



Delaware County Board of Developmental Disabilities

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

Delaware County Board of Developmental Disabilities

Regular Board Meeting

April 18, 2019

Call to Order

Board President, Louis Borowicz called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:32 p.m. on Thursday, April 18, 2019.

Roll Call

Members present: Louis Borowicz, Howard Heffelfinger, David Moser, Tracie Davies Toot, Dana Lehman, and Ted Klecker

Excused from Meeting

RESOLUTION 19-04-01

Howard Heffelfinger moved to excuse Steve Finney from the April 18, 2019 Board Meeting. David Moser seconded the motion. The motion carried.

Introduction

Superintendent Kristine Hodge introduced new Service and Support Administrator, Pamela Long, who started on March 25, 2019, to the Board. Pamela shared information about herself and her previous work experience with the Board Members.

Public Comments

None

Approval of Minutes

RESOLUTION 19-04-02

Ted Klecker moved to approve the minutes from the regular Board meeting on March 21, 2019 as presented. Dana Lehman seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 19-04-03

Jared Zirillo, Director of Operations/Business Manager, reviewed the March 2019 financial reports. David Moser moved to approve the list of March 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. and reviewed two staff reports for potential conflicts. The Council found that no conflicts currently exist with the entries submitted for review: A Blessed Quality of Life, LLC, Bird Tunnel Providers, LLC, CG-HHC, LLC, Food for Good Thought, Inc., T6 Consulting, and The Missing Piece, LLC.

RESOLUTION 19-04-04



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Howard Heffelfinger moved to approve the Ethics Council Report as presented. Ted Klecker seconded the motion. The motion carried.

Board Committee Updates

Personnel Committee

Howard Heffelfinger, Personnel Committee Chairperson, reported that the committee met on Wednesday, April 10, 2019 and recommends that the Board adopt the revised table of organization, adopt the revised salary schedule, approve the revised position descriptions, and approve to create, post and fill the new positions: Community Relations Specialist, Director of Quality and Project Development, Public Relations and Community Education Manager, Quality Assurance and Compliance Specialist (2), and Receptionist (2).

Building Utilization Committee

Howard Heffelfinger, Building Utilization Committee Chairperson, reported that the committee met on Wednesday, April 10, 2019 and recommends that the Board request the supplemental appropriations for the capital reserve fund for the small roof project in the amount of \$24,460 (49552506-5410), authorize the Superintendent to move forward with the HVAC and Controls project, and approve to secure an engineer/architect for the design of the HVAC and Controls project.

Executive Session

RESOLUTION 19-04-05

Howard Heffelfinger moved that the Board enter into executive session to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property ORC 121.22 G (2). David Moser seconded the motion. The roll call vote was as follows: Louis Borowicz, yes; Howard Heffelfinger, yes; David Moser, yes; Tracie Davies Toot, yes; Dana Lehman, yes; Ted Klecker, yes. The motion carried.

The Board entered into executive session at 6:43 p.m.

The regular meeting of the Board reconvened at 7:12 p.m.

RESOLUTION 19-04-06

David Moser moved to authorize the Superintendent to engage in continued discussions, communications and feedback with the county commissioners and all other interested county officials regarding advancing the potential of selling our current building and moving to a different location sometime in the future. Howard Heffelfinger seconded. The motion carried.

New Business - Board Action Items

- A. Revised Table of Organization



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RESOLUTION 19-04-07

Howard Heffelfinger moved to adopt the revised Table of Organization. David Moser seconded the motion. The motion carried.

B. Revised Salary Schedule

RESOLUTION 19-04-08

David Moser moved to adopt the revised salary schedule as presented. Dana Lehman seconded the motion. The motion carried.

C. Create, Post, and Fill Positions

RESOLUTION 19-04-09

Howard Heffelfinger moved to create, post, and fill the Director of Quality and Project Development position. David Moser seconded the motion. The motion carried.

RESOLUTION 19-04-10

Dana Lehman moved to create, post, and fill the Public Relations and Community Education Manager position. Ted Klecker seconded the motion. The motion carried.

RESOLUTION 19-04-11

Tracie Davies Toot moved to create, post, and fill two Receptionist positions. David Moser seconded the motion. The motion carried.

RESOLUTION 19-04-12

Howard Heffelfinger moved to create, post, and fill the Community Relations Specialist position. Dana Lehman seconded the motion. The motion carried.

RESOLUTION 19-04-13

David Moser moved to create, post, and fill two Quality Assurance and Compliance Specialist positions. Tracie Davies Toot seconded the motion. The motion carried.

D. Revised Position Descriptions

RESOLUTION 19-04-14

Howard Heffelfinger moved to adopt all revised position descriptions as presented to the Board. David Moser seconded the motion. The motion carried.

E. Strategic Plan Request for Proposal

RESOLUTION 19-04-15

Tracie Davies Toot moved to authorize Superintendent Kristine Hodge to source outside facilitators for the Strategic Plan. Dana Lehman seconded the motion. The motion carried.

F. Appropriations for Small Roofs

RESOLUTION 19-04-16

David Moser moved to use supplemental appropriations for the Capital Improvement Fund for the roof project change order in the amount of \$24,460 (49552506-5410). Howard Heffelfinger seconded the motion. The motion carried.

G. HVAC and Controls



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RESOLUTION 19-04-17

Howard Heffelfinger moved to authorize Superintendent Kristine Hodge to move forward with the HVAC and Controls project. Dana Lehman seconded the motion. The motion carried.

RESOLUTION 19-04-18

David Moser moved to authorize Superintendent Kristine Hodge to source an Engineer/Architect for the HVAC and Controls project. Ted Klecker seconded the motion. The motion carried.

Superintendent Report

Kristine Hodge reported on the following topics:

- Board Member Manual for 2019
- Legislative Day
- Transition Boot Camp
- Family Waiver Training
- National Pet Day
- Donuts with DCBDD
- Community Egg Hunt – DCBDD providing textured eggs
- Lifetime of Giving letters
- Cell Phones
- Carpet Installation
- Provider Roundtable Discussion
- Staff Appreciation Day May 3
- First Friday May 3
- Superintendent Work Plan

Department Reports

Enrollment, Personnel, Provider, and Medicaid Services

Superintendent Kristine Hodge reviewed March 2019 Enrollment, Personnel, Provider, and Medicaid Services reports. The quarterly MUI report was discussed during the Board training conducted prior to the meeting.

Adjournment

RESOLUTION 19-04-19

Tracie Davies Toot moved to adjourn the meeting. David Moser seconded the motion. The motion carried. The meeting adjourned at 7:39 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jennifer Kenney".

Executive Assistant