**Delaware County Board of Developmental Disabilities**

**Board Meeting Minutes**

**December 8, 2022**

**Call to Order**

Board President, Louis Borowicz called the meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Thursday, December 8, 2022.

**Roll Call**

Members present: Louis Borowicz, David Moser, Ted Klecker, Howard Heffelfinger, and Stephen Finney,

Members absent: Dana Lehman and Dennis Mowrey

**Amended Agenda**

RESOLUTION 22-12-01

David Moser moved to add two items to the agenda: a resolution to waive the statutory attendance for Board members Dana Lehman and Dennis Mowrey, and to add ORC 121.22 (G) (2): to consider the sale of property at competitive bidding, to the purpose of the Executive Session. Howard Heffelfinger seconded the motion. The motion carried.

RESOLUTION 22-12-02

Steve Finney moved to excuse Dana Lehman and Dennis Mowrey from the December 8, 2022 Board meeting. Ted Klecker seconded the motion. The motion carried.

**Introductions**

Superintendent, Kristine Hodge introduced new Board member, Kim Pirie, who will be sworn in at the January Organizational Board meeting, new SSA, Deborah DeWeese, Heather Ward in her new role as Contracts and Grants Specialist, and Lisa Lajeunesse in her new role as Quality Assurance and Compliance Specialist. Deborah, Heather and Lisa shared information about themselves and their previous work experience with the Board.

**Public Comments**

None

**Approval of Minutes**

RESOLUTION 22-12-03

David Moser moved to approve the minutes from the November 10, 2022 Board Meeting as presented. Ted Klecker seconded the motion. The motion carried.

**Approval of Financial Reports**

RESOLUTION 22-12-04

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

**Ethics Council Report**

The Ethics Council met at 6:15 p.m. to 36 direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the entities submitted for review: Advanced DD Care, LLC; Alpha Group of Delaware, Inc.; Better Tomorrow Home Healthcare Agency, LLC; Capabilities, LLC; Columbus Area Speech Therapy, LLC; Cornerstone Speech Therapy, LLC; Delaware Speech and Hearing Center, Inc.; Flourish Integrated Therapy, LLC; Food for Good Thought, Inc.; Hart, Nanette J; Healthy Life Home Healthcare, LLC; Humanity Health Care Services, LLC; Journey Together, LLC; King Enterprise, LLC dba Equine Alley TR; Life Builders, LLC; Lisa Lyall, MA CCC-SLP, LLC; Move to Learn, LLC; New Beginning Healthcare Services, LLC; New Millennium Home Health, LLC; Partners in Play, Inc.; Pristine Home Health Care, LLC; Professional Speech Services, Inc.; Recreation Unlimited Farm and Fun; REHAB2YOU; Something to Say, LLC; Speak, Learn, Play Therapy; Specialized Speech Technologies, Inc.; Spirit of Peace Clinical Counseling; Stockhands Horses for Healing; The Shane Center for Therapeutic Horsemanship, Inc. aka Equine Assisted Therapy; Three C Healthcare; Thrive Therapy Associates, LLC; Treehouse Speech Therapy, LLC; Trisha’s Studios, LLC; Upper Arlington Speech Therapy Services; and Victoria Z Cremer MA CCC-SLP, LLC

RESOLUTION 22-12-05

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

*Personnel and Programs Committee Update*

Committee Chair, Howard Heffelfinger reported that the committee met on December 6, 2022 and recommends that the Board approve the Guardianship Services Board contract, the Nineteen (19) Services contract, the Professional Services contract for Best Payments to provide payee services the revised Accessibility Grant policy, the revised Advocacy Grant policy and the Impact Library Program Grant application. The Committee discussed the funding modernization plan, the proposed Table of Organization revision and succession planning for the future of the agency.

*Finance Committee Update*

Committee Chair, David Moser reported that the committee met on December 8, 2022 and recommends that the Board approve the revised 2023 budget, the Guardianship Services Board contract, the Nineteen (19) Services contract, and the Professional Services contract for Best Payments to provide payee services. The Committee discussed the funding modernization plan, the proposed Table of Organization revision and succession planning for the future of the agency.

**Executive Session**

RESOLUTION 22-12-06

Steve Finney moved that the Committee enter into executive session for the purpose of ORC 121.22 (G) (1): to consider the continued employment of a public employee or official and to consider the compensation of a public employee or official, and for the purpose of ORC 121.22 (G) (2): to consider the sale of property at competitive bidding. David Moser seconded the motion. The roll call vote was as follows: Louis Borowicz, yes; David Moser, yes; Ted Klecker, yes; Howard Heffelfinger, yes; Steve Finney, yes. The motion carried.

The Board entered into executive session at 6:43 p.m.

The regular meeting of the Board reconvened at 7:17 p.m.

**New Business - Board Action Items**

1. Lease Agreement with the Delaware-Morrow Mental Health and Recovery Services Board

RESOLUTION 22-12-07

Howard Heffelfinger moved to authorize the Superintendent to discuss a lease agreement with the Delaware-Morrow Mental Health and Recovery Services Board and to discuss a purchase agreement with the Delaware County Commissioners. Steve Finney seconded the motion. David Moser abstained. The motion carried.

1. Revised 2023 Budget

RESOLUTION 22-12-08

David Moser moved to approve the revised 2023 budget as recommended by the Finance Committee. Ted Klecker seconded the motion. The motion carried.

