



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

September 9, 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, September 9, 2021.

Roll Call

Members present: Louis Borowicz, Howard Heffelfinger, David Moser, Stephen Finney, Ted Klecker and Dennis Mowrey

Members absent: Dana Lehman

RESOLUTION 21-09-01

Steve Finney moved to excuse Dana Lehman from the September 9, 2021 Board meeting. Howard Heffelfinger seconded the motion. The motion carried.

Public Comments

Sylvia Chelf Park Manager of the US Army Corps of Engineers with and Mark Rawson, President of Scioto Area Corps Cooperating Association presented the Board with information about the restroom improvements for the Accessibility Grant request.

Introductions

Superintendent, Kristine Hodge introduced Derrick Thomas, SSA and Mike Dancho, Assistant Director of Programs and Services. Derrick and Mike shared information about themselves and their previous work experience with the Board.

Approval of Minutes

RESOLUTION 21-09-02

David Moser moved to approve the minutes from the August 12, 2021 Board Meeting as presented. Ted Klecker seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 21-09-03

Jared Zirillo, Director of Operations/Business Manager, reviewed the August 2021 financial reports. Steve Finney moved to approve the list of August expenditures and the financial reports as submitted. Dennis Mowrey seconded the motion. The motion carried.

Ethics Council Report

The Ethics Council met at 6:15 p.m. to review four staff requests and two direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the staff requests and the entities submitted for review: Happy Hands OT, LLC and B & S Healthcare Service, LLC.



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RESOLUTION 21-09-04

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

New Business - Board Action Items

A. Resolution for Continuity of Operations Plan

RESOLUTION 21-09-05

Steve Finney moved to authorize the Superintendent or designee to have decision-making power with respect to all necessary actions to ensure the continuity of Board operations during the COVID-19 ("coronavirus") pandemic. This decision-making power shall include, but not be limited to, taking all necessary actions regarding Board personnel, staffing assignments, agency protocol, facility use and operations, and procedure related to services provided and individuals served, without requiring prior Board approval. This resolution is continuing in nature, and is meant to promote and protect the health, safety, and welfare of the people we serve and their families, Board staff, providers, and the Delaware County community. David Moser seconded the motion. The motion carried.

B. Direct Support Professional Appreciation

RESOLUTION 21-09-06

David Moser moved to adopt the Direct Support Professional Appreciation Proclamation. Ted Klecker seconded the motion. The motion carried.

C. 2022 Budget

RESOLUTION 21-09-07

David Moser moved to approve the budget for 2022 and requested a roll call vote. A roll call vote was taken: Louis Borowicz, yes; Howard Heffelfinger, yes; David Moser, yes; Steve Finney, yes; Ted Klecker, yes; Dennis Mowrey, yes. The motion carried.

D. Community Capital Assistance Program Funds to Summit Housing

Kristine Hodge advised the Board members of resolutions needed to appropriate funds to the Summit Housing Development Corporation. Three separate resolutions are required.

RESOLUTION 21-09-08

Steve Finney moved to increase the estimated resources (29519000-4530) for the pass-through of the CCA funds to SHDC. David Moser seconded the motion. The motion carried.

RESOLUTION 21-09-09

David Moser moved to increase the supplemental appropriations (29519000-5601) for the pass-through of the CCA funds to SHDC. Howard Heffelfinger seconded the motion. The motion carried.

RESOLUTION 21-09-10



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Dennis Mowrey moved to authorize the Superintendent to approve the expenditure in the amount of \$243,000 to pass the CCA funds through to SHDC. Steve Finney seconded the motion. The motion carried.

E. Letter of Intent from Summit Housing – Shelbourne Forest Way

RESOLUTION 21-09-11

Howard Heffelfinger moved to authorize the Superintendent to sign the letter of intent from Summit Housing for 111 Shelbourne Forest Way. David Moser seconded the motion. The motion carried.

F. Accessibility Grant Request from Scioto Area Corps Cooperating Association

RESOLUTION 21-09-12

David Moser moved to authorize the Superintendent to approve and sign the Accessibility Grant request from the Scioto Area Corps Cooperating Association. Steve Finney seconded the motion. The motion carried.

