

RECORD OF PROCEEDINGS

- Date of Meeting: July 13, 2015
- Members Present: Chair Pamela Siegenthaler, Vice Chair Jim Kulig, Treasurer Robert Kirkendall, Lynn Friebe, Jason Murray (4:33 p.m.), Dr. Michelle Kowalski (4:35 p.m.)
- Members Absent: Secretary Renee Bessick, Stacy Jackson-Johnson, David Leitenberger
- Others Present: Patty Harrelson, Nikki Harless, Marsha Coleman, Kevin Goshe, Recording Secretary Amy Gosser, Dr. Robin Tener, Michael Stoffer
- Others Absent:

The regular monthly Board meeting was held on Monday, July 13, 2015, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:35 p.m. of Board members present and representing a quorum.

On a motion by Murray, seconded by Kulig, 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 May 11, 2015 Board meeting minutes.

MINI-TRAINING

Dr. Robin Tener is the Executive Director of Northeast Ohio Behavioral Health, and also a Community Outreach Coordinator with Akron Children's Hospital. RCCS received an ODJFS Efficiency and Innovation Fund Grant to pay for an employee Organizational Climate and Trauma survey. There were 96 respondents throughout the Agency: 48% were line staff, 19% were Supervisors, 13% were support staff, 13% were other, and 7%

were program directors/other managers. The survey (which consisted of 124 questions) was designed around the concept of “Foundational Factors.” These are factors which are present in any organization, and if these are strengthened the Agency can benefit:

1. Leadership (17 Questions): 74% strongly agree that their Supervisor cares about them as a person. There was an extra section with 8 questions for Supervisors only (NOT Core Team). Workers would like to have more input into elements that are included in Performance Evaluations, so there will be a mini-survey sent out to line staff. The Core Team is in the process of re-designing Performance Evaluations and Quarterly Reviews (to address strengths and weaknesses early so that there are no surprises on the Performance Evaluations).

2. Trust and Respect (10 Questions): Employees feel that they have strengths/skills to bring to their jobs that aren’t being fully recognized. The Core Team will devise a “take away” section for the Core Team Meeting Minutes to include bullet points on the most important things for staff to know.

3. Training and Development (13 Questions): Staff would like more feedback provided regarding training, with regular discussions of progress/professional development. They would also potentially like access to non-OCWTP training classes. The Individual Development Plan (from the ITNA) should help with training tracking.

4. Ability to Adapt (5 Questions): The idea was proposed that something (a brief chart) can be sent out by management regarding what recent decisions have been made and why they were necessary.

5. Succession Planning (3 Questions): The Agency as a whole does not feel that they are negatively impacted by turnover.

6. Communication (10 Questions): Between departments and between teams. The idea of providing mentors for new hires was suggested.

7. Vision (4 Questions): 77% strongly agree or somewhat agree that the Agency is moving in positive directions that make them want to be a part of it.

8. Employee Commitment (11 Questions): Deals with “Compassion Satisfaction,” or the rewards obtained from this type of work and the pride taken by employees. One area to examine is the worker sense of accomplishment, as this can be hard to obtain when working with a challenging family.

9. Employee Health (8 Questions): Deals with “Compassion Fatigue.” Some items addressed include “preoccupation with a case” and feeling “on edge.” In the past, there was no debriefing permitted. There is currently good feedback on the amount of support given, by both coworkers and the Agency (in the form of EAP).

10. Work/Home Balance (7 Questions): The need for separation between work and personal life, as well as flexibility within the organization. One of the strengths listed was the ability to record Comp Time.

11. Rewards and Recognition (12 Questions): Perception of value and positive feelings about colleagues within the organization.

12. Teamwork (10 Questions): This involves a sense of belonging and people helping each other within Departments/Teams. One area to examine is cooperation BETWEEN Departments and Teams.

The Strategic Implementation Team was created to assist in analyzing the results of the survey. This team consists of 21 RCCS employees ranging from 1 year of service to 30 years of service, with a total of 252 years of experience between them. Ground rules for this team include transparency, safety/trustworthiness, peer support, voice & choice, and gender/cultural/historic issues. Their goal is to make decisions for Agency projects designed to change “one small thing.”

CONSENT AGENDA

Executive Director’s Report and Comments

Harrelson reported on the COA process. The Agency has been accredited since 2000. There is concern regarding the cost and time involved. Harrelson spoke to other directors, and some of them are having doubts as well. If we continue the accreditation, we will need to start promoting it more. We already have a process in place to meet their standards now.

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

Executive Committee Report

Finance Director Report

Finance Report

Goshe distributed and reported on the June 2015 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,394,009.45, \$832,501.38 in revenue, and \$682,314.14 in expenses with an ending balance of \$6,544,196.69. The ending fund balance reflects 66.6% or 8.0 months of the 2015 budget.

Goshe provided information on the TPP Replacement Revenue. Total reduction over the next 4 years would be \$228,644.72. We will have to be mindful going forward in the budget to decrease our revenue accordingly. This will also affect how we approach our next levy (whether it will be a replacement or a renewal).

On a motion by Kirkendall, seconded by Kowalski, the Board unanimously accepted the June 2015 Final Financial Report.

Finance Committee Report

The Budget and Finance Committee recommended using Ambry Asphalt Inc. to replace the majority of the damaged concrete areas in the RCCS parking lot with asphalt, not to exceed the budgeted amount of \$20,000.

On a motion by Kirkendall, seconded by Kulig, the Board unanimously accepted the Committee recommendation to use Ambry Asphalt Inc. for necessary parking lot repairs, not to exceed the budgeted amount of \$20,000.

Levy Committee Report

No Report at this time

Personnel Committee Report

The Personnel Committee recommended various changes to several Agency policies. A hard copy of the previously approved Risk Management Plan was handed out to all Board members present.

On a motion by Kowalski, seconded by Friebel, the Board unanimously accepted the Committee recommendation to make the proposed changes to the various policies.

Services and Program Report

No Report at this time. The Services and Program Committee members agreed to meet at 2:30 p.m. on Tuesday, July 21, 2015.

BILLS

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

EXECUTIVE SESSION

The Board did not convene an Executive Session on this date.

ADJOURNMENT

On a motion by Friebel, seconded by Kulig, the Board moved to adjourn the meeting at 6:54 p.m.

Respectfully Submitted:

Pam Siegenthaler, Chair

Amy Gosser, Recording Secretary