

RECORD OF PROCEEDINGS

Date of Meeting: September 8, 2014

Members Present: Chair Pamela Siegenthaler, Secretary Jim Kulig, Treasurer Robert Kirkendall, Renee Bessick, Deanna West-Torrence, Dr. Michelle Kowalski, Attorney Jason Murray

Members Absent: Vice Chair Dave Leitenberger (excused), Lynn Friebe (excused)

Others Present: Patty Harrelson, Nikki Harless, Marsha Coleman, Kevin Goshe, Michelle Selinger

Others Absent:

The regular monthly Board meeting was held on Monday, September 8, 2014, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:42 p.m. by roll call of Board members present.

On a motion by West-Torrence, seconded by Kirkendall, the Board unanimously approved the proposed agenda by all Board members in attendance.

AGENDA

On a motion by Kirkendall, seconded by Murray, the Board unanimously approved the August 11, 2014 Board meeting minutes with corrections.

CONSENT AGENDA

Executive Director's Report and Comments

Harrelson distributed the August statistics mentioning 22 children in the Agency's permanent custody which is 30% of the children currently in care that will be moving into adoptive status. Harrelson also commented on the annual golf scramble to be held on September 19 at Pebble Creek Golf Club. Several Board members volunteered to call seeking additional hole sponsors for this event.

Harrelson introduced Shelly Selinger, who was invited to the Agency to train staff in the Signs of Safety this week. Shelly discussed the Signs of Safety aspects that the training will cover with staff. This type of strategy used with families has demonstrated an

overall increase in the safety of children while decreasing budgetary considerations to children in care. It is a partnering approach with families and it was noted that Richland County is the first county in Ohio to use this approach with the Signs of Safety. The Board appreciated this information and would like more examples in the future.

Records Retention Policy revision –

Harrelson reported that by law, the Agency will have two minor changes to the policy recommended by the Ohio Historical Society regarding email and the delivery system, not the contents. The “electronic email system” wording is removed and subsequent wording recommended by the Ohio Historical Society was inserted. The subsequent wording has been approved by the Richland County Prosecutor’s office and, once approved by this Board, will go to the Richland County Records Commission for approval.

On a motion by Murray, seconded by Bessick, the Board unanimously approved the Records Retention Policy with revisions.

On a motion by Kulig, seconded by West-Torrence, the Board unanimously accepted the consent agenda.

Executive Committee Report

Resolution 09-08-14-01: Change of Personal Day

Harrelson requested Board approval to debit one of her personal days and give to a staff member as a result of a staff enrichment activity. This would be a one-time request for approval from the Board.

On a motion by West-Torrence, seconded by Kowalski, the Board unanimously approved Resolution 09-08-14-01 by roll call vote.

Resolution 09-08-14-02: Extension of Case Aide 2 Position

Harrelson requested Board approval to extend a Case Aide 2 position through December 31, 2014. Discussion was held regarding this request.

On a motion by Kulig, seconded by Murray, the Board unanimously approved Resolution 09-08-14-02 by roll call vote.

Retreat Discussion and Plan

The Executive Committee will meet prior to the October retreat with the facilitator, Carol Brown, to discuss mission, vision, goals and process to evaluate

the Executive Director. Board members are requesting members of the Agency's Core Team and any other key staff members will also be invited to attend the retreat.

Finance Director Report

Goshe reported on the August 2014 Preliminary Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,544,980.47, \$1,704,708.22 in revenue, and \$734,196.28 in expenses with an ending balance of \$6,515,492.41. The ending fund balance reflects 73% or 8.8 months of the 2014 budget.

Goshe explained revenues included levy collection which was 4.9% higher than last year and a Protect Ohio payment was received. Revenues were 11.4% higher. October will have 3 pay periods which will impact revenue.

Since the August Finance Report was not a final report from the Auditor's office, the Board accepted the report as presented and will approve the final report in October.

Finance Committee Report

Kirkendall reported the Finance Committee met on September 4, 2014.

1. The committee reviewed the capital replacement budget regarding the card access system and reviewed three proposals submitted in this process. The Committee recommends to proceed with the Schmidt Security proposal which was rated the highest overall and the lowest in cost at \$14,895.54.

On a motion by Kirkendall, seconded by Kulig, the Board unanimously approved the Finance Committee's recommendation to proceed with the Schmidt Security proposal for the replacement of the card access system.

2. The committee reviewed the purchase of a number of IPAD's for caseworker use starting tentatively in mid-November. It was noted that unbudgeted TANF (Temporary Assistance to Needy Families) funds will provide revenue for the recommendation of 65 IPADS at a cost of \$38,681.50 plus a monthly service fee of \$2,729.35.

On a motion by West-Torrence, seconded by Bessick, the Board unanimously approved the Finance Committee's recommendation to purchase the IPAD's.

3. The committee reviewed a recommendation for increased building space to conduct Family Team Meetings and visitation at 1623 W. Fourth Street, Mansfield, Ohio. This space would be a subleased space at a cost of \$400 per month gross space through December 2014. As of January 1, 2015, the cost will

be \$500 per month and the lease would be month to month. At this point the lease is pending approval from the Prosecutor's office and CORSA with September to be pro-rated.

On a motion by Kowalski, seconded by Bessick, the Board unanimously approved the Finance Committee's recommendation to approve the plan pending approval by the Prosecutor's office and CORSA.

Personnel Committee Report

West-Torrence reported the Personnel Committee met in September to review Personnel Policy Section 4.0 Compensation and a reclassification.

Personnel Policy Reviews

On a motion by West-Torrence, seconded by Bessick, the Board unanimously approved revisions to the following policies:

- POL 4.1 Payroll Deduction
- POL 4.2 Temporary Job Assignment
- POL 4.3 Salary Administration
- POL 4.5 On Call Pay
- POL 4.6 Travel Reimbursement
- POL 4.7 Flexible Scheduling
- POL 4.8 Longevity Payment

POL 4.4 Exempt and Non-Exempt Status will be placed on the October Board meeting agenda for further discussion.

Resolution 09-08-14-03: Reclassification

The committee recommended the reclassification of a Caseworker 3 position to a Family Team Meeting Facilitator position based on Agency need at this time.

On a motion by West-Torrence, seconded by Kulig, the Board unanimously approved Resolution 09-08-14-03 by roll call vote.

Levy Committee Report

Harrelson reported on the annual golf scramble on September 19 at Pebble Creek Golf Club.

Services and Program Report

Kulig reported the Services and Program Committee did not meet since the August Board meeting. The Services and Program Committee will meet on October 13, 2014 at 3:30 at the Agency to discuss a program policy change. The Services and Program Committee will meet on October 30, 2014 at 2:30 at the Agency to discuss the quarterly PQI report.

BILLS

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

EXECUTIVE SESSION

The Board did not convene an Executive Session at this time.

ADJOURNMENT

On a motion by Kirkendall, seconded by Kowalski, the Board moved to adjourn the meeting at 6:50 p.m.

Respectfully Submitted:

Pamela Siegenthaler, Chair

Marsha Coleman, Recording Secretary