**Delaware County Board of Developmental Disabilities**

**Board Meeting Minutes**

**April 10, 2025**

**Call to Order**

Louis Borowicz, Board President, called the meeting of the Delaware County Board of Developmental Disabilities to order at 6:30 p.m. on Thursday, April 10, 2025.

**Roll Call**

Members present: Louis Borowicz, Ted Klecker, Kim Pirie, Howard Heffelfinger, Michael Fulton, Erica Fouss, and Patty Hollingsworth

**Public Comments**

Kristine Hodge, Superintendent, provided an update regarding the 2025 Accreditation review.

**Approval of Minutes**

RESOLUTION 25-04-01

Ted Klecker moved to approve the minutes from the March 13, 2025 Board Meeting as presented. Michael Fulton seconded the motion. The motion carried.

**Approval of Financial Reports**

RESOLUTION 25-04-02

Amy Funk, Senior Director of Operations and Finance, reviewed the March 2025 financial reports. Kim Pirie moved to approve the list of March expenditures, and the financial reports as submitted. Patty Hollingsworth seconded the motion. The motion carried.

**Ethics Council Report**

The Ethics Council met at 6:15 p.m. to review 8 Employee Ethics requests. The Council recommended that the Board adopt a resolution authorizing each employee’s continued employment with DCBDD.

RESOLUTION 25-04-03

Erica Fouss moved to approve the Ethics Council Report as presented. Michael Fulton seconded the motion. The motion carried.

**New Business - Board Action Items**

1. Letter of Intent from Summit Housing

RESOLUTION 25-04-04

Howard Heffelfinger moved to authorize the Superintendent to sign and execute the Letter of Intent from Summit Housing. Erica Fouss seconded the motion. The motion carried.

1. Employee Ethics Review (1)

RESOLUTION 25-04-05

Michael Fulton moved that the Board accept the Ethics Council determination regarding DCBDD employee Juliet Daiy’s reported ethical conflict and moves to adopt a resolution authorizing Juliet Daiy’s continued employment with DCBDD. The employee must notify the Superintendent or Human Resources if the immediate family member’s position changes so that the situation can be reexamined to determine whether the immediate family member’s new position creates an issue that did not exist before. Patty Hollingsworth seconded the motion. The motion carried.

1. Employee Ethics Review (2)

RESOLUTION 25-04-06

Erica Fouss moved that the Board accept the Ethics Council determination regarding DCBDD employee Jodie Davenport’s reported ethical conflict and moves to adopt a resolution authorizing Jodie Davenport’s continued employment with DCBDD. The employee must notify the Superintendent or Human Resources if the immediate family member’s position changes so that the situation can be reexamined to determine whether the immediate family member’s new position creates an issue that did not exist before. Ted Klecker seconded the motion. The motion carried.

1. Employee Ethics Review (3)

RESOLUTION 25-04-07

Kim Pirie moved that the Board accept the Ethics Council determination regarding DCBDD employee Marcy Downing’s reported ethical conflict and moves to adopt a resolution authorizing Marcy Downing’s continued employment with DCBDD. The employee must notify the Superintendent or Human Resources if the immediate family member’s position changes so that the situation can be reexamined to determine whether the immediate family member’s new position creates an issue that did not exist before. Howard Heffelfinger seconded the motion. The motion carried.

1. Employee Ethics Review (4)

RESOLUTION 25-04-08

Erica Fouss moved that the Board accept the Ethics Council determination regarding DCBDD employee Lindsay Fitzsimmon’s reported ethical conflict and moves to adopt a resolution authorizing Lindsay Fitzsimmon’s continued employment with DCBDD. The employee must notify the Superintendent or Human Resources if the immediate family member’s position changes so that the situation can be reexamined to determine whether the immediate family member’s new position creates an issue that did not exist before. Michael Fulton seconded the motion. The motion carried.

1. Employee Ethics Review (5)

RESOLUTION 25-04-09

Howard Heffelfinger moved that the Board accept the Ethics Council determination regarding DCBDD employee Kristine Hodge’s reported ethical conflict and moves to adopt a resolution authorizing Kristine Hodge’s continued employment with DCBDD. The employee must notify the Superintendent or Human Resources if the immediate family member’s position changes so that the situation can be reexamined to determine whether the immediate family member’s new position creates an issue that did not exist before. Kim Pirie seconded the motion. The motion carried.

1. Employee Ethics Review (6)

RESOLUTION 25-04-10

Ted Klecker moved that the Board accept the Ethics Council determination regarding DCBDD employee Emmanuel Massaquoi’s reported ethical conflict and moves to adopt a resolution authorizing Emmanuel Massaquoi’s continued employment with DCBDD. The employee must notify the Superintendent or Human Resources if the immediate family member’s position changes so that the situation can be reexamined to determine whether the immediate family member’s new position creates an issue that did not exist before. Patty Hollingsworth seconded the motion. The motion carried.

1. Employee Ethics Review (7)

RESOLUTION 25-04-11

Patty Hollingsworth moved that the Board accept the Ethics Council determination regarding DCBDD employee Chase Waits’ reported ethical conflict and moves to adopt a resolution authorizing Chase Waits’ continued employment with DCBDD. The employee must notify the Superintendent or Human Resources if the immediate family member’s position changes so that the situation can be reexamined to determine whether the immediate family member’s new position creates an issue that did not exist before. Erica Fouss seconded the motion. The motion carried.

1. Employee Ethics Review (8)

RESOLUTION 25-04-12

Erica Fouss moved that the Board accept the Ethics Council determination regarding DCBDD employee Heather Ward’s reported ethical conflict and moves to adopt a resolution authorizing Heather Ward’s continued employment with DCBDD. The employee must notify the Superintendent or Human Resources if the immediate family member’s position changes so that the situation can be reexamined to determine whether the immediate family member’s new position creates an issue that did not exist before. Patty Hollingsworth seconded the motion. The motion carried.

1. Revised Family Support Services Policy

RESOLUTION 25-04-13

Patty Hollingsworth moved to approve the revised Family Support Services policy as presented. Erica Fouss seconded the motion. The motion carried.

1. Revised Wait List Policy

RESOLUTION 25-04-14

Michael Fulton moved to approve the revised Wait List policy as presented. Ted Klecker seconded the motion. The motion carried.

1. Rescind COVID-19 Public Health Emergency Policy

RESOLUTION 25-04-15

Kim Pirie moved to rescind the COVID-19 Public Health Emergency policy. Patty Hollingsworth seconded the motion. The motion carried.

**Department Reports**

*Annual, Enrollment, and Personnel*

Allison Walters, Director of Human Resources, reviewed the 2024 Annual Department Reports, and the March 2025 Enrollment and Personnel reports.

**Adjournment**

RESOLUTION 25-04-16

Michael Fulton moved to adjourn the meeting. Kim Pirie seconded the motion. The motion carried. The meeting adjourned at 6:59 p.m.

Respectfully submitted,

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Jennifer Bianchi

Executive Assistant