

## **RECORD OF PROCEEDINGS**

Date of Meeting: March 13, 2017

Members Present: Chair Renee Bessick, Vice Chair Jim Kulig, Treasurer Jason Murray, Richard Grega, Stacy Jackson-Johnson, Lynn Friebel, Deanna West-Torrence

Members Excused: Secretary Pam Siegenthaler, Dr. Michelle Kowalski

Members Absent:

Others Present: Patty Harrelson, Nikki Harless, Kevin Goshe, Chris Zuercher, Recording Secretary Amy Gosser, Tiffany Rouse, Amy Gundrum (4:05 p.m.)

Others Absent:

The regular monthly Board meeting was held on Monday, March 13, 2017, in the Board Conference Room at Richland County Children Services Board. Chair Bessick called the meeting to order at 3:32 p.m. of Board members present and representing a quorum.

### **AGENDA**

On a motion by Jackson-Johnson, seconded by Grega, the Board unanimously approved the proposed agenda by all Board members in attendance.

### **MINUTES**

On a motion by Friebel, seconded by Kulig, the Board unanimously approved the February 13, 2017, Board meeting minutes.

### **EXECUTIVE DIRECTOR'S REPORT**

#### **Executive Director's Report and Comments**

Harrelson and the Board reviewed the 2016 Annual Report. Kulig expressed appreciation for all of Harrelson's statements within that document (especially those contained within her section as Executive Director), and he believes that this is the best Annual Report that the Agency has produced to date. The information on page 6 was also given to Representative Mark Romanchuk when he visited the Agency on February 17th.

Harrelson met with new Commissioner Darrell Banks and gave him a tour of the building. Harrelson will be going to a Commissioner's meeting in April (along with Tim Harless and Carl Hunnell) in order to discuss the annual proclamations for Child Abuse Prevention month. Hunnell is going to start sharing his services with Allen County. He will help them with managing their website and other social media accounts, which will take up about 25% of his time. As of today, we now have 500 likes on the Agency Facebook page. Kulig wanted to congratulate staff on responding to Supervisor directives and achieving the Agency's target percentage for Assessment Timeliness. Regarding the visitation space issue, the vacant area at CSEA is not ideal, and so Harrelson is still exploring other options (including propositions from the Board of the office building across from the Health Department and the hospital-owned home on the corner of Marion and Trimble). Goshe will reach out to the respective building owners to see how much it would cost to buy, lease, and/or renovate these existing structures.

On a motion by Kulig, seconded by Grega, the Board unanimously accepted the Executive Director's report.

### **Executive Committee Report**

No report at this time.

### **Finance Director Report**

#### **Finance Report**

Goshe distributed and reported on the February 2017 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,581,262.76, \$685,146.25 in revenue, and \$675,642.22 in expenses with an ending balance of \$6,590,766.79. The ending fund balance reflects 67.0% or 8.0 months of the 2017 budget.

Goshe provided information on revenue. We are about 5.8% below budget right now (which is typical for this time of year). We received our normal ProtectOHIO payment in addition to another payment that we were owed from the last Federal fiscal year. The latter funds were given to the Agency under the new matching rules (even though they were originally promised to us under the previous agreement), so we may have to give the money back if we do not use it. West-Torrence asked about the Kinship Permanency Incentive expenses. Starting July 1<sup>st</sup>, the payments will be issued directly to the families from the State. We will no longer incur those expenditures but we will also not receive that revenue, so this has no impact on the Agency financially.

On a motion by Murray, seconded by Jackson-Johnson, the Board unanimously accepted the February 2017 Final Financial Report.

## **Retention Schedule**

Goshe explained the changes to the retention schedule. The phrase “Agency building security” was added to schedule numbers 07-00214 and 07-00215 in order to differentiate them from the video equipment utilized in the Forensic Interviewing center at Ohio Health. Incidents and interviews are both burnt onto DVDs, with interviews maintained indefinitely in the case files. One change was recommended by the Board (the addition of the phrase “as determined by the Executive Director” to applicable sections).

On a motion by Friebel, seconded by Kulig, the Board unanimously accepted the proposed revisions with suggested changes to the retention schedule.

## **NEW HIRE INTRODUCTION**

Zuercher introduced caseworker Amy Gundrum, who was recently rehired by the Agency following a brief absence. She has her Master’s degree in Social Work from OSU. The Board introduced themselves and welcomed Gundrum back to the Agency. Gundrum left the meeting after introductions had concluded.

## **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.

## **BILLS**

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

## **EXECUTIVE SESSION**

At 4:08 p.m., Chair Bessick recommended an Executive Session. On a motion by Grega, seconded by Jackson-Johnson, the Board voted unanimously to move into Executive Session in order to consider the employment, dismissal, discipline, and/or demotion of a public employee by roll call vote. At that time, each Board member responded as follows: Kulig, “yes”; Bessick, “yes”; Jackson-Johnson, “yes”; West-Torrence, “yes”; Friebel, “yes”; Grega, “yes”; and Murray, “yes”. The Board asked Harrelson, Zuercher, and Harless to stay.

On a motion by Jackson-Johnson, seconded by Grega, the Board voted unanimously to return to open session at 4:32 p.m.

## **ADJOURNMENT**

On a motion by Friebel, seconded by Grega, the Board moved to adjourn the meeting at 4:33 p.m.

Respectfully Submitted:

Renee Bessick, Chair

Amy Gosser, Recording Secretary