

RECORD OF PROCEEDINGS

Date of Meeting: October 8, 2012

Members Present: Chair Robert Konstam, Vice Chair Dean Wells, Treasurer Dave Metzger, Ivy Amos, Jim Kulig, Dave Leitenberger, Carol Payton, Pam Siegenthaler, Jon Bell

Members Absent: Dr. Michelle Kowalski, Beth Price, Secretary Dr. Colleen McKinney

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

Others Absent: None

The regular monthly Board meeting was held on Monday, October 8, 2012, in the Board Conference Room at Richland County Children Services Board. Chair Konstam called the meeting to order at 4:40 p.m. by roll call of Board members present.

AGENDA

On a motion by Siegenthaler, seconded by Metzger, the Board unanimously approved the September 10, 2012 Board meeting minutes.

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

CONSENT AGENDA

Director's Report – Harless clarified questions regarding sections regarding Youth and Family Council and the Mayor's meeting. The ODJFS foster care review found areas of non-compliance, the Agency has written a plan to fix these areas and is now waiting for confirmation from ODJFS. The majority of the findings were in regards to foster care training and the ability to provide or direct foster parents to the training they need. The Agency will need to make sure the foster family is directed to a source for their training need.

Staff were informed during the recent staff meeting of the loss of the Fostering Connections grant (\$62,500) thru the PCSAO. This grant was not renewed for Ohio from Health and Human Services of the federal government. Metzger and Kulig had met with Tim Harless several weeks ago regarding the loss of this grant which should not effect the in-county kinship services as planned.

Finance Director Report – Goshe reported on the revenues and expenditures for September which started the month with \$5,891,584 and ended the month with \$5,454,357 which is 55.5% of the total budget. Expenses were high due to the vehicles that were purchased for \$316,242. As of today, the old vehicles are listed on gov.com for sale. Expenses were 72% of the budget.

Goshe also provided an update of the Kinship Legal Contract. Tim Harless and Goshe met with Attorney Harper regarding the legal expenses for kinship. Harper agreed to provide services thru the end of 2012 with a contract which is currently at the Prosecutor's office. The amount of the contract is \$11,250 which covers the cost of the attorney until the end of 2012. Court costs and publication costs will be paid directly by the Agency. The budget for kinship legal is currently at \$50,000 starting January 2013 but will need to be amended to reflect court costs which adds another \$50,000.

On a motion by Metzger, seconded by Amos, the Board unanimously approved the budget report.

Executive Committee Report –

CORSA update – Konstam reported that he and Rizor met with CORSA two weeks ago to review pending cases to be discussed in executive session. Generally, working with the Agency would be less hands-on and future management of litigation wouldn't be asking counsel to come here. Rizor would be the intermediary.

Nominating Committee Reminder – Konstam reminded Nominating Committee members of the need for a meeting in October. Committee members are Bell, McKinney and Wells. He asked the committee to look at Board officers and recommended the need to also look at geographic and ethnic representation to the Board. He asked the committee to look at optimal Board member size and what to take to the Commissioners. Rizor provided a handout to Board members of term limits and the Commissioner's resolution. Term limits, as outlined in the Commissioner's resolution, is also a topic for discussion by the committee.

Board members were also advised to begin considering which committees that would like to serve in 2013.

2013 Board Meeting Schedule – Board members were given a schedule of all Board meetings in 2013 with one meeting in November needing to be held on Tuesday due to Veteran's Day holiday on Monday.

COA Outcome – Coleman advised the Board the following from the COA exit meeting with the Peer Reviewers on September 26, 2012. COA exit meeting comments were as follows:

- Staff is trained across the board
- Finances are excellent -very detailed
- Good casework distribution - ratio is good and meets the standard

- Human resource records are good
- Community stakeholders - levy system reflects good community support and agency was complimented
- Board minutes - reflects good communication
- Caseworker writing is excellent. Caseworkers are doing sound case work. They praised workers for outstanding work in the field
- Agency has committed workers
- Excellent resource for kinship workers - Tim Harless has a wealth of information to help kinship providers
- Supervisors providing a lot of support to workers
- PQI - everyone knows about this process and taking up concerns through this process
- Agency is making progress in relations with the community
- The building is very impressive, especially the panic buttons

Serious Incident Review – Harless presented a proposal for serious incident reviews at the request of the Board with revisions. On a motion by Konstam, seconded by Wells, the Board asked that a further revision be made to the policy to include the report and recommendation of the committee shall be shared with the Board.

