



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

September 8, 2022

Call to Order

Board Vice President, David Moser called the regular meeting of the Delaware County Board of Developmental Disabilities to order at 6:32 p.m. on Thursday, September 8, 2022.

Roll Call

Members present: David Moser, Ted Klecker, Howard Heffelfinger, Dana Lehman, and Stephen Finney

Members absent: Louis Borowicz and Dennis Mowrey

RESOLUTION 22-09-01

Howard Heffelfinger moved to excuse Louis Borowicz from the September 8, 2022 Board meeting. Dana Lehman seconded the motion.

Introductions

Superintendent, Kristine Hodge introduced new Developmental Specialist Deborah Lee and new SSA Katie Etheridge to the Board. Deborah and Katie shared information about themselves and their previous work experience with the Board.

Public Comments

None

Approval of Minutes

RESOLUTION 22-09-02

Steve Finney moved to approve the minutes from the August 11, 2022 Board Meeting as presented. Ted Klecker seconded the motion. The motion carried.

Approval of Financial Reports

RESOLUTION 22-09-03

Director of Operations/Business Manager, Amy Funk reviewed the August 2022 financial reports. Steve Finney moved to approve the list of August expenditures and the financial reports as submitted. Dana Lehman seconded the motion. The motion carried.

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: Blessed Homecare, LLC and Sigmund Pediatric Speech Therapy, LLC.

RESOLUTION 22-09-04

Howard Heffelfinger moved to approve the Ethics Council Report as presented. Ted Klecker 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 Tuesday, September 6 and discussed the recent Accreditation process, which resulted in a three-year accreditation from DODD. The committee recommends that the Board approve the revised Workers Compensation policy, now titled the Accident and Injury policy. The committee also recommends that the Board approve to create, post, and fill a Digital and Media Brand Specialist position, an Information Systems Specialist position, and a Contracts and Grants Specialist position, as well as rescinding the Operations Coordinator position and one Office Assistant position in the Operations department, and approving the revised Office Assistant position description.

New Business - Board Action Items

A. DSP Appreciation Proclamation

RESOLUTION 22-09-05

Ted Klecker moved to approve the DSP Appreciation Proclamation. Steve Finney seconded the motion. The motion carried.

B. Direct Service Contract

RESOLUTION 22-09-06

Dana Lehman moved to approve the Direct Service Contract for 2023. Howard Heffelfinger seconded the motion. The motion carried.

C. Adopt Funding for Services Policy

RESOLUTION 22-09-07

Howard Heffelfinger moved to adopt the Funding for Services policy as presented. Steve Finney seconded the motion. The motion carried.

D. Revised Master Contract Policy (Direct Service Contract Policy)

RESOLUTION 22-09-08

Dana Lehman moved to approve the revised Master Contract policy, now titled Direct Service Contract policy as presented. Ted Klecker seconded the motion. The motion carried.

E. Request of Interest for Representative Payee Services

RESOLUTION 22-09-09

Steve Finney moved to authorize the Superintendent to issue a request of interest for representative payee services. Howard Heffelfinger seconded the motion. The motion carried.

F. Request of Interest for Benefits Education Analysis

RESOLUTION 22-09-10

Ted Klecker moved to authorize the Superintendent to issue a request of interest for benefits education analysis. Howard Heffelfinger seconded the motion. The motion carried.

G. Request of Interest for Interpreter Services

RESOLUTION 22-09-11

Steve Finney moved to authorize the Superintendent to issue a request of interest for interpreter services. Dana Lehman seconded the motion. The motion carried.



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- H. Amended Contract for I Am Boundless
RESOLUTION 22-09-12
Ted Klecker moved to approve the amended 2022 contract for I Am Boundless. Dana Lehman seconded the motion. The motion carried.
- I. Continuity of Operations Plan
RESOLUTION 22-09-13
Steve Finney moved to table to Continuity of Operation Plan to the December 2022 Board meeting. Howard Heffelfinger seconded the motion. The motion carried.
- J. Revised Workers Compensation Policy (Accident and Injury Policy)
RESOLUTION 22-09-14
Steve Finney moved to approve the revised Workers Compensation policy, now titled the Accident and Injury policy as recommended by the Personnel and Programs Committee. Howard Heffelfinger seconded the motion. The motion carried.
- K. Create, Post, and Fill Digital Media and Brand Specialist Position
RESOLUTION 22-09-15
Dana Lehman moved to create, post, and fill a Digital and Media Brand Specialist. Ted Klecker seconded the motion. The motion carried.
- L. Create, Post, and Fill Information Systems Specialist Position
RESOLUTION 22-09-16
Steve Finney moved to create, post, and fill an Information Systems Specialist position. Ted Klecker seconded the motion. The motion carried.
- M. Create, Post, and Fill Contracts and Grants Specialist Position
RESOLUTION 22-09-17
Ted Klecker moved to create, post, and fill a Contracts and Grants Specialist position. Howard Heffelfinger seconded the motion. The motion carried.
- N. Rescind Operations Coordinator Position
RESOLUTION 22-09-18
Dana Lehman moved to rescind the Operations Coordinator position. Steve Finney seconded the motion. The motion carried.
- O. Rescind One Office Assistant-Operations Position
RESOLUTION 22-09-19
Howard Heffelfinger moved to rescind one Office Assistant position in the Operations Department. Ted Klecker seconded the motion. The motion carried.
- P. Revised Office Assistant Position Description
RESOLUTION 22-09-20
Dana Lehman moved to approve the revised Office Assistant position description. Steve Finney seconded the motion. The motion carried.



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Q. Summit Housing Letter of Intent

RESOLUTION 22-09-21

Steve Finney moved to authorize the Superintendent to sign the letter of intent from Summit Housing. Dana Lehman seconded the motion. The motion carried.

R. OACB Delegates

RESOLUTION 22-09-22

Steve Finney moved to appoint Louis Borowicz as the OACB Delegate and Kristine Hodge as the OACB Alternate Delegate. Dana Lehman seconded the motion. The motion carried.

Superintendent Report

Kristine Hodge reported on the following topics: Olentangy schools expo, Buckeye Valley school open house with OOD, DCBDD staff lunch, discussion with FCBDD about universal changing tables, donations for DSP recognition week, Make a Difference Day for DCBDD staff, Delaware County Hunger Games, annual Block Party update, Accreditation entrance review, new staff updates, current vacancies, Operations department structural changes, new positions Delaware Creative Housing updates, funding modernization plan updates, state-wide funding options for waiver rates, 2023 MEORC contract, Ohio School Plan coverage, social services campus updates, 2023 budget, collaboration with Operations department and Auditor's office and OACB, five-year fiscal forecast, County IT meeting, OISP implementation, and training for SSA staff.

Department Reports

Enrollment and Personnel

Superintendent Kristine Hodge reviewed the August 2022 Enrollment and Personnel reports.

Adjournment

RESOLUTION 22-09-23

Steve Finney moved to adjourn the meeting. Dana Lehman seconded the motion. The motion carried. The meeting adjourned at 7:24 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jennifer Bianchi".

Jennifer Bianchi
Executive Assistant