



# Delaware County Board of Developmental Disabilities

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

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## **Delaware County Board of Developmental Disabilities**

### **Regular Board Meeting**

**September 19, 2018**

#### **Call to Order**

Board Vice President Howard Heffelfinger called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Wednesday, September 19, 2018.

#### **Roll Call**

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

Not present: Louis Borowicz

#### **Excused from Meeting**

##### **RESOLUTION 18-09-01**

Alice Nicks moved to excuse Louis Borowicz from the September 19, 2018 Board Meeting. Gerald Plassenthal seconded the motion. The motion carried.

#### **Introductions**

Superintendent Kristine Hodge introduced her new Executive Assistant Jennifer Kenney to the Board. Jennifer shared information about herself and her previous work experience with the Board Members.

#### **Public Comments**

Craig Hill reported to the Board Members that Focus on Abilities is selling raffle tickets for the OSU versus Minnesota game on October 13, 2018. Raffle tickets are just five dollars (\$5) each and are for two (2) tickets to the game and a fifty dollar (\$50) gift card to Jett's Pizza. Volunteers will be at First Friday in Delaware on October 5, 2018 selling raffle tickets and handing out yard signs. Focus on Abilities is also holding a fundraiser at the BJ's Brewhouse (Polaris) on October 22, 2018 from 11:00 a.m. until 9:00 p.m. Twenty percent (20%) of receipts go to Focus on Abilities with a flyer. The next Focus on Abilities meeting is scheduled for Wednesday, September 26, 2018 from 5:00 p.m. - 6:00 p.m. at Creative Foundations in Delaware.

#### **Approval of Minutes**

##### **RESOLUTION 18-09-02**

Gerald Plassenthal moved to approve the minutes from the August 16, 2018 Board Meeting as presented. David Moser seconded the motion. The motion carried.



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## **Approval of Financial Reports**

### RESOLUTION 18-09-03

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

## **Ethics Council Report**

The Ethics Council met at 5:15 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 (Impact Care; Striving 4 Greatness; Living in Family Environments; and Selph Health Care Agency).

### RESOLUTION 18-09-04

David Moser moved to approve the Ethics Council Report as presented. Tracie Davies Toot seconded the motion. The motion carried.

## **Board Committee Updates**

### *Building Utilization Committee*

Howard Heffelfinger, Personnel Committee Chairperson, reported that the Committee met earlier today, September 19, 2018 to review a possible lease with the Sheriff's Department for rooms L17 A and B. The Committee recommends authorizing Superintendent Kristine Hodge to negotiate and enter into a lease with the Sheriff's Department for rooms L17 A and B for a period of one (1) year at seven dollars (\$7) per square foot.

### *Program Committee*

Gerald Plassenthal, Program Committee Chairperson, reported that the Committee met on September 10, 2018 to review the Money Management Grant request, which would provide financial management skill training to two hundred (200) people served by DCBDD. If awarded the grant, DCBDD would be required to provide \$28,333 for each of the three years. The Committee recommends moving forward with the grant application. The Committee also received updates on the survey results conducted to gauge interest in expanding the Early Intervention Core Team through age of five (5), the Tech Team Pilot to link people served with technology to improve independence, and the Provider Pilot to establish a "gold star" standard for providers

### *Finance Committee Update*

Tracie Davies Toot, Finance Committee Chairperson, reported that during the September 13, 2018, meeting the Committee reviewed the proposed 2019 Budget and recommends its adoption. The Committee is tentatively scheduled to meet again in November to revise the budget if the levy passes.



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## *Personnel Committee Update*

Howard Heffelfinger, Personnel Committee Chairperson, reported that Board Members received an updated draft of the Personnel Manual to review. The Committee requests all questions and comments be sent to Deb Sonner before the October 9, 2018 Personnel Committee Meeting.

## **New Business - Board Action Items**

### A. OACB Delegate Assembly

Superintendent Kristine Hodge reported that the OACB Winter conference is scheduled for November 28-30, 2018.

#### RESOLUTION 18-09-05

Gerald Plassenthal moved to appoint Board President Louis Borowicz as Delegate and Superintendent Kristine Hodge as Alternate for the Delegate Assembly meeting on November 28, 2018. Tracie Davies Toot seconded the motion. The motion carried.

### B. 2019 Budget

Jared Zirillo, Director of Operations/Business Manager, reviewed the assumptions used to develop the proposed 2019 Budget.

#### RESOLUTION 18-09-06

After brief discussion, Rita Seese moved to approve the 2019 Budget as recommended by the Finance Committee. Tracie Davies Toot seconded the motion. The motion carried.

### C. Rescind Severance Fund Transfer

Jared Zirillo, Director of Operations/Business Manager, requested to rescind the Severance Fund Transfer approved during the May 17, 2018 Board Meeting

#### RESOLUTION 18-09-07

Gerald Plassenthal moved to rescind the Severance Fund Transfer. Rita Seese seconded the motion. The motion carried.

### D. Money Matters Grant

Director of Operations/Business Manager Jared Zirillo explained the Money Matters Grant request.

#### RESOLUTION 18-09-08

Alice Nicks moved to approve the Money Matters Grant request as recommended by the Program Committee. David Moser seconded the motion. The motion carried.

### E. Summit Housing Acquisition of Home in Lewis Center

Superintendent Kristine Hodge reported that Summit Housing has a deposit on a home in Lewis Center and is proposing to use Community Capital Assistance (CCA) Funds for the purchase.

#### RESOLUTION 18-09-09

Gerald Plassenthal moved to authorize Superintendent Kristine Hodge to sign a CCA Funding agreement with Summit Housing for the Home in Lewis Center. Rita Seese seconded the motion. The motion carried.



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## F. Sheriff's Lease

Superintendent Kristine Hodge informed the Board of the potential lease with the Sheriff's Department for rooms L17 A and B.

### RESOLUTION 18-09-10

Gerald Plassenthal moved to authorize Superintendent Kristine Hodge to negotiate and sign a lease agreement with the Sheriff's Department for rooms L17 A and B for a period of one (1) year at seven dollars (\$7) a square foot as recommended by the Building Committee.

Rita Seese seconded the motion. The motion carried.

## **Superintendent Report**

Superintendent Kristine Hodge reported on the following topics:

- 2019 Budget work
- Admin Team review of the draft Personnel Policies
- Staff Appreciation Breakfast on September 25, 2018
- Participation in the Opiate Collaboration
- Supper with the Superintendent at J Gumbo's on September 6, 2018
- September's Transition Bootcamp had thirty (30) attendees
- Staff manning the Fair Booth
- Inclusions Collaboration with Westerville Parks and Rec
- Presentations to share levy information with the Kiwanis, Aktion, and Rotary Clubs
- Participation in the Source Point Wellness Expo

## **Department Reports**

### *Enrollment, Personnel, and Provider Reports*

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

## **Adjournment**

### RESOLUTION 18-09-11

Alice Nicks moved to adjourn the meeting. David Moser seconded the motion. The motion carried. The meeting adjourned at 7:22 p.m.

Respectfully submitted,

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

Executive Assistant