**Delaware County Board of Developmental Disabilities**

**Board Meeting Minutes**

**November 14, 2024**

**Call to Order**

Board President, Louis Borowicz called the meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Thursday, November 14, 2024.

**Roll Call**

Members present: Louis Borowicz, Ted Klecker, Howard Heffelfinger, Dana Lehman, and Kim Pirie

Members absent: Erica Fouss and Michael Fulton

RESOLUTION 24-11-01

Howard Heffelfinger moved to excuse Erica Fouss and Michael Fulton from the November 14, 2024 Board meeting. Dana Lehman seconded the motion. The motion carried.

**Introductions**

Superintendent, Kristine Hodge introduced new Service and Support Administrators, Emily North-Clapham and Hani Ali Al-Bawab as well as Mallory Workman in her new role as Community Relations Specialist. Emily, Hani and Mallory shared information about themselves and their previous work experience with the Board.

**Public Comments**

Director of Communications and Community Engagement, Chase Waits reviewed the current annual progress for the Strategic Plan.

**Approval of Minutes**

RESOLUTION 24-11-02

Kim Pirie moved to approve the minutes from the October 10, 2024 Board meeting as presented. Ted Klecker seconded the motion. The motion carried.

**Approval of Financial Reports**

RESOLUTION 24-11-03

Senior Director of Operations and Finance, Amy Funk reviewed the October 2024 financial reports. Howard Heffelfinger moved to approve the list of October expenditures and the financial reports as submitted. Ted Klecker seconded the motion. The motion carried.

**Ethics Council Report**

The Ethics Council met at 6:15 p.m. to review one staff request, six Core Team contracts and one Professional Services contract. The Council found that any conflicts with the staff request will be mitigated, and no conflicts currently exist with the entities submitted for review: ABC Therapies, Inc; Keller Speech Therapy, LLC; Petras Pediatric Rehab, LLC; Professional Speech Services, Inc.; Sensory Solutions, LLC; Something to Say, LLC; and Best Payments, LLC.

RESOLUTION 24-11-04

Howard Heffelfinger moved to approve the Ethics Council report. Dana Lehman seconded the motion. The motion carried.

**Personnel and Programs Committee Update**

Howard Heffelfinger, Personnel and Programs Committee Chair, reported that the committee met on November 4, 2024 and recommends that the Board approve to rescind one Compliance Specialist position, one Developmental Specialist position, and the Senior Director of Programs and Services position, as well as approve the 2025 compensation schedule, all employee increases, the memorandum of understanding with Family and Children First Council, the Core Team contracts with ABC Therapies, Inc.; Keller Speech Therapy, LLC; Petras Pediatric Rehab, LLC; Professional Speech Services, LLC; Sensory Solutions, LLC; and Something to Say, LLC and approve the revised Family Support Services policy. The Committee also discussed the table of organization and EI and SSA Supervisor job descriptions.

**New Business - Board Action Items**

1. Proclamation for Dana Lehman

RESOLUTION 24-11-05

Howard Heffelfinger moved to adopt the Proclamation for Dana Lehman. Ted Klecker seconded the motion. The motion carried.

1. Nominating Committee for Board Officers

RESOLUTION 24-11-06

Ted Klecker moved to appoint the Ethics Council and Appeals Committee as the Nominating Committee for Board Officers. Kim Pirie seconded the motion. The motion carried.

1. Rescind One Compliance Specialist Position

RESOLUTION 24-11-07

Kim Pirie moved to rescind one Compliance Specialist position as recommended by the Personnel and Programs Committee. Ted Klecker seconded the motion. The motion carried.

1. Rescind One Developmental Specialist Position

RESOLUTION 24-11-08

Ted Klecker moved to rescind one Developmental Specialist position as recommended by the Personnel and Programs Committee. Dana Lehman seconded the motion. The motion carried.

1. Rescind Senior Director of Programs and Services Position

RESOLUTION 24-11-09

Howard Heffelfinger moved to rescind the Senior Director of Programs and Services position as recommended by the Personnel and Programs Committee. Kim Pirie seconded the motion. The motion carried.

