



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

March 21, 2019

Call to Order

Board President, Louis Borowicz called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:36 p.m. on Thursday, March 21, 2019.

Roll Call

Members present: Louis Borowicz, Howard Heffelfinger, David Moser, Tracie Davies Toot, Dana Lehman, Ted Klecker, and Steve Finney

Public Comments

Vickie House addressed the Board to share her recent frustrations with finding reliable and affordable transportation for her son, who is very eager to work. Tracie Manns also addressed the Board to voice her transportation troubles for her son. Vickie and Tracie both requested that the Board help them with finding a solution for better transportation options. The Board thanked them for their comments.

Approval of Minutes

RESOLUTION 19-03-01

Howard Heffelfinger moved to approve the minutes from the regular Board meeting on February 21, 2019 as presented. David Moser seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 19-03-02

Jared Zirillo, Director of Operations/Business Manager, reviewed the February 2019 financial reports. Steve Finney moved to approve the list of January expenditures and the financial reports as submitted. Dana Lehman seconded the motion. The motion carried.

Board Committee Updates

Building Utilization Committee

Howard Heffelfinger, Building Utilization Committee Chairperson, reported that the Committee met on March 11, 2019. The Committee reviewed the carpet replacement proposal and recommends the Board approve to the Capital Funds to pay for the project. The Committee requests the supplemental appropriations for the capital reserve fund for carpet removal and installation. The Committee discussed the Building Use Policy and recommends a revised policy be presented to the Board for approval at the April meeting. The Committee reviewed the most updated building assessment report and was able to tour the building.



Delaware County Board of Developmental Disabilities

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

Personnel Committee

Howard Heffelfinger, Personnel Committee Chairperson, reported that the Committee met on March 13, 2019. The Committee reviewed the cell phone policy and the four options for employee cell phone use:

1. Leave policy as is; staff will continue to use their personal cell phones and receive a stipend
2. Provide staff with Board issued cell phone and remove the stipend
3. Allow staff to choose between personal cell and Board issued cell, lowering the stipend amount and following strict protocol when work related information is received on their personal phone.
4. Allow staff to choose between personal cell and Board issued cell keeping the stipend at the current amount and following strict protocol when work related information is received on their personal phone.

The Committee recommends the Board adopt option two in order to protect staff from their personal information being subjected to a search in response to a public records request and recommends passage of the revised cell phone policy. With that, the Committee also recommends giving the Superintendent authority to execute all agreements to move forward with the cell phone carrier (Sprint) and purchase all necessary equipment.

The Committee also discussed changes to the Table of Organization, Position Descriptions, and Salary Schedule. The Committee will prepare to have discussions and recommendations at the April Board meeting.

Ethics Council Report

The Ethics Council met at 6:15 p.m. and reviewed eleven staff conflicts and to review 11 direct services contracts for potential conflicts. The Council found that no conflicts currently exist with the entries submitted for review: Academic and Behavioral Learning Enrichment (A.B.L.E.); Always There @ A Touch, LLC; Amy O. Heil, MA, CCC-SLP, LLC; Berger Provider Services, LLC; Beyond Healthcare and Education, LLC; Covenant Contract Services, LLC; Guy Time, LLC; JJJ Independent Homecare, LLC; Love for Mankind, LLC; MPQH Healthcare Professional, LLC; and Roma G, LLC.

RESOLUTION 19-03-03

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

New Business - Board Action Items

- A. Proclamation of DD Awareness

RESOLUTION 19-03-04



Delaware County Board of Developmental Disabilities

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

Steve Finney moved to accept the proclamation. Tracie Davies Toot seconded the motion. The motion carried.

B. Revised Cell Phone Policy

RESOLUTION 19-03-05

Howard Heffelfinger moved to approve the revised cell phone policy as presented. David Moser seconded the motion. The motion carried.

C. Adopt Option Two of Cell Phone Options

RESOLUTION 19-03-06

Steve Finney moved to adopt option two, which provides DCBDD staff with a Board issued cell phone and equipment, and authorizes the Superintendent to sign all necessary documents with the wireless carrier. Dana Lehman seconded the motion. The motion carried.

D. Spectra Contract for Carpet Replacement

RESOLUTION 19-03-07

Howard Heffelfinger moved to authorize the Superintendent to execute the contract with Spectra for carpet replacement. Dana Lehman seconded the motion. The motion carried.

E. Supplemental Appropriations for Capital Improvement Fund

RESOLUTION 19-03-08

David Moser moved to use supplemental appropriations for Capital Improvement Fund. Howard Heffelfinger seconded the motion. The motion carried.

Superintendent Report

Kristine Hodge reported on the following topics:

- March is DD Awareness activities and events
- State of the County event
- Lifetime of Giving
- Staff Appreciation Day
- Caregiver Appreciation Cards
- Donuts with DCBDD
- Crazy Sock Day
- Delaware City Schools – BlendedCon
- Dublin Transition Meeting
- Superintendents' Meeting
- County Budget issued from DODD Director Davis

Department Reports

Enrollment, Personnel, Provider, and Public Relations Reports



Delaware County Board of Developmental Disabilities

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

Superintendent Kristine Hodge reviewed January 2019 Enrollment, Personnel, Provider, and Public Relations reports.

Adjournment

RESOLUTION 19-03-09

Howard Heffelfinger moved to adjourn the meeting. Ted Klecker seconded the motion. The motion carried. The meeting adjourned at 7:29 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Kenney". The signature is written in a cursive, flowing style.

Executive Assistant