



# Delaware County Board of Developmental Disabilities

*To inspire, empower, and support people to achieve their full potential.*

**Board Training – Long-Term and Managed Care**

**Thursday, October 19, 2017**

**Room 163 at 5:30 p.m.**

**Board Meeting Immediately Following**

**Room 165 at 6:30**

## **Call to Order**

## **Roll Call**

## **Introductions**

## **Public Comments**

## **Approval of Minutes**

- September 20, 2017 Board Meeting

## **Approval of Financial Reports**

- Income – September 2017
- Expenditures – September 2017
- Fund Report – September 2017

## **Ethics Council Report**

## **Board Committee Update**

- Personnel Committee

## **New Business – Board Action Items**

- October Awareness Month
  - Rett Syndrome
  - Down Syndrome
  - National Disability Employment
- Annual Agency Calendar
- Percentage Increase for Staff
- Percentage Increase for Admin Contracts
- Revised Fiscal Support Position Description
- Admin Contracts
  - Melinda Draper, Medicaid Manager
  - Craig Hill, Investigative Agent
  - Peggy Kroon Van Diest, Director of Early Intervention
  - Kristy Schaber, Support Administration Manager
  - Cheryl Smart, Director of Support Services
  - Debbie Sonner, Executive Assistant
  - Jared Zirillo, Director of Operations/Business Manager



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## **Department Reports**

- MUI Report
- Waiver Report
- Enrollment Report
- Personnel Report
- Provider Report

## **Adjournment**



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## **Delaware County Board of Developmental Disabilities**

### **Regular Board Meeting**

**September 20, 2017**

#### **Call to Order**

Louis Borowicz, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Wednesday, September 20, 2017.

#### **Roll Call**

Members present: Louis Borowicz, Alice Nicks, Rita Seese, Tracie Davies Toot, and Howard Heffelfinger

Not present: Jeffrey Wallace and Gerald Plassenthal

#### **Excused from Meeting**

##### RESOLUTION 17-09-01

Alice Nicks moved to excuse Jeffrey Wallace and Gerald Plassenthal from the September 20, 2017, Board Meeting. Howard Heffelfinger seconded the motion. The motion carried.

#### **Introductions**

Superintendent Kristine Hodge introduced staff members who have recently taken new positions. Betty Belczak, Service Coordinator; Lisa Cabot, Support Administrator (SA); and Corie Thompson, SA all shared information about themselves and their previous work experience.

#### **Public Comments**

Aaron Tiedt, Laurie Hollingsworth, and Leslie Deacon with the Special Olympics Advisory Council thanked the Board for their generous contribution for Summer Games. Athlete Mercedes and her mother shared with the Board how much participating in Special Olympics and Summer Games means to them.

#### **Approval of Minutes**

##### RESOLUTION 17-09-02

Tracie Davies Toot moved to approve the minutes from the August 17, 2017, Board Meeting as presented. Howard Heffelfinger seconded the motion. The motion carried.

#### **Approval of Financial Reports**

##### RESOLUTION 17-09-03

Jared Zirillo, Director of Operations/Business Manager, reviewed the August 2017, financial reports. Alice Nicks moved to approve the list of August expenditures and the financial reports as submitted. Howard Heffelfinger seconded the motion. The motion carried.



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## **Delaware Creative Housing (DCH) Update**

### RESOLUTION 17-09-04

Howard Heffelfinger moved that the Board enter into executive session to discuss pending or imminent court action per ORC 121.22 (G) (3). Alice Nicks seconded the motion. The roll call vote was as follows: Howard Heffelfinger, yes; Tracie Davies Toot, yes; Rita Seese, yes; Alice Nicks, yes; and Louis Borowicz, yes. The motion carried.

The Board entered into executive session at 6:39 p.m.

### RESOLUTION 17-09-05

Alice Nicks moved to exit executive session and resume the Board Meeting. Tracie Davies Toot seconded the motion. The motion carried.

The regular meeting of the Board reconvened at 6:59 p.m.

## **Ethics Council Report**

The Ethics Council met at 5:15 to review two direct service contracts and several employee requests. After reviewing the contracts for The Alpha Group for Janitorial Services and Petras Pediatric Rehab, LLC for Core Team 3, the Council found that no conflict exists in the contracts submitted for review.

The Council also reviewed an employee requested for a possible conflict between an eligible family member and service providers. Council determined no conflict exists since the employee does not authorize services or supervise staff members that authorize Early Intervention services.

Another request was reviewed by the Ethics Council for a contracted temporary intermittent employee to provide Adult Family Living and HPC Transportation to a family member. After reviewing the request, the Ethic Council recommended that Department Directors discuss possible conflicts each time special project assignments are requested.

Additionally, the Ethics Council reviewed two (2) employee submissions for outside employment and found no conflict exists.

### RESOLUTION 17-09-06

Howard Heffelfinger moved to approve the Ethics Council Report. Alice Nicks seconded the motion. The motion carried.

