

RECORD OF PROCEEDINGS

Date of Meeting: December 9, 2013

Members Present: Chair Robert Konstam, Treasurer Dr. Michelle Kowalski,
Secretary Jim Kulig, Robert Kirkendall, Pamela Siegenthaler

Members Absent: Vice Chair Dean Wells (excused), Dave Leitenberger (excused),
Monica Cirata (excused)

Others Present: Patty Harrelson, Nikki Harless, Marsha Coleman, Kevin Goshe,
Carl Hunnell

Others Absent:

The regular monthly Board meeting was held on Monday, December 9, 2013, in the Board Conference Room at Richland County Children Services Board. Chair Konstam called the meeting to order at 4:38 p.m and waited to convene the Board for voting purposes until members were available for a quorum. Chair Konstam called the meeting to order at 4:59 p.m. by roll call when a quorum was met. On a motion by Konstam, seconded by Kirkendall, the agenda was altered to take discussion of the 2014 Board Officers to the Executive Session for discussion. On a motion by Kulig, seconded by Kirkendall, the Board unanimously adopted the agenda as amended to reflect the agenda item of 2014 Board officers would be discussed in Executive Session.

AGENDA

On a motion by Siegenthaler, seconded by Kirkendall, the Board unanimously approved the November 12, 2013 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments – Harrelson answered questions and provided more information on the MedCentral meeting with CEO, Chamberlin and the equipment recommendations for the SANE program. Harrelson will be developing a CARE (Community Awareness Relationship and Engagement) team in January 2014 to look at speaking engagements to keep the Agency message moving forward. Harrelson commented on recidivism reviews in Richland County which are three times more likely to be involved with a substantiated or indicated finding than other similar size counties. The Agency will be looking at process and decision making.

Child and Family Services Review (CFSR) most recent outcomes were reported by Coleman. The outcomes reflect how Richland County is doing related to how the State of Ohio is doing regarding measures in timeliness and permanency of reunification,

timeliness of adoptions, permanency for children and youth in substitute care and placement stability. Richland is showing compliance in 6 of 13 measures which Ohio is showing only 5 of 13 measures. The measures also do not reflect measures related to safety.

Coleman and Harless reported on progress with data analysis and mapping with all departments in the agency. The information collected will be used to develop the 2014 strategic and tactical plan for the agency.

Coleman discussed the November graphs and pointed out significant changes from 2012 to 2013 regarding children in custody due to efforts to keep kids with relatives. Twelve children were adopted this year with another 7 in permanent custody. Six children are in direct parental placement (DPP) which will be reflected in the graphs in 2014. The graphs will reflect 5 years as compared to the current year and the addition of the number of children moved to kinship will begin in 2014. There will also be a cover sheet for interpretation from Harless in January.

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

Suggested Changes to By-Laws – Harrelson noted revisions and corrections to the Board by-laws and Board manual.

On a motion by Kirkendall, seconded by Siegenthaler, the Board unanimously approved an amendment to Article II, Section 1.

On a motion by Kulig, seconded by Kowalski, the Board unanimously approved the changes to the Board by-laws as previously discussed and the amended section.

Finance Director Report – Goshe distributed the October 2013 Final Report which did not have changes from the Preliminary October 2013 report discussed at the November Board meeting.

On a motion by Siegenthaler, seconded by Kirkendall, the Board unanimously approved the Final October 2013 Financial report.

Goshe discussed the November 2013 Preliminary Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,166,118.19, \$805,47.96 in revenue, and \$847,229.19 in expenses with an ending balance of \$5,124,536.96. The ending fund balance reflects 59.9% or 7.2 months of the 2013 budget. Goshe reported the expenses were higher due to 3 pay periods in November plus the retirement contribution with this. Revenues included \$110,000 from Job and Family Services for the court liaison program and the homestead exemption reimbursement at \$156,908.18. The fund balance from January to December 2013 shows an increase of \$514,752.19 which is the admin and training costs payment that should have been

received in 2012. Approval of the November 2013 finance report will occur in January pending any changes from the Auditor's office.

Executive Committee Report – This committee reported on the following:

- **2013 Board Self-Assessment** – A reminder went out to all Board members to complete this survey. Five of the nine assessments have been completed.
- **2014 Board Committees** – Board members will be asked to look at these committees and choose which one they would like to participate. The Board Chair usually sets these committees and will have by the January Board meeting. Harrelson will send out an email identifying the committees, responsibility and number needed prior to the January Board meeting.

Personnel Committee Report – This committee has not met within the last month and did not have a report to the Board.

Levy Committee Report – Harrelson reported on “thank you” cards were sent out and appreciated. These were sent to key persons in the campaign. Formal letters of thanks to the levy co-chairs, Doug Castle and Bridgettte Coles, plus a token of appreciation to be decided within the next month.

Finance Committee Report – This committee has not met within the last month and did not have a report to the Board.

Services and Program – This committee has not met within the last month and did not have a report to the Board.

BILLS

Payment of Agency Bills - On a motion by Kirkendall, seconded by Siegenthaler, the Board unanimously approved payment by signature of the Agency bills.

EXECUTIVE SESSION

Prior to Executive Session, Harrelson presented Chair Konstam with a plaque and commendation in appreciation for his service as Board Chair over this past year.

At 6:09 p.m., Chair Konstam recommended going into Executive Session. On a motion by Siegenthaler, seconded by Kulig, 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: Kulig, “yes”; Kowalski “yes”; Kirkendall, “yes”; Siegenthaler, “yes”; and Konstam, “yes”. The Board asked Harrelson to stay for Executive Session.

On a motion by Kirkendall, seconded by Kulig, the Board returned to open session via roll call at 6:20 p.m.

The Board members returned to open session to vote to accept the report of the nominating committee for the 2014 Board officers as:

- Pam Siegenthaler, Chair
- Dave Leitenberger, Vice Chair
- Bob Kirkendall, Treasurer
- Jim Kulig, Secretary

On a motion by Kulig, seconded by Konstam, the Board moved that nominations be closed and the Board accept the slate of officers.

ADJOURNMENT

On a motion by Siegenthaler, seconded by Kirkendall, the Board moved to adjourn the meeting at 6:24 p.m.

Respectfully Submitted:

Bob Konstam, Chair

Marsha Coleman, Recording Secretary