**Delaware County Board of Developmental Disabilities**

**Board Meeting Minutes**

**January 12, 2023**

**Call to Order**

Board President, Louis Borowicz called the meeting of the Delaware County Board of Developmental Disabilities to order at 6:36 p.m. on Thursday, January 12, 2023.

**Roll Call**

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

**Introductions**

Superintendent, Kristine Hodge introduced new SSAs, Tasha Zornes, Heather Meek, and Michelle Schwab, and new Digital and Media Brand Specialist, Olivia Minnier. Tasha, Heather, Michelle and Olivia shared information about themselves and their previous work experience with the Board.

**Public Comments**

None

**Approval of Minutes**

RESOLUTION 23-01-01

David Moser moved to approve the minutes from the December 8, 2022 Board Meeting as presented. Ted Klecker seconded the motion. The motion carried.

**Approval of Financial Reports**

RESOLUTION 23-01-02

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

**Amended Agenda**

RESOLUTION 23-01-03

Howard Heffelfinger moved to add Building Issue to the agenda. Ted Klecker seconded the motion. The motion carried.

**Building Issue**

RESOLUTION 23-01-04

Howard Heffelfinger moved to authorize the Superintendent to pay the invoice to complete the excavation work. David Moser seconded the motion. The motion carried.

**Ethics Council Report**

The Ethics Council met at 6:15 p.m. to review 37 direct service contracts for potential conflicts. The Council found that no conflicts currently exist with the entities submitted for review: A Circle of Attachment; A Way with Words, LLC; A&B Support Care, LLC; A-1 Nursing Care, Inc.; Aspire Speech Therapy, LLC; AW Holdings, LLC; Bright Communicators, LLC; CASA Speech, LLC; Children’s Center for Developmental Enrichment; Cindy’s Provider Care, LLC; Communication Counts; Dynamic Music Therapy Services, LLC; EP Counseling, LLC; Essentials First Therapy, LLC; Fitness Matters, Inc.; Impact Care Ohio, LLC; Independent Beginnings, LLC; Jeannette C Simios, SLP, LLC; Knox New Hope Industries, Inc.; Love for Mankind, LLC; Lovely Spirit, LLC; Nichole’s Provider Care, LLC; Nu Hearts; ProCare Home Health, LLC; PT for Kids, LLC; Rapha Home Health Care, LLC; SLP2U, LLC; Spectrum Therapy, LLC; Speech for Life, LLC; Springboard Momentum, LLC; Stephanie Wheeler, MA, CCC-SLP, LLC; Sunbury Speech Therapy, LLC; The Alternative Center, LLC / Cross Point Church; The Art of Music, LLC; Ultimate Care Services, Inc.; Way With Words Speech Therapy, LLC; and We Speak.

RESOLUTION 23-01-05

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

*Personnel and Programs Committee Update*

Committee Chair, Howard Heffelfinger reported that the committee met on January 10, 2023 and recommends that the Board approve to create, post, and fill a Director of Programs and Services (Early Intervention and Children), Medicaid and Funding Supervisor, and two Funding Specialist positions; to reclassify the Director of Operations/Business Manager to Senior Director of Operations of Finance; the Director of Programs and Services to Senior Director of Programs and Services; the Director of Quality and Project Development to Senior Director of Compliance and Administrative Services; and the Assistant Director of Programs and Services to Director of Programs and Services (Transition and Adult). The Committee also recommends that the Board approve the revised Compensation Schedule, Compensation Policy, Table of Organization, and Leave Conversion Policy

**New Business - Board Action Items**

1. OACB Membership Dues

RESOLUTION 23-01-06

Dana Lehman moved to approve payment of the OACB Membership invoice. Howard Heffelfinger seconded the motion. The motion carried.

1. Resolution for Payment of Non-Federal Share of Medicaid Waiver Expenditure

RESOLUTION 23-01-07

Ted Klecker moved to approve that the Delaware County Board of Developmental Disabilities set aside a total of $9,750,990 in calendar year 2023 to pay the Medicaid match obligation for the non-federal share of services as required by Section 5126.0511(B) of the Ohio Revised Code. Howard Heffelfinger seconded the motion. The motion carried.

1. Resolution to Not Provide Educational Services

RESOLUTION 23-01-08

David Moser David Moser moved that the Delaware County Board of Developmental Disabilities will not participate in the provision of or contract for educational services for children ages six through twenty-one years of age. Ted Klecker seconded the motion. The motion carried.

1. Guardianship Services Board Appointment Term

RESOLUTION 23-01-09

Ted Klecker moved to extend the appointment term for Michael Nicks to December 31, 2025 in order to stagger the Board terms. Dana Lehman seconded the motion. The motion carried.

