

RECORD OF PROCEEDINGS

Date of Meeting: November 13, 2012

Members Present: Chair Robert Konstam, Vice Chair Dean Wells, Treasurer Dave Metzger, Ivy Amos, Jim Kulig, Dave Leitenberger, Carol Payton, Pam Siegenthaler, Secretary Dr. Colleen McKinney

Members Absent: Jon Bell, Dr. Michelle Kowalski, Beth Price

Others Present: Nikki Harless, Marsha Coleman, Elayna Rizer, Carl Hunnell, Kevin Goshe

Others Absent: None

The regular monthly Board meeting was held on Tuesday, November 13, 2012, in the Board Conference Room at Richland County Children Services Board. Chair Konstam called the meeting to order at 4:33 p.m. by roll call of Board members present. Chair Konstam received an email from Beth Price who will not be able to continue as a Board member due to relocation. On a motion by Wells, seconded by Amos, the Board unanimously accepted the resignation of Beth Price with regrets. Harless will prepare a letter of acceptance to be signed by Chair Konstam.

AGENDA

On a motion by Siegenthaler, seconded by Metzger, the Board unanimously approved the October 8, 2012 Board meeting minutes with amendment and correction.

CONSENT AGENDA

Director's Report – Harless responded to questions in the report regarding utilities, leadership meeting comments on intake and ongoing tension, and the need for cross-training and staff team building. Another meeting with the Family Law Committee will be set in the near future. One meeting has been completed with proposed solutions and some items are already being addressed. The foster care review conducted by Ohio Department of Job and Family Services has been completed with a quality improvement plan approved. The Agency will be monitoring this plan. Kulig reported on the Public Children Services Agencies of Ohio Conference in which Coleman and Keck presented a workshop on Reducing the Recurrence of Maltreatment in Children. The Board applauded this and requested that Coleman and Keck give a short version of this presentation at the December Board meeting.

On a motion by Kulig, seconded by Payton, the Board unanimously approved the consent agenda as written for this meeting.

Patti's Park Thank you – Harless reported on a letter the Agency received from Dave Kracker thanking the Board and Agency for the recent improvements to Patti's Park. The Board also recognized the assistance from Kulig and contribution from Dave Bell in the improvements.

Finance Director Report – Goshe reported on the revenues and expenditures for October which included a starting balance of \$5,454,356.59, revenue of \$527,261.80, expenditure of \$813,433.67 for an ending balance of \$5,168,184.62. Goshe commented on worker's comp premiums were high for this year for the county but should go down in 2013. The second homestead reimbursement from the state was received and the next tangible personal property tax payment would come in December which was budgeted for this year. Goshe reminded the Board that there would be three pay periods in November.

On a motion by Wells, seconded by Siegenthaler, the Board unanimously approved the budget report.

Executive Committee Report

Nominating Committee – Wells reported giving the Commissioners a list of seven names as possible Board member replacements to be approved. Bell also submitted his request to the Commissioners to be replaced at the end of 2012. McKinney announced to the Board she would need to leave her position as Board member due to increased responsibilities in her medical practice. This would leave 6 vacancies as of now with a possible 8 vacancies. Appointments would need to be made by January 1, 2013. Konstam recommended the Nominating Committee meet to discuss the number of Board members needed as well as possible candidates for recommendation to the Commissioners. Konstam reviewed the responsibility of the Board in this process has historically been the Board members would review potential candidates, make a recommendation to the Commissioners for approval and the Commissioners would make the final decision and approval. Currently this is a 13 member Board and the Nominating Committee needs to discuss the number of members needed and who to recommend to the December Board prior to giving the names to the Commissioners. It was recommended the committee consider an 11 member Board. The following areas of service needs to be considered as possible members to the Board – Education, Finance, Marketing, Client (kinship), Shelby area, pediatrician or nurse practitioner and the African American population.

Harless will coordinate the meeting of the Nominating Committee and the Nominating Committee will make their recommendation at the December Board meeting.

2013 Committee Assignments

Konstam asked all Board members to complete their preferences for 2013 Board Committees within the next couple of weeks.

2013 Board Self Assessment

Konstam asked all Board members to complete their 2013 Board Self Assessment within the next couple of weeks and return for tabulation.

