

RECORD OF PROCEEDINGS

Date of Meeting: January 13, 2014

Members Present: Chair Pamela Siegenthaler, Vice Chair Dave Leitenberger, Treasurer Robert Kirkendall, Secretary Jim Kulig, Renee Bessick, Attorney Jason Murray, Deanna West-Torrence

Members Absent: Dr. Michelle Kowalski

Others Present: Patty Harrelson, Nikki Harless, Marsha Coleman, Kevin Goshe, Carl Hunnell, Mansfield News Journal, WMFD, The Source

Others Absent:

The regular monthly Board meeting was held on Monday, January 13, 2014, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:40 p.m. by roll call of Board members present.

On January 12, 2014, Chair Siegenthaler received an email from Monica Cirata announcing her resignation as a Board member effective immediately. On a motion by Leitenberger, seconded by Murray, the Board unanimously and with regret accepted the resignation of Monica Cirata. The Executive Committee will meet to identify a potential Board candidate to recommend to the County Commissioners. A letter will be sent to Cirata to recognize and thank her for her service as a Board member.

On a motion by Kulig, seconded by West-Torrence, the Board unanimously approved the proposed agenda with the addition of the conflict of interest signature page submission by all Board members in attendance.

AGENDA

On a motion by Leitenberger, seconded by Kirkendall, the Board unanimously approved the December 9, 2013 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments – Siegenthaler went over the meaning of the consent agenda for new Board members. Harrelson explained the CARE team (Community Awareness Resource and Engagement) that will be forming this year to provide a resource to the community and will meet quarterly. More of this new team will be presented for discussion at the January Board retreat on January 25.

Harrelson explained her meeting with Mr. Chamberlin, CEO of Med Central and the explanation of the SANE program. Harrelson also discussed her meeting with Drs. Herringhaus and Dr. Burns regarding the discontinuation of their contracts per the recommendation from the Auditor's most recent audit. Both of these providers of dental and medical care for children in custody will continue but the retainers for service will not continue. It was also noted that the Auditor's report has not been received but the Agency has fixed the issue.

Harrelson explained the proposed changes in the staff performance evaluation format which will start with the CORE team and upper level management staff.

On a motion by Kulig, seconded by Murray, the Board unanimously approved the consent agenda as written for this meeting.

Finance Director Report – Goshe distributed the November 2013 Final Report which did not have changes from the Preliminary November 2013 report discussed at the December Board meeting. The fund balance increased to \$514,752.19 which is 5.9% of the 2013 budget or 7.2 months of the 2013 budget.

On a motion by Bessick, seconded by Kirkendall, the Board unanimously approved the Final November 2013 Financial report.

Goshe commented on the preliminary and final reports are starting to stabilize as reflected by no changes in both reports.

Goshe discussed the December 2013 Preliminary Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,124,536.96, \$877,965.71 in revenue, and \$649,537.45 in expenses with an ending balance of \$5,352,965.22. The ending fund balance reflects 62.5% or 7.5 months of the 2013 budget. The December final report will not be ready from the Auditor's office until later this month. The Finance Committee will meet with Goshe to discuss the finance reports as they relate to the Auditor's office and the timetable for 2014. The Finance Committee will come to the February Board meeting with a recommendation.

Executive Committee Report – This committee reported on the following:

- **2013 Board Self-Assessment** – This document will be used at the January Board retreat along with the mission statement to start the strategic planning process. The Board would also like a breakdown of the scores by section in the self assessment document which will be sent to all Board members prior to the retreat.
- Board members completed their biography and demographics as well as signed their Conflict of Interest statement.

- **2014 Board Committees** – The Executive Committee was asked to look at the Executive Director’s evaluation process and be able to give a recommendation at the February or March Board meeting. 2014 Board Committees will be selected at the January Board Retreat.

Personnel Committee Report – This committee has not met within the last month and did not have a report to the Board.

Levy Committee Report – This committee met and reported on the recognition of the levy co-chairs. Donations in the amount of \$100 each were made to the Friendly House for Doug Castle and the Children’s Cupboard Southside Outreach for Brigette Coles.

Finance Committee Report – This committee has not met within the last month and did not have a report to the Board. The Finance Committee will meet prior to the February Board meeting.

Services and Program – This committee has not met within the last month and did not have a report to the Board.

BILLS

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

EXECUTIVE SESSION

At 6:06 p.m., Chair Siegenthaler recommended going into Executive Session. On a motion by Kulig, seconded by West-Torrence, the Board voted unanimously to move into Executive Session to discuss personnel matters of separation, termination, promotion and/or demotion by roll call vote. At that time, each Board member responded as follows: Kulig, “yes”; Kirkendall, “yes”; Siegenthaler, “yes”; Leitenberger, “yes”; Bessick, “yes”; and West-Torrence, “yes”. The Board asked Harrelson, Coleman and Harless to stay for Executive Session.

On a motion by West-Torrence, seconded by Bessick, the Board returned to open session at 6:45 p.m.

A review of the Bridge The Gap program related to risk management will start with the Executive Committee. Harrelson will be looking at the history of this service as well as current community resources that would cover this service.

ADJOURNMENT

On a motion by Kirkendall, seconded by West-Torrence, the Board moved to adjourn the meeting at 7:03 p.m.

Respectfully Submitted:

Pamela Siegenthaler, Chair

Marsha Coleman, Recording Secretary