

RECORD OF PROCEEDINGS

Date of Meeting: August 10, 2020

Members Present*: Chair Jim Kulig, Vice Chair Pat Heydinger, Treasurer Jason Murray, Secretary Deanna West-Torrence, Nicole Blakley, Renee Bessick, Rick Grega, Jim Nicholson

Members Excused: Scott Gatchall

Members Absent:

Others Present: Nikki Harless, Chris Zuercher, Kevin Goshe, Nicole Foulks, Marsha Coleman, Evadyne Troyer, Recording Secretary Amy Hackedorn, Arlillian Nixon

Others Absent:

The regular monthly Board meeting was held on Monday, August 10, 2020, in the Board Conference Room at Richland County Children Services. Chair Kulig called the meeting to order at 3:30 p.m. of Board members present (both via phone and in person) and representing a quorum. *Please note that RCCS is following Federal and State guidance related to social distancing in light of the COVID-19 pandemic and conducted this meeting via teleconference as authorized by temporary changes to the Open Meeting law in Ohio.

“On March 27, Gov. Mike DeWine signed into law House Bill 197, allowing members of public bodies to hold and attend meetings, and to conduct hearings, by teleconference, video conference or any similar electronic technology. Such meetings are legal for as long as the governor’s coronavirus emergency remains in effect, up until Dec. 20, 2020.

The details:

- *Members attending the meeting through the body’s chosen electronic method count as present and count toward a quorum. They are permitted to vote on any issues that come before the body.*
- *Any resolution, rule or other formal action taken or adopted by the public body during such a session will have the same effect as one taken during an in-person meeting.*
- *The public body is required to give notice of the meeting to the media and other parties requiring notice at least 24 hours before it takes place. In an emergency situation, the public body must give notice as soon as practical.*
- *Members of the public must be provided access to the public body’s discussions and deliberations conducted via the electronic method to the same extent that they would get from attending in person. That includes the ability for the viewer/listener to hear every member participating in person or electronically. Examples of electronic methods that afford public access (and that are cited in the law) include live-streaming via the internet; local radio, television, cable or public access channels; and calling in to a teleconference.*
- *For a public hearing, the electronic method the public body uses for the meeting must be widely available to the public and must permit the public to converse with witnesses and receive documentary testimony and physical evidence.” - Ohio Attorney General’s website*

AGENDA

There is need to add New Hire Introductions immediately following approval of the agenda.

On a motion by Grega, seconded by West-Torrence, the Board unanimously approved the revised agenda by all Board members in attendance.

NEW HIRE INTRODUCTIONS

Troyer introduced new hire Arlillian Nixon. Nixon joined the Agency on 8.6.2020 as part of Angie Poth's Family Support Specialist team. The Board members present introduced themselves and welcomed Nixon to the Agency.

MINUTES

On a motion by Grega, seconded by Nicholson, the Board unanimously approved the July 13, 2020 regular Board meeting minutes.

EXECUTIVE DIRECTOR'S REPORT

Executive Director's Report and Comments

Harless commented on the fact that we are phasing staff back into the building gradually. Facilitators were brought back full-time today (8/10/2020) since they have offices (which makes social distancing feasible for them), and caseworkers are going to be brought back in two cohorts (with each group working from the building two days per week) starting next Monday (8/17/2020). Kulig stated that he and the rest of the Board have been kept apprised of the challenges and difficulties that Agency management has faced on a daily basis as a result of the COVID-19 pandemic, and he greatly appreciates all of their work in this area. Kulig also stated that the information included in the 2019 Annual Report is both pertinent and poignant. Kulig asked for further explanation regarding the Implicit Bias training that will be coming to the Agency. Harless still needs to meet with the OSU trainers regarding potential dates and times, but this will be presented to RCCS program staff over the course of five different training sessions. Most of this will be conducted electronically, which will help ensure that social distancing mandates are followed. This is a great opportunity to introduce the concept of implicit bias to our employees, and it should hopefully help them when interacting with others within the community.

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

Executive Committee Report

No report at this time.

Finance Director Report

July Finance Report

Goshe distributed and reported on the July 2020 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,721,521.82, \$489,784.36 in revenue, and \$934,905.99 in expenses with an ending balance of \$6,276,400.19. The ending fund balance reflects 55.7% or 6.7 months of the 2020 budget.

For the month of July, we received \$287,438.75 as the advance from the State Child Protective Allocation. We also received a \$39,372.93 reimbursement from Job & Family Services for our kinship daycare expenses. Expenditures for the month were high due to July being a 3-pay month. The fund balance is down by \$221,564.91. Goshe had previously expressed concern about our levy revenue since the job/housing market is fairly uncertain due to COVID-19. However, this has not developed into an issue to date. Heydinger asked if the Agency will receive any additional CARES funding. Goshe has been advised that some of this funding will be made available to us for PPE supplies. We have already been reimbursed through other venues for the majority of the supplies that we have already purchased, so this would just be used for upcoming expenditures. The money in the 'Family Centered Services & Supports' revenue line came from Youth & Family Council as reimbursement for Direct Parental Placements. Foster Recruitment is a new funding source which includes \$51,000 for fiscal year 2020, and we just received notification that we will receive another \$51,000 that must be spent by the end of June 2021. The 'Other' line includes unexpected revenue sources such as bequests, donations, ASAP funding, etc.

On a motion by Nicholson, seconded by Bessick, the Board unanimously accepted the July 2020 Final Financial report.

Resolution 08-10-20-01: Authorization to Sign Auditor Documents

Resolution 08-10-20-01 was proposed for purposes of authorizing specific agency staff to perform the various functions necessary to process payroll, pay bills, and be the point of contact to the Auditor's office. This document was approved previously in 2020, but due to Evadyne Troyer's promotion to HR Manager there was need to replace Chris Zuercher's name with hers for approval of HR duties. Goshe submitted a payroll workflow outline to the Board for review, which clarifies the segregation of duties between Finance staff at the Agency.

On a motion by Blakley, seconded by West-Torrence, the Board unanimously approved Resolution 08-10-20-01 by roll call vote. Signatures will be obtained once the Board can reconvene in person.

Resolution 08-10-20-02: Reclassifying Executive Assistant Position

Resolution 08-10-20-02 was proposed for purposes of reclassifying the Agency Executive Assistant position to a Supervisor of Administrative Services position in order to more evenly distribute staff amongst supervisors within the Agency by expanding the duties of the Executive Assistant to include supervision of support staff and public information and outreach personnel.

On a motion by Grega, seconded by Heydinger, the Board unanimously approved Resolution 08-10-20-02 by roll call vote. Signatures will be obtained once the Board can reconvene in person.

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.

Kulig reminded everyone that Board committees will not meet due to the current pandemic unless there is a pressing need for a meeting to be convened.

BILLS

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

ADJOURNMENT

On a motion by West-Torrence, seconded by Heydinger, the Board moved to adjourn the meeting at 4:07 p.m.

Respectfully Submitted:

Jim Kulig, RCCS Board Chair

Amy Hackedorn, Recording Secretary