**Delaware County Board of Developmental Disabilities**

**Board Meeting Minutes**

**April 11, 2024**

**Call to Order**

Board President, Louis Borowicz called the meeting of the Delaware County Board of Developmental Disabilities to order at 6:33 p.m. on Thursday, April 11, 2024.

**Roll Call**

Members present: Louis Borowicz, David Moser, Ted Klecker, Howard Heffelfinger, Dana Lehman, Kim Pirie, and Mike Fulton

RESOLUTION 24-04-01

Howard Heffelfinger moved to excuse Kim Pirie from the March 14, 2024 Board meeting. David Moser seconded the motion. The motion carried.

**Public Comments**

Superintendent, Kristine Hodge and Senior Director of Operations, Tina Overturf recognized the Lifetime of Giving employee recipients. Margie Peirano, who was present, Brittany Conn, and Marcia Wasielewski.

**Approval of Minutes**

RESOLUTION 24-04-02

Ted Klecker moved to approve the minutes from the March 14, 2024 Board Meeting as presented. David Moser seconded the motion. The motion carried.

**Approval of Financial Reports**

RESOLUTION 24-04-03

Senior Director of Operations and Finance, Amy Funk reviewed the March 2024 financial reports. Kim Pirie moved to approve the list of March 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. to review 1 direct service contract for potential conflicts. The Council found that no conflicts currently exist with entity submitted for review: Advocating Choices Support Care, LLC.

RESOLUTION 24-04-04

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

**New Business - Board Action Items**

1. Extension of Lease Agreement with the Board of County Commissioners on Behalf of the Delaware County Sheriff’s Office

RESOLUTION 24-04-05

Ted Klecker moved to authorize the Superintendent to execute the extension of the lease agreement with the Board of County Commissioners on behalf of the of the Delaware County Sheriff’s Office. Howard Heffelfinger seconded the motion. The motion carried.

1. Revised Agreement to Fund the Delaware County Guardianship Services Board

RESOLUTION 24-04-06

David Moser moved to authorize the Superintendent to sign and execute the revised agreement to fund the Delaware County Guardianship Services Board. Dana Lehman seconded the motion. The motion carried.

1. Revised Records Retention Schedule (RC-2)

RESOLUTION 24-04-07

Ted Klecker moved to approve the revised Records Retention Schedule (RC-2) as presented. Kim Pirie seconded the motion. The motion carried.

1. Revised Personal Leave Policy

RESOLUTION 24-04-08

Ted Klecker moved to approve the revised Personal Leave policy as presented. David Moser seconded the motion. The motion carried.

1. Revised Bereavement Leave Policy

RESOLUTION 24-04-09

Dana Lehman moved to approve the revised Bereavement Leave policy as presented. Kim Pirie seconded the motion. The motion carried.

1. Finance Committee Membership

Louis Borowicz appointed Michael Fulton to Finance Committee.

**Department Reports**

*Annual Report*

Director of Programs and Services (Children), Adam Thacker, Director of Programs and Services (Transition/Adult), Mike Dancho, Senior Director of Operations and Finance, Amy Funk, Senior Director of Compliance and Administrative Services, Melinda Draper, Director of Human Resources, Allison Walters, and Senior Director of Programs and Services, Tina Overturf reviewed the annual department report.

*Enrollment and Personnel*

Tina Overturf reviewed the March 2024 Enrollment and Personnel reports.

**Adjournment**

RESOLUTION 24-04-10

David Moser moved to adjourn the meeting. Howard Heffelfinger seconded the motion. The motion carried. The meeting adjourned at 7:16 p.m.

Respectfully submitted,

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Jennifer Bianchi

Executive Assistant