

## RECORD OF PROCEEDINGS

Date of Meeting: November 12, 2013

Members Present: Treasurer Dr. Michelle Kowalski, Secretary Jim Kulig, Dave Leitenberger, Robert Kirkendall, Pamela Siegenthaler, Monica Cirata

Members Absent: Chair Robert Konstam (excused), Vice Chair Dean Wells (excused)

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

Others Absent: Nikki Harless

The regular monthly Board meeting was held on Tuesday, November 12, 2013, in the Board Conference Room at Richland County Children Services Board. The meeting was moved to Tuesday due to Monday holiday for Veteran's Day observance. Secretary Kulig called the meeting to order at 4:33p.m. On a motion by Siegenthaler, seconded by Kirkendall, the Board unanimously adopted the agenda as written.

### AGENDA

On a motion by Kirkendall, seconded by Cirata, the Board unanimously approved the October 14, 2013 Board meeting minutes.

Kulig recognized the levy passing and commended staff and Board members who participated in the efforts.

### CONSENT AGENDA

**Executive Director's Report and Comments** – Harrelson answered questions and provided more information on Foundation for Living. Harrelson also responded to questions regarding the Agency's Whistleblower Policy. Harrelson has contacted all new Board members who are excited to start serving in January 2014. It was also recognized that Cirata, Kirkendall and Kulig were reappointed to the Board by the Commissioners.

**Suggested Changes to By-Laws** – Harrelson noted revisions and corrections to the Board by-laws and Board manual. Discussion was held by Board members and a vote will be requested at the December Board meeting to approve the revisions to the by-laws.

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

**Finance Director Report** – Goshe distributed the September 2013 Final Report with one change noted. The PERS expense will occur in the October report. Expenses in September decreased \$51,597.01 which increased the fund balance.

On a motion by Siegenthaler, seconded by Kirkendall, the Board unanimously approved the Final September 2013 Financial report.

Goshe discussed the October 2013 Preliminary Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,192,206.25, \$714,404.77 in revenue, and \$740,492.83 in expenses with an ending balance of \$5,166,118.19. The ending fund balance reflects 60.4% or 7.2 months of the 2013 budget. The Board will wait to approve financial report when final report from the Auditor's office is completed. Goshe stated the fund balance in December should be \$5,231,407 as projected.

In July of 2013, the Auditor's office deployed Munis. Due to the subsequent software issues of Munis, Goshe will continue to monitor the preliminary and final budget reports from the Auditor's office until the transition and data is reliable.

**Executive Committee Report** – This committee did not have a report to the Board.

**Personnel Committee Report** – This committee has not met within the last month and did not have a report to the Board.

**Levy Committee Report** – Kowalski reported that a final meeting has been set for Thursday November 14 at noon to debrief and plan for thank you's. Harrelson noted that a thank you lunch was held for staff using levy funds. Four billboards will have thank you banners within the next couple of weeks. Levy fund balance is \$10,000 plus at this point.

**Finance Committee Report** – Goshe reported on the Finance committee meeting held on October 24, October 31 and November 7, 2013. The Committee presented a balance budget with explanations on expenses and revenues.

On a motion by Siegenthaler, seconded by Cirata, the Board unanimously approved by roll call vote the 2014 budget as recommended by the Finance Committee.

**Budget Discussion and Decision** – The Finance Committee also presented the capital replacement budget and recommended the following:

Resolution 11-12-13-01 Directing Agency staff to budget funds as contingency – On a motion by Siegenthaler, seconded by Cirata, the Board unanimously approved the resolution by roll call vote.

Resolution 11-12-13-02 Budget and funds for capital expenditures – On a motion by Cirata, seconded by Kirkendall, the Board unanimously approved the resolution by roll call vote.

**Longevity Payments** - Goshe presented the 2013 longevity payment of \$6,696.68 in accordance with Agency policy. On a motion by Siegenthaler, seconded by Kirkendall, the Board unanimously approved the longevity payments for 2013.

**Services and Program** – This committee met on November 6, 2013 at the Agency. Kulig reported the Committee met to review the 3<sup>rd</sup> Quarter Tactical Plan Summary and the 3<sup>rd</sup> Quarter PQI Report and Summary. Coleman summarized identified barriers to the Tactical Plan which included post transfer visits which will be tracked and reported to the Services and Program Committee in the future. Tracking will include number of cases transferred and visits completed. Coleman noted that a new process is being used in case conferencing which utilizes family systems theory and case reviews are now focusing on the review of quality around documentation and the provision of services to family

## **BILLS**

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

## **EXECUTIVE SESSION**

At 6:14 p.m., Secretary Kulig recommended going into Executive Session. On a motion by Siegenthaler, seconded by Kirkendall, 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”; Leitenberger, “yes”; Kirkendall, “yes”; Siegenthaler, “yes”; and Cirata, “yes”; . The Board asked Harrelson to stay for Executive Session.

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

## **ADJOURNMENT**

On a motion by Kirkendall, seconded by Leitenberger, the Board moved to adjourn the meeting at 6:45 p.m.

Respectfully Submitted:

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Jim Kulig, Secretary

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Marsha Coleman, Recording Secretary