



# 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 October 17, 2019**

### **Call to Order**

Board President, Louis Borowicz called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:31 p.m. on Thursday, October 17, 2019.

### **Roll Call**

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

Members absent: Tracie Davies Toot

### **Excused from Meeting**

#### RESOLUTION 19-10-01

Steve Finney moved to excuse Tracie Davies Toot from the October 17, 2019 Board Meeting. Howard Heffelfinger seconded the motion. The motion carried.

### **Introductions**

Superintendent Kristine Hodge introduced Receptionist, Courtney Hines, who started her employment in July. Courtney shared information about herself and previous work experience with the Board. Also introduced to the Board was Brad Schneider of the Growth Coach and strategic planning consultant, and Tom Jacobs of Summit Housing Development Corporation.

### **Public Comments**

Louis Borowicz read a tribute to Jon Peterson and requested a moment of silence. Brad Schneider of the Growth Coach informed the Board of the strategic planning process and developments to date.

### **Approval of Minutes**

#### RESOLUTION 19-10-02

David Moser moved to approve the minutes from the regular Board meeting on September 18, 2019 as presented. Dana Lehman seconded the motion. The motion carried.

### **Approval of Financial Reports**

#### RESOLUTION 19-10-03

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

### **Ethics Council Report**



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The Ethics Council met at 6:15 p.m. and reviewed one staff request, nineteen direct service contracts, and seven Core Team contracts for potential conflicts. The Council found that no conflicts currently exist with the entries submitted for review, The Ethics Council reviewed the following direct service and Core Team contracts with no known conflicts: A and B Support Care, LLC; Alpha Group of Delaware, Inc.; Aspire Speech Therapy, LLC; Beyond Healthcare and Education, LLC; Center for Cognitive and Behavioral Therapy; Cindy's Provider Care, LLC; CORI Care; Hunt, Valerie dba All Around Town; Independent Beginnings; JIL Independent Home Care, LLC; Move to Learn, LLC; MPQH, LLC; Reflektions, LTD; Regina and Company, Inc.; Speak, Learn, Play; Spring Home Health Care, LLC; Three C Care Healthcare; Viaquest Day Services; Vizion One, Inc.; Core Team Contract: ABC Therapies; Core Team Contract: Keller Speech Therapy, LLC; Core Team Contract: Let's Talk, LLC; Core Team Contract: Petras Pediatric Rehab, LLC; Core Team Contract: Professional Speech Services, LLC; Core Team Contract: Sensory Solutions, LLC; and Core Team Contract: Something to Say, LLC.

## RESOLUTION 19-10-04

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

## **Board Committee Updates**

### *Personnel and Programs Committee*

Howard Heffelfinger, Committee Chair, reported that the committee met on Monday, October 14, 2019 and will recommend that the Board approve the Core Team contracts for ABC Therapies, Keller Speech Therapy, LLC, Let's Talk, LLC, Petras Pediatric Rehab, LLC, Professional Speech Services, LLC, Sensory Solutions, LLC, and Something to Say, LLC. The Committee also recommends the Board adopt the revised salary schedule which moves the Service Coordinator position from pay grade 3 to pay grade 4 effective November 4, 2019. Also discussed was the Wellness Committee Incentive Program for 2020 and Administrative contracts that will be presented at the November Board meeting.

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

### A. Disability Employment Awareness Month

#### RESOLUTION 19-10-05

Louis Borowicz read the Proclamation of Recognition that October is National Disability Employment Awareness month. Dana Lehman moved to adopt the Proclamation of Recognition. David Moser seconded the motion. The motion carried.

### B. Core Team Contract: ABC Therapies

#### RESOLUTION 19-10-06

David Moser moved to approve the Core Team contract for ABC Therapies to provide occupational and physical therapy. Steve Finney seconded the motion. The motion carried.

### C. Core Team Contract: Keller Speech Therapy, LLC

#### RESOLUTION 19-10-07



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Howard Heffelfinger moved to approve the Core Team contract for Keller Speech Therapy, LLC to provide speech therapy. Steve Finney seconded the motion. The motion carried.

