



# Delaware County Board of Developmental Disabilities

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

### **Regular Board Meeting**

**August 12, 2021**

#### **Call to Order**

Board President, Louis Borowicz called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Thursday, June 10, 2021.

#### **Roll Call**

Members present: Louis Borowicz, Howard Heffelfinger, David Moser, Dana Lehman, Stephen Finney, and Ted Klecker

Members absent: Dennis Mowrey

#### **RESOLUTION 21-08-01**

David Moser moved to excuse Dennis Mowrey from the August 12, 2021 Board meeting. Steve Finney seconded the motion. The motion carried.

#### **Introductions**

Superintendent, Kristine Hodge introduced Molly Dillon, Early Intervention Service Coordinator and Craig Hill in his new role as SSA Supervisor. Molly and Craig shared information about themselves and their previous work experience with the Board.

#### **Public Comments**

Anne Flanery spoke on behalf of Focus on Abilities to seek membership for their Board. Contact information was shared for interested parties.

#### **Approval of Minutes**

#### **RESOLUTION 21-08-02**

David Moser moved to approve the minutes from the June 10, 2021 Board Meeting as presented. Howard Heffelfinger seconded the motion. The motion carried.

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

#### **RESOLUTION 21-08-03**

Jared Zirillo, Director of Operations/Business Manager, reviewed the June and July 2021 financial reports. Dana Lehman moved to approve the list of June and July expenditures and the financial reports as submitted. David Moser seconded the motion. The motion carried.

#### **Ethics Council Report**

The Ethics Council met at 6:15 p.m. to review eleven direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the entities submitted for review: Achievers Health Care, LLC; AMS Support Services, LLC; ASUR Support Services; Confident Kids Therapy;



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Deana Snelling, LLC; Derby Enterprises, LLC; Guy Time, LLC, NOVA LUNA Education and Consulting Center, LLC; Pacific Home Health Services, LLC; Woodyglen's, LLC; and Yover Enterprises.

## RESOLUTION 21-08-04

Steve Finney moved to approve the Ethics Council Report as presented. David Moser seconded the motion. The motion carried.

### **Board Committee Updates**

#### *Personnel and Programs Committee*

Committee Chair, Howard Heffelfinger reported that the committee met on Monday, August 2, 2021 and recommends that the Board approve the revised policies including Holiday, Professional Development, Religious Holidays, Sick Leave, Sick Leave Payouts upon Separation, Training, Tuition Reimbursement, and Vacation. The Committee also recommends that the Board increase the hourly rate for the Behavior Support position to a rate above the mid-point of the range in order to increase recruitment of qualified candidates. The Committee recommends that the Board create, post, and fill three additional Service and Support Administrator positions as well as a part-time Community Outreach Advocate. The Committee discussed the Compensation Plan update following a meeting with HR Manager Debbie Sonner, Superintendent Kristine Hodge, Personnel and Programs Chairperson Howard Heffelfinger and Scott Schreiber with RSC Advisory Group. The Committee will provide a presentation to the Board at the November meeting.

#### *Building Utilization Committee*

Committee Chair, Howard Heffelfinger reported that the committee met on Monday, August 9, 2021 and received updates from Delaware County Administrator, Mike Frommer regarding the new building progress. They are currently in Phase 1 of the Administrative Building and will meet in early September to design the interior. DCBDD will re-evaluate the space allocations for staff post-COVID. Breaking ground is estimated in 1 year, 3-5 months. County's next steps include schematic design contract approved by the Commissioners, setting the preliminary schedule: Kick off meeting week of September 6<sup>th</sup>, Sept/Oct work through detailed space plan, Nov review meetings, finalize plans in Dec 2021. The Committee asked Mike to have the County Commissioners consider the appreciation of DCBDD's current property value above the \$6.5M ARP funds identified in the MOU. County's goal is reduce the cost of building and phase improvements. Plan to hire a Construction Manager at Risk (CMAR) to help with market conditions and cost.

#### *Finance Committee*

Committee Chair, David Moser reported that the committee met on Monday, August 9, 2021 and reviewed the 2022 Budget. It will be presented to the Board in September. The Committee has requested to include information from the Auditor's Office regarding Election, Settlement, and TIF Recoupment Fees, if it is made available. The Committee recommends that the Board approve to



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authorize the Superintendent to sign and execute the following agreements: cell phone plan with Verizon, janitorial services contract with Alpha and Title XX (state funded agreement). The Committee echoes the Personnel and Programs Committee to recommend that the Board approve to create, post, and fill three Service and Support Administrator positions.

