



7991 Columbus Pike
Lewis Center, OH
43035

740.201.3600
www.dcbdd.org

LEADING THE WAY

“To support individuals with developmental disabilities.”

Annual Organizational Board Meeting Agenda Thursday, January 19, 2016 Room 165 at 6:30 p.m.

Call to Order

Roll Call

Introductions

Public Comments

-

Organizational Items

- Welcome and Swearing In of New Board Members – Commissioner Jeff Benton
- Officers Elected during the October Board Meeting
 - Louis Borowicz – President
 - Jeffery Wallace – Vice President
 - Alice Nicks – Secretary
- Meeting Resolution Approved during the December Board Meeting
 - 2017 Board Meetings will be held the third Thursday of each month at 6:30 p.m. except for September’s meeting, which will move to Wednesday, September 20, due to observance of the Brown Jug holiday.
- Board Committees
 - Ethics Council
 - Personnel Committee
 - Finance Committee
 - Program and Services Committee

Approval of Minutes

- December 15, 2016 Regular Board Meeting

Approval of Financials

- Income – December 2016
- Expenditures – December 2016
- Fund Report – December 2016

New Business - Board Action Items

- Ethics Request – Chase Waits
- 2017 Board Training Schedule
- Resolution Regarding Payment for Non-Federal Share of Medicaid Waiver Expenditures
- Resolution to Not Provide Educational Services
- IA Revised Position Description

- Renovation Costs
- OACB Membership
- Designation of DCBDD Advocacy Chair
- By-Laws Policy
- Facility Rental Policy
- Addendums for Speech Therapy Assessments
 - Lisa Lyall
 - Stephanie Miller

Department Reports

- P R & Communications Report
- Waiver Report
- Enrollment Report
- Personnel Report
- Provider Report

Superintendent's Report – Kristine Hodge

- Contracts
 - BP Processing
 - Scioto Vending Agreement
 - American Fidelity Contract
 - Delaware Creative Housing
 - Interim Health Care

Business Manager Updates – Jared Zirillo

- IT Update
- Annual Inventory

Adjournment



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Delaware County Board of Developmental Disabilities

Regular Board Meeting

December 15, 2016

Call to Order

Stephen Finney, Board President, called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6: 30 p.m. on Thursday, December 15, 2016.

Roll Call

Members present: Stephen Finney, Jeffery Wallace, Alice Nicks, Rita Seese,
Louis Borowicz, and Gerald Plassenthal.

As noted during the November Board Meeting, Patty Lyons is absent due to recovering from surgery.

Public Comments

Kelly Benke, Adult Support Administrator, announced her resignation. Her last day with DCBDD will be January 20, 2017.

Allison Young with Rehab2you, followed up on the letter she presented to Kristine Hodge, Superintendent, at the November Board Meeting. Ms. Hodge shared Director Martin's response to the letter, and stated that OACB and DODD are working on drafting guidance documents for county boards.

Special Recognition

Kristine Hodge, Superintendent, recognized Stephen Finney, Board President, for his twelve years of service and thanked him for his support and his dedication to helping the people served by DCBDD have a better quality of life. Mr. Finney received Proclamations from the County Commissioners and Delaware County Board of Developmental Disabilities honoring his time and hard work as a Board Member. Mr. Finney thanked DCBDD staff and the Board for allowing him to serve as President for the past six years.

Approval of Minutes

RESOLUTION 16-12-01

Alice Nicks moved to approve the minutes of the November 17, 2016, meeting as presented. Louis Borowicz seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 16-12-02

Louis Borowicz moved to approve the list of November expenditures and the financial reports as submitted. Rita Seese seconded the motion. The motion carried.

New Business - Board Action Items

A. Ethics Request

RESOLUTION 16-12-03

Jeffery Wallace moved to approve the Ethics Review for Andrea Biernacki Sweet. Louis Borowicz seconded the motion. The motion carried.

B. 2017 Board Meeting Schedule

RESOLUTION 16-12-04

**IN THE MATTER OF ESTABLISHING A REASONABLE METHOD
WHEREBY THE PUBLIC MAY DETERMINE THE TIME AND PLACE
OF ALL REGULARLY SCHEDULED MEETINGS OF THE BOARD
AND THE TIME, PLACE, AND PURPOSE OF ALL SPECIAL AND EMERGENCY MEETINGS OF THE BOARD**

Louis Borowicz moved the adoption of the following Resolution.

