

## RECORD OF PROCEEDINGS

Date of Meeting: March 12, 2012

Members Present: Chair Nancy Joyce, Vice Chair Dean Wells, Secretary Dr. Colleen McKinney, Treasurer Dave Metzger, Jon Bell, Dave Leitenberger, Ivy Amos, Carol Payton, Dr. Michelle Kowalski, Beth Price, Jim Kulig

Members Absent: Robert Konstam, Pam Siegenthaler

Others Present: Randy Parker, Nikki Harless, Marsha Coleman, Elayna Rizer, Kevin Goshe, Lori Feeney, Kristina Schultz, Kevin Wharton, Carl Hunnell, Scott Basilone, Tim Harless, Edith Gilliland, Ken Zahn, Cathy Goldman.

Others Absent: None

The regular monthly Board meeting was held on Monday, March 12, 2012, in the Board Conference Room at Richland County Children Services Board. Chair Nancy Joyce called the meeting to order at 4:37 p.m. On a motion by McKinney, seconded by Metzger, the board unanimously accepted and approved the agenda as it was provided.

### A. OLD BUSINESS

On a motion by Wells, seconded by McKinney, the Board unanimously approved the following: the February Board minutes, and the Special Board Meeting Minutes from January 24, 2012.

### B. NEW BOARD BUSINESS

**Budget and Finance Committee Report** – Treasurer Dave Metzger delivered the committee report to the full board. Metzger noted that the first issue discussed by the committee was the RCCSB building, and indicated that the bonds will be paid in full by the end of December 2012. The issue is who will hold the building as an asset—RCCSB or the County Commissioners. Metzger indicated that there is precedent set in the prior sale of the group homes, in which the proceeds of those sales went to RCCSB. Executive Director Parker will set up a meeting with the Commissioners to discuss this issue.

Metzger indicated that the second issue discussed by the committee was the procurement of vehicles for the agency. He indicated that from a safety standpoint, having a fleet of cars is better than individual social workers driving their personal vehicles. Metzger stated that there are two issues that the Board needs to vote on—authorizing agency administration to auction the current vehicles via govdeals.com, and authorizing agency administration to advertise for bids and open the bids publicly for purchase of new vehicles.

The last issue discussed by the committee was the procurement of a generator for the building. There is a potential conflict of interest by having a potential bidder write the specifications because this may prevent the individual from bidding on it at a later date. Goshe will contact Chuck Minnich, the Richland County Maintenance Supervisor to seek assistance.

**Resolution 03-12-12-01** – On a motion for acceptance of Resolution 03-12-12-01 by Bell, seconded by Metzger,

the Board voted by roll call as follows: Amos, “yes”; Bell, “yes”; Joyce, “yes”; Kowalski, (absent for roll call); Kulig, “yes”; Leitenberger, “yes”; McKinney, “yes”; Metzger, “yes”; Payton, “yes”; Price, “yes” and Wells, “yes”.

**Resolution 03-12-12-02** - On a motion for acceptance of Resolution 03-12-12-02 by McKinney, seconded by Amos, the Board voted by roll call as follows: Amos, “yes”; Bell, “yes”; Joyce, “yes”; Kowalski, (absent for roll call); Kulig, “yes”; Leitenberger, “yes”; McKinney, “yes”; Metzger, “yes”; Payton, “yes”; Price, “yes” and Wells, “yes”.

**Personnel Committee Report** – Personnel Committee Chair Ivy Amos indicated that the committee reviewed approximately 30 (39) policies that were both personnel and program related policies. Rizer, Feeney, Coleman, and Harless presented the policies to the Committee for approval. Amos inquired if any Board members had questions regarding these policies and the proposed changes. There were no questions. On a motion by Amos, the Board unanimously approved the recommended policy revisions.

**Services and Programs Committee Report** – Chair Joyce advised that the committee briefly reviewed the 3<sup>rd</sup> and 4<sup>th</sup> quarter outcomes for the 2011 Tactical Plan. She further explained that the proposed 2012 Tactical Plan is part of the 2011-2015 Strategic Plan. The Key Success Areas remain the same throughout the life of the five year plan, but the goals and action steps may be adjusted on an annual basis to ensure that the agency is meeting its desired objectives. Chair Joyce reviewed the main areas of focus for 2012. For “Building/Grounds”, the agency will focus on restroom renovation, driveway resurfacing, speed bump replacements, and retiring current agency vehicles and purchasing new vehicles. For “Personnel”, the agency will develop and implement an Orientation Manual for Supervisory staff and provide outcome based leadership skills training to Supervisors. The agency will also promote staff growth through the Technology, Performance and Quality Improvement, Safety and Staff Enrichment Committees by having those committees identify areas in need of improvement, define a mission, and develop a plan. A standardized interview process for social workers will also be continuously developed using competency based questions. For “Finance”, the agency will strategize and assess the viability of renewal and/or replacement levies by touring the county with the agency’s Annual Report, analyzing voting trends from the last levy campaign, and analyzing voter turnout in 2011. For “Intake Enhancement”, the agency will strategize and assess the viability of expanding Alternative Response through implementing a unit comprised of five Alternative Response workers. A plan for post-randomization will be in place by June 2012. For “Program”, the Agency will have an enhanced Kinship program for families to ensure they are receiving identified community resources and incentive payments by December 2012. On a motion by Price, the Board unanimously approved the 2012 Tactical Plan.

