



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

April 14, 2022

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, April 14, 2022.

Roll Call

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

Revised Agenda

Louis Borowicz revised the agenda to conduct the Executive Session prior to the Personnel and Programs Report.

Introductions

Superintendent, Kristine Hodge introduced Aaron Tiedt in his new role as SSA Supervisor, Anita Ludwig-Quibell in her new role as Training Specialist, Britney Ridenour in her new role as Investigative Agent and new Service and Support Administrator, Jory Authement. Aaron, Anita, Britney and Jory shared information about themselves and their previous work experience with the Board.

Public Comments

DCBDD Employee Nominations for Lifetime of Giving

Kristine Hodge recognized the employees who were nominated for the Lifetime of Giving, Amanda Bacon, Tricia Chan-Witcher, Brittany Conn, Cheryl Copley, Jodie Davenport, Robyn Davis, Mollie Driscoll, Alodia Gallagher, Kelly Jacoby, Pamela Long, and Anita Ludwig-Quibell.

Recognition of Service

Kristine Hodge also recognized the years of service for Lisa Fowler, who will be leaving DCBDD in May for the purpose of retirement.

Approval of Minutes

RESOLUTION 22-04-01

Ted Klecker moved to approve the minutes from the March 10, 2022 Board Meeting as presented. Steve Finney seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 22-04-02

Superintendent, Kristine Hodge reviewed the March 2022 financial reports. Dennis Mowrey moved to approve the list of March expenditures and the financial reports as submitted. Howard Heffelfinger seconded the motion. The motion carried.



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Ethics Council Report

The Ethics Council met at 6:15 p.m. to review two direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the entities submitted for review: PurFoods, LLC dba Mom's Meals and Rise home Healthcare.

RESOLUTION 22-04-03

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

Executive Session

RESOLUTION 22-04-04

Steve Finney moved that the Committee enter into executive session for the purpose of ORC 121.22 (G) (1): to consider the appointment of a public employee or official. David Moser seconded the motion. The roll call vote was as follows: Louis Borowicz, yes; David Moser, yes; Ted Klecker, yes; Howard Heffelfinger, yes; Dana Lehman, yes; Steve Finney, yes; Dennis Mowrey, yes. The motion carried.

The Board entered into executive session at 6:47 p.m.

The regular meeting of the Board reconvened at 7:02 p.m.

Personnel and Programs Committee Update

New Business - Board Action Items

A. Sheriff's Lease

RESOLUTION 22-04-05

Howard Heffelfinger moved to authorize the Superintendent to sign the Sheriff's Lease. Steve Finney seconded the motion. The motion carried.

B. 2022 Board Training Plan

RESOLUTION 22-04-06

David Moser moved to adopt the 2022 Board Training Plan. Howard Heffelfinger seconded the motion. The motion carried.

C. Revised Depreciation and Capital Asset Physical Inventory Policy

RESOLUTION 22-04-07

Steve Finney moved to approve the revised Depreciation and Capital Asset Physical Inventory policy as presented. Dennis Mowrey seconded the motion. The motion carried.

D. Revised Direct Services Contract Policy

RESOLUTION 22-04-08

Ted Klecker moved to approve the revised Direct Services Contract policy as presented. David Moser seconded the motion. The motion carried.



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E. Revised Expense Reimbursement Policy

RESOLUTION 22-04-09

David Moser moved to approve the revised Expense Reimbursement policy as presented. Steve Finney seconded the motion. The motion carried.

F. Revised Federal Funding Policy

RESOLUTION 22-04-10

Dana Lehman moved to approve the revised Federal Funding policy as presented. Howard Heffelfinger seconded the motion. The motion carried.

G. Revised Sales and Use Tax Reimbursement Policy

RESOLUTION 22-04-11

David Moser moved to approve the revised Sales and Use Tax Reimbursement policy as presented. Howard Heffelfinger seconded the motion. The motion carried.

H. Director of Operations/Business Manager Salary Placement

RESOLUTION 22-04-12

Howard Heffelfinger moved to authorize the Superintendent to hire in the Director of Operation/Business Manager candidate above the midpoint salary range. Steve Finney seconded the motion. The motion carried.

I. Rescind Investigative Agent Position

RESOLUTION 22-04-13

Howard Heffelfinger moved to rescind the Investigative Agent position. Ted Klecker seconded the motion. The motion carried.

J. Create, Post, and Fill Quality Assurance Specialist Position

RESOLUTION 22-04-14

David Moser moved to create, post, and fill the Quality Assurance Specialist position. Dennis Mowery seconded the motion. The motion carried.

K. Withdraw Strategic Plan Request for Proposal

RESOLUTION 22-04-15

Steve Finney moved to withdraw the Strategic Plan Request for Proposal. Howard Heffelfinger seconded the motion. The motion carried.

Superintendent Report

Kristine Hodge reported on the following topics: PR and Community Outreach: recorded and published webinars from Developmental Disabilities Awareness Month on our YouTube channel, Discovery Series: Internet Safety on April 12, met with Self-Advocates of Delaware County to discuss their plans for 2022, consulted with Changing Spaces Ohio to discuss strategies to increase the number of adult changing tables in the community, targeted drop-ins at Adult Day sites and provider agencies to ensure they have sufficient PPE and to proactively build stronger relationships, presented to M+A Architects on inclusive design for the social services campus, in-person collaboration meeting with PR/Outreach representatives other County Boards in Region 2, attended West Central Community of Practice meeting to learn about transportation initiatives in other regions of Ohio; HR: Lindsay Fitzsimmons and Megan Manning started as our newest SSAs



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on Monday, April 4, 2022, Pamela Long was selected and will be promoted to the position of Quality Assurance and Compliance Specialist, Lisa Fowler's resignation, Amy Funk is our preferred candidate for the position of Director of Operations/Business Manager, continue to accept applications for Office Assistant (Operations and Programs and Services) and SSA positions; Administration: COVID Updates, Social Services Campus, Delaware County Transit, Guardianship Services Board, Staff In-Service/Appreciation Day, Emerging Leaders Program, Strategic Planning, Appendix K, proposed waiver rate increase, OACB updates; Operations: roles of Operations staff, Jared's role, Office 365; Programs and Services: Pre-accreditation visit Update with MEORC on May 3rd and 4th, All documents submitted including samples of OISP, Accreditation visit with DODD scheduled for August 22nd and 23rd, Staffing changes, Early Intervention working with school districts to outline the process of transition from EI to preschool; Quality and Project Development: Director of QPD is covering operations department, Britney Ridenour training in her new role as IA, Pamela Long will be transitioning to Quality Assurance and Compliance Specialist in May.

Department Reports

Enrollment and Personnel

Superintendent Kristine Hodge reviewed March 2022 Enrollment and Personnel reports.

Adjournment

RESOLUTION 22-04-16

David Moser moved to adjourn the meeting. Dennis Mowrey 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