## **Board Committee Updates**

### Finance Committee Update

Tracie Davies Toot, Finance Committee Chairperson, reported that the Finance Committee met three times to reviewed the 2018 Proposed Budget, which initially had a \$1.1 million deficit. Superintendent Kristine Hodge and Director of Operations Jared Zirillo revised the initial budget



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reducing the deficit to approximately \$950,000. During the recent meeting on September 12, 2017, the Committee recommended eliminating the East Exit Walkway canopy and the Receptionist Position from the proposed budget to reduce the shortfall further bringing the deficit down to roughly \$780,000. The Committee recommends approving the 2018 Budget as presented and suggested the Board consider a levy sooner rather than later. After her update, Committee Chairperson Tracie Davies Toot requested Director of Operations Jared Zirillo review the proposed revenues and expenditures for 2018 with the Board.

## RESOLUTION 17-09-07

Alice Nicks moved to adopt the proposed 2018 Budget as presented. Howard Heffelfinger seconded the motion. The motion carried.

## Personnel Committee Update

Howard Heffelfinger, Personnel Committee Chairperson, reported that during the August 28, 2017 meeting, the Committee considered the request and position description for a Human Resource Manager, discussed an Early Retirement Incentive Program (ERIP), and received updates on Early Intervention staffing and Administration Contracts. The Committee recommends creating, posting, and filling the Human Resource Manager position, approving the Human Resource Manager position description as presented, and delaying ERIP until 2019.

## Program Committee Update

Louis Borowicz, Program Committee Chairperson, reported that during the September 7, 2017 meeting, the Committee received updates on Early Intervention Staffing, Support Administration Restructuring, and the Strategic Plan. The Committee recommends delaying the Liaison positions proposed in the Strategic Plan until 2019 to allow time for stabilization within the agency and suggested allowing staff to use professional development dollars to cover membership fees to civic organization in the community to build relationships and promote awareness. Superintendent Kristine Hodge informed the Board that a Strategic Plan Update would be provided during the October or November Board Meeting.

## New Business - Board Action Items

### A. Delegate Assembly Nomination

#### RESOLUTION 17-09-08

Tracie Davies Toot nominated Board President Louis Borowicz delegate and Superintendent Kristine Hodge as alternate for the Delegate Assembly. Alice Nicks seconded the motion. The motion carried.

#### RESOLUTION 17-09-09

Alice Nicks moved to nominate Board President Louis Borowicz for any OACB Trustee seat that is open. Howard Heffelfinger seconded the motion. The motion carried.



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## B. Roof Project

### RESOLUTION 17-09-10

Rita Seese moved to authorize Superintendent Kristine Hodge to move forward with Alumni Roofing and the current bid amount for the roof project. Tracie Davies Toot seconded the motion. The motion carried.

### RESOLUTION 17-09-11

Howard Heffelfinger moved to create supplemental appropriations for the transfer of funds for the Roof Project in the amount of \$410, 331.00 from 29519000-5801. Tracie Davies Toot seconded the motion. The motion carried.

### RESOLUTION 17-09-12

Rita Seese moved to transfer funds for the Roof Project in the amount of \$410, 331.00 from 29519000-5801 to 49552506-4601. Howard Heffelfinger seconded the motion. The motion carried.

### RESOLUTION 17-09-13

Tracie Davies Toot moved to create supplemental appropriations for the Roof Project in the amount of \$469,500.00 from 49552506-4601. Howard Heffelfinger seconded the motion. The motion carried.

## C. Social Media Policy

### RESOLUTION 17-09-14

Alice Nicks moved to approve the Social Media Policy as presented. Howard Heffelfinger seconded the motion. The motion carried.

## D. Human Resource Manager Position Request

### RESOLUTION 17-09-15

Howard Heffelfinger moved to create, post, and fill the Human Resource Manager position based on the recommendation of the Personnel Committee. Alice Nicks seconded the motion. The motion carried.

## E. Human Resource Manager Position Description

### RESOLUTION 17-09-16

Howard Heffelfinger moved to approve the Human Resource Manager position description as presented. Alice Nicks seconded the motion. The motion carried.

## F. Alpha Contract

### RESOLUTION 17-09-17

Rita Seese moved to approve the Alpha Contract as presented. Alice Nicks seconded the motion. The motion carried.





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## G. Petras Pediatric Rehab, LLC Contract

### RESOLUTION 17-09-18

Howard Heffelfinger moved to approve the contract with Petras Pediatric Rehab, LLC through December 31, 2017 not to exceed \$18,200.00. Tracie Davies Toot seconded the motion. The motion carried.

## Department Reports

Kristine Hodge, Superintendent, reviewed August 2017 Enrollment, Personnel, and Provider reports.

## Adjournment

### RESOLUTION 17-09-19

Alice Nicks moved to adjourn the meeting. Howard Heffelfinger seconded the motion. The motion carried. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Debra Dwyer". The signature is written in a cursive style.

Executive Assistant