PREAMBLE

WHEREAS, pursuant to R.C. § 121.22(F), the Board is required, by rule, to establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings of the Board and the time, place, and purpose of all special meetings of the Board; and,

WHEREAS, the Board also desires, consistent with R.C. § 121.22(F), to establish a reasonable method whereby any person may determine the time, place, and purpose of all emergency meetings of the Board.

RESOLUTION

NOW THEREFORE BE IT RESOLVED:

Pursuant to R.C. § 121.22(F), the Board establishes and provides notice of the following schedule for all regular meetings of the Board held in 2017 and sets the following rules for providing notice of all special and emergency meetings of the Board held in 2017:

1. All regularly scheduled meetings of the Board held in 2017 shall be held in accordance with the following schedule:

Time: 6:30 p.m.

Days/Dates: The third Thursday of every month except September 2017, which will be held on Wednesday, September 20 due to the Brown Jug Holiday.

Place: DCBDD, 7991 Columbus Pike, Lewis Center Ohio.

2. The Communications & Public Relations Coordinator shall immediately publish the above time, days/dates, and place of all regularly scheduled meetings one (1) time in the Delaware Gazette, a newspaper of general circulation in the County and on the DCBDD.org website.
3. The Communications & Public Relations Coordinator shall also continually post the above time, days/dates, and place of all regularly scheduled meetings in at least one (1) prominent public location within the DCBDD facility, in at least one (1) prominent public location at any other location where the Board regularly holds meetings and/or conducts business (if any), and, if the Board maintains a website or subsequently establishes a website, on the DCBDD.org website.
4. Any person, upon request made to the Communications & Public Relations Coordinator, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall be provided in any reasonably requested manner to include, but not limited to, providing notice and the agenda by email sent to an email address provided by the requestor or physically mailing the notice and agenda to the requestor and/or all subscribers on a mailing list provided by the requestor. If physical mailing of the notice and agenda are requested,

the requestor shall provide the Communications & Public Relations Coordinator a sufficient quantity of self-addressed, stamped envelopes bearing sufficient postage to mail the requested notice(s) and agenda(s). The Communications & Public Relations Coordinator shall maintain a list of all persons requesting such notification.

5. The Communications & Public Relations Coordinator shall maintain a separate list of news media requesting notification of meetings.
6. Where the purpose of a regular meeting is of a type for which a person(s) or the news media has requested notification, provide advance notice to such requesting person(s) in the manner requested and to the news media in writing.
7. The Communications & Public Relations Coordinator shall provide notice of the time, place, and purpose of all special meetings of the Board as follows:
 - A. Provide at least twenty-four (24) hours' advance notice in writing to the news media that have requested notification; and,
 - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide advance notice to such requesting person(s) in the manner requested.
 - C. Prominently post advance notice of the meeting on the door of the DCBDD facility or other location where the meeting is to be held.
 - D. If the Board specifically requests notice be published, publish notification as directed by the Board.
8. Any member or members of the Board calling an emergency meeting of the Board shall immediately provide notice of the time, place, and purpose of the emergency meeting as follows:
 - A. Provide notice in writing to the news media that have requested notification; and,
 - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide notice to such requesting person(s) in the manner requested.
 - C. Prominently post notice of the meeting on the door of the DCBDD facility or other location where the meeting is to be held.
9. If a meeting is cancelled, the Communications & Public Relations Coordinator shall provide notice of the cancellation by prominently posting a notice of the cancellation on the door of the DCBDD facility or other location where the meeting is to be held and, if the Board maintains a website or subsequently establishes a website, posting notice of the cancellation on the DCBDD.org website.
10. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.
11. This Resolution shall be in full force and effect immediately upon adoption.

Rita Seese seconded the motion. The motion carried.

C. Revised Salary Policy

RESOLUTION 16-12-05

After brief discussion, Gerald Plassenthal moved to approve the Revised Salary Policy with recommended changes. Louis Borowicz seconded the motion. The motion carried.

D. 2017 Salary Schedule

RESOLUTION 16-12-06

Louis Borowicz moved to approve the 2017 Salary Schedule as presented. Gerald Plassenthal seconded the motion. The motion carried.

E. Proposed 3% Increase for Non-Administrative Staff

RESOLUTION 16-12-07

Louis Borowicz moved to approve the 3% increase for all non-administrative staff. Rita Seese seconded the motion. The motion carried.

F. Approval of Pooled Funds for Staff on Administrative Contracts

RESOLUTION 16-12-08

After brief discussion, Louis Borowicz moved to approve the pooled funds for administrative staff with contracts. Contract increases will be negotiated by the Superintendent, Kristine Hodge. Alice Nicks seconded the motion. The motion carried.