D. Core Team Contract: Let's Talk, LLC

RESOLUTION 19-10-08

David Moser moved to approve the Core Team Contract for Let's Talk, LLC to provide speech therapy. Howard Heffelfinger seconded the motion. The motion carried.

E. Core Team Contract: Petras Pediatric Rehab, LLC

RESOLUTION 19-10-09

Dana Lehman moved to approve the Core Team contract for Petras Pediatric Rehab, LLC to provide physical therapy. David Moser seconded the motion. The motion carried.

F. Core Team Contract: Professional Speech Services, LLC

RESOLUTION 19-10-10

David Moser moved to approve the Core Team contract for Professional Speech Services, LLC to provide speech therapy. Steve Finney seconded the motion. The motion carried.

G. Core Team Contract: Sensory Solutions, LLC

RESOLUTION 19-10-11

Dana Lehman moved to approve the Core Team contract for Sensory Solutions, LLC to provide occupational therapy. David Moser seconded the motion. The motion carried.

H. Core Team Contract: Something to Say, LLC

RESOLUTION 19-10-12

Ted Klecker moved to approve the Core Team contract for Something to Say, LLC to provide speech therapy. Howard Heffelfinger seconded the motion. The motion carried.

I. Supplemental Appropriations for Reserve Fund

RESOLUTION 19-10-13

David Moser moved to approve supplemental appropriations for Transfers-Out for the Operating Fund (29552501-5801) and Transfers-In for the Medicaid Fund (29652504-4601) in the amount of \$1,208,775. Steve Finney seconded the motion. The motion carried.

J. Transfer to Reserve Fund

RESOLUTION 19-10-14

Dana Lehman moved to approve the transfer of \$1,208,775 from the Operating Fund (29552501-5801) to the Medicaid Reserve Fund (29652504-4601) in the amount of \$1,208,775. Howard Heffelfinger seconded the motion.

K. Superintendent Development Plan

RESOLUTION 19-10-15



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Dana Lehman moved to approve the Superintendent Development Plan. Steve Finney seconded the motion. The motion carried.

L. 2020 Agency Calendar

RESOLUTION 19-10-16

David Moser moved to adopt the 2020 Agency Calendar. Howard Heffelfinger seconded the motion. The motion carried.

M. 2020 Board Meeting Schedule

RESOLUTION 19-10-17

Steve Finney moved to adopt the 2020 Board Meeting Schedule. Dana Lehman seconded the motion. The motion carried.

N. Salary Schedule

RESOLUTION 19-10-18

Ted Klecker moved to adopt the revised salary schedule effective November 4, 2019. David Moser seconded the motion. The motion carried.

O. FCFC Early Intervention Contract Second Amendment

RESOLUTION 19-10-19

David Moser moved to approve the second amendment to the FCFC Early Intervention contract. Steve Finney seconded the motion. The motion carried.

P. Summit Housing Development Corporation Letter of Intent

RESOLUTION 19-10-20

Dana Lehman moved to authorize the Superintendent to sign the Letter of Intent for Summit Housing Development Corporation. David Moser seconded the motion. The motion carried.

## **Superintendent Report**

Kristine Hodge presented her Superintendent's report and informed the Board of recent events including the recognition of October's National Disability Employment Awareness Month; Alpha award to DCBDD for Work Training collaboration; FCFC new coordinator, Rachel Layne; DCBDD's participation in community events, Transition Bootcamp, SourcePoint Health and Wellness Expo, Trunk or Treat; DCBDD staff, Susan Eckman and Serena Jordan presenting at the SSA Supervisor Training at OACB; and the upcoming OACB Convention in December.

## **Department Reports**

*Enrollment, Personnel, Provider, Client Update, Quality and Project Development, and PR and Community Education Report*

Superintendent Kristine Hodge reviewed September 2019 Enrollment, Personnel, Provider, Client Update, Quality and Project Development, and PR and Community Education Reports.



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## **Adjournment**

### **RESOLUTION 19-10-21**

David Moser moved to adjourn the meeting. Howard Heffelfinger seconded the motion. The motion carried. The meeting adjourned at 7:25 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