

RECORD OF PROCEEDINGS

Date of Meeting: December 12, 2016

Members Present: Chair Renee Bessick, Vice Chair Jim Kulig, Treasurer Robert Kirkendall, Secretary Pam Siegenthaler, Rick Grega, Dr. Michelle Kowalski, Stacy Jackson-Johnson

Members Excused: Attorney Jason Murray

Members Absent: Lynn Friebel

Others Present: Patty Harrelson, Nikki Harless, Kevin Goshe, Chris Zuercher, Recording Secretary Amy Gosser

Others Absent:

The regular monthly Board meeting was held on Monday, December 12, 2016, in the Board Conference Room at Richland County Children Services Board. Chair Bessick called the meeting to order at 3:39 p.m. of Board members present and representing a quorum.

PRESENTATION

Harrelson presented Robert Kirkendall with a framed picture of the Agency. The Board acknowledged Kirkendall for his service. He was also presented with a thank-you card from Agency employees and a card from his fellow Board members. Kirkendall stated that he is now more aware of the issues that affect children services agencies. He appreciated the opportunity to serve on this Board and believes that the Agency is well managed at the Board level. Kirkendall worked closely with Kevin Goshe and Drew Miller, and he thanked them for all that they do within the Finance Department. Kirkendall also thanked everyone who works on the front lines of the Agency.

AGENDA

On a motion by Jackson-Johnson, seconded by Siegenthaler, the Board unanimously approved the proposed agenda by all Board members in attendance.

MINUTES

On a motion by Siegenthaler, seconded by Kulig, the Board unanimously approved the November 14, 2016 Board meeting minutes.

EXECUTIVE DIRECTOR'S REPORT

Executive Director's Report and Comments

Harrelson reported on the progress of the Mental Health transitional youth housing complex. The groundbreaking ceremony went well, and they have already poured the concrete pad for the building. Additionally, there is concern that Title XX is going to take a hit; the Agency usually gets transfer of some of these funds (about \$500,000) from JFS. We are going to keep watching this to see if this is preserved at the federal level.

On a motion by Kulig, seconded by Grega, the Board unanimously accepted the Executive Director's report.

Nominating Committee Report

- **2017 Board Officers:**

Bessick stated that it is the recommendation of the Nominating Committee to keep the current officers as they stand. Jason Murray was an honorary member of the Executive Committee in 2016 due to his position as Chair of the Personnel Committee. The recommendation is for Murray to be moved into the Treasurer position vacated by Kirkendall in 2017. Murray has expressed his willingness to fill that position if that is the will of the Board.

On a motion by Grega, seconded by Jackson-Johnson, the Board unanimously approved the recommendation of keeping the current officers as they stand for 2017 (Bessick as Chair, Kulig as Vice Chair, and Siegenthaler as Secretary), with Murray occupying the Treasurer position vacated by Kirkendall.

- **2017 Board Committees:**

The recommendation of the Nominating Committee is to move this decision to the first Board meeting in January.

Executive Committee Report

- **2017 Board Meeting Dates:**

The proposition is for the Board to continue to meet on the second Monday of every month at 3:30. The Executive Committee will continue to meet that same day at 3:00 unless otherwise specified. Other committees will meet as necessary.

On a motion by Kowalski, seconded by Siegenthaler, the Board unanimously accepted the 2017 Board meeting dates as put forth.

- **Executive Director's Assessment:**

Kulig detailed the process that was utilized. Based on their experience from the last 3 years, the Committee found that this went as expected. The first step in the process was to have Harrelson do a self-assessment where she rated herself based off of criteria from her job description. One change this year was to use a 3-point scale instead of a 5-point scale like last year. Harrelson also commented in written form. The Executive Committee then responded with their own assessments in the Survey Monkey format. The Executive Committee met last Wednesday to discuss the evaluation itself. The three who met were uncomfortable in completing the process without the other two members present. They then met again on Friday to summarize and review what they had concluded, and to meet with Harrelson directly for an open discussion. It was determined that two additional meetings may be necessary next year. After Harrelson excused herself, the Committee then discussed compensation issues following a review of comparative compensation packages for five (5) local directors and twelve (12) directors from other counties. The committee met again today (12/12/16) for an hour before the Board meeting in order to identify their recommendations to the Board. It was a positive experience and there were not any surprises.

