

## **RECORD OF PROCEEDINGS**

Date of Meeting: November 13, 2018

Members Present: Chair Deanna West-Torrence, Vice Chair Renee Bessick, Treasurer Jason Murray, Jim Kulig, Pam Siegenthaler, Pat Heydinger

Members Excused: Secretary Dr. Michelle Kowalski, Richard Grega, Stacy Jackson-Johnson

Members Absent:

Others Present: Patty Harrelson, Nikki Harless, Chris Zuercher, Kevin Goshe, Marsha Coleman, Recording Secretary Amy Gosser, Shelly Starrett

Others Absent:

The regular monthly Board meeting was held on Tuesday, November 13, 2018, in the Board Conference Room at Richland County Children Services. Chair West-Torrence called the meeting to order at 3:31 p.m. of Board members present and representing a quorum.

### **NEW HIRE INTRODUCTIONS**

Zuercher introduced the latest Agency new hire. Caseworker Shelly Starrett (BA) joined Brandi Berry's Ongoing team on 11.1.2018. Starrett graduated from the University of Cincinnati and will be our first Ohio START caseworker. She previously worked here for about six years and left about ten months ago to work at the VOA. The Board introduced themselves and welcomed Starrett to the Agency. Starrett left the meeting at this point.

### **AGENDA**

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

### **MINUTES**

On a motion by Murray, seconded by Kulig, the Board unanimously approved the October 8, 2018 Board meeting minutes.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Harrelson read a card received by Kinship Navigator Brianne Kindinger from one of her clients. The client thanked Kindinger for the care she has shown to their family. A card was passed around for Board members to sign for Kindinger, thanking her for her efforts. Harrelson also passed around a copy of an editorial that supervisor Mark Keck wrote for the newspaper regarding National Adoption Month.

We will be rolling out Binti in January, so there will be a Board training in December on this topic. Siegenthaler asked for an overview of the training offered to prospective and current foster parents at some point as well.

West-Torrence provided the Board with an update on the Open Table project. This was submitted to the Ada Ford fund. There was a site visit recently where the gentleman from Ada Ford requested a 3-year look-forward, so West-Torrence is optimistic. He called Amber Donovan in Cleveland and also discussed this with a friend of his who is on one of our tables. At this point he just wants to know the direction this will be going in the future (i.e. the populations that will be served long-term) as well as a timeline for table roll-out (they will do three this first year) and a count of the number of individuals who have expressed an interest in the tables so far. There has been considerable discussion regarding how to support lower-income individuals who would like to sit at a table (and possibly funding the \$120 annual fee for members). West-Torrence should have another update at the December Board meeting.

Kulig asked which community partners the Agency will reach out to regarding the FFPSA. Harrelson will start with Youth & Family Council in January. The stipulations for fifty-percent reimbursement are still vague; for example, this can be used for parent training but not domestic violence prevention. Harrelson will know more after the first FFPSA Leadership meeting on Thursday (11/15). QRTP's are worrisome (Qualified Residential Treatment Placements) because only about 50% of our current caseload meets these criteria. The S&P Committee may need to help fuel discussions about the community programs that would fit in with this act.

Murray asked for clarification on 'free homes.' These are homes where we have custody of the child(ren) but we place with a relative or another individual who does not expect payment.

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

### **Executive Committee Report**

#### **2019 Board Meeting Dates**

On a motion by Heydinger, seconded by Siegenthaler, the Board unanimously approved the 2019 Board meeting dates as proposed and recommended.

## **Finance Director Report**

### **October Finance Report**

Goshe distributed and reported on the October 2018 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,809,048.25, \$356,995.03 in revenue, and \$824,622.83 in expenses with an ending balance of \$7,341,420.45. The ending fund balance reflects 69.8% or 8.4 months of the 2018 budget.

Revenue YTD for 2018 is 3.2% higher than budgeted at the end of October. The Agency should receive one more payment from the tangible personal property tax in the spring of 2019 before that funding source is eliminated. The Placement line was the only one that was higher than budgeted (3.8% higher) in October. Goshe anticipates that the Agency will be \$120,000-\$140,000 over budget by the end of December 2018.

