



7991 Columbus Pike, Lewis Center, Ohio 43035

Thursday, June 16, 2016

6:30 p.m. Room 165

Revised Agenda

Board Pictures at 6:20

Call to Order

Roll Call

Public Comments

- **Introductions**
- **Mel Marsh, Acorn Consulting**

Approval of Minutes

- May 19, 2016 Regular Board Meeting

Approval of Financials

- Expenditures – May 2016
- Income – May 2016
- Fund Report – May 2016

Special Committee Reports

- DCH Contract Updates
- SSA Enrollment Analysis

New Business - Board Action Items

- Position Description Revisions per approved Table of Organization
 - Office Assistant – Former Office Manager
 - Medicaid Manager – Former Waiver Coordinator
- Other Action Items
 - Extension of Brosius, Johnson & Griggs, LLC contract
 - Delco Contract for Property Management
 - Administrative Agency Closing
 - Copier Lease
 - Primary Solutions Contract
 - Conversion of Part-Time Family Support Position to Full-Time Position
 - EI Pilot Program
 - 2017 HMG Contract
 - Parent Liaison Contract
 - HMG Contract Extensions for Evaluation and Assessment
 - Lyall, Lisa,
 - Miller, Stephanie

- Weis, Rachel

Department Reports

- Enrollment Report
- Personnel Report
- Provider Report

Updates – Business Manager – Jared Zirillo

- LMS Update

Superintendent’s Report – Kristine Hodge

- Contracts signed during last 30 days under \$25,000
 - Acorn Consulting
- Renewed Employment Contracts
 - Peggy Kroon Van Diest
 - Rosemary Halterman
- Modular Units at Hickory Knoll
- Orange Road Expansion
- Fiber Update
- LCC Update
- Board of Elections Update

Acknowledgement of Individual Client Briefing

Adjournment



**Delaware County Board of Developmental Disabilities
Regular Board Meeting
May 19, 2016**

Call to Order

The regular meeting of the Delaware County Board of Developmental Disabilities was called to order by Stephen Finney, Board President, at 6:36 p.m. on Thursday, May 19, 2016.

Members present were: Stephen Finney, Jeffery Wallace, Alice Nicks, Patty Lyons, Rita Sees, Louis Borowicz, and Gerald Plassenthal. Mr. Plassenthal was excused at 7:37 p.m.

Others present were:

- Kristine Hodge, Superintendent
- Jared Zirillo, Director of Operations/Business Manager
- Debra Albert, Director of Support Services
- Cheryl Smart, Support Administration Manager Adult
- Jennifer McCleese, Support Administration Manager Transition
- Kristy Schaber, Support Administration Manager Family
- Glen Tibbitts, Information Technology Manager
- Melinda Draper, Medicaid Coordinator
- Brittany McClaskey, PR & Communication Coordinator
- Peggy Kroon Van Diest, Director of Help Me Grow/Early Intervention
- Beth Amato, Early Intervention Manager
- Andrea Biernacki Sweet, Fiscal Manager
- Rosemary Halterman, HMG Supervisor
- Wendy Mack, Administrative Assistant
- Debbie Sonner, Executive Assistant
- Eric Penkal, Assistant Prosecuting Attorney
- Kelly Benke, Support Administrator
- Chase Waits, Support Administrator
- Roberta Zeller, Support Administrator
- Jackie Zell, Support Administrator
- Shawn Dunaway, Support Administrator
- Cheryl Copley, Provider Coordinator
- Lisa Fowler, Office Manager
- Craig Hill, Investigative Agent
- Angie Rayburn, Investigative Agent
- Bethany Mirka, Community Member
- Ryan Morgan, Delaware Creative Housing
- Lisa Lyall, Speech Therapist

Introductions

Lisa Fowler introduced herself as the new Office Manager for Support Administration.

Jackie Zell introduced herself as a Transition Support Administrator.

The Superintendent, Kristine Hodge, introduced guest speaker, Joe Russell, Policy and Advocacy Director from OACB. Mr. Russell is actively lobbying on behalf of OACB to effect change with the hearing process for families and reform the waiting list to accurately reflect the needs of individuals. Stephen Finney, Board President, thanked Mr. Russell for attending the meeting and answering Board Member questions.

Approval of Minutes

RESOLUTION 16-05-01

Louis Borowicz moved to approve the minutes of the April 21, 2016, meeting as presented. Rita Seese seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 16-05-02

After brief discussion about the 2016 budgeted salary figure, Louis Borowicz moved to approve the list of April expenditures and the financial reports as submitted. Patty Lyons seconded the motion. The motion carried.

Special Committee Reports

A. Space Utilization and Planning - SUP

The SUP Committee presented the Board with the short-term goals they have accomplished as well as intermediate and long-term goals they are developing for 7991 Columbus Pike which are in compliance with the guidance received from the Assistant Prosecutor, Eric Penkal. The SUP Committee recommended giving other county agencies the first option for leasing space at 7991 Columbus Pike. If other county agencies have not expressed interest by September 2016, the space will then be available to other interested parties. Stephen Finney, Board President, thanked the committee for their hard work and recommendations.

