

## RECORD OF PROCEEDINGS

Date of Meeting: August 12, 2013

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

Members Absent: Pam Siegenthaler, Cheryl Carter

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

Others Absent:

The regular monthly Board meeting was held on Monday, August 12, 2013, in the Board Conference Room at Richland County Children Services Board. Chair Konstam called the meeting to order at 4:33 p.m. by roll call of Board members present. Kowalski was not present but arrived later.

### AGENDA

On a motion by Kirkendall, seconded by Cirata, the Board unanimously approved the July 8, 2013 Board meeting minutes with one correction.

### CONSENT AGENDA

**Director's Report** – Harrelson responded to questions from the report concerning the following: Role of Board members in levy meetings is voluntary and appreciated for any help the Board member can contribute. Board members are invited to all events, wear a shirt and be visible as an ambassador from the Agency. Board members will receive a levy t-shirt and they will receive an email with an order form for the other shirts available through the staff enrichment committee.

On a motion by Kulig, 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 July, which included a beginning balance of \$5,063,350.71, \$141,168.53 in revenue, and \$675,879.73 in expenses with an ending balance of \$4,528,639.51. The ending fund balance reflects 52.9% or 6.3 months of the 2013 budget.

Goshe noted there is still a problem with the new software but they continue to work on these. The Agency received the State Child Protection Allocation payment. The ProtectOhio payment was not received until August. The ProtectOhio payment in February 2014 will be approximately \$125,000. August will be a high revenue month due to tax revenues. It was also noted that expenses are 3.2% higher than budgeted at this point.

On a motion by Wells, seconded by Kirkendall, the Board unanimously approved the budget report.

**A-133 Audit** – Goshe reported on the recent audit of Financial and Compliance Audit report performed by the Auditor of State. The results of the audit were good and there were no findings against the Agency. Goshe and his team were commended for a job well done. Goshe also spoke on the proposed destruction of records in accordance with the schedule approved by the Board in 2012 and distributed to Board members. Records will be destroyed professionally and the Board recommended to record the date of destruction.

### **Executive Committee Report**

**Director Comments** – Harrelson used the Smartboard to demonstrate the Agency website which now includes the calendar of events including Board meetings and Committee meetings as well as a link to the Agency Facebook page. Approved Board minutes will be updated and included on the website. Hunnell commented on the Agency's participation at the Richland County Fair which included popping 400 pounds of popcorn, distributing 1,000 water bottles, 250 yo-yo's, numerous Frisbees by 50 staff working in the booth. There were 14 potential foster parents signed up for orientation as a result of the fair booth.

Harrelson spoke about her meeting with Judge Spon regarding ProtectOhio, the level of care tool and the description of "treatment" as it relates to children in foster care. Another meeting is set for this week with the Judge and magistrates and Harrelson will be on his calendar once a quarter to continue to network. She will continue to reach out to other stakeholders to network quarterly.

Harrelson spoke about the budget projections and the construction of several scenarios to prepare for the 2014 budget which will include the expected costs that occur every year.

Harrelson discussed practice and quality expectations. The Board was provided with information regarding disciplinary actions which is being tracked as of 2012. Supervisory staff should know the bigger picture regarding disciplinary action across the Agency.

Harrelson requested an executive session tonight for personnel related issues. Harrelson also asked the Executive Committee meet and discuss the following: the need for the

Nominating Committee to convene and discuss the search for 1 replacement Board member; look at term limits for officers; and, discuss possible dates for the Board retreat.

**2<sup>nd</sup> Quarter Risk Management Report** – Harrelson reported on the consolidated 2013 Risk Management Plan with the Indicator list as requested earlier this year by the Board. The Executive Committee will continue to review the Risk Management quarterly report and report to the Board. The 2<sup>nd</sup> Quarter Risk Management report was presented without questions.

**Personnel Committee Report** – This committee met prior to the Board meeting regarding the following policy changes:

**Tuition Reimbursement Policy** – Rizor presented the revised policy after a multi-county survey was completed with responses given to the Board. Changes to this policy include: the identification of specific degrees that will be considered for the tuition reimbursement program; the provision that three new applicants to the program will be considered annually; a selection process will be used; and, capping the Agency's reimbursement at a rate consistent with similar coursework at The Ohio State University. The Board asked that social work board accreditation be included in consideration and monitoring the number of online hours for other degrees. This revised policy does not change any current agreement with staff seeking tuition reimbursement.

On a motion by Kulig, seconded by Leitenberger, the Board unanimously approved the policy with revisions as noted in the meeting.

**Levy Committee Report** – Harrelson reported on the Levy committee meeting from July which included the addition of 2 levy co-chairs, Brigitte Coles and Doug Castle. Goshe reported on levy finances which is currently at \$40,111.04 in the account. Goshe reported that \$10,000 will be set aside in case this is needed later. The yard signs and billboards have been approved and the committee will look at altering the digital sign to announce the levy co-chairs. Konstam reminded the Board that donation letters will need to be sent out by September 1 to ask for donations. Harrelson reported there are identified staff who are trying to keep the spaghetti dinner going this year and will report at the next levy committee meeting. Levy ballot language has been discussed with the Election Board and there should be feedback after their meeting tomorrow.

The next Levy Committee meeting will be held at the Agency on August 21 at noon.

**Finance Committee Report** – This committee did not meet in July. There still needs to be further discussion on the balance sheet and the building and maintenance schedules. This will be done in conjunction with the start of the 2014 budget planning.

**Services and Program** – This committee met July 31 at 2:00 at the Agency. Kulig reported on the following:

- **2<sup>nd</sup> Quarter PQI Summary Report** – the Committee recommended approval to the Board as presented.
- **2<sup>nd</sup> Quarter Tactical Plan** – the Committee recommended approval to the Board as presented.
- **2<sup>nd</sup> Quarter Risk Management Plan Summary** – the Committee recommended referring to the Executive Committee for review
- **Grievance Policy revision** – the Committee referred back to management for further editing

On a motion by Kulig, seconded by Cirata, the Board unanimously approved the summary recommendations from the Services and Program Committee.

The next Services and Program Committee meeting will be held Wednesday August 28 at 2:00 p.m. at the Agency.

## **BILLS**

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

## **EXECUTIVE SESSION**

At 6:43 p.m., Chair Konstam recommended going into Executive Session. On a motion by Kirkendall, seconded by Leitenberger, 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: Wells, “yes”; Cirata, “yes”; Leitenberger, “yes”; Kirkendall, “yes”; Kulig, “yes”; Konstam, “yes”; and Kowalski “yes”. The Board asked Harrelson, Harless, Coleman and Rizor stay for Executive Session.

On a motion by Wells, seconded by Kirkendall, the Board returned to open session at 6:58 p.m. by roll call vote.

## **ADJOURNMENT**

On a motion by Wells, seconded by Cirata, the Board moved to adjourn the meeting at 7:00 p.m.

Respectfully Submitted:

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Bob Konstam, Chair

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Marsha Coleman, Recording Secretary