G. Innovative Technology Solutions Request for Proposal

RESOLUTION 21-09-13

Dennis Mowrey moved to authorize the Superintendent to submit the Innovative Technology Solutions grant request. David Moser seconded the motion. The motion carried.

H. Revised Bulletin Boards Policy

RESOLUTION 21-09-14

Howard Heffelfinger moved to approve the revised Bulletin Boards Policy. Steve Finney seconded the motion. The motion carried.

I. Revised Closure/Delay Policy

RESOLUTION 21-09-15

Howard Heffelfinger moved to approve the revised Closure/Delay Policy. Ted Klecker seconded the motion. The motion carried.

J. Revised Electronic Equipment Policy

RESOLUTION 21-09-16

David Moser moved to approve the revised Electronic Equipment Policy. Ted Klecker seconded the motion. The motion carried.

K. Revised Employee Property Damage Policy

RESOLUTION 21-09-17

Steve Finney moved to approve the revised Employee Property Damage Policy. David Moser seconded the motion. The motion carried.

L. Revised Limitations of Use of Medical Information Policy



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RESOLUTION 21-09-18

Howard Heffelfinger moved to approve the revised Limitations of Use of Medical Information Policy. Dennis Mowrey seconded the motion. The motion carried.

M. Revised Personnel Files and Records Policy

RESOLUTION 21-09-19

David Moser moved to approve the revised Personnel Files and Records Policy with grammatical corrections to the purpose statement. Steve Finney seconded the motion. The motion carried.

N. Revised Political Activity Policy

RESOLUTION 21-09-20

Steve Finney moved to approve the revised Political Activity Policy. David Moser seconded the motion. The motion carried.

O. Revised Solicitation and Distribution Policy

RESOLUTION 21-09-21

David Moser moved to approve the revised Solicitation and Distribution Policy with grammatical corrections to the purpose statement. Howard Heffelfinger seconded the motion. The motion carried.

P. Revised Unlawful Discrimination and Harassment Policy

RESOLUTION 21-09-22

Howard Heffelfinger moved to approve the revised Unlawful Discrimination and Harassment Policy. Ted Klecker seconded the motion. The motion carried.

Q. Revised Use of DCBDD Facilities, Equipment and Personal Mail Policy

RESOLUTION 21-09-23

David Moser moved to approve the revised Use of DCBDD Facilities, Equipment and Personal Mail Policy, retitled Use of DCBDD Property and Privacy. Dennis Mowrey seconded the motion. The motion carried.

R. Revised Whistleblower Policy

RESOLUTION 21-09-24

Howard Heffelfinger moved to approve the revised Whistleblower Policy. Steve Finney seconded the motion. The motion carried.

S. Revised Worker's Compensation Policy

RESOLUTION 21-09-25

Ted Klecker moved to approve the revised Worker's Compensation Policy as presented. David Moser seconded the motion. The motion carried.

T. Revised Workplace Violence Policy



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RESOLUTION 21-09-26

Steve Finney moved to approve the revised Workplace Violence Policy as presented. David Moser seconded the motion. The motion carried.

Superintendent Report

Kristine Hodge reported on the following topics: National Disability Voter Registration week and DSP Appreciation week activities, Discovery Series; Charting the LifeCourse, Delaware County Fair booth, internal promotions, new SSA starting and interviews for open positions occurring this month, open enrollment for health insurance, three responses from the ROI for Behavior Support Services currently being evaluated, COVID exposure updates and PPE deliveries, Master Contracts for 2022, building staff occupation, new IA, revised On-Call policy, provider training, Social Service Campus updates, ISP updates, and collaboration with County partners.

Department Reports

Enrollment and Personnel

Kristine Hodge reviewed August 2021 Enrollment and Personnel reports.

Adjournment

RESOLUTION 21-09-27

David Moser moved to adjourn the meeting. Howard Heffelfinger seconded the motion. The motion carried. The meeting adjourned at 7:29 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jennifer Kenney". The signature is fluid and cursive.

Executive Assistant