1. 2025 Compensation Schedule

RESOLUTION 24-11-10

Dana Lehman moved to approve the 2025 Compensation Schedule as recommended by the Personnel and Programs Committee. Kim Pirie seconded the motion. The motion carried.

1. All Employee Increases

RESOLUTION 24-11-11

Howard Heffelfinger moved to approve salary increase of four percent for staff in the market zone, with the exception of staff who have reached the maximum, and an increase of five plus one percent for staff in the entry zone as recommended by the Personnel and Programs Committee. Ted Klecker seconded the motion. The motion carried.

1. Memorandum of Understanding Family and Children First Council

RESOLUTION 24-11-12

Ted Klecker moved to authorize the Superintendent to sign the Memorandum of Understand with Family and Children First Council as recommended by the Personnel and Programs Committee. Dana Lehman seconded the motion. The motion carried.

1. Core Team Contract ABC Therapies, Inc.

RESOLUTION 24-11-13

Howard Heffelfinger moved to approve the Core Team contract with ABC Therapies, Inc as recommended by the Personnel and Programs Committee. Kim Pirie seconded the motion. The motion carried.

1. Core Team Contract Keller Speech Therapy, LLC

RESOLUTION 24-11-14

Ted Klecker moved to approve the Core Team contract with Keller Speech Therapy, LLC as recommended by the Personnel and Programs Committee. Dana Lehman seconded the motion. The motion carried.

1. Core Team Contract Petras Pediatric Rehab, LLC

RESOLUTION 24-11-15

Ted Klecker moved to approve the Core Team contract with Petras Pediatric Rehab, LLC as recommended by the Personnel and Programs Committee. Kim Pirie seconded the motion. The motion carried.

1. Core Team Contract Professional Speech Services, Inc.

RESOLUTION 24-11-16

Kim Pirie moved to approve the Core Team contract with Professional Speech Services, Inc as recommended by the Personnel and Programs Committee. Dana Lehman seconded the motion. The motion carried.

1. Core Team Contract Sensory Solutions, LLC  
   RESOLUTION 24-11-17

Ted Klecker moved to approve the Core Team contract with Sensory Solutions, LLC as recommended by the Personnel and Programs Committee. Howard Heffelfinger seconded the motion. The motion carried.

1. Core Team Contract Something to Say, LLC

RESOLUTION 24-11-18

Dana Lehman moved to approve the Core Team contract with Something to Say, LLC as recommended by the Personnel and Programs Committee. Kim Pirie seconded the motion. The motion carried.

1. Professional Services Contract Best Payments, LLC

RESOLUTION 24-11-19

Kim Pirie moved to approve the Professional Services contract with Best Payments, LLC as recommended by the Personnel and Programs Committee. Dana Lehman seconded the motion. The motion carried.

1. Revised Family Supports Services Policy

RESOLUTION 24-11-20

Kim Pirie moved to approve the revised Family Supports Services policy as recommended by the Personnel and Programs Committee. Ted Klecker seconded the motion. The motion carried.

1. Resolution Authorizing the Superintendent to Terminate Contracts Affected by Relocation

RESOLUTION 24-11-21

Howard Heffelfinger moved to approve the resolution clarifying the authority of and/or authorizing the Board’s Superintendent to terminate on behalf of the Board any contracts which need to be terminated by virtue of the relocation of the Board’s facilities/operations and/or where the annual const of the contract does not exceed $25,000 and to execute the documents necessary to effectuate the termination thereof. Ted Klecker seconded the motion. The roll call vote was as follows: Louis Borowicz, yes; Ted Klecker, yes; Howard Heffelfinger, yes; Dana Lehman, yes; Kim Pirie, yes. The motion carried.

**Department Reports**

*Enrollment and Personnel*

Kristine Hodge reviewed the October 2024 Enrollment and Personnel reports.

**Adjournment**

RESOLUTION 24-11-22

Dana Lehman moved to adjourn the meeting. Kim Pirie seconded the motion. The motion carried. The meeting adjourned at 6:58 p.m.

Respectfully submitted,

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Jennifer Bianchi

Executive Assistant