



7991 Columbus Pike  
Lewis Center, OH  
43035

740.201.3600  
www.dcbdd.org

LEADING THE WAY

“To support individuals with developmental disabilities.”

**Board Pictures at 6:20 p.m.**  
**Board Meeting Agenda**  
**Thursday, November 17, 2016**  
**Room 165 at 6:30 p.m.**

**Call to Order**

**Roll Call**

**Introductions**

**Public Comments**

- Self Advocates – Jessi Russell and Dawn Meigs
- Special Recognition

**Approval of Minutes**

- October 20, 2016 Regular Board Meeting

**Approval of Financials**

- Income – October 2016
- Expenditures – October 2016
- Fund Report – October 2016

**Superintendent’s Report – Kristine Hodge**

- Board Member Update
- DCH Contract Update
- Signed Contracts:
  - D3G Inspection Group in the amount of \$10,500
  - Miller/Watson Architects not to exceed \$9,200

**Special Committee Reports**

- Facility Update – Delaware County Maintenance Department

**New Business - Board Action Items**

- Strategic Plan
- Waiting List Policy
- Military Leave Policy
- Full-Time, Part-Time and Intermittent Status
- Superintendent Contract
- Brosius, Johnson & Griggs, LLC Amendment

**Department Reports**

- E I Report
- MUI Report
- Enrollment Report
- Personnel Report
- Provider Report

## **Updates – Business Manager – Jared Zirillo**

- Executime Update
- Retainage Account
- Carpet Cleaning
- Modular Unit

## **Executive Session**

## **Adjournment**



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## Delaware County Board of Developmental Disabilities

### Regular Board Meeting

October 20, 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, October 20, 2016.

#### Roll Call

Members present: Stephen Finney, Alice Nicks, Patty Lyons, Rita Seese, Louis Borowicz, and Gerald Plassenthal.  
Jeffery Wallace arrived after Roll Call.

#### Introductions

Jessica Chapman introduced herself as a new Transition Support Administrator and shared her past work experience.

#### Executive Session

##### RESOLUTION 16-10-01

Alice Nicks moved that the Board hold executive session for the purpose of considering the employment of public employees per ORC 121.22(G)(1). Louis Borowicz seconded the motion. The roll call vote was as follows: Gerald Plassenthal, yes; Louis Borowicz, yes; Rita Seese, yes; Patty Lyons, yes; Alice Nicks, yes; and Stephen Finney, yes. The motion carried.

The Board entered into executive session at 6:32 p.m.

The regular meeting of the Board reconvened at 7:43 p.m.

#### Public Comments

##### RESOLUTION 16-10-02

Kristine Hodge, Superintendent, introduced Georgeanna Haviland with Team Heart and Sole. Team Heart and Sole partners teammates with champions to compete in Triathlons, Half Marathons, 5K Events, and Bike Races. Gerald Plassenthal moved to approve Team Heart and Sole's Self-Advocacy Grant request for \$5,000. Louis Borowicz seconded the motion. Patty Lyons abstained from voting. The motion carried.

#### Approval of Minutes

##### RESOLUTION 16-10-03

Alice Nicks moved to approve the minutes of the September 15, 2016, meeting as presented. Rita Seese seconded the motion. The motion carried.

#### Approval of Financial Reports

##### RESOLUTION 16-10-04

After brief discussion, Louis Borowicz moved to approve the list of September expenditures and the financial reports as submitted. Alice Nicks seconded the motion. The motion carried.

## **Superintendent's Report**

### **A. Strategic Plan Update**

Kristine Hodge, Superintendent, introduced Mel Marsh with Acorn Consulting. Ms. Marsh reviewed the data and answered questions for the Board Members regarding the strategic planning process. Ms. Marsh pointed out that DCBDD has a very high satisfaction rate with both family members and community partners, and is well respected within the community. Stephen Finney, Board President, credited staff as the reason satisfaction levels are high.

The Planning Committee is scheduled to meet with Ms. Marsh on Tuesday, October 25, to develop the draft of the Strategic Plan that will be presented to the Board during the November Board Meeting.

### **B. Board Member Training**

Kristine Hodge, Superintendent, reviewed Board Member training and attendance. Ms. Hodge will resend the link for the DODD June webinar later this week. Board Members must notify DCBDD once they have viewed the webinar in order to receive credit for the training.

### **C. Modular Unit**

Kristine Hodge, Superintendent, reported that the modular unit has been moved to the rear of the property and is no longer a hazard to students; however, when the power to the modular unit was disconnected, it created an issue with the power to the sump pump in the school building. DCBDD is working with the County Maintenance Department to correct the issue.

### **D. OACB Conference**

Kristine Hodge, Superintendent, reported that the OACB Conference is scheduled for November 30 through December 2. Ms. Hodge will send registration information out later this week.

