

RECORD OF PROCEEDINGS

Date of Meeting: October 13, 2014

Members Present: Chair Pamela Siegenthaler, Vice Chair Dave Leitenberger, Secretary Jim Kulig, Treasurer Robert Kirkendall, Renee Bessick, Deanna West-Torrence, Dr. Michelle Kowalski, Lynn Friebe

Members Absent: Attorney Jason Murray (excused)

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

Others Absent:

The regular monthly Board meeting was held on Monday, October 13, 2014, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:31 p.m. by roll call of Board members present.

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

AGENDA

On a motion by Kowalski, seconded by West-Torrence, the Board unanimously approved the September 8, 2014 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments

Hunnell reported on October activities which included the following:

October 27 Agency Spaghetti Bowl dinner at Mansfield Sr. High School with proceeds going to the school's charities of choice – Dave Thomas Foundation and Richland County United Way.

October 28 Agency participation in the annual Halloween Parade

Harrelson has and will continue to try and meet with Brian Garverick to discuss school issues.

Harrelson also commented on data graphs and emotional maltreatment is 72% down from previous years. This is related to changes with the use of the category as trained.

On a motion by Kirkendall, seconded by Bessick, the Board unanimously accepted the consent agenda.

Executive Committee Report

Nominating Committee Discussion – this committee will need to meet to elect 2015 officers by the November Board meeting and discussion over replacements and expiring terms of Board members. West-Torrence will chair this meeting with Kulig and Leitenberger.

Follow up to Retreat, Evaluation and Discussion – Harrelson provided a summary of changes made to the Agency’s mission and vision statements as well as the guiding principles. The retreat was held on October 11, 2014 and included all Board members and all members of Harrelson’s CORE team. The revised documents will go to the website and annual report. The Executive Committee recommended approval of the following:

MISSION STATEMENT

To lead our community in assuring the safety, well-being and permanency of children at risk of abuse and neglect.

On a motion by Kulig, seconded by Bessick, the Board unanimously accepted the revised Agency mission statement.

VISION STATEMENT

We envision:

- ❖ The community invests in the future of its children by providing opportunities to develop their social, emotional, physical, cognitive and cultural skills;
- ❖ Every child has a permanent, emotionally and economically stable family;
- ❖ The community values and supports the work of RCCS through its funding, provision of board leadership, and excellence in county governance.
- ❖ A committed staff that is supported by the Board and the community.

On a motion by Friebe, seconded by Kowalski, the Board unanimously accepted the revised Agency vision statement.

GUIDING PRINCIPLES:

Respect for Families: Everyone has a right to be treated with respect regardless of the circumstances that may bring them to our attention.

Safety: The primary goal of our work is child safety;

We Value our Employees: The safety, knowledge, skill, support and accountability of our team members is critical to our mission;

Focus on Underlying or Root Cause: Determining underlying reasons for the behavior which places children at risk of abuse or neglect is necessary to assist parents in changing these behaviors;

Focus on Behavior: Behaviors which place children at risk of abuse or neglect or which caused abuse or neglect must change for children to be safe.

Permanency: A safe and permanent home is a birthright of every child.

Focus on the Best Child Welfare Practices: We strive to use proven and tested state-of-the-art approaches and knowledge to guide our work with a constant emphasis on continual program quality improvement.

Planning and Accountability: Planning the most timely and efficient way to protect children is by design. We plan achievable goals and hold families, service providers and ourselves accountable for the outcomes.

Communication and Collaboration: Open, continual, productive communication, internally and externally, increases collaboration which supports the success of all social service providers in Richland County in protecting children from maltreatment.

We Never Give Up: Families and their children are important to our community and therefore we will never stop working in service to them;

Transparency: We believe transparency is important in all of our operations where the public has a right to know and understand what we do;

Professionalism and Ethical Practice: We hold to the ethical principles of the National Association of Social Workers (NASW) and believe that professional conduct is expected from every employee;

Fiscal Responsibility: We believe in the importance of being a fiscally sound and responsible organization that manages its resources for this and future generations.

We are a Learning Organization: We work to build a culture encouraging and supporting continuous employee training, critical thinking and risk taking with new ideas and we allow mistakes and value employee contributions. We improve with experience and experimentation and spread new knowledge over the organization for use in daily operations.

Prevention: Prevention of child maltreatment is the responsibility of the entire community. We see ourselves as leaders in these efforts.

On a motion by West-Torrence, seconded by Friebel, the Board unanimously accepted the revised Agency Guiding Principles.

Strategic Goals: 2015-2020

1. Children served by RCCS experience safety, stability permanency and well-being;
2. RCCS recruits and maintains a competent, stable, efficient, effective workforce including foster parents and volunteers;
3. RCCS operates in a fiscally sound, stable, accountable and transparent manner;
4. RCCS achieves, maintains, and nurtures productive stable and lasting partnerships with RC community and relevant child serving systems;
5. RCCS uses a system of Performance and Quality Improvement (PQI) in all programs and services.

On a motion by Kulig, seconded by Bessick, the Board unanimously approved the 2015-2020 Strategic Goals.

Finance Director Report

Finance Report

Goshe reported on the August 2014 Final 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. There were no changes made from the Preliminary Report discussed at the September Board meeting.

On a motion by Kirkendall, seconded by Kowalski, the Board unanimously approved the August 2014 Final Financial Report.

Goshe reported on the September 2014 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,515,492.41, \$364,496.26 in revenue, and \$741,054.00 in expenses with an ending balance of

\$6,138,934.67. The ending fund balance reflects 68% or 8.2 months of the 2014 budget.

Goshe provided discussion regarding October being a three pay month so expenses will be higher next month. The ProtectOhio payment was not received in September but will go on the October report. The Job and Family Services TANF (Temporary Assistance to Needy Families) payment will be received in October which was more than budgeted.

On a motion by Kirkendall, seconded by Leitenberger, the Board unanimously approved the September 2014 Final Financial Report.

Brief Overview of Budget Planning

Goshe provided a timetable for the 2015 budget process. The health insurance numbers and possible proposed budget will come to the November Board meeting. The whole budget has to be approved by the December Board meeting. Goshe proposed one Finance Committee meeting in October and one prior to the November Board meeting. Health insurance should not be significant to impact the budget this year.

Finance Committee Report

Kirkendall reported the Finance Committee will meet in October.

Personnel Committee Report

West-Torrence reported the Personnel Committee met on October 8, 2014 to review and recommend the approval of the following policies:

- POL 4.4 Exempt and Non-Exempt*
- POL 4.5 On Call Pay*
- POL 5.3 Holiday*
- POL 8.10 Computer and Telecommunication Use*
- POL 8.19 Information Security*
- POL 9.4 Agency Mobile Device Equipment Responsibility*

On a motion by West-Torrence, seconded by Kulig, the Board unanimously approved the policies as presented and recommended by the Personnel Committee.

Levy Committee Report

Recent Fundraising Report – Harrelson reported the Golf Scramble raised \$7,012 from this event. The balance to the levy fund is approximately \$19,000. Thanks to Kowalski for chairing this committee.

Services and Program Report

Kulig reported on Services and Program Committee meeting held today, October 13, 2014, to discuss one policy revision and recommended approval for the following:

POL 14.5 Team Decision Making Policy

On a motion by Kulig, seconded by Kowalski, the Board unanimously approved the recommendation from Services and Program Committee .

BILLS

Payment of Agency Bills - On a motion by Friebel, 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 Friebel, seconded by Kirkendall, the Board moved to adjourn the meeting at 6:08 p.m.

Respectfully Submitted:

Pamela Siegenthaler, Chair

Marsha Coleman, Recording Secretary