



# Delaware County Board of Developmental Disabilities

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## Delaware County Board of Developmental Disabilities

### Regular Board Meeting

June 20, 2019

#### Call to Order

Board President, Louis Borowicz called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Thursday, June 20 2019.

#### Roll Call

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

Members absent: Dana Lehman

#### Excused from Meeting

##### RESOLUTION 19-06-01

Steve Finney moved to excuse Dana Lehman from the June 20, 2019 Board Meeting. Howard Heffelfinger seconded the motion. The motion carried.

#### Introduction

Superintendent Kristine Hodge introduced Diana Rose in her new role as a Support Administrator, Aaron Tiedt in his new role as the Quality Assurance and Compliance Specialist, and Chase Waits in his new role as Community Relations Specialist. The Board congratulated them on their new positions.

#### Public Comments

None

#### Approval of Minutes

##### RESOLUTION 19-06-02

David Moser moved to approve the minutes from the regular Board meeting on May 16, 2019 as presented. Tracie Davies Toot seconded the motion. The motion carried.

#### Approval of Financial Reports

##### RESOLUTION 19-06-03

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

#### Ethics Council Report

The Ethics Council met at 6:20 p.m. and reviewed two staff reports and five direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the



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staff reports or the entries submitted for review, which include McKibben and Monte, LLC; Ncray, LLC; Stiles Communication Quest, LLC; The Missing Piece, LLC; and Wittibslager, Betty E. dba Caring Arms Healthcare and Transportation Services, LLC.

## RESOLUTION 19-06-04

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

### **Board Committee Updates**

#### *Building Utilization Committee*

Howard Heffelfinger, Committee Chair Member, reported that the committee met on Wednesday, June 12, 2019 and recommends that the Board adopt the revised Building Usage Policy. The Committee also discussed the amended MOU with Special Olympics of Delaware County, and the continuing discussions Kristine Hodge has with county partners regarding a potential campus center for county social services.

#### *Personnel and Programs Committee*

Howard Heffelfinger, Committee Chair Member, reported that the committee met on Wednesday, June 12, 2019 and recommends that the Board authorize Kristine Hodge to enter into an agreement with The Growth Coach for strategic planning facilitation. The addition of continued support from the facilitator following the implementation is being requested. The Committee also recommends that the Board adopt the revised Performance Evaluation policy. The Committee discussed the Family and Children First Council (FCFC) Strong Families Safe Communities regarding the grant funds for the family liaison. Kristine Hodge provided the detailed information.

### **Executive Session**

#### RESOLUTION 19-06-05

Ted Klecker moved that the Board enter into executive session for the purpose of ORC 121.22 G(3): Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. David Moser seconded the motion. The roll call vote was as follows: Louis Borowicz, yes; Howard Heffelfinger, yes; David Moser, yes; Tracie Davies Toot, yes; Steve Finney, yes; Ted Klecker, yes. The motion carried.

The Board entered into executive session at 6:42 p.m.

The regular meeting of the Board reconvened at 7:00 p.m.

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

#### A. Camp Host Volunteers Grant Request

Brett Lansinger of Camp Host Volunteers presented the grant request to have ADA swings and risers installed for the commodes at the Delaware State Park playground.

#### RESOLUTION 19-06-06

After brief discussion, Howard Heffelfinger moved to approve the grant request based on Mr. Lansinger's agreement to amend the request. The amended grant request will omit the



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commode risers and provide up to four (4) ADA swings for Delaware State Park playgrounds. Tracie Davies Toot seconded the motion. The motion carried.

## B. IT Contract

### RESOLUTION 19-06-07

David Moser moved to authorize Kristine Hodge to execute the Intergovernmental Cooperation Agreement with Delaware County Automatic Data Processing Board and DCBDD. Steve Finney seconded the motion. The motion carried.

## C. Primary Solutions Contracts

### RESOLUTION 19-06-08

Tracie Davies Toot moved to authorize Kristine Hodge to sign the two Primary Solutions contracts, for the software license and the web service agreement. David Moser seconded the motion. The motion carried.

## D. Health Insurance Rates

### RESOLUTION 19-06-09

David Moser moved to approve the Board's responsibility of total health insurance premiums to remain at 88% and the employee's responsibility to remain at 12% for rate year 2019-2020. Steve Finney seconded the motion. The motion carried.

## E. Revised MUI Policy

### RESOLUTION 19-06-10

Howard Heffelfinger moved to adopt the revised MUI Policy as presented to the Board, and as recommended by the Personnel and Programs Committee. David Moser seconded the motion. The motion carried.

## F. Revised Building Usage Policy

### RESOLUTION 19-06-11

Howard Heffelfinger moved to adopt the revised Building Usage Policy as presented to the Board, and as recommended by the Building Utilization Committee. Steve Finney seconded the motion. The motion carried.

## G. Strategic Plan Facilitation

### RESOLUTION 19-06-12

Howard Heffelfinger moved to authorize Kristine Hodge to enter into agreement for Strategic Planning with The Growth Coach, amending the agreement to include ongoing support after the plan is implemented. David Moser seconded the motion. The motion carried.

## H. Letter of Intent: 16 Parker Street

### RESOLUTION 19-06-13



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David Moser moved to authorize Kristine Hodge to sign the Letter of Intent from Summit Housing for renovations at 16 Parker Street. Tracie Davies Toot seconded the motion. The motion carried.

I. Letter of Intent: 265 Hearthstone Drive

RESOLUTION 19-06-14

Howard Heffelfinger moved to authorize Kristine Hodge to sign the Letter of Intent from Summit Housing for renovations at 265 Hearthstone Drive. David Moser seconded the motion. The motion carried.

J. Letter of Intent: 700-702 Belleview Court

RESOLUTION 19-06-15

David Moser moved to authorize Kristine Hodge to sign the Letter of Intent from Summit Housing for renovations at 700-702 Belleview Court. Steve Finney seconded the motion. The motion carried.

K. Letter of Intent: 706-708 Belleview Court

RESOLUTION 19-06-16

Howard Heffelfinger moved to authorize Kristine Hodge to sign the Letter of Intent from Summit Housing for renovations at 706-708 Belleview Court. Tracie Davies Toot seconded the motion. The motion carried.

L. Revised Performance Evaluation Policy

RESOLUTION 19-06-17

David Moser moved to adopt the revised Performance Evaluation Policy. Howard Heffelfinger seconded the motion. The motion carried.

## **Superintendent Report**

Kristine Hodge presented her Superintendent's report and informed the Board of Team Heart and Sole's donation of \$100 to DCBDD in the memory of Nicholas Haycox. She also requested that the Board members send her any questions regarding their funding and sustainability training, which was received prior to the meeting.

## **Department Reports**

*Enrollment, Personnel, and Provider*

Superintendent Kristine Hodge reviewed May 2019 Enrollment, Personnel, Provider Reports and the second quarter PR Report.

## **Adjournment**

RESOLUTION 19-06-18

David Moser moved to adjourn the meeting. Tracie Davies Toot seconded the motion. The motion carried. The meeting adjourned at 7:41 p.m.



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Respectfully submitted,

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

Executive Assistant