## **New Business - Board Action Items**

### **A. Ethics Review**

#### RESOLUTION 16-10-05

After brief discussion, Patty Lyons moved to approve the Ethics Review for Teri Wolfe-Anderson. Louis Borowicz seconded the motion. The motion carried.

### **B. Nomination of 2017 Board Officers**

#### RESOLUTION 16-10-06

Alice Nicks nominated Louis Borowicz as the 2017 Board President. Gerald Plassenthal nominated Jeffery Wallace as Vice President and Alice Nicks as Secretary. Patty Lyons moved to approve the 2017 slate of officers as follows: Louis Borowicz, President; Jeffery Wallace, Vice President; and Alice Nicks, Secretary. Jeffery Wallace seconded the motion. The motion carried.

### **C. Delegate Assembly**

#### RESOLUTION 16-10-07

Patty Lyons moved to approve Louis Borowicz as the delegate for Delegate Assembly and Kristine Hodge as the alternate. Alice Nicks seconded the motion. The motion carried.

### **D. Budget**

#### RESOLUTION 16-10-08

Jared Zirillo, Director of Operations/Business Manager, reviewed expected revenues and projected expenses for the 2017 fiscal year. After brief discussion, Louis Borowicz moved to approve the proposed 2017 Budget as presented. Gerald Plassenthal seconded the motion. The motion carried.

RESOLUTION 16-10-09

Rita Seese moved to approve the 501 Fund as presented. Patty Lyons seconded the motion. The motion carried.

RESOLUTION 16-10-10

Louis Borowicz moved to approve the 502 Fund as presented. Patty Lyons seconded the motion. The motion carried.

MOTION 16-10-01

Louis Borowicz motioned to approve the Assigned Fund Balance for Medicaid in the amount of \$5,500,000 as presented for the 2017 Budget. Gerald Plassenthal seconded the motion. The motion carried.

MOTION 16-10-02

Louis Borowicz motioned to approve the Assigned Fund Balance for Capital Projects in the amount of \$1,450,000 as presented for the 2017 Budget. Rita Seese seconded the motion. The motion carried.

MOTION 16-10-03

Louis Borowicz motioned to approve the Assigned Fund Balance for Compensated Absences in the amount of \$500,000 as presented for the 2017 Budget. Gerald Plassenthal seconded the motion. The motion carried.

**Policy Committee Update**

Jared Zirillo, Director of Operations/Business Manager, and members of the Policy Committee updated the Board on the policy changes needed to align DCBDD policies with the Department of Labor (DOL), the Fair Labor Stands Act (FLSA), and the migration to Executime. Stephen Finney, Board President, thanked the committee for their hard work. After some discussion, each policy was approved as presented with an effective date of December 1, 2016.

E. Classification Policy

RESOLUTION 16-10-11

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

F. Compensatory Time, Overtime and Flex Time Policy

RESOLUTION 16-10-12

Patty Lyons moved to approve the Compensatory Time, Overtime and Flex Time Policy as presented. Louis Borowicz seconded the motion. The motion carried.

G. Rescind Adjusted Work Time (AWT) Policy

RESOLUTION 16-10-13

Patty Lyons moved to rescind the AWT Policy effective November 30, 2016. Alice Nicks seconded the motion. The motion carried.

H. Notification of Absence/Leave Request Policy

RESOLUTION 16-10-14

Alice Nicks moved to approve the changes to the Notification of Absence/Leave Request Policy as written. Louis Borowicz seconded the motion. The motion carried.

- I. Leave Donation Policy  
RESOLUTION 16-10-15  
Louis Borowicz moved to approve the changes to the Leave Donation Policy as presented. Patty Lyons seconded the motion. The motion carried.
  
- J. Sick Leave Policy  
RESOLUTION 16-10-16  
Alice Nicks moved to approve the changes to the Sick Leave Policy as presented. Gerald Plassenthal seconded the motion. The motion carried.
  
- K. Sick Leave Pay-Out Upon Separation Policy  
RESOLUTION 16-10-17  
Alice Nicks moved to approve the changes to the Sick Leave Pay-Out Upon Separation Policy as presented. Louis Borowicz seconded the motion. The motion carried.
  
- L. Leave Conversion Policy  
RESOLUTION 16-10-18  
Alice Nicks moved to approve the changes to the Leave Conversion Policy as presented. Patty Lyons seconded the motion. The motion carried.
  
- M. Personal Leave Policy  
RESOLUTION 16-10-19  
After brief discussion, Patty Lyons moved to approve the changes to the Personal Leave Policy as presented. Louis Borowicz seconded the motion. The motion carried.
  
- N. Vacation Leave Policy  
RESOLUTION 16-10-20  
Louis Borowicz moved to approve the changes to the Vacation Leave Policy as presented. Patty Lyons seconded the motion. The motion carried.
  
- O. Court Leave/Jury Duty Policy  
RESOLUTION 16-10-21  
Patty Lyons moved to approve the changes to the Court Leave/Jury Duty Policy as presented. Louis Borowicz seconded the motion. The motion carried.
  