B. Provider Contract Committee - PC²

The Provider Contract Committee, formerly the Independent Provider Workgroup, recommended removing overtime language from the Master Contract that was approved during the April Board Meeting before it is sent to providers in June. The committee also updated the Board on the Agency of Choice pilot program.

New Business - Board Action Items

A. Social Media Policy

RESOLUTION 16-05-03

The Social Media policy was presented as a standalone policy and will no longer be part of the Automation Policy. After brief discussion, Patty Lyons moved to approve the policy as written. Alice Nicks seconded the motion. The motion carried.

B. Automation Policy

RESOLUTION 16-05-04

The Automation Policy was amended to remove Social media from it. After brief discussion, Louis Borowicz moved to approve the policy as written. Rita Seese seconded the motion. The motion carried.

C. Delaware Creative Housing – Audit Payment Request and Prosecutor Opinion

RESOLUTION 16-05-05

According to the Assistant Prosecutor, Eric Penkal, the current contract with Delaware Creative Housing (DCH) would have to be amended before the request for payment could be approved. Additionally, the audit for Creative Living Systems (CLS) would have to be separated from the DCH audit. The audit states that CLS and DCH are too entwined to be separated. Louis Borowicz moved to decline the audit payment request. Rita Seese seconded the motion. The motion carried.

D. Position Descriptions

RESOLUTION 16-05-06

Patty Lyons moved to approve the change in position description from Director of Information Systems to Information Technology Manager as written. Rita Seese seconded the motion. The motion carried.

RESOLUTION 16-05-07

Patty Lyons moved to approve the change in position description from Director of Administrative Operations to Fiscal Manager as written. Louis Borowicz seconded the motion. The motion carried.

RESOLUTION 16-05-08

Patty Lyons moved to approve the changes in the position description for the Help Me Grow Central Intake and Referral Coordinator as written. Alice Nicks seconded the motion. The motion carried.

Unfinished Business – Other Action Items

A. Orange Condo Association – Right of Way Discussion

Because of an issue with the legal description of the easement, the appraisal is being revised to include an additional ten feet of property. The Orange Condo Board of Directors received both an appraisal and a donation request from Orange Township for the easement property.

The Orange Condo Board is considering accepting the appraisal from Orange Township once it has been revised to provide working capital and cover repairs.

B. Provider Master Contract - Revised

RESOLUTION 16-05-09

Overtime language was removed from the previously approved Master Contract. After brief discussion, the Board recommended also revising clause J.1. for clarity. Alice Nicks moved to approve the changes to the contract. Patty Lyons seconded the motion. The motion carried.

C. Strategic Plan Proposals – Review and Recommendation

RESOLUTION 16-05-10

Kristine Hodge, Superintendent, reviewed the three different proposals she received for strategic planning. Ms. Hodge presented the recommendation of the Admin Team to accept the proposal from Acorn Consulting. After brief discussion, Patty Lyons moved to accept the proposal from Acorn Consulting and authorized the Superintendent to move forward with the planning process. Alice Nicks seconded the motion. The motion carried.

D. Logo Approval

Brittany McClaskey, PR & Communications Coordinator, presented the Board with two different logo options. After brief discussion, Louis Borowicz moved to approve the second logo presented. Rita Seese seconded the motion. The vote was as follows: Louis Borowicz, yes; Rita Seese, yes; Patty Lyons, yes; Alice Nicks, yes; Jeffrey Wallace, no; Stephen Finney, yes. The motion carried.

Department Reports

A. Enrollment/Personnel/Provider Reports

Enrollment, Personnel, and Provider reports for May 2016 were reviewed. The Board requested a trend analysis be completed and a forecast for future growth be presented at the June Board Meeting.

B. MUI Report and DODD Review

Craig Hill and Angie Rayburn, Investigative Agents, reviewed the 2016 first quarter MUI Report and the March 2016 DODD Quality Tier Review.

Updates – Business Manager

A. Copier Lease

Jared Zirillo, Director of Operations, has been working with Perry Protech on a lease agreement for copiers through the State Term listing. Perry Protech's quoted price is below their State Term pricing. Mr. Zirillo believes the contract will be ready for approval at the June Board Meeting.

Superintendent's Report

A. Columbus Pike Facilities Management

Kristine Hodge, Superintendent, has been working with the Delaware County's Maintenance Department to provide facilities maintenance for 7991 Columbus Pike. The contract would begin July 1, 2016, and should not exceed \$33,600. Ms. Hodge hopes to have the contract available for approval at the June Board Meeting. The Board requested an accounting of expenses covered by the Delaware Creative Housing Property Management Contract which expires on June 30, 2016.

B. Contract Updates

Kristine Hodge, Superintendent, reviewed the contracts with Go Media, Datsmarts, and Republic Waste which were signed during the last 30 days.

Miscellaneous Business

Stephen Finney acknowledged receiving a "thank you" from Special Olympics for approving their grant request.

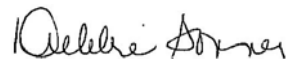
Adjournment

RESOLUTION 16-05-11

Louis Borowicz moved to adjourn the meeting. Alice Nicks seconded the motion. The motion carried.

The meeting adjourned at 9:55 p.m.

Respectfully submitted



Executive Assistant