

RECORD OF PROCEEDINGS

Date of Meeting: June 10, 2013

Members Present: Secretary Jim Kulig, Dave Leitenberger, Pam Siegenthaler, Robert Kirkendall, Cheryl Carter

Members Absent: Chair Robert Konstam, Monica Cirata, Vice Chair Dean Wells, Treasurer Dr. Michelle Kowalski (5:38)

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

Others Absent:

The regular monthly Board meeting was held on Monday, June 10, 2013, in the Board Conference Room at Richland County Children Services Board. Recording Secretary Coleman called the meeting to order at 4:33 p.m. by roll call of Board members present. A quorum was present as of 4:37 p.m. and Secretary Kulig presided over this meeting

AGENDA

On a motion by Carter, seconded by Leitenberger, the Board unanimously approved the May 13, 2013 Board meeting minutes.

CONSENT AGENDA

Director's Report – Harrelson responded to questions from the report concerning the following: Catalyst and Family Life Counseling will have a standardized referral letter from the Agency and a regular routine for progress reports, the local law committee meeting has been initiated but no response yet but there are not many issues right now, and the need for staff training on basic first aid and a procedure for taking control of a staff medical incident when the need arises.

Harrelson asked the Board for feedback on the Director's report. The Board liked the content, process and presentation which showed a sufficient monthly overview. They would like to see the format use break out discussion points. There was also discussion on Executive Session and the need to put this on every agenda. The Executive Committee will decide prior to the Board meeting on the need for Executive Session and will make it part of the agenda.

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

Finance Director Report – Goshe reported on the revenues and expenditures for May, which included a beginning balance of \$5,278,438.94, \$851,700.23 in revenue, and \$853,489.57 in expenses with an ending balance of \$5,276,649.60. The ending fund balance reflects 61.6% or 7.4 months of the 2013 budget.

Goshe reported on receipt of April and May ProtectOhio payments and levy payments. May had three pay periods, May Health Insurance will be paid in June and Worker's Comp was paid at \$16,000 under budget. Outstanding bills include Youth and Family Council pooled funding (\$40,000), Health Insurance and one child (child aged out of the system) at Newhope Services that would need paid. Unemployment is ahead of budget.

The Board would like to see this report include bullet points in the summary.

On a motion by Carter, seconded by Leitenberger, the Board unanimously approved the budget report.

Executive Committee Report

Feedback from the Board members is requested to develop the Executive Director evaluation. The Executive Committee will develop the format. The plan will be to update the Board quarterly as to the progress. The Board has received positive feedback from staff and community on the Executive Director.

A Community Picnic was held on June 5 to dedicate the playground to Pat and Genevieve Hatheway foster parents. There were approximately 150 people in attendance.

A Board retreat is being proposed as a four hour planned meeting to look at the past and future vision and mission of the Agency and Board. The plan is for one Saturday morning (9:00 to 1:00) after Labor Day in September. The Executive Director and Board members will attend this retreat.

Director Comments – Harrelson proposed the following resolutions

Resolution #06-10-13-01 – creating a position in support services for legal and general support. This position re-allocates funds and does not require additional resources. On a motion by Siegenthaler, seconded by Carter, the Board unanimously approved the resolution by roll call vote.

Resolution #06-10-13-02 – this report includes a reduction in workforce plan for submission to the Ohio Department of Job and Family Services. On a motion by Siegenthaler, seconded by Kirkendall, the Board unanimously approved the resolution by roll call vote.

Personnel Committee Report – This committee did not meet during June. This committee will meet prior to July Board meeting.

Levy Committee Report – Kowalski reported on the Levy committee meetings from May. The Committee is looking for a co-chair. Examples of yard signs and billboards were presented for comment. The Board advised that a more culturally diverse picture of children are needed on the billboard signs. Next meeting will be June 27 at noon at the Agency.

Finance Committee Report – This committee did not meet in May, however, finance discussion has been a part of the Levy Committee meetings.

Services and Program – This committee did not meet in May. Next committee meeting will be July 31 at 2:00 at the Agency.

BILLS

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

EXECUTIVE SESSION

There was no Executive Session held during the June Board meeting.

ADJOURNMENT

On a motion by Siegenthaler, seconded by Leitenberger, the Board moved to adjourn the meeting at 6:01p.m.

Respectfully Submitted:

Jim Kulig, Secretary

Marsha Coleman, Recording Secretary