On a motion by Kirkendall, seconded by Kulig, the Board approved the process utilized by the Executive Committee for the Executive Director's assessment. Specific information will be discussed further in an Executive Session.

- **2017 Holiday Schedule:**

Paid holidays for Agency employees in 2017 were presented. In years when Christmas Eve is on a Monday-Thursday, they get 4 hours off at the Health Dept. Siegenthaler would like the Agency to be cognizant of that fact moving forward.

On a motion by Siegenthaler, seconded by Kowalski, the Board unanimously approved the 2017 Holiday Schedule as put forth.

Finance Director Report

Finance Report

Goshe extended his thanks to Kirkendall for all of his help over the years, and for helping them stay on track and focused during Finance meetings. Goshe also thanked him for bringing a private sector perspective to these meetings. Goshe distributed and reported on the November 2016 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,285,505.02, \$651,898.47 in revenue, and \$790,197.33 in expenses with an ending balance of \$7,147,206.16. The ending fund balance reflects 71.8% or 8.6 months of the 2016 budget.

Goshe provided information on revenue and expenses. The Agency received its last TANF payment under the current contract from JFS, and received the normal payment from ProtectOHIO. Expenses were slightly higher than normal due to the \$72,000 that was paid to Youth & Family Council. Personnel, Placement, Adoption, and Operations/Overhead lines were all lower than budgeted. Purchased Services was the only one higher than budgeted, due in part to continuation of the Innovation and Efficiency grant, and also because of the amount paid to Youth & Family Council. Goshe explained the adoption subsidy process. The adoptive parents apply to receive up to \$250/month in federal or state funds. RCCS has to pay for a portion of the amount if they are approved for more than \$250. The problem for many parents lies in the transition from getting Board rates of \$32 a day down to an adoption subsidy rate of no more than \$250 per month. They become accustomed to receiving a higher rate for that child, and they often do not want to lose that additional income. Harrelson asked Harless to try to redirect how adoption subsidies are done in 2017.

On a motion by Kulig, seconded by Kirkendall, the Board unanimously accepted the November 2016 Final Financial Report.

Finance Committee Report

Kirkendall stated that the Board and Agency staff should be grateful for the amount of money that is currently in the fund balance. It provides financial stability moving forward. They should also be aware that this could also go away fairly quickly. Kirkendall thanked everyone for being a part of our community.

Levy Committee Report

No report at this time.

Personnel Committee Report

Zuercher stated that the Core Team has been working for many months on a Personnel Manual for the Agency. One week ago today the Personnel Committee met to go over the progress so far. The Committee provided some valuable input for Zuercher to use. Hopefully the Board will be able to vote on the new manual at the January Board meeting, to take effect on 2/1/17. Zuercher provided a copy of the Personnel Manual in its current state to all Board members present. He will send out a memo with the highlights. By and large this is mostly an update, although there are some substantive changes (such as to the disciplinary process, compensation issues pursuant to FLSA law changes, etc.). This is for review for the January meeting. The objective of this project was to clear up some discrepancies and inconsistencies.

Services and Program Report

No report at this time. This committee will meet in the beginning of 2017.

BILLS

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

EXECUTIVE SESSION

At 4:56 p.m., Chair Bessick recommended an Executive Session. On a motion by Kulig, seconded by Grega, 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”; Bessick, “yes”; Kirkendall, “yes”; Grega, “yes”; Siegenthaler, “yes”; and Jackson-Johnson, “yes”.

On a motion by Siegenthaler, seconded by Grega, the Board voted unanimously to return to open session at 5:43 p.m.

ADJOURNMENT

On a motion by Siegenthaler, seconded by Grega, the Board moved to adjourn the meeting at 5:49 p.m.

Respectfully Submitted:

Renee Bessick, Chair

Amy Gosser, Recording Secretary