G. Superintendent Position Description

RESOLUTION 16-12-09

Alice Nicks moved to approve the changes to the Superintendent Position Description. Louis Borowicz seconded the motion. The motion carried.

H. New Positions

RESOLUTION 16-12-10

Louis Borowicz moved to approve the requested SSA position. Rita Seese seconded the motion. The motion carried.

RESOLUTION 16-12-11

Alice Nicks moved to approve the requested IA position. Louis Borowicz seconded the motion. The motion carried.

I. Military Leave Policy

RESOLUTION 16-12-12

Rita Seese moved to approve the Military Leave Policy as presented. Louis Borowicz seconded the motion. The motion carried.

J. Employee Attendance Policy

RESOLUTION 16-12-13

Alice Nicks moved to approve the Employee Attendance Policy as presented. Jeffery Wallace seconded the motion. The motion carried.

K. Employment First Policy

RESOLUTION 16-12-14

Alice Nicks moved to approve the Employment First Policy. Louis Borowicz seconded the motion. The motion carried.

L. Recognize October as Rett Syndrome Awareness Month

RESOLUTION 16-12-15

Gerald Plassenthal moved to approve recognizing October as Rett Syndrome Awareness Month. Louis Borowicz seconded the motion. The motion carried.

M. Delaware Creative Housing (DCH) Contract

RESOLUTION 16-12-16

After much discussion, Louis Borowicz moved to authorize the Superintendent, Kristine Hodge, to seek outside counsel and do forensic title searches for the properties if needed. Rita Seese seconded the motion. The vote was as follows: Louis Borowicz, yes; Rita Seese, yes; Alice Nicks, yes; Jeffrey Wallace, yes; Stephen Finney, yes; Gerald Plassenthal, abstain. The motion carried.

RESOLUTION 16-12-17

Louis Borowicz moved to extend the current DCH contract for 90-days. Jeffery Wallace seconded the motion. The vote was as follows: Louis Borowicz, yes; Rita Seese, yes; Alice Nicks, yes; Jeffrey Wallace, yes; Stephen Finney, yes; Gerald Plassenthal, abstain. The motion carried.

N. Revised Amendment for the Condo Association

RESOLUTION 16-12-18

Louis Borowicz moved to approve the Amendment to the Condo Association Declaration. Gerald Plassenthal seconded the motion. The motion carried.

O. Authorize the Superintendent to Execute the Consent Form

RESOLUTION 16-12-19

Alice Nicks moved to authorize the Superintendent, Kristine Hodge, to execute the consent form. Rita Seese seconded the motion. The motion carried.

Department Reports

A. Enrollment/Personnel/Provider Reports

Enrollment, Personnel, and Provider reports for November 2016 were reviewed.

Superintendent's Report

A. 2017 Board Training Plan

Kristine Hodge, Superintendent, stated that all Board Members met their training requirements for 2016, and asked Board Members for training suggestions for 2017. In addition to the two mandatory DODD webinars, the Board Members would like trainings on smart technology, employment initiatives, and research being done in the field of developmental disabilities.

B. Signed Contracts

Kristine Hodge, Superintendent, reviewed the contracts signed during the last 30 days with Meyers Landscaping and Integrated and Open Systems.

Updates – Business Manager

A. Modular Unit Update

Jared Zirillo, Director of Operations/Business Manager, reported that half of the modular unit is still located on the property.

B. Email Encryption

Jared Zirillo, Director of Operations/Business Manager, reported that the I T Department plans to roll out an email encryption system by the end of January 2017. Staff, providers, and families will receive training on how to use the encryption program before it is released for use.

C. Draft Drawings for Renovations

Jared Zirillo, Director of Operations/Business Manager, reported the County is reviewing the draft drawings for the renovations on the first and second floors. Miller/Watson Architects expects the project to take approximately forty-five (45) days to complete once the work begins.

Individual Briefing Acknowledgement


Individual briefings were held at 7:00 p.m. on Monday, December 12, 2016. Present were Stephen Finney, Louis Borowicz, Kristine Hodge, Melinda Draper, and Cheryl Smart.

Adjournment

RESOLUTION 16-12-20

Louis Borowicz moved to adjourn the meeting. Rita Seese seconded the motion. The motion carried. The meeting adjourned at 8:29 p.m.

Respectfully submitted,



Executive Assistant