



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

May 12, 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, May 12, 2022.

Roll Call

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

Introductions

Superintendent, Kristine Hodge introduced Pamela Long in her new role as Quality Outcomes Specialist and new Service and Support Administrators, Lindsay Fitzsimmons and Megan Manning. Pamela, Lindsay and Megan shared information about themselves and their previous work experience with the Board.

Public Comments

Strategic Plan Quarterly Report

Chase Waits, Director of PR and Community Education, reviewed the quarterly Strategic Plan report with the Board.

DCBDD Annual Report

Chase Waits also reviewed the Annual Report with the Board.

Approval of Minutes

RESOLUTION 22-05-01

Steve Finney moved to approve the minutes from the April 14, 2022 Board Meeting as presented. Howard Heffelfinger seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 22-05-02

Superintendent, Kristine Hodge reviewed the April 2022 financial reports. David Moser moved to approve the list of April expenditures and the financial reports as submitted. Ted Klecker 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 entities submitted for review: Lovely Spirit, LLC and Colorfully Enthused, LLC.

RESOLUTION 22-05-03

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



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Personnel and Programs Committee Update

Committee Chair, Howard Heffelfinger reported that the committee met on Monday, May 9, 2022 and recommends that the Board adopt the Technology First policy, approve the Superintendent to sign the Part C Early Intervention Coordination and Evaluation and Assessment Grant as well as approve the revised Family and Medical Leave Act policy and the Telecommuting policy.

Finance Committee Update

Committee Chair, David Moser reported that the committee met on Tuesday, May 10, 2022 and recommends that the Board approve the health insurance premium financial responsibility rates of eighty-eight (88) percent for the Board and twelve (12) percent for employees during the coverage period of 2022-2023 and to authorize the Superintendent to sign the insurance proposal by the Ohio School Plan insurance agreement and the Primary Solutions agreement. The Committee echoed the Personnel and Programs Committee and recommends the Board approve the Superintendent to sign the Part C Early Intervention Coordination and Evaluation and Assessment Grant.

New Business - Board Action Items

A. Stark County Health Insurance

RESOLUTION 22-05-04

David Moser moved to approve the current health insurance premium contribution rates of eighty-eight (88) percent for the Board and twelve (12) percent for employees continue for the 2023 fiscal year. Steve Finney seconded the motion. The motion carried.

B. Ohio School Plan

RESOLUTION 22-05-05

Dennis Mowrey moved to approve the Ohio School Plan liability insurance package and authorize the Superintendent to execute the agreement. David Moser seconded the motion. The motion carried.

C. Primary Solutions Contract

RESOLUTION 22-05-06

Steve Finney moved to authorize the Superintendent to execute the Primary Solutions contract. Howard Heffelfinger seconded the motion. The motion carried.

D. Part C Early Intervention Service Coordination and Evaluation and Assessment Grant

RESOLUTION 22-05-07

Howard Heffelfinger moved to authorize the Superintendent to execute the Part C Early Intervention Service Coordination and Evaluation and Assessment contract. Dana Lehman seconded the motion. The motion carried.

E. Technology First Policy

RESOLUTION 22-05-08

Steve Finney moved to adopt the Technology First policy as recommended by the Personnel and Program Committee. David Moser seconded the motion. The motion carried.

F. Revised Family and Medical Leave Act Policy

RESOLUTION 22-05-09



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Dennis Mowrey moved to approve the revised Family and Medical Leave Act policy as recommended by the Personnel and Programs Committee. Howard Heffelfinger seconded the motion. The motion carried.

G. Revised Telecommuting Policy

RESOLUTION 22-05-10

Dana Lehman moved to approve the revised Telecommuting policy as recommended by the Personnel and Programs Committee. David Moser seconded the motion. The motion carried.

Superintendent Report

Kristine Hodge reported on the following topics Provider Coordinator ensuring providers have PPE, met with Self Advocates of Delaware County to discuss their plans for 2022, assisted DODD's Family Advisory Council Core Team with planning for 2022's family outreach sessions, presented about DCBDD to CIT group, assisted Programs & Services with branding and logistics of Roommate Reachout, Records indexing process, attended informational meeting about potential replacement for the Special Needs Registry, decorated table for Delaware Area Chamber of Commerce annual dinner, met with our web developer for the next phase of improvements to better support individuals & families, final session of 21-22 Discovery Series – May 10: Community Engagement & Exploration, reaffirmed importance of our branding standards and rolled out updated Outlook signature guidelines, Lisa Fowler's last day with the Board was on Thursday, May 5, 2022, Amy Funk has accepted the position of Director of Operations/Business Manager and will begin on Monday, May 16, 2022, actively recruiting for new QA position, Office Assistant – Support Administration, and Service and Support Administrator positions, currently reviewing policies and will be recommending revisions over the next several months, exploring EAP Programs, COVID updates, Emerging Leaders Program, OACB Spring Conference, Staff Appreciation/In-Service Day, participating in a Superintendent's group focusing on adults with intensive needs, Ohio School Plan rates, Melinda Draper is covering the Operations department until Amy Funk's arrival on May 16th with Chase Waits assisting her, continuing to add employees to Office 365 with success, auto-renewing the IT contract with the County beginning July 1, 2022 through June 30, 2023, MEORC pre-accreditation review, completing the Service Coordination Grant for Help Me Grow, onboarding new SSA staff and interviewing for SSA vacancies and Office Assistant vacancy, Britney Ridenour as new Investigative Agent, and Pamela Long as new QA and Compliance Specialist.

Department Reports

Enrollment, Personnel, Personnel and Programs, and Quality and Project Development

Superintendent Kristine Hodge reviewed April 2022 Enrollment and Personnel reports and the quarterly Programs and Services, and Quality and Project Development reports.

Adjournment

RESOLUTION 22-05-11

David Moser moved to adjourn the meeting. Steve Finney seconded the motion. The motion carried. The meeting adjourned at 7:13 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Jennifer Kenney". The signature is fluid and cursive, with the first name "Jennifer" being more prominent than the last name "Kenney".

Executive Assistant