



# Delaware County Board of Developmental Disabilities

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

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## **Amended**

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

#### **Regular Board Meeting**

**March 12, 2020**

#### **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, March 12, 2020.

#### **Roll Call**

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

Members Absent: Howard Heffelfinger

#### **RESOLUTION 20-03-01**

Steve Finney moved to excuse Howard Heffelfinger from the March 12, 2020 Board Meeting. Dana Lehman seconded the motion. The motion carried.

#### **Introductions**

None

#### **Public Comments**

None

#### **Approval of Minutes**

#### **RESOLUTION 20-03-02**

David Moser moved to approve the minutes from the February 13, 2020 Board Meeting. Steve Finney seconded the motion. The motion carried.

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

#### **RESOLUTION 20-03-03**

Jared Zirillo, Director of Operations/Business Manager, reviewed the February 2020 financial reports. Tracie Davie Toot moved to approve the list of January 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 eight direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the entities submitted for review: A-1 Nursing Care, Inc.; Alternative Center, LLC The Cross Point Church; Central Ohio Therapy Services, LLC; Davbryn Healthcare, LLC; Dominion Home Health Agency, LLC; Grady Memorial Hospital; Guy Time, LLC; and T6 Consulting.



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## RESOLUTION 20-03-04

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

### *Personnel and Programs Committee Update*

Ted Klecker, Committee Member, reported that the committee met on Tuesday, March 3, 2020 and recommends that the Board adopt the following policy revision: Alcohol and Drug-Free Workplace, Dress Code, Driving on Board Business, and EEO Complaint. The Committee also recommends the Board adopt the Board Training Plan. The Committee discussed requirements for Family Secured Providers which will be presented later at this meeting.

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

#### A. Proclamation for National Developmental Disabilities Awareness Month

##### RESOLUTION 20-03-05

Dana Lehman moved to recognize March as the National Developmental Disabilities Awareness Month. Tracie Davies Toot seconded the motion. The motion carried.

#### B. Resolution for Continuity of Operation Plan

##### RESOLUTION 20-03-06

David Moser 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. Ted Klecker seconded the motion. The motion carried.

#### C. Board Training Plan

##### RESOLUTION 20-03-07

Steve Finney moved to adopt the Board training plan as presented. David Moser seconded the motion. The motion carried.

#### D. Letter of Intent – 49 Reid Street

##### RESOLUTION 20-03-08

Steve Finney moved to authorize the Superintendent to sign the letter of intent from Summit Housing for 49 Reid Street. Tracie Davies Toot seconded the motion. The motion carried.

#### E. Letter of Intent – 53 Reid Street



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## RESOLUTION 20-03-09

Ted Klecker moved to authorize the Superintendent to sign the letter of intent from Summit Housing for 49 Reid Street. Tracie Davies Toot seconded the motion. The motion carried.

## F. Delaware County Sheriff's Lease

### RESOLUTION 20-03-10

Dana Lehman moved to authorize the Superintendent to execute the lease with DCBDD and the Delaware County Sheriff's Office. Steve Finney seconded the motion. The motion carried.

## G. Rescind Facility Rental Policy

### RESOLUTION 20-03-11

David Moser moved to rescind the Facility Rental policy. Steve Finney seconded the motion. The motion carried.

## H. Revised Records Retention Schedule

### RESOLUTION 20-03-12

Tracie Davie Toot moved to adopt the revised records retention schedule as presented. David Moser seconded the motion. The motion carried.

## I. Alcohol and Drug-Free Workplace Policy

### RESOLUTION 20-03-13

Dana Lehman moved to adopt the revised Alcohol and Drug-Free Workplace policy as presented. Steve Finney seconded the motion. The motion carried.

## J. Dress Code Policy

### RESOLUTION 20-03-14

Steve Finney moved to adopt the revised Dress Code policy as presented. David Moser seconded the motion. The motion carried.

## K. Driving on Board Business Policy

### RESOLUTION 20-03-15

Dana Lehman moved to adopt the revised Driving on Board Business policy as presented. Tracie Davies Toot seconded the motion. The motion carried.

## L. Equal Opportunity Employment Complaint Policy

### RESOLUTION 20-03-16

David Moser moved to adopt the revised Equal Opportunity Employment Complaint policy as presented. Steve Finney seconded the motion. The motion carried.

## M. Contract Monitoring Policy

### RESOLUTION 20-03-17



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Tracie Davies Toot moved to adopt the revised Contract Monitoring policy as presented. Dana Lehman seconded the motion. The motion carried.

## N. Direct Services Contract Policy

### RESOLUTION 20-03-18

David Moser moved to adopt the revised Direct Services Contract policy as presented. Steve Finney seconded the motion. The motion carried.

## O. Electronic Signatures Policy

### RESOLUTION 20-03-19

Steve Finney moved to adopt the revised Electronic Signatures policy as presented. Dana Lehman seconded the motion. The motion carried.

## P. Expense Reimbursement Policy

### RESOLUTION 20-03-20

Dana Lehman moved to adopt the revised Expense Reimbursement policy as presented. David Moser seconded the motion. The motion carried.

## Q. Financial Management Policy

### RESOLUTION 20-03-21

Tracie Davies Toot moved to adopt the revised Financial Management policy as presented. Steve Finney seconded the motion. The motion carried.

## R. Information Technology Systems Policy

### RESOLUTION 20-03-22

David Moser moved to adopt the revised Information Technology Systems policy as presented. Tracie Davies Toot seconded the motion. The motion carried.

## S. Sales Tax Policy

### RESOLUTION 20-03-23

Steve Finney moved to adopt the revised Sales Tax policy as presented. Dana Lehman seconded the motion. The motion carried.

## **Discussion Items**

### *Family Secured Provider*

Cheryl Smart informed the Committee about the current background check requirements for family secured providers with DCBDD.

### RESOLUTION 20-03-24

Tracie Davies Toot moved to approve the timeline to have background checks completed by all family secured providers by July 1, 2020. Dana Lehman seconded the motion. The motion carried.



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## **Superintendent Report**

Kristine Hodge reported that many things will be canceled or rescheduled due to the COVID19 crisis, including the provider meeting, Lifetime of Giving, and Public Safety Day, LEAD Advisory Council meetings, SEC meetings, HIPAA Assessment and the Leadership Program. The Go Blue for Inclusion day and Crazy Sock Day will be posted on social media. Other topics reported include the staff appreciation day, COVID19 planning, and the signed MOU with the county.

## **Department Reports**

### *Enrollment and Personnel*

Kristine Hodge reviewed February 2020 Enrollment and Personnel reports.

## **Adjournment**

### RESOLUTION 20-03-25

Tracie Davies Toot moved to adjourn the meeting. David Moser seconded the motion. The motion carried. The meeting adjourned at 7:26 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Jennifer Kenney". The signature is written in a cursive, flowing style.

Executive Assistant