

RECORD OF PROCEEDINGS

Date of Meeting: October 14, 2013

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

Members Absent: Pam Siegenthaler (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, October 14, 2013, in the Board Conference Room at Richland County Children Services Board. Chair Konstam called the meeting to order at 4:38 p.m. by roll call of Board members present. On a motion by Kulig, seconded by Kirkendall, the Board unanimously adopted the agenda as written.

AGENDA

On a motion by Kulig, seconded by Kowalski, the Board unanimously approved the September 9, 2013 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments – Harrelson called attention to the spreadsheet listing all community and state meetings staff are attending on a monthly or quarterly basis. At the upcoming PCSAO conference there will be 4 staff attending in addition to 2 staff participating as presenters. Harless and Coleman are meeting with department heads in each area to look long term planning process as it relates to data, who receives data, value of the data and what is done with the data. Coleman reviewed the monthly data charts. Harrelson commented on levy activities including a Focus interview at WMFD which will air October 21 at 7:00 and a commercial relating to Never Shake a Child to air on October 28. Yard signs continue to be displayed throughout the county as well as Never Shake a Child banners displayed at area football games throughout the month of October. Hunnell spoke about the mailings, post cards and billboards relating to the levy.

Harrelson reviewed the outcomes from the foster parent and school surveys. Both sets of surveys had low response rates and the Agency will look at ways to get a better return. Overall, both surveys had positive comments and outcomes. Survey Monkey is being

developed to use for the community leader and community stakeholder. Surveys to be distributed within the next few months. After these surveys, the Agency will look at staff survey development and methods of surveying.

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

Finance Director Report – Goshe distributed the Revised Final Version of the July 2013 Financial Report due to Goshe finding a discrepancy in the reports dating back to July and then notifying the Auditor’s office. There was a difference of \$1,776.69 in expenses. A letter was received from the Auditor’s office acknowledging the discrepancy and correction. Board members recognized Goshe will continue oversight of these reports and communicate with the Auditor’s office. The final revisions appear to reflect the financial status of the Agency.

On a motion by Kulig, seconded by Lietenberger, the Board unanimously approved the Revised Final Financial report for July 2013.

Goshe discussed the Final Financial Report for August 2013 regarding the revenues and expenditures. This included a beginning balance of \$4,530,452.62, \$1,867,740.55 in revenue, and \$708,177.60 in expenses with an ending balance of \$5,690,015.57. The ending fund balance reflects 66.5% or 8.0 months of the 2013 budget. Goshe reported this report reflects the changes in the difference from July’s expenses by \$1,776.69. The August report appears to fairly reflect the financial status of the Agency.

On a motion by Kirkendall, seconded by Lietenberger, the Board unanimously approved the Final Financial report for August 2013.

Goshe discussed the Preliminary Financial Report for September regarding the revenues and expenditures. This included a beginning balance of \$5,690,015.57, \$129,325.08 in revenue, and \$678,731.41 in expenses with an ending balance of \$5,140,609.24. The ending fund balance reflects 60.1% or 7.2 months of the 2013 budget. Goshe reported the ProtectOhio payment was received and will increase for the new fiscal year from \$104,102.05 to \$113,701.55.

The Board did not approve this report as it is not a final version due to anticipated changes. The revised final report for September will be discussed at the November Board meeting.

Executive Committee Report

- **2014 Holiday Schedule** – On a motion by Kowalski, seconded by Kirkendall, the Board unanimously approved the 2014 Holiday Schedule.

- **2014 Board meeting dates** – On a motion by Wells, seconded by Kowalski, the Board unanimously approved the 2014 Board meeting dates.
- **Suggested Comments** – Suggested changes to the Board by-laws were discussed and further revisions were made to the Code of regulations. Discussion was also held regarding changes to the Citizen Involvement in Regular Board Meetings Policy. Both documents will be sent to Board members for further review and considered for vote at the November Board meeting.

Personnel Committee Report – Changes in policy regarding name changes in Human Resources will be coming to the Committee for review and approval.

Levy Committee Report – Kowalski reported on the Levy committee meetings held in September. A spaghetti dinner was held prior to the Madison football game and made approximately \$800. Levy committee will be meeting October 15 at noon and will be discussing print portions of the campaign, radio and TV spots and planned activities leading to the November election. Goshe reported the letter solicitation went well with \$1,200 so far. Letters to the editor from Siegenthaler and Castle were in the News Journal and remaining letters will be coming within the next couple of weeks.

Finance Committee Report – Goshe reported on the Finance committee meeting held on September 19 to review the 2013 projections. There is a need to meet next week for the preliminary 2014 budget discussion and then another meeting prior to the November 12 Board meeting. A suggested date of October 24 at 9:00 will be coordinated by Goshe.

Services and Program – This committee met on September 17, 2013 at the Agency. Kulig reported the Committee met to review the community leader and partner survey instrument. The administrative staff will roll out these surveys within the next couple of months and report findings to the Board.

A meeting of the Services and Program Committee to discuss 3rd quarter outcomes from the Tactical Plan and the PQI report will be held on Wednesday November 6 at 2:00 at the Agency. Coleman will distribute copies and summary reports to the committee members by October 31.

BILLS

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

EXECUTIVE SESSION

At 6:17 p.m., Chair Konstam recommended going into Executive Session. On a motion by Kulig, seconded by Wells, 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”; Konstam, “yes”; Kowalski “yes”; Leitenberger, “yes”; Kirkendall, “yes”; and Wells, “yes”;. The Board asked Harrelson to stay for Executive Session.

On a motion by Kirkendall, seconded by Leitenberger, the Board returned to open session at 6:30 p.m. by roll call vote.

ADJOURNMENT

On a motion by Wells, seconded by Leitenberger, the Board moved to adjourn the meeting at 6:30 p.m.

Respectfully Submitted:

Bob Konstam, Chair

Marsha Coleman, Recording Secretary