**Delaware County Board of Developmental Disabilities**

**Board Meeting Minutes**

**August 14, 2025**

**Call to Order**

Board President, Louis Borowicz called the meeting of the Delaware County Board of Developmental Disabilities to order at 6:31 p.m. on Thursday, August 14, 2025.

**Roll Call**

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

RESOLUTION 25-08-01

Howard Heffelfinger moved to excuse Patty Hollingsworth from the August 14, 2025 Board meeting. Erica Fouss seconded the motion. The motion carried.

**Introductions**

Superintendent, Kristine Hodge introduced new Service and Support Administrator, Kirsten Bowe to the Board. Kirsten shared information about herself with the Board.

**Public Comments**

None

**Approval of Minutes**

RESOLUTION 25-08-02

Michael Fulton moved to approve the minutes from the June 12, 2025 Board Meeting as presented. Erica Fouss seconded the motion. The motion carried.

**Approval of Financial Reports**

RESOLUTION 25-08-03

Senior Director of Operations and Finance, Amy Funk reviewed the June 2025 financial reports. Michael Fulton moved to approve the list of June expenditures and the financial reports as submitted. Erica Fouss seconded the motion. The motion carried.

RESOLUTION 25-08-04

Amy Funk reviewed the July 2025 financial reports. Ted Klecker moved to approve the list of July expenditures and the financial reports as submitted. Howard Heffelfinger seconded the motion. The motion carried.

***Finance Committee Update***

Michael Fulton, Finance Committee Chair, reported that the committee met on August 5, 2025. The committee recommends that the Board approve The Alpha Group contract for janitorial services, approve the Datsmarts, LLC contract for IT systems software and data migration, and approve the social services block grant Title XX grant agreement. The committee also continued levy planning with a presentation from Kristine Hodge and the full Board work session is scheduled for September 16, 2025 for more in-depth planning.

**New Business - Board Action Items**

1. Advocacy Grant Request from Self-Advocates/People First of Delaware County

RESOLUTION 25-08-05

Howard Heffelfinger moved to approve the Advocacy Grant request from Self-Advocates/People First of Delaware County in the amount of $1,900.00. Erica Fouss seconded the motion. The motion carried.

1. Janitorial Services Contract

RESOLUTION 25-08-06

Kim Pirie moved to approve the janitorial services contract with The Alpha Group and authorize the Superintendent to sign and execute the agreement. Michael Fulton seconded the motion. The motion carried.

1. IT Systems Software and Data Migration Services Contract with Datsmarts, LLC

RESOLUTION 25-08-07

Erica Fouss moved to approve the IT Systems Software and Data Migration Services Contract with Datsmarts, LLC and authorize the Superintendent to sign and execute the agreement. Ted Klecker seconded the motion. The motion carried.

1. Social Services Block Grant Title XX Grant Agreement

RESOLUTION 25-08-08

Howard Heffelfinger moved to approve the Social Services Block Grant Title XX Grant agreement. Kim Pirie seconded the motion. The motion carried.

1. Revised Lactation Breaks Policy

RESOLUTION 25-08-09

Kim Pirie moved to approve the revised Lactation Breaks policy as presented. Michael Fulton seconded the motion. The motion carried.

1. Revised Violence Free Workplace Policy

RESOLUTION 25-08-10

Erica Fouss moved to approve the revised Violence Free Workplace policy as presented. Michael Fulton seconded the motion. The motion carried.

**Department Reports**

*Enrollment and Personnel*

Kristine Hodge reviewed the June and July 2025 Enrollment and Personnel reports.

**Adjournment**

RESOLUTION 25-08-11

Michael Fulton moved to adjourn the meeting. Kim Pirie seconded the motion. The motion carried. The meeting adjourned at 6:52 p.m.

Respectfully submitted,

Text

Description automatically generated

Jennifer Bianchi

Executive Assistant