1. Create, Post, and Fill Director of Programs and Services (EI and Children) Position

RESOLUTION 23-01-10

Dennis Mowrey moved to approve to create, post, and fill the Director of Programs and Services (EI and Children) position as recommended by the Personnel and Programs Committee. Ted Klecker seconded the motion. The motion carried.

1. Create, Post, and Fill Medicaid and Funding Supervisor Position

RESOLUTION 23-01-11

Dana Lehman moved to approve to create, post, and fill the Medicaid and Funding Supervisor position as recommended by the Personnel and Programs Committee. David Moser seconded the motion. The motion carried.

1. Create, Post, and Fill Two (2) Funding Specialist Positions

RESOLUTION 23-01-12

Ted Klecker moved to approve to create, post, and fill two (2) Funding Specialist positions as recommended by the Personnel and Programs Committee. Howard Heffelfinger seconded the motion. The motion carried.

1. Position Reclassification of Director of Operations/Business Manager to Senior Director of Operations and Finance

RESOLUTION 23-01-13

David Moser moved to approve to reclassify the Director of Operations/Business Manager position to Senior Director of Operations and Finance as recommended by the Personnel and Programs Committee. Ted Klecker seconded the motion. The motion carried.

1. Position Reclassification of Director of Programs and Services to Senior Director of Programs and Services

RESOLUTION 23-01-14

Dennis Mowrey moved to approve to reclassify the Director of Programs and Services position to Senior Director of Programs and Services as recommended by the Personnel and Programs Committee. Dana Lehman seconded the motion. The motion carried.

1. Position Reclassification of Director of Quality and Project Development to Senior Director of Compliance and Administrative Services

RESOLUTION 23-01-15

Howard Heffelfinger moved to approve to reclassify the Director of Quality and Project Development position to Senior Director of Compliance and Administrative Services as recommended by the Personnel and Programs Committee. Ted Klecker seconded the motion. The motion carried.

1. Position Reclassification of Assistant Director of Programs and Services to Director of Programs and Services (Transition and Adult)

RESOLUTION 23-01-16

Ted Klecker moved to approve to reclassify the Assistant Director of Programs and Services position Director of Programs and Services (Transition and Adult) as recommended by the Personnel and Programs Committee. Howard Heffelfinger seconded the motion. The motion carried.

1. Revised Compensation Schedule

RESOLUTION 23-01-17

Ted Klecker moved to approve the revised Compensation Schedule as recommended by the Personnel and Programs Committee. Dennis Mowrey seconded the motion. The motion carried.

1. Revised Compensation Policy

RESOLUTION 23-01-18

Dana Lehman moved to approve the revised Compensation Policy as recommended by the Personnel and Programs Committee. Howard Heffelfinger seconded the motion. The motion carried.

1. Revised Table of Organization

RESOLUTION 23-01-19

Howard Heffelfinger moved to approve the revised Table of Organization as recommended by the Personnel and Programs Committee. Dennis Mowrey seconded the motion. The motion carried.

1. Bylaws

RESOLUTION 23-01-20

David Moser moved to approve the 2023 Bylaws. Howard Heffelfinger seconded the motion. The motion carried.

1. Revised Leave Conversion Policy

RESOLUTION 23-01-21

Howard Heffelfinger moved to approve the revised Leave Conversion Policy as recommended by the Personnel and Programs Committee. Ted Klecker seconded the motion. The motion carried.

**Executive Session**

RESOLUTION 23-01-22

Ted Klecker 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; Dana Lehman, yes; Dennis Mowrey, yes; Kim Pirie, yes. The motion carried.

The Board entered into executive session at 7:17 p.m.

The regular meeting of the Board reconvened at 7:59 p.m.

1. Superintendent Evaluation

RESOLUTION 23-01-23

Howard Heffelfinger moved to authorize the Board President to execute the Superintendent’s evaluation and place it in the appropriate file. Dana Lehman seconded the motion. The motion carried.

1. Superintendent Salary Increase

RESOLUTION 23-01-24

Howard Heffelfinger moved to approve a four percent increase to the Superintendent’s salary. Dana Lehman seconded the motion. The motion carried.

1. Use of Outside Council

RESOLUTION 23-01-25

Ted Klecker moved to authorize the Superintendent to use outside council with Brosius, Johnson and Griggs to submit a request for proposal for space to lease.

1. Request for Proposals for Space to Lease

RESOLUTION 23-01-26

Howard Heffelfinger moved to authorize the Superintendent to pursue appropriate request for proposals for space to lease. Ted Klecker seconded the motion. The motion carried.

**Department Reports**

*Enrollment and Personnel*

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

**Adjournment**

RESOLUTION 23-01-27

David Moser moved to adjourn the meeting. Dana Lehman seconded the motion. The motion carried. The meeting adjourned at 8:02 p.m.

Respectfully submitted,

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Jennifer Bianchi

Executive Assistant