## **C. NEW AGENCY BUSINESS**

**2012 Multi-Pronged Marketing Plan** – Schultz provided an overview of the agency’s 2012 Multi-Pronged Marketing Plan. The Plan focuses on eight areas that essentially make up who we are and what we do. The eight areas are Community Relations, Agency History, Differential Response, Ongoing Services, Kinship, Foster Care and Adoption, Contracts, and Employees and Board Members. The plan focuses on outlining those eight areas, and then provides an overview of effective strategies to market who we are and what we do. Parker asked for feedback from the Board regarding the marketing plan for 2012. Kulig noted that the best marketing plan is to be responsive to the public at large. Parker stated that the unfortunate part is that the things we have to discuss with clients when we first knock on their door after receiving a referral related to child abuse and/or neglect are not pleasant. Despite this fact, people have not complained about being treated poorly by staff at RCCSB. Joyce noted that she believed that providing services to families to keep them together has been the agency’s greatest accomplishment in the past 8 or 9 years.

**2011 Annual Report** – Hunnell went through the agency’s 2011 Annual Report. He explained that it comports with the 8 prongs of the Multi-Pronged Marketing Plan. Payton noted one typographical error on the final page of the report under the agency employee milestone section. Hunnell advised that he would make that correction. Hunnell further advised that he would send out an example of our master mailing list to demonstrate just how many people receive a copy of the report. On a motion by Bell, seconded by McKinney, the Board unanimously approved the 2011 Annual Report.

**CPOE Stage 8 Report Summary** – Parker read through the Memorandum explaining the CPOE Stage 8 Report Summary. He explained that this was one piece of our performance and quality improvement process. Parker noted that Richland County Children Services was one of two county agencies in CPOE Stage 7 that did not have to do a quality improvement plan. All areas that the agency was evaluated on were substantially achieved. One area was partially achieved. The Board congratulated the administrators and staff. Kulig suggested that the Board read a resolution at the April meeting recognizing the accomplishments of everyone who works at the agency.

**Monthly Statistics** – Wharton explained that there were 234 intakes for the month of February. Basilone noted that the Ongoing Services Division was excited about the addition of the new unit, and that this new unit was focusing on specific cases with past history. Feeney noted that an additional social worker from another ongoing unit was going to be added to the Kinship unit. This would allow them to expand the number of cases within the Kinship unit by 20 cases.

**Communications Report** - Hunnell noted the upcoming events, including Breakfast with the Easter Bunny on March 24, the Focus on North Central Ohio show taping on March 26, Pinwheels proclamation by the Richland County commissioners on April 3, Pinwheels for Prevention planting at YMCA on April 4, Pinwheels for Prevention dedication ceremony, on April 5, Wear Blue 2 Work Day, on April 11, 24-hour Swim/Bike/Run, on April 13-14, and the Minority Health Fair on April 28. Hunnell asked that the Board participate in these events. Hunnell also noted the updates that were made to the agency’s Web site, including the addition of the dates and times for all regular Board meetings and Board committee meetings to the site calendar.

**Adoption Subsidy Report** – Goshe reported that at the end of February there were 257 children receiving subsidies. The total subsidy cost was \$90,765.75. The Agency’s responsibility was \$12,462.00 which represents 13.7% of the total payout. These figures include 228 IV-E children and 29 children with SAMS.

**Financial Update** - Goshe presented the fiscal summaries for February 2012, which included revenue of \$602,408. Expenditures for the month were \$645,117. The reserve balance is \$5,583,977, which is 56.8% of the annual 2012 budget.

**Personnel Actions** – Rizer reported that there was one new hire for the month of February. Rizer also noted that there was one resignation in February.

**Employee Training** – Rizer reported that there were five trainings in the month of February, one of which was held at the Agency. Rizer explained that approximately 40% of all trainings attended by Agency staff were held at the Agency.

## **D. BILLS**

**Payment of Agency Bills** – On a motion by Metzger, seconded by McKinney, the Board unanimously approved

the payment of the Agency bills.

**E. EXECUTIVE SESSION**

At 6:30 p.m., Chair Joyce recommended going into Executive Session. On a motion by Amos, seconded by McKinney, the Board voted unanimously to go into Executive Session to discuss security matters by a roll call vote. At that time each Board member responded as follows: Amos, “yes”; Bell, “yes”; Joyce, “yes”; Kowalski, “yes”; Kulig, “yes”; Leitenberger, “yes”; Metzger, “yes”; McKinney, “yes”; Payton, “yes”; Price, “yes”; and Wells, “yes”.

The Board returned to open session at 7:31 p.m.

Board members explained that they preferred that Agency’s in house attorneys make the changes to the Video Surveillance Policy. The members also requested that the Agency’s in house attorneys work on an appeal currently pending in the Fifth District Court of Appeals.

**F. ADJOURNMENT**

On a motion by Wells, seconded by McKinney, the Board moved to adjourn the meeting at 7:33 p.m.

Respectfully Submitted:

\_\_\_\_\_ Dean Wells, Vice Chair

\_\_\_\_\_ Kristi Schultz, Recording Secretary