

## RECORD OF PROCEEDINGS

Date of Meeting: March 11, 2013

Members Present: Vice Chair Dean Wells, Treasurer Dr. Michelle Kowalski, Secretary Jim Kulig, Dave Leitenberger, Monica Cirata, Robert Kirkendall, Pam Siegenthaler

Members Absent: Chair Robert Konstam, Cheryl Carter

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

Others Absent:

The regular monthly Board meeting was held on Monday, March 11, 2013, in the Board Conference Room at Richland County Children Services Board. Vice Chair Wells called the meeting to order at 4:35 p.m. by roll call of Board members present.

### AGENDA

On a motion by Kirkendall, seconded by Leitenberger, the Board unanimously approved the February 11, 2013 Board meeting minutes.

### CONSENT AGENDA

**Director's Report** – Harless responded to questions regarding Family Life Counseling residential proposal and associated costs which would be Chaffee money or Independent Living money which would cover some of the costs of a youth up to age 21. The location of such a residential facility is unknown at this time. Harless also clarified that Dr. Kovalcik has had a contract with the Agency for the past three years and continues to consult with the Agency on medical issues concerning children.

Harrelson commented on the \$250,000 which is potentially on track to be over budgeted in placement costs. The current daily population of children in substitute care is high but there is a plan for several adoptions over the few months. There was also a suggestion that the Agency look at college plans for kids graduating and providing some financial counseling on debt. The Agency will also look at the Independent Living program and debt counseling.

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

**Leave of Absence Policy Revisions** – Rizer reported revisions to the current policy regarding FMLA changes. Most of the changes reflect military provision and associated changes in parental care leave, serious illness definitions and definitions of covered service members and covered veterans.

On a motion by Cirata, seconded by Lietenberger, the Board unanimously approved the revisions to the Leave of Absence Policy.

**Finance Director Report** – Goshe reported on the revenues and expenditures for February, which included a beginning balance of \$4,761,901.37, \$593,468.96 in revenue, and \$733,191.90 in expenses with an ending balance of \$4,622,178.43. The ending balance reflects 54% or 6.5 months of the 2013 budget. Goshe commented on the state and federal reimbursements were on schedule but the health insurance was late and will be paid in March.

On a motion by Cirata, seconded by Kowalski, the Board unanimously approved the budget report.

### **Executive Committee Report**

Harrelson reported on her first days as the new Executive Director. She reported that the building had a leak in the basement which cost \$285 to fix. Healthcare costs will be going up next year and the wellness incentive will matter in order to keep this cost down. Harrelson reported on meeting with Judge Spon, court staff, CASA, Youth and Family Council Director, and more meeting will be forthcoming in the community which, she noted, has been very positive. Harless and Basilone will re-institute the Top 10 team on the kids in common with other agencies in the community and plan to discuss monthly. There will be more information and training on trauma informed care. The Crossover Youth model, which was done in the past, will be reinstated with members from Juvenile Court and other agencies. Harrelson received orientation from management staff. The Board appreciates the dialogue with Executive Director Harrelson and she orients to this community. Harrelson recognized Harless' time as interim director and the decisions she made.

**Personnel Committee Report** – The committee did not meet this quarter but will plan next meeting.

**Finance Committee Report** – Kowalski reported the Levy committee has not met since deciding on putting a levy on the November ballot. Goshe reported he has contacted the firm who will be writing the ballot language. Paperwork will be completed and then set a meeting with the Commissioners will be next steps. The cost will be approximately \$1,000 which the Agency can pay for this. There is currently \$37,000 in the levy fund.

Goshe reported the Finance Committee has not set their next meeting. Goshe is developing a list of maintenance items and upgrade to discuss along with associated

timeframes and amounts. So far, Goshe reports there is \$720,000 and 46 items on this list but he still has to include big items such as sprinkler and phone systems.

**Services and Program** – Kulig reported on the Services and Program Committee which met on March 6, 2013 and made the following recommendations:

Services and Program Committee will complete the review of the 2013 Risk Management Plan as directed by the current Board policy. The committee recommends that the policy be changed to direct the Risk Management Plan be reviewed annually by the Executive Committee.

The Risk Management Plan currently consists of two documents: 1) The Risk Management Plan, and 2) Risk Management Outcome Indicators. The Services and Program Committee recommends that the RCCSB Management Team meld the two documents into one and that this task be included in the 2013 Tactical Plan.

In Section 4: Risk Indicators will be reviewed quarterly by Agency Risk Management Team members. Recommendations will be presented to the Executive Committee of the Board for review and approval.

Safety Issues: The Records and Risk Manager and the Safety Committee will review all current Agency safety practice in the light of national tragedies and will make recommendations to the Executive Committee.

The Services and Program Committee recommends approval of the 2013 Risk Management Plan as presented and amended by the Administrative staff with a notation that the volunteer practices is referred back to the Administrative staff for further recommendations to the Board.

On a motion by Kulig, seconded by Lietenberger, the Board unanimously approved the 2013 Risk Management Plan.

The next meeting of the Services and Program Committee will be April 3, 2013 at 2:00 at the Agency.

## **BILLS**

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

## **EXECUTIVE SESSION**

At 5:35 p.m., Vice Chair Wells recommended going into Executive Session. On a motion by Siegenthaler, seconded by Kulig, the Board voted unanimously to move into Executive Session to discuss legal, disciplinary and personnel matters by roll call vote.

At that time, each Board member responded as follows: Wells, “yes”; Cirata, “yes”; Leitenberger, “yes”; Kirkendall, “yes”; Kulig, “yes”; Siegenthaler, “yes”; and Kowalski “yes”. The Board asked Harrelson, Harless and Rizor stay for Executive Session.

The Board returned to open session at 6:45 p.m.

**ADJOURNMENT**

On a motion by Siegenthaler, seconded by Kirkendall, the Board moved to adjourn the meeting at 6:46 p.m.

Respectfully Submitted:

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Dean Wells, Vice Chair

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Marsha Coleman, Recording Secretary