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

### **A. Hourly Rate for Behavior Support Specialist**

#### **RESOLUTION 21-08-05**

Howard Heffelfinger moved to increase the hourly rate for the Behavior Support position to a rate above the mid-point of the range in order to increase recruitment of qualified candidates. Dana Lehman seconded the motion. The motion carried.

### **B. Request of Interest for Behavior Services**

#### **RESOLUTION 21-08-06**

David Moser moved to authorize the Superintendent to issue a request of interest for behavior services. Ted Klecker seconded the motion. The motion carried.

### **C. Master Contract 2022**

#### **RESOLUTION 21-08-07**

Steve Finney moved to approve the revisions to the Master Contract for 2022. Howard Heffelfinger seconded the motion. The motion carried.

### **D. Cell Phone Plan**

#### **RESOLUTION 21-08-08**

David Moser moved to authorize the Superintendent to execute the contract with Verizon for the cell phone plan. Dana Lehman seconded the motion. The motion carried.

### **E. Janitorial Contract**

#### **RESOLUTION 21-08-09**

Steve Finney moved to authorize the Superintendent to execute the contract with The Alpha Group for janitorial services. Ted Klecker seconded the motion. The motion carried.

### **F. Title XX**

#### **RESOLUTION 21-08-10**

Howard Heffelfinger moved to authorize the Superintendent to enter into the Title XX grant agreement. David Moser seconded the motion. The motion carried.

### **G. Revised Holiday Policy**

#### **RESOLUTION 21-08-11**

Steve Finney moved to approve the revised Holiday Policy as recommended by the Personnel and Programs Committee. Howard Heffelfinger seconded the motion. The motion carried.



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H. Revised Professional Development Policy

RESOLUTION 21-08-12

Dana Lehman moved to approve the revised Professional Development Policy as recommended by the Personnel and Programs Committee. David Moser seconded the motion. The motion carried.

I. Revised Religious Holidays Policy

RESOLUTION 21-08-13

Howard Heffelfinger moved to approve the revised Religious Holidays Policy as recommended by the Personnel and Programs Committee. Ted Klecker seconded the motion. The motion carried.

J. Revised Sick Leave Policy

RESOLUTION 21-08-14

Dana Lehman moved to approve the revised Ohio Sick Leave Policy as recommended by the Personnel and Programs Committee. Steve Finney seconded the motion. The motion carried.

K. Revised Sick Leave Payouts upon Separation Policy

RESOLUTION 21-08-15

Ted Klecker moved to approve the revised Sick Leave Payouts upon Separation Policy as recommended by the Personnel and Programs Committee. Howard Heffelfinger seconded the motion. The motion carried.

L. Revised Training Policy

RESOLUTION 21-08-16

David Moser moved to approve the revised Training Policy as recommended by the Personnel and Programs Committee. Steve Finney seconded the motion. The motion carried.

M. Revised Tuition Reimbursement Policy

RESOLUTION 21-08-17

Dana Lehman moved to approve the revised Tuition Reimbursement Policy as recommended by the Personnel and Programs Committee. David Moser seconded the motion. The motion carried.

N. Revised Vacation Policy

RESOLUTION 21-08-18

Ted Klecker moved to approve the revised Vacation Policy as recommended by the Personnel and Programs Committee. David Moser seconded the motion. The motion carried.



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O. Create, Post, and Fill Service and Support Administrator Positions

RESOLUTION 21-08-19

David Moser moved to approve the revised Relationships Between Employees and Eligible Individuals Policy, renamed Duty to Uphold the Rights of Eligible Individuals. Steve Finney seconded the motion. The motion carried.

P. Create, Post, and Fill Part-Time Community Outreach Advocate Position

RESOLUTION 21-08-20

David Moser moved to approve the revised Resignation Policy. Howard Heffelfinger seconded the motion. The motion carried.

## **Superintendent Report**

Kristine Hodge reported on the following topics: Nutrition Nuggets, Supplies for Scholars, First Friday in August, Provider communication and DSP workforce survey, Buckeye Valley open house, Olentangy Local Schools vendor fair, upcoming staff additions of SSA Derrick Thomas and Assistant Director of Programs and Services, Mike Dancho, return to in person visits, accreditation, staff trainings, cost report, draft budget, return to building, Family Secured Service providers, Union County HRC, and OISP roll out.

## **Department Reports**

### *Enrollment and Personnel*

Kristine Hodge reviewed June and July 2021 Enrollment and Personnel reports as well as the quarterly Operations, Programs and Services, PR and Community Education, and Quality and Project Development reports.

## **Adjournment**

RESOLUTION 21-08-21

David Moser moved to adjourn the meeting. Dana Lehman seconded the motion. The motion carried. The meeting adjourned at 7:34 p.m.

Respectfully submitted,

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

Executive Assistant