1. 2023 Board Meeting Schedule

RESOLUTION 22-12-09

Steve Finney moved to approve the Board meeting schedule for 2023. Howard Heffelfinger seconded the motion. The motion carried.

1. 2023-2025 Strategic Plan

RESOLUTION 22-12-10

Howard Heffelfinger moved to approve the 2023-2025 Strategic Plan. David Moser seconded the motion. The motion carried.

1. Present and Approve Slate of Board Officers

RESOLUTION 22-12-11

Howard Heffelfinger moved to approve the slate of Board Officers as presented by the Nominating Committee, which will be voted on at the January meeting: Louis Borowicz, President; David Moser, Vice President; Ted Klecker, Secretary. Steve Finney seconded the motion. The motion carried.

1. Guardianship Service Board Contract

RESOLUTION 22-12-12

Steve Finney moved to approve the Guardianship Services Board contract as recommended by the Finance and Personnel and Programs Committees. Ted Klecker seconded the motion. The motion carried.

1. Nineteen (19) Services Contract

RESOLUTION 22-12-13

David Moser moved to approve the Nineteen (19) Services contract as recommended by the Finance and Personnel and Programs Committees. Howard Heffelfinger seconded the motion. The motion carried.

1. Revised SFY23 Part C Early Intervention Service Coordination and Evaluation Assessment Grant Contract

RESOLUTION 22-12-14

Ted Klecker moved to approve the revised SFY23 Part C Early Intervention Service Coordination and Evaluation Assessment Grant contract. David Moser seconded the motion. The motion carried.

1. Revised I Am Boundless Contract

RESOLUTION 22-12-15

David Moser moved to approve the revised I Am Boundless contract. Ted Klecker seconded the motion. The motion carried.

1. Revised Nisonger Center Contract

RESOLUTION 22-12-16

Steve Finney moved to approve the revised Nisonger Center contract. Howard Heffelfinger seconded the motion. The motion carried.

1. Revised Accessibility Grant Policy

RESOLUTION 22-12-17

Ted Klecker moved to approve the revised Accessibility Grant, now titled Accessibility and Inclusion Grant policy as recommend by the Personnel and Programs Committee. David Moser seconded the motion. The motion carried.

1. Revised Advocacy and Inclusion Grant Policy

RESOLUTION 22-12-18

David Moser moved to approve the revised Advocacy and Inclusion, now titled Advocacy Grant policy as recommended by the Personnel and Programs Committee. Ted Klecker seconded the motion. The motion carried.

1. Impact Library Program Grant Application

RESOLUTION 22-12-19

Howard Heffelfinger moved to approve the Impact Library Program Grant application submission as recommended by the Personnel and Programs Committee. David Moser seconded the motion. The motion carried.

1. Professional Services Contract for Payee Services – Best Payments

RESOLUTION 22-12-20

David Moser moved to approve the Professional Services contract for Best Payments to provide payee services, as recommended by the Finance and Personnel and Programs Committees. Steve Finney seconded the motion. The motion carried.

1. Continuity of Operations

RESOLUTION 22-12-21

David Moser moved to rescind the Continuity of Operations plan. Ted Klecker seconded the motion. The motion carried.

1. Proclamation for Steve Finney

RESOLUTION 22-12-22

David Moser moved to adopt the Proclamation for Stephen Finney. Howard Heffelfinger seconded the motion. The motion carried.

1. Resolution to Waive the Statutory Attendance of Board Members for Dana Lehman

RESOLUTION 22-12-23

David Moser moved to waive the statutory attendance of Board members for Dana Lehman. Howard Heffelfinger seconded the motion. The motion carried.

1. Resolution to Waive the Statutory Attendance of Board Members for Dennis Mowrey

RESOLUTION 22-12-24

David Moser moved to waive the statutory attendance of Board members for Dennis Mowrey. Steve Finney seconded the motion. The motion carried.

**Superintendent Report**

Kristine Hodge reported on the following topics: 2023 – 2025 Strategic Plan, Technology First Conference, MORPC 5310 Advisory Committee, OACB Annual Convention, presentation to Westerville City School parent group, Central Ohio Transportation Coordination meeting with ODOT and MORPC, letter of support for Berlin Township Parks and Trails grant application, Self-Advocates meeting for 2023 initiatives, technical assistance to Orange Township Fire Inspector on ADA compliance for school exit paths, new hires and position vacancies, HR year end reports, EI Superintendent workgroup and Superintendent Executive Committee meeting, funding modernization updates, letter of interest for potential lease of building, Executive Development completions, management and administrative contract reviews, Delaware County Legislative meeting participation, Probate Court meeting regarding juveniles jointly served, JFS meeting for cross-training and continued collaboration, repair to electrical damage from accident in front of building, Superintendent orientation with new staff, 2023 Direct Service Contracts, 2023 budget revisions to reflect salary increases and new positions, onboarding new operations staff, sewage excavation project and recognizing the dedicated work of Mike Massaro, Information Systems Specialist to prevent staff computers from crashing over a weekend due to the encryption software.

**Department Reports**

*Enrollment and Personnel*

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

**Adjournment**

RESOLUTION 22-12-25

Steve Finney moved to adjourn the meeting. David Moser seconded the motion. The motion carried. The meeting adjourned at 7:51 p.m.

Respectfully submitted,

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Jennifer Bianchi

Executive Assistant