- P. Assault/Battery Policy  
RESOLUTION 16-10-22  
Gerald Plassenthal moved to approve the changes to the Assault/Battery Policy as presented. Patty Lyons seconded the motion. The motion carried.
  
- Q. Administrative Leave Policy  
RESOLUTION 16-10-23  
Louis Borowicz moved to approve the changes to the Administrative Leave Policy as presented. Gerald Plassenthal seconded the motion. The motion carried.
  
- R. Emergency Closure Policy  
RESOLUTION 16-10-24  
Louis Borowicz moved to approve the changes to the Emergency Closure Policy as presented. Patty Lyons seconded the motion. The motion carried.

- S. Bereavement Leave Policy  
RESOLUTION 16-10-25  
Louis Borowicz moved to approve the changes to the Bereavement Policy as presented. Patty Lyons seconded the motion. The motion carried.
- T. Volunteer Firefighter and Emergency Medical Services Policy  
RESOLUTION 16-10-26  
Patty Lyons moved to approve the changes to the Volunteer Firefighter and Emergency Medical Services Policy as presented. Louis Borowicz seconded the motion. The motion carried.
- U. Resignation Policy  
RESOLUTION 16-10-27  
Louis Borowicz moved to approve the changes to the Resignation Policy as presented. Patty Lyons seconded the motion. The motion carried.
- V. Holiday Policy  
RESOLUTION 16-10-28  
After brief discussion, Alice Nicks moved to approve the changes to the Holiday Policy as presented. Patty Lyons seconded the motion. The motion carried.
- W. Religious Holiday Policy  
RESOLUTION 16-10-29  
Patty Lyons moved to approve the changes to the Religious Holiday Policy. Alice Nicks seconded the motion. The motion carried.
- X. Approve Annual Agency Calendar  
RESOLUTION 16-10-30  
Patty Lyons moved to approve the 2017 Annual Agency Calendar as presented. Gerald Plassenthal seconded the motion. The motion carried.
- Y. Insurance Plan  
RESOLUTION 16-10-31  
The Insurance Committee reviewed the two plans being considered for 2017 with the Board, and recommended the Stark County Consortium Plan. Stephen Finney, Board President, thanked the committee for their hard work. After brief discussion, Louis Borowicz moved to approve the Stark County Consortium Insurance Plan. Alice Nicks seconded the motion. The motion carried.
- Z. Align Premium Share for Single and Family Coverage  
RESOLUTION 16-10-32  
The Insurance Committee recommended changing staff premium share to twelve percent (12%) for both single and family coverage. Louis Borowicz moved to approve the proposed premium share change as presented. Alice Nicks seconded the motion. The motion carried
- AA. Stark County Schools Council of Governments  
RESOLUTION 16-10-33  
Louis Borowicz moved for the adoption of the following resolution:

WHEREAS, the Stark County Schools Council of Governments (hereinafter "COG") have formed a regional council of governments for the purposes of promoting cooperative arrangements and agreements among

its members and between its members and government agencies or private persons or entities, performing functions and duties which its members can perform and addressing problems of mutual concern; and

WHEREAS, the Board desires to become a member of the COG and participate in its health benefits program as well as other programs that are or may become available;

NOW, THEREFORE, BE IT RESOLVED by the Delaware County Board of Developmental Disabilities, Delaware County, Ohio that:

1. The Agreement Establishing the Stark County Schools Council ("Agreement"), Bylaws, and Program Agreements is hereby approved and the Superintendent and Business Manager are hereby authorized and directed to execute any documents necessary to effectuate participation in the COG on behalf of this Board.
2. The effective date of the Board's participation shall be January 1, 2017.

Rita Sees second the motion. The motion carried.

### **Department Reports**

#### **A. Quarterly Waiver Report**

Melinda Draper, Medicaid Manager, presented the third quarter waiver updates. DCBDD has 792 individuals enrolled on waivers. Currently, 541 people are on the Waiting List for waiver services – All of the individuals on the Waiting List currently receive locally funded services. During the third quarter, 35 people were enrolled on waivers.

#### **B. Enrollment/Personnel/Provider Reports**

Enrollment, Personnel, and Provider reports for September 2016 were reviewed. Rita Seese suggested adding the previous five (5) years enrollment numbers to the Enrollment Report for comparison.

### **Updates – Business Manager**

#### **A. Facility Update**

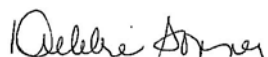
Jared Zirillo, Director of Operations/Business Manager, reported that DCBDD has experienced a significant savings in maintenance costs since contracting with the County's Maintenance Department to provide facility maintenance.

### **Adjournment**

#### **RESOLUTION 16-10-34**

Alice Nicks moved to adjourn the meeting. Louis Borowicz seconded the motion. The motion carried. The meeting adjourned at 11:06 pm.

Respectfully submitted,



Executive Assistant