also discussed at length possible levy options. The Committee agreed to recommend the transfer of funds to cover severance payout and Levy Option 2 to the Board for approval.

Grant Request – Team Heart and Sole

Georgeann Haviland with Team Heart and Sole thanked the Board for the grant they received in 2016, and requested another grant for \$5,000.00 to help further their mission of providing inclusive opportunities for “champions” to participate in race events.

RESOLUTION 18-05-04

Tracie Davies Toot moved to approve the grant request for Team Heart and Sole in the amount of \$5,000.00. Rita Seese seconded the motion. The motion carried.

New Business - Board Action Items

A. Building Utilization Task Force Name

Superintendent Kristine Hodge requested the name of the Building Utilization Task Force be changed to Building Utilization Committee to accurately reflect its purpose.

RESOLUTION 18-05-05

David Moser moved to change the name of the Building Utilization Task Force to Building Utilization Committee. Gerald Plassenthal seconded the motion. The motion carried.



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B. Additional Member for Building Utilization Committee

Board President Louis Borowicz appointed Alice Nicks to the Building Utilization Committee.

C. Rescind IT Manager Position

RESOLUTION 18-05-06

Howard Heffelfinger moved to rescind the IT Manager position as recommended by the Personnel Committee. Alice Nicks seconded the motion. The motion carried.

D. Revised Table of Organization

RESOLUTION 18-05-07

Howard Heffelfinger moved to approve the revised Table of Organization as recommended by the Personnel Committee. Alice Nicks seconded the motion. The motion carried.

E. Revised Salary Schedule

RESOLUTION 18-05-8

Alice Nicks moved to approve the revised Salary Schedule for 2019 as recommended by the Personnel Committee. Gerald Plassenthal seconded the motion. The motion carried.

F. Transfer of Funds from Severance to Operations

RESOLUTION 18-05-9

Rita Seese moved to approve using funds from the Severance Reserve Fund in the amount of \$103,000.00(29752505) to cover severance payouts. Tracie Davies Toot seconded the motion. The motion carried.

RESOLUTION 18-05-10

Alice Nicks moved to approve supplemental appropriations for expending the Severance Reserve Fund in the amount of \$103,000.00. David Moser seconded the motion. The motion carried.

G. Levy Resolution

Superintendent Kristine Hodge reviewed the different levy options. After lengthy discussion, Howard Heffelfinger moved to approve the request to the Delaware County Commissioners to adopt the necessary resolutions for submitting to the electors the question of levying an additional tax for Developmental Disabilities services.

WHEREAS, the Delaware County Board of Developmental Disabilities (“DCBDD”) is currently funded by a 2.1mill and a 0.56 mill property tax; and,

WHEREAS, the current 2.1 mill and 0.56 mill property tax of DCBDD is set to expire in 2020; and,

WHEREAS, addition of a .4 mill continuous levy is crucial to DCBDD’s continued provision of quality services to its clients; and,

WHEREAS, without the funding provided by the .4 mill continuous levy, the Delaware County Board of Commissioners would be required, pursuant to section 5126.05(G) of the



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Ohio Revised Code, to fund DCBDD services from other available local, state, and federal funds; and,

WHEREAS, in order to submit to the electors of Delaware County the question of levying an addition of .4 mill continuous tax for DCBDD services, the Delaware County Board of Commissioners must adopt a resolution of necessity, request and receive the County Auditor's certificate, and adopt a resolution to proceed.

RESOLUTION 18-05-11

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. DCBDD hereby respectfully requests that the Delaware County Board of Commissioners adopt the necessary resolutions for submitting to the electors of Delaware County the question of levying an additional tax for DCBDD programs and services at the primary election to be held on November 6, 2018.
2. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and 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.
3. This Resolution shall be in full force and effect immediately upon adoption.

Tracie Davies Toot seconded the motion. The motion carried.

H. Health Insurance

RESOLUTION 18-05-12

After brief discussion, Alice Nicks moved to approve an employee contribution rate of twelve percent (12%) for health insurance coverage. David Moser seconded the motion. The motion carried.

I. Public Records Policy

RESOLUTION 18-05-13

After brief discussion, Alice Nicks moved to approve the Public Records Policy as presented. Gerald Plassenthal seconded the motion. The motion carried.

J. Advocacy and Inclusion Grant Policy

RESOLUTION 18-05-14

Gerald Plassenthal moved to approve the Advocacy and Inclusion Grant Policy as presented. David Moser seconded the motion. The motion carried.

K. Help Me Grow Service Coordination Grant

RESOLUTION 18-05-15

Gerald Plassenthal moved to approve the Help Me Grow Service Coordination Grant for fiscal year 2019 in the amount of \$610,264.00. Rita Seese seconded the motion. The motion carried.



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L. Delaware County Maintenance Contract

RESOLUTION 18-05-16

Alice Nicks moved to approve the Delaware County Maintenance Contract for a period of three (3) years not to exceed \$35,000.00 annually. David Moser seconded the motion. The motion carried.

Superintendent Report

Superintendent Kristine Hodge reported on the following topics:

- Healthy Kids Day
- Craig Hill's award for involvement in Walk a Mile in Her Shoes
- Kid's Day America on May 19, 2018
- DCBDD's continued partnership with the Willis Education Center for Open Gyms
- Board President Louis Borowicz facilitated a session at the OACB Spring Conference on May 11, 2018
- DCBDD hosted a PAR Conference on May 11, 2018
- The Wellness Committee is sponsoring the DCBDD Marathon to promote wellness of mind, body and soul
- The last waiver waiting list "Freeze Day" was celebrated on May 3 with Elsa and popsicles
- Staff honored First Responders with Barry's Bagels
- A staff In-Service is scheduled for June 25, 2018 at North Orange Park
- Four staff members recently graduated from the Leadership Delaware program.

Department Reports

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

Adjournment

RESOLUTION 18-05-17

Alice Nicks moved to adjourn the meeting. Gerald Plassenthal seconded the motion. The motion carried. The meeting adjourned at 8:11 p.m.

Respectfully submitted,

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

Executive Assistant