



# 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**

**August 13, 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, August 13, 2020.

### **Roll Call**

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

### **Introductions**

None

### **Public Comments**

None

### **Approval of Minutes**

#### RESOLUTION 20-08-01

David Moser moved to approve the minutes from the June 11, 2020 Board Meeting. Steve Finney seconded the motion. The motion carried.

### **Approval of Financial Reports**

#### RESOLUTION 20-08-02

Jared Zirillo, Director of Operations/Business Manager, reviewed the June and July 2020 financial reports. Dana Lehman moved to approve the list of June and July expenditures and the financial reports as submitted. Tracie Davies Toot seconded the motion. The motion carried.

### **Ethics Council Report**

The Ethics Council met at 6:15 p.m. to review three direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the entities submitted for review: Amaze Care, LLC; ASUR Supported Living Services; Best of Friends Home Care Services; Helping Hands Center for Special Needs dba Bridgeway Academy; ProCare Home Health, LLC; Secure Haven; Spectrum Therapy, LLC; and Tina M. McNeal.

#### RESOLUTION 20-08-03

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



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## *Finance Committee Update*

Tracie Davies Toot, Committee Chair, reported that the committee met on Monday, August 3, 2020 and recommends that the Board approve the 2021 Budget, which will be presented at the September meeting. The committee also discussed the CARES Act funding.

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

### A. Retirement Proclamation for Deborah Gibson

#### RESOLUTION 20-08-04

Steve Finney moved to approve the proclamation of retirement for Deborah Gibson.

Howard Heffelfinger seconded the motion. The motion carried.

### B. Retirement Proclamation for Keith Matlack

#### RESOLUTION 20-08-05

Dana Lehman moved to approve the proclamation of retirement for Keith Matlack. David

Moser seconded the motion. The motion carried.

### C. Janitorial Contract

#### RESOLUTION 20-08-06

David Moser moved to authorize the Superintendent to enter into contract with The Alpha Group for janitorial services. Steve Finney seconded the motion. The motion carried.

### D. Master Contract 2021

#### RESOLUTION 20-08-07

Steve Finney moved to adopt the Master Contract for 2021. David Moser seconded the motion. The motion carried.

### E. Addendum to Master Contract 2020

#### RESOLUTION 20-08-08

Dana Lehman moved to adopt the addendum to the Master Contract for 2020. Howard Heffelfinger seconded the motion. The motion carried.

### F. Addendum to Part C Early Intervention Contract

#### RESOLUTION 20-08-09

David Moser moved to approve the addendum to the Part C Early Intervention Contract. Steve Finney seconded the motion. The motion carried.

### G. Revised Behavioral Support Policy

#### RESOLUTION 20-06-10

Howard Heffelfinger moved to adopt the revised Behavioral Support Policy as presented. Tracie Davies Toot seconded the motion. The motion carried.



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H. Rescind Director of Support Services Position

**RESOLUTION 20-08-10**

David Moser moved to rescind the Director of Support Services position. Dana Lehman seconded the motion. The motion carried.

I. Rescind Director of Early Intervention Position

**RESOLUTION 20-08-11**

Howard Heffelfinger moved to rescind the Director of Early Intervention position. Ted Klecker seconded the motion. The motion carried.

**Superintendent Report**

Kristine Hodge reported on the following topics: Community Outreach Grant, table of organization revisions, COVID cases, exposures and tracking, PPE supplies, survey for the social services campus from staff, Lifetime of Giving parades, employee spotlights on social media, Tech Tuesdays, Community Resource, ADA camp, DCBDD annual block party / scavenger hunt, virtual staff in service, retirement parade for Deb Gibson and Keith Matlack, color coded system for building access, Emerging Leaders training, HIPAA risk assessment and statewide topics that included the F map through 2021, Acuity C rate increase, and the single ISP assessment.

**Department Reports**

*Enrollment, Personnel, Operations, Programs and Services, and Quality and Project Development*

Kristine Hodge reviewed June and July 2020 Enrollment and Personnel reports, and the Operations, Programs and Services, and Quality and Project Development reports.

**Adjournment**

**RESOLUTION 20-08-12**

Howard Heffelfinger moved to adjourn the meeting. Tracie Davies Toot seconded the motion. The motion carried. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

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

Executive Assistant