

RECORD OF PROCEEDINGS

Date of Meeting: January 9, 2017

Members Present: Chair Renee Bessick, Vice Chair Jim Kulig, Treasurer Jason Murray, Secretary Pam Siegenthaler, Richard Grega, Deanna West-Torrence, Stacy Jackson-Johnson, Dr. Michelle Kowalski (3:50 p.m.)

Members Excused: Lynn Friebel

Members Absent:

Others Present: Patty Harrelson, Nikki Harless, Kevin Goshe, Chris Zuercher, Recording Secretary Amy Gosser

Others Absent:

The regular monthly Board meeting was held on Monday, January 9, 2017, in the Board Conference Room at Richland County Children Services Board. Chair Bessick called the meeting to order at 3:37 p.m. of Board members present and representing a quorum.

WELCOME

Bessick and the rest of the RCCS Board members in attendance welcomed Deanna West-Torrence back to the Board.

AGENDA

All items requiring a majority vote (Resolution 01-09-17-01, Personnel Manual approval, and payment of Agency bills) were moved to the front of the agenda (due to several members having to leave early).

On a motion by Grega, seconded by Siegenthaler, the Board unanimously approved the revised agenda by all Board members in attendance.

RESOLUTION

Resolution 01-09-17-01 authorizes certain Agency staff to sign various documents for submission to the County Auditor for purposes such as bill paying, payroll, etc.

On a motion by Siegenthaler, seconded by Kulig, the Board unanimously approved Resolution 01-09-17-01 by roll call vote and signature.

PERSONNEL MANUAL

Several corrections and amendments were recommended by the Board. Grega noticed some wording issues that Zuercher will fix. Siegenthaler asked Zuercher to add interns to the Confidentiality section, and to add wording under Section 14.4 (Equipment) clarifying that only employees are allowed to use Agency-issued equipment. Kulig recommended omitting the part in Section 8.2 (Conflict of Interest) that mentions the Board, as this would not be appropriate or even necessary in a manual addressing matters concerning Agency personnel.

On a motion by Siegenthaler, seconded by Jackson-Johnson, the Board unanimously approved the Personnel Manual as revised and with all corrections and recommendations discussed at this meeting.

BILLS

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

MINUTES

On a motion by Siegenthaler, seconded by Jackson-Johnson, the Board unanimously approved the December 12, 2016 Board meeting minutes.

EXECUTIVE DIRECTOR'S REPORT

Executive Director's Report and Comments

Harrelson reported on the Community Stakeholder survey. We could do this in September 2017; it is a big undertaking. This matter was referred to the Services and Program Committee for further discussion at their upcoming meeting on February 1, 2017. Harrelson will talk to the Commissioners about possibly renting space over at the JFS CSEA building. Kulig stated that many families whom we have dealings with might associate a negative connotation with having to go to that building. Siegenthaler reminded everyone that the New Store also helped with the Christmas gift program at Crossroads, and that they also help in many other ways throughout the community.

On a motion by Kowalski, seconded by West-Torrence, the Board unanimously accepted the Executive Director's report.

Nominating Committee Report

2017 Board Committees:

The 2017 Board Committee members as proposed would be:

- Executive: Chair Renee Bessick, Jim Kulig, Pam Siegenthaler, Jason Murray, and Richard Grega;
- Services & Program: Chair Jim Kulig, Michelle Kowalski, and Richard Grega;
- Personnel: Chair Richard Grega, Pam Siegenthaler, Jason Murray, and Stacy Jackson-Johnson;
- Finance: Chair Jason Murray, Lynn Friebel, and Deanna West-Torrence

On a motion by Grega, seconded by Jackson-Johnson, the Board unanimously approved the 2017 Board committees as proposed.

Executive Committee Report

No report at this time.

Finance Director Report

Finance Report

Goshe distributed and reported on the December 2016 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,147,206.16, \$661,503.33 in revenue, and \$804,414.32 in expenses with an ending balance of \$7,004,295.17. The ending fund balance reflects 70.3% or 8.4 months of the 2016 budget.

Goshe provided information on total revenue for 2016. At \$10,030,523.39, this was 2.8% higher than budgeted. Purchased Services was the only expense line that was higher than budgeted (due to carryover from the Innovation and Efficiency Grant). The interior remodeling project is almost finished; there is only one door that still needs some hardware in order to be completed.

On a motion by Kulig, seconded by West-Torrence, the Board unanimously accepted the December 2016 Final Financial Report.

Finance Committee Report

No report at this time.

Levy Committee Report

No report at this time.

Personnel Committee Report

No report at this time.

Services and Program Report

No report at this time. The next meeting will be held on February 1st at 1:30.

Executive Session

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

ADJOURNMENT

On a motion by Kulig, seconded by Grega, the Board moved to adjourn the meeting at 4:24 p.m.

Respectfully Submitted:

Renee Bessick, Chair

Amy Gosser, Recording Secretary