

## RECORD OF PROCEEDINGS

Date of Meeting: April 11, 2022

Members Present: Vice Chair Nicole Blakley, Treasurer Jason Murray, Secretary Jim Nicholson, Bill Hope, Renee Bessick, Mary Stentz, Scott Gatchall, Bennie Allen-Stanford

Members Excused: Chair Pat Heydinger

Members Absent:

Others Present: Nikki Harless, Nicole Foulks, Kevin Goshe, Sarah Soliday, Marsha Coleman, Chris Zuercher, Recording Secretary Amy Hackedorn

The regular monthly Board meeting was held on Monday, April 11, 2022, in the Board Room at Richland County Children Services. Vice Chair Blakley called the meeting to order at 3:30 p.m. of Board members present and representing a quorum.

### AGENDA

On a motion by Nicholson, seconded by Hope, the Board unanimously approved the proposed agenda by all Board members in attendance.

### MINUTES

On a motion by Hope, seconded by Nicholson, the Board unanimously approved the March 14, 2022, regular Board meeting minutes.

#### **Mini-Training**

RCCS Clinical Director Marsha Coleman explained the Agency's adoption subsidy process. When a child has been 'matched' with potential adoptive parents, those parents work with the agency in order to determine how much money they realistically need in order to properly care for the child and his/her needs until age 18 (or age 21 in instances of significant disability). The base rate is \$400 per month per child from birth to age 7, and then \$250 per month from age 7 to age 18. Subsidy amounts are based upon child behaviors and their unique special needs (i.e. childcare allowance, transportation allowance, tutoring/educational needs, etc.). Coleman stated that very few of our adoptive parents take the base rate; almost all of them negotiate for a higher amount due to the needs of the child. Adoptive parents also have access to PASSS funding that can be used for allowable services such as dental/oral surgery, mental health respite services, medical co-payments, psychiatric/counseling services, etc.

*Board member Renee Bessick arrived at this point in the meeting (3:37 p.m.).*

## **EXECUTIVE DIRECTOR'S REPORT**

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

Harless informed the Board that she attended a Child Fatality Review last month; there were 12 deaths of minors locally last year, and the majority were due to extreme prematurity. One child died by suicide, and one died after being hit by a motor vehicle. Several years ago, many of our local child fatalities were due to improper sleep practices. This prompted numerous local organizations to provide additional information and services surrounding the issue, and those efforts have led to zero (0) child fatalities in Richland County due to improper sleep practices over the last few years.

On a motion by Hope, seconded by Allen-Stanford, the Board unanimously accepted the Executive Director's report.

*Board Treasurer Jason Murray arrived at this point in the meeting (3:51 p.m.).*

### **Executive Committee Report**

No report at this time.

### **Finance Director Report**

#### **March Finance Report**

Goshe distributed and reported on the March 2022 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,602,115.46, \$695,304.08 in revenue, and \$860,025.90 in expenses with an ending balance of \$7,437,393.64. The ending fund balance reflects 61.1% or about 7.3 months of the 2022 budget.

Goshe stated that revenue for the year is 11.3% less than budgeted, which is normal for this time of year. We typically do not get caught up until we receive our first tax payment in April. The quarterly Title IV-E administration and training reimbursement in the amount of \$384,598.58 made up the majority of the revenue that we received. Expenses were 4.3% lower than budgeted for the month of March. The decrease in the fund balance of \$1,001,481.59 is due to slow revenue during the first quarter of the year. This is not abnormal.

On a motion by Gatchall, seconded by Bessick, the Board unanimously approved the March 2022 Final Financial Report.

### **Finance Committee Report**

#### **2022 Pay Scale Revisions**

Murray stated that the Board Budget & Finance Committee recommends changing the RCCS pay scale as presented. This would be effective as of July 7, 2022. The Board asked Harless to contact the Richland County Commissioners prior to them taking action on this agenda item since it will result in approximately an additional \$200,000 spent during the last six months of the year that was not in the Agency's initial 2022 budget. This topic will be revisited at the May Board meeting.

### **Referral Bonus**

Murray stated that the purpose of this is to reward employees for helping recruit other qualified staff members. As proposed, this would be \$500 given to current employees immediately upon the hire of their referred individual. This topic will be revisited at the May Board meeting as well.

### **Procurement Card**

Murray explained the procurement card policy. Current practice is for an agency employee (typically Kevin Goshe or Nikki Harless) to purchase certain items using their personal credit cards and get reimbursed at a later date. The procurement card is essentially a credit card with a spending limit in addition to limitations on what it can be used to purchase. This will help reduce the number of purchase orders that the Agency will need to request for smaller-dollar items, although it does not replace the competitive bidding process as set forth in ORC 307.86.

On a motion by Murray, seconded by Nicholson, the Board unanimously approved the Agency obtaining and utilizing a procurement card as set forth in the policy.

### **Levy Committee Report**

No report at this time.

### **Personnel Committee Report**

No report at this time. This Committee will need to meet sometime in April or May.

### **Services and Program Report**

No report at this time.

### **BILLS**

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

### **ADJOURNMENT**

On a motion by Allen-Stanford, seconded by Hope, the Board moved to adjourn the meeting at 4:23 p.m.

Respectfully Submitted:

Nicole Blakley, RCCS Board Vice Chair  
Amy Hackedorn, Recording Secretary