



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

November 21, 2019

Call to Order

Board President, Louis Borowicz called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Thursday, November 21, 2019.

Roll Call

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

Introductions

Superintendent Kristine Hodge introduced Service and Support, Allie Mirka, who started her employment in September. Allie shared information about herself and previous work experience with the Board.

Public Comments

Dawn Meigs, Jeannie Bame and Jo Ann Roders of the Self Advocates group, shared their experience at the Synergy Conference in October.

Brad Schneider of the Growth Coach informed the Board of the strategic planning developments to date.

Approval of Minutes

RESOLUTION 19-11-01

David Moser moved to approve the minutes from the regular Board meeting on October 17, 2019 as presented. Steve Finney seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 19-11-02

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

Ethics Council Report

The Ethics Council met at 6:15 p.m. and reviewed twenty-eight direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the entries submitted for review, All Around Town, LLC; Aspire Speech Therapy; AW Holdings, LLC; Best Payments, LLC; Cornerstone Speech Therapy, LLC; Creative Foundations; Cynthia P. Mowery, MA, CCC-SLP, LLC; Delaware Speech and Hearing Center, Inc.; Dreamshine at Autumn Lakes; ECHO Residential Support; Experienced Providers in Care, LLC; Flourish Integrated Therapy; Grow Speech Therapy; Let's Talk, LLC; Lisa Lyall, MA, CCC; Megan Hurley, LLC; New Millennium Home Health, LTD; Professional



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Speech Services; Recreation Unlimited; Sensory Solutions; SJK Music Therapy, LLC; Stonelake Daycare Center, LLC; The Learning Spectrum; Treehouse Speech Therapy Services; Upper Arlington Speech Therapy Services; ViaQuest Psychiatric and Behavioral Solutions; and ViaQuest Residential Services.

RESOLUTION 19-11-03

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

Board Committee Updates

Personnel and Programs Committee

Howard Heffelfinger, Committee Chair, reported that the committee met on Tuesday, November 12, 2019 and recommends the Board approve the sale of two vans no longer needed by the agency, approve the three percent increase for staff, approve the 27th pay for staff in 2020, adopt the 2020 salary schedule, and approve the Administrative contracts. The Committee authorized the Superintendent to enter into contract with Steve Postalakis for legal counsel.

Building Utilization Committee

Howard Heffelfinger, Committee Chair, reported that the committee met on Tuesday, November 12, 2019. County Administrator, Mike Frommer was present and discussed the building assessment completed by M-A Architects. A list of facility work completed to date was also presented. Conversations will continue with the County Commissioners and DCBDD.

New Business - Board Action Items

A. 2020 Staff Increases

RESOLUTION 19-11-04

Howard Heffelfinger moved to approve staff increases at three percent. Steve Finney seconded the motion. The motion carried.

B. Administrative Contracts

RESOLUTION 19-11-05

Steve Finney moved to approved two-year employment contracts for Beth Amato, Craig Hill, Kristy Schaber, Cheryl Smart, Jared Zirillo, Susan Eckman, Tina Overturf, Deb Sonner and Jen Kenney. Tracie Davies Toot seconded the motion. The motion carried.

C. Salary Schedule 2020

RESOLUTION 19-11-06

Dana Lehman moved to approve the salary schedule for 2020. Howard Heffelfinger seconded the motion. The motion carried.

D. 27th Pay Resolution

RESOLUTION 19-11-07



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David Moser moved that NOW, THEREFORE, BE IT RESOLVED that the Board, by this resolution, hereby authorizes a one-time additional bi-weekly salary payment to each salaried employee of the Board to occur in the 27th pay period of 2020. Beginning January 1, 2021, unless otherwise increased by the Board, individually or collectively, all salaried employees shall be paid the salary identified in his/her current contract of employment in equal installments over 26 bi-weekly pay periods. Steve Finney seconded the motion. The motion carried.

E. Revised 2020 Agency Calendar

RESOLUTION 19-11-08

Steve Finney moved to approve the revised 2020 agency calendar. Dana Lehman seconded the motion. The motion carried.

F. Nominating Committee for Board Officers

Louis Borowicz appointed the Ethics Council as the Nominating Committee for the 2020 Board Officers. The Nominating Committee will present the slate of Board Officers at the December Board meeting.

G. Van Action

RESOLUTION 19-11-09

Dana Lehman moved to authorize Superintendent, Kristine Hodge, to sell the two unneeded or obsolete DCBDD owned vehicles on the public auction site GovDeals. Tracie Davies Toot seconded the motion. The motion carried.

H. Supplemental Appropriations for Summit Housing Development Corporation

RESOLUTION 19-11-10

David Moser moved to approve supplemental appropriations (29519000-5601) for the pass-through of \$302,850 of Community Capital Assistance (CCA) funds to SHDC. Steve Finney seconded the motion. The motion carried.

I. Transfer Funds to Summit Housing Development Corporation

RESOLUTION 19-11-11

Dana Lehman moved to approve Superintendent Hodge authorize the expenditure in the amount of \$302,850 to pass the CCA funds through DCBDD to SHDC. Howard Heffelfinger seconded the motion.

J. Letter of Intent from Summit Housing – Abbey Knoll Drive

RESOLUTION 19-11-12

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



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K. Letter of Intent from Summit Housing – Parker Street

RESOLUTION 19-11-13

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

L. Letter of Intent from Summit Housing – Richardson Street

RESOLUTION 19-11-14

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

Executive Session

RESOLUTION 19-11-15

Howard Heffelfinger moved that the Board enter into executive session for the purpose of ORC 121.22 (G) (1): to consider the continued employment of a public employee or official. 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; Dana Lehman, yes; Steve Finney, yes; Ted Klecker, yes. The motion carried.

The Committee entered into executive session at 7:10 p.m.

The regular meeting of the Committee reconvened at 7:22 p.m.

Superintendent Report

Kristine Hodge presented her Superintendent's report and informed the Board of recent events including recognizing Anne Flannery, and congratulating her on her recent marriage, Transition Bootcamp, Technology First Conference, Hunger Games Drive, Java Jive Coffee Cart, Birthday Board, Thanksgiving Luncheon, and Give Back Day, Board Member attendance and training completion updates, OACB Conference, Sensitive Santa events, Strategic Planning update, and a reminder that the December Board meeting falls on the second Thursday, December 12th, and the Personnel and Programs Committee will meet on December 3rd.

Department Reports

Enrollment, Personnel, and Provider Report

Superintendent Kristine Hodge reviewed October 2019 Enrollment, Personnel, and Provider Reports.

Adjournment

RESOLUTION 19-11-16



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David Moser moved to adjourn the meeting. Howard Heffelfinger seconded the motion. The motion carried. The meeting adjourned at 7:31 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