

RECORD OF PROCEEDINGS

Date of Meeting: January 14, 2013

Members Present: Chair Robert Konstam, Vice Chair Dean Wells, Treasurer Dr. Michelle Kowalski, Secretary Jim Kulig, Dave Leitenberger, Pam Siegenthaler, Cheryl Carter, Monica Cirata, Robert Kirkendall

Members Absent: None

Others Present: Nikki Harless, Marsha Coleman, Elayna Rizor, Carl Hunnell, Kevin Goshe

Others Absent: None

The regular monthly Board meeting was held on Monday, January 14, 2013, in the Board Conference Room at Richland County Children Services Board. Chair Konstam called the meeting to order at 4:35 p.m. by roll call of Board members present.

AGENDA

On a motion by Siegenthaler, seconded by Wells, the Board unanimously approved the December 10, 2012 Board meeting minutes as amended.

Rizor was recognized for obtaining her Senior Professional Human Resources certificate.

Konstam recognized and introduced new Board members Monica Cirata, Robert Kirkendall and Cheryl Carter.

CONSENT AGENDA

Director's Report – Harless responded to questions from the Director's Report on the MedCentral meeting, Intimate Partner Violence training, and statistical charts. Harless also reported that of the 62 children in substitute care, this reflects only 32 families.

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

COA Letter – Coleman informed the Board on passing reaccreditation and recognized the hard work completed in order to achieve this accomplishment.

Visitation Area – Harless reported that Kowalski and Volunteer Coordinator, Kindinger are starting a committee renovating three visitation rooms for parents to visit their children. Kowalski reported the rooms are in process of getting “refreshed” with the

donation of a couch, toybox, changing table and repainting. Kowalski would like to consider off site visitation but will look at this as a future possibility. On a motion by Siegenthaler, seconded by Kulig, the Board supports the efforts of Kowalski on freshening the visitation area.

Bus Advertisements – Harless reported on the status of the bus advertisements. In 2012 the bus ads focused on general information of the agency such as telephone number on 2-3 buses at a cost of \$1,400 for the year. Also in 2012, foster parent recruitment was featured on the buses as well as billboards.

Finance Director Report – Goshe reported on the revenue and expenditures for December, which included a beginning balance of \$4,852,241.13, \$613,228.91 in revenue, and \$855,685.27 in expenses with an ending balance of \$4,609,784.77. Goshe reported a payment of \$540,930.48 should have been received in 2012 but arrived in January. This will inflate 2013 end balance value at the end unless the end of the year payment comes in 2014.

On a motion by Siegenthaler, seconded by Kowalski, the Board unanimously approved the budget report.

Resolution 1-14-13-01 – On a motion by Siegenthaler, seconded by Kulig, the Board unanimously approved payroll authorization and the point of contact for the Auditor's office

Executive Committee Report

Code of Regulations – Konstam reported on changes made to the Code of Regulations to reflect a 9 member Board and a quorum as a meeting of the majority of Board members.

On a motion by Kulig, seconded by Cirata, the Board unanimously approved the changes to the Code of Regulations.

2013 Committee Assignments – Konstam shared the committee assignments and reminded the need of each committee to meet prior to the February Board meeting.

Board Member Awards – Konstam reported on the six Board members who have left the Board as of December 31 and the recognition plan to present them with a plaque for their service. Harless will call each past Board member to be recognized and set the time and date to coincide with a Friday morning Administrative meeting.

2012 Client Grievance Report – Coleman reported on the 2012 client grievances which were 38% less than those received in 2011. Coleman attributed this to the improved communication between workers and clients and explaining the client rights at the point of engagement with the family.

2013 PQI Plan – Coleman reported on the minor changes to the 2013 Program Quality Improvement Plan which included the mission and vision statement. The mission statement was reviewed by staff and a recommendation was made to change the word “Join” to “Partner” with the people of Richland County to provide the services necessary to protect children, strengthen families and promote well being”.

On a motion by Siegenthaler, seconded by Leitenberger, the Board unanimously approved the Agency’s Mission and Vision statement with one revision.

On a motion by Carter, seconded by Kowalski, the Board unanimously approved the 2013 Program Quality Improvement Plan.

2012 Retention Report – Rizer reported on the 2012 staff retention report which included 10 caseworkers, 2 case aides, 1 attorney and 1 Executive Director. There were only 4 exit interviews due to policy change but was rescinded and will continue in 2013. Rizer advised that the national turnover rate for child welfare is 30-40% and Richland is 12%.

Nominating Committee Report

2013 Election of Officers – Konstam reported on the election of 2013 Board Officers which includes Robert Konstam as Board Chair, Dean Wells as Board Vice Chair, Board Treasurer as Dr. Michelle Kowalski, and Board Secretary as Jim Kulig.

On a motion by Siegenthaler, seconded by Wells, the Board unanimously approved the 2013 Board Officers.

On a motion by Wells, seconded by Kirkendall, the Board unanimously approved the 2013 Board Committees. All Board Chairs need to set meetings during February. Harless will contact all Chairs to set the dates.

Personnel Committee Report – This report will be discussed during Executive Session meeting.

Levy Committee – Kowalski reported on the meeting between Tom Brennan at the News Journal and Harless, Kowalski and Konstam. Brennan was responsive to improving communication and involving the Board. The choice of a 1.75 versus a 2.0 mill levy is before the Board for November 2013. A decision needs a resolution at the February or March Board meeting – February is preferred. The Agency needs to concentrate on many positive press stories during 2013. A Levy Committee meeting needs to be set prior to February Board meeting.

Finance Committee Report – No Report

Services and Program – The Services and Program Committee will meet prior to February Board meeting to go over the 2013 Tactical Plan, 4th Quarter PQI Report and the 2013 Risk Management Plan.

AdHoc Committee Report

Data Committee – Kulig reported on the meeting held January 10, 2013. During this meeting the December 2012 graphs were reviewed and several revisions were made. These will be part of the consent agenda and Executive Director report. There was discussion on the number of unduplicated reports and how these numbers need further discussion for levy purposes. The Data Committee has completed its charge at this point and will not be meeting unless there is an identified need in the future. The Board recognized and appreciated the work set forth by the Data Committee.

On a motion by Wells, seconded by Kowalski, the Board accepted the Data Committee’s recommendations.

BILLS

Payment of Agency Bills - On a motion by Siegenthaler, seconded by Carter, the Board unanimously approved payment of the Agency bills.

EXECUTIVE SESSION

At 6:52 p.m., Chair Konstam recommended going into Executive Session. On a motion by Siegenthaler, seconded by Cirata, the Board voted unanimously to move into Executive Session to discuss disciplinary and personnel matters by roll call vote. At that time, each Board member responded as follows: Wells, “yes”; Cirata, “yes”; Konstam, “yes”; Leitenberger, “yes”; Kirkendall, “yes”; Kulig, “yes”; Carter, “yes”; Siegenthaler, “yes”; and Kowalski “yes”. The Board asked Harless and Rizer to stay for Executive Session.

The Board returned to open session at 8:15 p.m.

ADJOURNMENT

On a motion by Wells, seconded by Carter, the Board moved to adjourn the meeting at 8:15 p.m.

Respectfully Submitted:

Robert Konstam, Chair

Marsha Coleman, Recording Secretary