On a motion from Siegenthaler, seconded by Amos, the Board unanimously approved the Serious Incident Review Policy. A procedure and training will be completed by the Clinical Director.

Personnel Committee Report – Rizer submitted a schedule for the Executive Director selection process and next steps. The Executive Director job posting will be done locally, within the state, Child Welfare League of America, Ohio Association of Child Caring Agencies, PCSAO, and Capital University. It will also be posted internally at the Agency at the same time.

On a motion by Payton, seconded by Metzger, the Board unanimously agreed to allow Rizer to post the Executive Director position and begin the selection process.

The interview process will have a telephone interview upon request and the candidates will be presented to the whole Board. Top candidates could be 1, 2 or more. Questions for the interviewing process still need to be formulated. The Personnel Committee will meet to formulate interview questions on October 18 at 2:45 in the secure visitation area. The Board also requested a packet of information regarding the Agency, Mansfield and Richland County be developed to give to potential candidates.

Salary range was discussed and will be based on qualifications and experience. No perks will be included with the exception of benefits. A contract may or may not be offered.

On a motion by Amos, seconded by Kulig, the Board unanimously approved the salary range for the Executive Director position to be \$85,000 - \$98,000.

On a motion by Metzger, seconded by Siegenthaler, the Board unanimously approved the timeline with an amendment for a telephone interview. On a motion by Siegenthaler, seconded by Bell, the Board unanimously approved the final interview process.

Rizor also reported the sanctions imposed on the Agency has been paid and filed stamped at the Court and included all the conditions the Judge requested.

Levy Committee – no report at this time.

Finance Committee Report – Chair Metzger reported on the Finance Committee meeting which was held on October 1, 2012. Goshe had presented the committee with three scenarios and the committee revised Scenario 3 which included decreasing services, no layoffs for staff but decreasing staff by 18 positions thru attrition by the end of 2013, still looking at final health insurance numbers, no raises, continue with tuition reimbursement, longevity and license stipends but decrease the master's incentive by 50% which will need the Prosecutor's opinion and cuts to contracts. The Agency will be spending \$1 million more than taking in and the Board does not want to see a deficit budget and have to go into the reserve. The goal of the committee is to get a balanced budget. Harless reported on the staff survey regarding the budget and the outcomes showed, in order of priority to cuts, as follows: Domestic Violence contract, lobby security, Helpline, tuition reimbursement, license, longevity, master's incentive and raises.

The Finance Committee will meet again on October 29 at 4:30 with the Personnel Committee to go thru the proposed budget again.

Services and Program Report – no report for September. Next meeting will be held on Thursday November 1 at 4:30.

Ad-Hoc Data Committee Report – Kulig reported on the Ad-Hoc Data Committee meeting held Thursday September 13, 2013 at the Agency. Kulig distributed the recommendations from the committee for the monthly report and the quarterly reports. Board member responded favorably to the revisions to the formatting of monthly statistics.

Next meeting of the Ad-Hoc Data Committee will be November 6 at 4:00 at the Agency.

BILLS

Payment of Agency Bills - On a motion by Metzger, seconded by Bell, the Board unanimously approved payment of the Agency bills. Metzger had reviewed September bills prior to Board meeting.

EXECUTIVE SESSION

At 6:55 p.m., Chair Konstam recommended going into Executive Session. On a motion by Siegenthaler, seconded by Bell, the Board voted unanimously to move into Executive Session to discuss matters of pending litigation and personnel matters by roll call vote. At that time each Board member responded as follows: Wells, “yes”; Amos, “yes”; Konstam, “yes”; Leitenberger, “yes”; Payton, “yes”; Kulig, “yes”; Metzger, “yes”; Siegenthaler, “yes”; and Bell, “yes”. The Board asked that Harless and Rizor stay for Executive Session.

On a motion from Wells, seconded by Amos, the Board returned to open session at 7:40 p.m. by roll call vote.

ADJOURNMENT

On a motion by Metzger, seconded by Siegenthaler, the Board moved to adjourn the meeting at 7:40 p.m.

Respectfully Submitted:

Robert Konstam, Chair

Marsha Coleman , Recording Secretary