



Delaware County Board of Developmental Disabilities

To inspire, empower, and support people to achieve their full potential.

Personnel and Programs Committee Meeting Minutes

Tuesday, January 10, 2023

Call to Order

Howard Heffelfinger, Chairperson of the Personnel and Programs Committee, called the meeting to order at 4:01 p.m. on Tuesday, January 10, 2023.

Roll Call

Members present: Howard Heffelfinger, Dana Lehman, and Ted Klecker

Others present: Kristine Hodge, Superintendent; Melinda Draper, Director of Quality and Project Development; Amy Funk, Director of Operations/Business Manager; Tina Overturf, Director of Programs and Services; Mike Dancho, Assistant Director of Programs and Services; Allison Walters, HR Manager; Chase Waits, Director of Communications and Community Engagement; and Jennifer Bianchi, Executive Assistant

Public Comments

None.

Approval of Minutes

Ted Klecker moved to approve the minutes from the December 6, 2022 Personnel and Programs Committee meeting as presented. Dana Lehman seconded the motion. The motion carried.

Programs

None.

Executive Session

Dana Lehman 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. Ted Klecker seconded the motion. The roll call vote was as follows: Howard Heffelfinger, yes; Dana Lehman, yes; Ted Klecker, yes.

The Committee entered into executive session at 4:03 p.m.

The regular meeting of the Committee reconvened at 4:26 p.m.

Personnel

Action Items

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

Ted Klecker moved to recommend that the Board approve to create, post, and fill the Director of Programs and Services (EI and Children) position. Dana Lehman seconded the motion. The motion carried.



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- Create, Post, and Fill Medicaid and Funding Supervisor Position

Dana Lehman moved to recommend that the Board approve to create, post, and fill the Medicaid and Funding Supervisor position. Ted Klecker seconded the motion. The motion carried.

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

Ted Klecker moved to recommend that the Board approve to create, post, and fill two (2) Funding Specialist positions. Dana Lehman seconded the motion. The motion carried.

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

Dana Lehman moved to recommend that the Board reclassify the Director of Operations/Business Manager position to Senior Director of Operations and Finance. Ted Klecker seconded the motion. The motion carried.

- Position Reclassification of Director of Programs and Services to Senior Director of Programs and Services

Ted Klecker moved to recommend that the Board reclassify the Director of Programs and Services position to Senior Director of Programs and Services. Dana Lehman seconded the motion. The motion carried.

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

Dana Lehman moved to recommend that the Board reclassify the Director of Quality and Project Development position to Senior Director of Compliance and Administrative Services. Ted Klecker seconded the motion. The motion carried.

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

Ted Klecker moved to recommend that the Board reclassify the Assistant Director of Programs and Services position to Director of Programs and Services (Transition and Adult). Dana Lehman seconded the motion. The motion carried.

- Revised Compensation Schedule

Dana Lehman moved to recommend that the Board approve the revised Compensation Schedule. Ted Klecker seconded the motion. The motion carried.

- Revised Compensation Policy

Ted Klecker moved to recommend that the Board approve the revised Compensation policy. Dana Lehman seconded the motion. The motion carried.



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- Revised Table of Organization

Ted Klecker moved to recommend that the Board approve the revised Table of Organization. Dana Lehman seconded the motion. The motion carried.

- Revised Leave Conversion Policy

Dana Lehman moved to recommend that the Board approve the revised Leave Conversion policy. Ted Klecker seconded the motion. The motion carried.

Adjournment

Ted Klecker moved to adjourn the meeting. Dana Lehman seconded the motion. The motion carried. The meeting adjourned at 4:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jennifer Bianchi". The ink is dark and the signature is fluid.

Executive Assistant