



# Delaware County Board of Developmental Disabilities

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

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

### **Regular Board Meeting**

**January 09, 2020**

#### **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, January 09, 2020.

#### **Roll Call**

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

#### **Introductions**

Superintendent Kristine Hodge introduced Rita Takenaga in her new role as Service and Support Administrator. The Board congratulated her. Also introduced were new Service Coordinators Sarah Lim and Tara Kridler. Sarah and Tara shared information about themselves and their previous work experience with the Board Members.

#### **Public Comments**

There were no public comments.

#### **Approval of Minutes**

##### RESOLUTION 20-01-01

David Moser moved to approve the minutes from the December 20, 2018 Board Meeting as presented. Tracie Davis Toot seconded the motion. The motion carried.

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

##### RESOLUTION 20-01-02

Jared Zirillo, Director of Operations/Business Manager, reviewed the December 2019 financial reports. David Moser moved to approve the list of December expenditures and the financial reports as submitted. Howard Heffelfinger seconded the motion. The motion carried.

#### **Ethics Council Report**

The Ethics Council met at 6:15 p.m. to review 20 direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the entities submitted for review:

##### RESOLUTION 20-01-03

Steve Finney moved to approve the Ethics Council Report as presented. Tracie Davies Toot seconded the motion. The motion carried.

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

- A. The 2020 Bylaws and Table of Organization were presented to the Board and reviewed.



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## RESOLUTION 20-01-04

David Moser moved to approve the 2020 Bylaws and Table of Organization. Howard Heffelfinger seconded the motion. The motion carried.

## B. HIPAA Policy Manual

### RESOLUTION 20-01-05

Howard Heffelfinger moved to adopt the HIPAA Policy Manual as presented. Dana Lehman seconded the motion. The motion carried.

## C. Leave Conversion Policy

### RESOLUTION 20-01-06

Stephen Finney moved to approve the Leave Conversion Policy as presented. David Moser seconded the motion. The motion carried.

## D. Resolution for Payment of Non-Federal Share of Medicaid Waiver Expenditures.

### RESOLUTION 20-01-07

Tracie Davies Toot moved that the Delaware County Board of Developmental Disabilities set aside a total of \$6,900,000 in calendar year 2019 to pay the Medicaid match obligation for the non-federal share of services as required by Section 5126.0511(B) of the Ohio Revised Code. David Moser seconded the motion. The motion carried.

## E. Resolution to Not Provide Educational Services.

### RESOLUTION 20-01-08

David Moser moved that the Delaware County Board of Developmental Disabilities not participate in the provision of or contract for educational services for children ages six through twenty-one years of age. Steve Finney seconded the motion. The motion carried.

## F. Family Outreach and Communications Grant

### RESOLUTION 19-01-10

Howard Heffelfinger moved to approve the submission of the Family Outreach and Communication grant application. Dana Lehman seconded the motion. The motion carried.

## **Executive Session**

### RESOLUTION 20-01-11

Steve Finney moved that the Board enter into executive session for the purpose of ORC 121.22 (G) (1): to consider the continued employment of a public employee or official; and for the purpose of ORC 121.22 (G)(3): to confer with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action; and for the purpose of ORC 122.22 (G)(5): to consider matters required to be kept confidential by Federal law or regulations or state statutes. Howard Heffelfinger seconded the motion. The roll call vote was as follows: Louis



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Borowicz, yes; Howard Heffelfinger, yes; David Moser, yes; Tracie Davies Toot, yes; Dana Lehman, yes; Steve Finney, yes; Ted Klecker, yes. The motion carried.

The Board entered into executive session at 6:50 p.m.

The regular meeting of the Board reconvened at 7:39 p.m.

## G. Authorization to file OCR Complaint

### RESOLUTION 20-01-12

David Moser moved to authorize the Superintendent to take the steps necessary to file and pursue an OCR complaint. Steve Finney seconded the motion. The motion carried.

## H. Board Member Assessment

### RESOLUTION 20-01-13

Howard Heffelfinger moved to authorize the Board President to execute the Board Member Assessment and place it in the appropriate file. Dana Lehman seconded the motion. The motion carried.

## Superintendent Report

Kristine Hodge reported on the following topics: Employment Advisory Council meeting, Transition Bootcamp; Adult Healthcare Services, Let's Talk About It, Legislature Meeting, Bishop Backer Day, Interview for the Gazette about the Strategic Plan, Passionate Leadership Training with Dan Nevins, Housing Alliance, Bridges out of Poverty training, Implicit Bias training, EI training for Administrators, Emotional Intelligence training, Leadership Delaware, Strategic Planning committees, and Board Training Plan ideas.

## Department Reports

### *Enrollment, Personnel, and Provider Reports*

Kristine Hodge reviewed December 2019 Enrollment, Personnel, and Provider reports.

## Adjournment

### RESOLUTION 19-01-14

Howard Heffelfinger moved to adjourn the meeting. Stephen Finney seconded the motion. The motion carried. The meeting adjourned at 7:48 p.m.

Respectfully submitted,

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

Executive Assistant