On a motion by Murray, seconded by Heydinger, the Board unanimously accepted the October 2018 Final Financial Report.

## **Finance Committee Report**

### **2019 Holiday Schedule**

There was no change to this from 2018. The same ten (10) holidays are being proposed for 2019.

On a motion by Murray, seconded by Siegenthaler, the Board unanimously approved the 2019 Holiday Schedule as proposed and recommended.

### **2019 Foster Care Rates**

The Agency traditionally adds \$1 to these rates every other year in order to stay competitive, and so 2019 is the year to add since this addition was last done in 2017. We are currently very close to other similarly-sized counties as far as foster parent pay is concerned. No other county pays more than \$1 more than us, and one county pays about \$10 less than us.

On a motion by Murray, seconded by Bessick, the Board unanimously approved the 2019 Foster Care Rates as proposed and recommended.

### **2019 Pay Scale**

There were several changes to the pay scale. None of the dollar amounts changed, although this subject may be revisited in the next few months by the Finance Committee. The Agency has not brought in any employees at a starting wage below Pay Range 16 for several years. The 2018 pay scale has four (4) Support positions in it, and so two of those were eliminated and renumbered for 2019. We also added a new Family Support Specialist II position at pay

range 18 to allow for potential promotional opportunities. The Education/HR Specialist was moved from pay range 24 to pay range 25, and the Assistant Director of Finance & Facilities was moved from pay range 28 to pay range 30 in order to make pay more commensurate with duties.

On a motion by Murray, seconded by Heydinger, the Board unanimously approved the 2019 Pay Scale as proposed and recommended.

### **2019 Budget**

Total budgeted revenue is \$9,375,335 and budgeted expenses are \$10,724,650 for 2019. This budget takes into account the loss of ProtectOH revenue in September of 2019 and also includes the 2019 contract obligations and the forecasted capital replacement budget.

West-Torrence asked about the pooled funding contract with Youth and Family Council. The Agency has been paying \$112,000 for several years now. This line simply reflects the re-categorization of funds (and not a change in the amount).

Murray stated that there is a finite amount of money and Agency reserves keep going down. This is a worrisome fact that the Agency will need to be cognizant of in the future.

On a motion by Murray, seconded by Bessick, the Board unanimously approved the 2019 Budget as proposed and recommended.

### **Levy Committee Report**

No report at this time.

### **Personnel Committee Report**

No report at this time. The Committee is meeting on 11/29 at 11:00.

### **Services and Program Report**

#### **3<sup>rd</sup> Quarter PQI Report**

The Committee met on October 30<sup>th</sup> to review the 3<sup>rd</sup> Quarter PQI report. Kulig commented on the sixth bullet point from their Committee meeting minutes. There was a numerical error on page 2 of the 3<sup>rd</sup> Quarter PQI report which inaccurately reflected the number of cases transferred to Ongoing. This was corrected in the version presented to the full Board, although there was a mathematical error as well (the total number of cases transferred was 222 and not 22). The S&P Committee decided during their meeting that Agency foster care and recruitment efforts could be one area for further Board

discussion/training in the future. Kulig also stated that he is officially retired, so he did not renew his LISW licensure for that reason (as he will no longer practice).

On a motion by Kulig, seconded by Murray, the Board unanimously approved the 3<sup>rd</sup> Quarter PQI report as presented.

## **BILLS**

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

## **EXECUTIVE SESSION**

The Board did not convene an Executive Session on this date.

## **ADJOURNMENT**

Before adjourning, all RCCS staff and Board members present stated one thing that they were thankful for this year. One major item stated was that everyone was thankful to the community of Richland County for supporting Agency efforts toward keeping children safe through passage of the recent levy.

On a motion by Murray, seconded by Siegenthaler, the Board moved to adjourn the meeting at 4:46 p.m.

Respectfully Submitted:

Deanna West-Torrence, Chair

Amy Gosser, Recording Secretary