

## **RECORD OF PROCEEDINGS**

Date of Meeting: November 9, 2015

Members Present: Chair Pamela Siegenthaler, Vice Chair James Kulig, Treasurer Robert Kirkendall, Secretary Renee Bessick, Attorney Jason Murray

Members Absent: Dr. Michelle Kowalski, Dave Leitenberger, Stacy Jackson-Johnson, Lynn Friebe

Others Present: Patricia Harrelson, Nikki Harless, Marsha Coleman, Kevin Goshe, Chris Zuercher, RCCS intern Emily Worthington, Recording Secretary Amy Gosser

Others Absent:

The regular monthly Board meeting was held on Monday, November 9, 2015, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:31 p.m. of Board members present and representing a quorum.

### **AGENDA**

There was a proposition to move the mini-training to the bottom of the agenda in order to ensure that all matters requiring a majority vote were properly addressed while a quorum was present.

On a motion by Kirkendall, seconded by Kulig, the Board unanimously approved the revised agenda by all Board members in attendance.

### **MINUTES**

On a motion by Murray, seconded by Kirkendall, the Board unanimously approved the October 12, 2015 Board meeting minutes.

## CONSENT AGENDA

### Executive Director's Report and Comments

Harrelson reported on the Spaghetti Bowl. A lot of people helped make this event a success, and Siegenthaler heard many good things about RCCS employee Greg Kahl in particular. Harrelson also gave an update on levy planning; the golf outing raised \$8,084.71. The Agency is on target for where it would like to be in 2018. There is currently \$28,139.39 in the levy fund.

On a motion by Kulig, seconded by Murray, the Board unanimously accepted the consent agenda.

### Executive Committee Report

- **2016 Board Meeting Dates:**

On a motion by Murray, seconded by Kulig, the Board unanimously agreed to all proposed 2016 Board meeting dates, in addition to amending the start time of 2016 meetings to 3:30 p.m.

- **2016 Board Self-Assessment:**

This will be completed at the December Board meeting in place of the Board mini-training. The Board will also review the results of the Executive Director's self-assessment at that time.

### Nominating Committee Report

- **2016 Board Officers:** The Executive Committee, while serving as the Nominating Committee, selected the following 2016 Board Officers:
  - Chair - Renee Bessick
  - Vice Chair - James Kulig
  - Treasurer – Robert Kirkendall
  - Secretary - Pamela Siegenthaler
  - Board member Jason Murray agreed to Chair the Personnel Committee and will thus join the Executive Committee, which is his right as chairperson of a Board standing committee (Article V, Section 1 of the Board Manual).

On a motion by Murray, seconded by Kirkendall, the Board unanimously accepted the slate of officers as recommended.

## Finance Director Report

### Finance Report

Goshe distributed and reported on the October 2015 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,130,137.28, \$542,678.28 in revenue, and \$923,801.31 in expenses with an ending balance of \$ 6,749,014.25. The ending fund balance reflects 68.6% or 8.2 months of the 2015 budget.

Goshe provided information on the Homestead and Rollback reimbursements. This amount was more than we were expecting. Pat Dropsey is checking into this for us. Expenses are running about 5.0% lower than budgeted. There were 3 pays in October so some line items were higher than normal, although the health insurance line was lower than would normally be expected due to the County not collecting those funds for the month of October.

On a motion by Bessick, seconded by Murray, the Board unanimously accepted the October 2015 Final Financial Report.

### Finance Committee Report

- **2016 Employee Pay Range:** The Finance Committee recommended keeping the employee pay range the same as in 2015.

On a motion by Kirkendall, seconded by Kulig, the Board unanimously agreed to hold the 2016 employee pay range list at its current levels.

- **2015 Longevity Payments:** The Finance Committee recommended approval to make longevity payments in the first pay of December 2015 to the 17 affected employees, for a total of \$6,458.40.

On a motion by Kirkendall, seconded by Murray, the Board unanimously agreed to pay 2015 longevity payments as applicable in the first December pay period.

- **2016 Health Insurance Rates:** The Finance Committee recommended that there be no increase in health insurance premiums for employees in 2016.

On a motion by Kirkendall, seconded by Kulig, the Board unanimously agreed to hold the employee paid portion of 2016 health insurance rates at their current level.

- **2016 Budget Approval:**

On a motion by Bessick, seconded by Murray, the Board unanimously approved the 2016 Budget for Richland County Children Services.

- **Resolution 11-09-15-02:**

Resolution 11-09-15-02 was proposed. This would approve the payment of lump sums in the amount of \$750 to all full-time employees in 2015 in lieu of pay increases in 2016.

On a motion by Kirkendall, seconded by Kulig, the Board unanimously approved Resolution 11-09-15-02 by roll call vote and signature.

### **Levy Committee Report**

No Report at this time

### **Personnel Committee Report**

- **Resolution 11-09-15-01:**

Resolution 11-09-15-01 was proposed. This would abolish four (4) vacant positions within the Agency: one (1) Volunteer Coordinator, one (1) Support 4, one (1) Program Manager, and one (1) Supervisor of Administrative Services.

On a motion by Bessick, seconded by Murray, the Board unanimously approved Resolution 11-09-15-01 by roll call vote and signature.

### **Services and Programs Report**

The Services and Programs Committee accepted the 3<sup>rd</sup> Quarter PQI Report and reviewed it with the Board.

Sixty (60) children have had initial placements so far this year (vs. 47 total last year), due in part to a lot of sibling groups coming in. Children do not stay in DPP for more than 90 days. There has been more emphasis on quality versus timeliness recently, but we are hoping to eventually reduce length of service and number of Ongoing cases long term.

## **BILLS**

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

## **MINI-TRAINING**

The mini-training for the November 2015 Board meeting (presented by Assistant Director Harless) pertained to the Annie E. Casey Foundation Front Line Practitioner Project. This is a way to help children deal with trauma. The goal is to train foster parents in how to handle and manage youth in their care who are dealing with various issues. We will form two (2) Trauma Systems Therapy (TST) teams, each of which will include a worker, a counselor, foster parents, and a psychiatrist. We would ultimately like to achieve fewer placement disruptions, improve foster parent retention, ensure more timely permanence for the kids (not move them from place to place), and improve child well-being. Foster parents think the kids are just “being bad,” but they don’t realize that there is almost always a reason behind their behavior. The Agency is piloting this program, and will begin with children 11 years of age or older who have multi-system involvement.

Assistant Director Harless also provided a quick update on the second visit of the Minnesota coaches to the Agency. RCCS employees were very excited to have them back. They have shown staff how to be more respectful and engaging. The child’s voice is also becoming more prominent throughout cases. Workers have more useful ways to get the kids to communicate their worries so that these can be properly addressed.

## **EXECUTIVE SESSION**

The Board did not convene an Executive Session on this date.

## **ADJOURNMENT**

On a motion by Kirkendall, seconded by Bessick, the Board moved to adjourn the meeting at 6:20 p.m.

Respectfully Submitted:

Pamela Siegenthaler, Chair

Amy Gosser, Recording Secretary