

RECORD OF PROCEEDINGS

Date of Meeting: November 10, 2014

Members Present: Chair Pamela Siegenthaler, Vice Chair Dave Leitenberger (4:40 p.m.), Secretary Jim Kulig, Treasurer Robert Kirkendall, Renee Bessick, Deanna West-Torrence, Dr. Michelle Kowalski (5:00 p.m.), Lynn Friebe

Members Absent: Attorney Jason Murray (excused)

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

Others Absent:

The regular monthly Board meeting was held on Monday, November 10, 2014, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:32 p.m. by roll call of Board members present.

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

AGENDA

On a motion by Kirkendall, seconded by West-Torrence, the Board unanimously approved the October 13, 2014 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments

Harrelson answered questions regarding the Metrich meeting with local Chief of Police and the Memorandum of Understanding. Harrelson spoke about the Child Welfare grant she applied for to use for Trauma Informed Care work and Signs of Safety work. This is a one-time grant from ODJFS for approximately \$224,000. There was also an additional request for approximately \$129,000 to use for coaching.

Hunnell provided an update on November and December events. On November 22 at 10:00 in downtown Mansfield, the Agency will participate in the Holiday parade. The foster parent Christmas dinner will be December 5 at 6:00 at the Berean Baptist Church.

The Staff Christmas party, which is sponsored by the Staff Enrichment Committee, will take place at the Moose Lodge on December 12 at 6:30.

Harrelson also provided an update on the IPAD implementation with staff which has been received well. The Board recognized Pam Hinton for all her efforts to get the IPADS ready, staff trained and rollout to be successful.

A special thanks went to Bessick and Kowalski for their help at the Spaghetti Bowl dinner.

Board Self-Assessment

The 2014 Board Self-Assessment will go out to all Board members via Survey Monkey on November 17 for one week with a deadline of November 24, 2014. Board members were asked to take a minute and respond.

The Stakeholder survey was extended for one week with a reminder sent.

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

Executive Committee Report

Nominating Committee Discussion – West-Torrence reported the Committee met today prior to Board meeting. The committee consisted of Leitenberger, Kulig, and West-Torrence. The 2015 slate of officers will be announced at the December Board meeting. There was term limit discussion for Bessick and Leitenberger, who wish to continue, and a replacement for West-Torrence.

The Board supports for Commissioner approval; Bessick, Leitenberger and Stacy Jackson-Johnson with supporting documentation.

2015 Board Meeting Dates – a list for 2015 was distributed to all Board members.

On a motion by West-Torrence, seconded by Friebe, the Board unanimously approved the 2015 Board meeting dates.

2015 Holiday Schedule – a list for the 2015 holiday schedule was distributed to all Board members.

On a motion by Friebel, seconded by West-Torrence, the Board unanimously approved the 2015 Holiday schedule.

3rd Quarter Risk Management Report – the 3rd Quarter Risk Management Report was presented by Coleman with explanations to fire drills, case files and car seat training.

Finance Director Report

Finance Report

Goshe distributed and reported on the October 2014 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,138,934.67, \$397,722.02 in revenue, and \$969,939.29 in expenses with an ending balance of \$5,566,717.40. The ending fund balance reflects 61.7% or 7.4 months of the 2014 budget.

Goshe provided information on receipt of the Protect Ohio allocation and the Child Protection allocation. Expenses included TANF (Temporary Assistance to Needy Families) which the Agency is using for non-recurring expenses. This line item was \$110,000 and the Agency received \$209,000 and then billed \$220,000. IPAD's were purchased from this.

On a motion by Bessick, seconded by West-Torrence, the Board unanimously accepted the October 2014 Final Financial Report.

2014 Longevity Payments

Goshe explained the amounts and calculations totaled \$4,806.33. The Longevity Pay Policy has been in effect for 10 years. Amounts do not exceed \$400 and is based on the employee's current salary which is added to the first pay in December. Kirkendall raised the issue to discuss this policy and the amount at the Finance Committee Meeting.

On a motion by Kirkendall, seconded by Leitenberger, the Board unanimously approved the 2014 Longevity Payments.

2015 Health Insurance Rates

Goshe provided three scenarios and explanations for the Board to consider related to the monthly health insurance premiums. The county health insurance increase

was .044% and does not include dental insurance. After discussion, the employee share would remain at 14% and the employer share remains at 86%.

On a motion by Kulig, seconded by Bessick, the Board unanimously approved the 2015 Health Insurance Rates, Schedule B.

Dental insurance rates did not change for the employee.

On a motion by Friebel, seconded by Kowalski, the Board unanimously accepted the dental insurance schedule for 2015.

Finance Committee Report

Kirkendall reported the Committee will meet to go over 2015 Budget on November 20 at noon and again on December 1 at noon. The Committee will go over the 2015 Budget to be approved at the December 8 Board meeting.

Personnel Committee Report

Harrelson reported on the thoughts from the CORE team regarding Human Resource functions relating to the Agency. The recommendation is that all Human Resource functions will be kept within the Agency and will be written into their respective job descriptions and thus, declining the need for \$50,000 to go to the County to cover these functions.

Human Resource Function

Harrelson reported on the need and development of a job description for an Administrative Executive Assistant to work under the Executive Director and meet the needs of the Board and the Board Committees.

Resolution 11-10-14-01: To create an Executive Assistant Position.

On a motion by West-Torrence, seconded by Leitenberger, the Board unanimously approved Resolution 11-10-14-01 by roll call vote.

Levy Committee Report

No report from this committee at this time.

Services and Program Report

Kulig reported on Committee meeting held on November 5, 2014, to discuss the 3rd Quarter PQI Report and the 2014 Community Leader Survey Results. A summary of the 3rd Quarter PQI Report was provided to Board members.

3rd Quarter PQI Report – The Committee recommended the Board accept the 3rd Quarter PQI Report and Summary as written.

Community Leader Survey – The Community Leader survey was presented to 82 Community Leaders and 44 have responded. The Stakeholder Survey is being done at this time. The Community Leader survey showed the Agency is fiscally responsible, services are clear and there are identified contacts.

On a motion by Kulig, seconded by Leitenberger, the Board unanimously accepted the recommendations from Services and Program Committee.

BILLS

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

EXECUTIVE SESSION

At 6:18 p.m., Chair Siegenthaler recommended an Executive Session. On a motion by West-Torrence, seconded by Bessick, 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”; Leitenberger, “yes”; Siegenthaler, “yes”; Friebel, “yes”; and West-Torrence, “yes”. The Board asked Harrelson to stay but then dismissed her temporarily to discuss her current evaluation and then asked her to return.

On a motion by Leitenberger, seconded by Kirkendall, the Board voted unanimously returned to open session at 6:54 p.m. by roll call vote.

ADJOURNMENT

On a motion by Bessick, seconded by West-Torrence, the Board moved to adjourn the meeting at 6:55 p.m.

Respectfully Submitted:

Pamela Siegenthaler, Chair

Marsha Coleman, Recording Secretary