Personnel Committee Report

Executive Director Process Update – Amos reported the Committee has been meeting and the timeline is on schedule for a new director. The stakeholder survey was completed and Rizor distributed the results to the Board members. There are 11 candidates selected for interviews. The Committee will be finalizing the interviewing process and questions. More details would be discussed in Executive Session.

Personnel Manual – Rizor reported on the completion of the review and revisions to the Personnel Manual. A disc of the completed manual was sent to all Board members. Two policies were revised and will include the new title of “caseworker” to staff unless the person is a licensed social worker.

Resolution 11-13-12-01 regarding the title of “caseworker”. On a motion from Wells, seconded by Metzger, the Board approved the resolution by roll call vote.

On a motion by Payton, seconded by Amos, the Board unanimously approved all changes to the Personnel Manual.

Levy Committee – no report at this time. The next meeting of the Levy Committee will be Thursday November 15 at 11:30.

Finance Committee Report

Budget Report and Recommendations – Metzger reported on the last combined Budget and Finance and Personnel Committees meeting. Goshe gave the committee three scenarios and the Committee developed a fourth scenario from these. The Board made a decision on the Health Insurance aspect of the budget with the \$2000/4000 deductibles and 14% staff contribution. The full budget will be discussed for approval at the December 2012 Board meeting.

On a motion from Metzger, seconded by Payton, the Board unanimously approved the Health Insurance portion of the 2013 budget.

2012 Longevity Payment – Goshe reported on the 2012 longevity payments which would include 12 eligible staff and would be included in the first pay of December at a total cost of \$4,434.23.

On a motion from Metzger, seconded by McKinney, the Board unanimously approved the 2012 longevity payment of \$4,434.23.

Services and Program Report – Coleman reported on the Services and Program Committee meeting held on Thursday November 1 at 4:30.

2012 3rd Quarter Tactical Plan summary – Upon recommendations from the AdHoc Data Committee, the 3rd Quarter Tactical plan included a summary of all areas needing to be continued into 2013 as well as any goals/activities having a barrier to completion by the end of 2012. The Services and Program Committee reviewed the full version of the report and the Board received a summary of this report. Coleman reported the development of the 2013 Tactical Plan will begin in mid-December and ready for Board approval in January or February. The Board felt the new format was better and understands the full version is available to them.

2012 3rd Quarter PQI Summary - Upon recommendations from the AdHoc Data Committee, the 3rd Quarter PQI Summary included all areas having a significant percentage change between 3rd quarter 2011 and 2012 and reasons for the changes. The Services and Program Committee reviewed the full version of the report and the Board received a summary of this report. The Board felt the new format was better.

Ad-Hoc Data Committee Report – Kulig reported on the Ad-Hoc Data Committee meeting held Tuesday November 6, 2013 at the Agency to review recommendations from the October Board meeting. Kulig reported on the formatting of the report which included five data elements. Kulig advised the Board, the Committee would look at the analysis of the report at the next Ad-Hoc meeting. The next meeting of the Ad-Hoc Data Committee will be November 28 at 4:00 at the Agency.

BILLS

Payment of Agency Bills - On a motion by Metzger, seconded by Siegenthaler, the Board unanimously approved payment of the Agency bills. Metzger had reviewed October bills prior to Board meeting.

EXECUTIVE SESSION

At 6:19 p.m., Chair Konstam recommended going into Executive Session. On a motion by Metzger, seconded by Amos, the Board voted unanimously to move into Executive Session to discuss personnel matters by roll call vote. At that time each Board member responded as follows: Wells, “yes”; Amos, “yes”; Konstam, “yes”; Leitenberger, “yes”; Payton, “yes”; Kulig, “yes”; Metzger, “yes”; Siegenthaler, “yes”; and McKinney, “yes”. The Board asked that Harless and Rizor stay for Executive Session.

On a motion from Siegenthaler, seconded by McKinney, the Board returned to open session at 7:20 p.m. by roll call vote.

On a motion from Metzger, seconded by McKinney, the Board unanimously approved the pay status form authorizing a pay increase for Tim Harless in 2012 which was not approved in the spring of 2012 and which is now made retroactive.

ADJOURNMENT

On a motion by Wells, seconded by Amos, the Board moved to adjourn the meeting at 7:24 p.m.

Respectfully Submitted:

Robert Konstam, Chair

Marsha Coleman , Recording Secretary