

RECORD OF PROCEEDINGS

Date of Meeting: November 9, 2020

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

Members Excused: Rick Grega

Members Absent:

Others Present: Nikki Harless, Chris Zuercher, Kevin Goshe, Nicole Foulks, Evadyne Troyer, Recording Secretary Amy Hackedorn, Melodie Baldwin

Others Absent:

The regular monthly Board meeting was held on Monday, November 9, 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

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

MINUTES

On a motion by Blakley, seconded by West-Torrence, the Board unanimously approved the October 12, 2020 regular Board meeting minutes.

NEW HIRE INTRODUCTIONS

RCCS HR Manager Evadyne Troyer introduced the newest Agency employee, Melodie Baldwin. Baldwin joined Paula Johnson's Intake 3 team as a caseworker on 10.29.2020. She has a BS in Psychology as well as her MBA. Baldwin stated that she is excited to join the field of child welfare and to help make a difference in the lives of families. The Board members present welcomed her to the Agency. Baldwin left the meeting at this point (3:35 p.m.).

Murray arrived at this point in the meeting (3:36 p.m.).

EXECUTIVE DIRECTOR'S REPORT

Executive Director's Report and Comments

Harless commented on her October Board report. We are still having issues regarding visitation space. None of the three locations submitted via our RFP (Request for Proposal) worked for our needs. One location (offered as a lease of either/both floors of the building) had significant interior issues to be fixed, in addition to the fact that the driveway entrance was in an extremely high-traffic area. This would not have been conducive to the safety of our workers/clients due to the amount of times they would have to enter/exit the area every day. The possibility of leasing the other location was rescinded by the owner due to the fact that our clientele would most likely make too much noise and thus disturb the other tenants in the building. We may revisit the idea of leasing a house within the community and/or pursuing other options for visitation space.

Kulig asked if there was an update regarding the Implicit Bias training. Harless stated that the trainers (Renee Thompson and Dr. Philip Mazzocco) have not conducted their post-assessment review with our workers yet to see if this training was effective and/or useful in reducing bias. Kulig also asked about the "free homes" where some of the children in our custody are placed. These are kinship homes (grandparents, aunts/uncles, etc.) and they receive services and assistance directly from JFS (and not RCCS).

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

Executive Committee Report

2021 Board Meeting Schedule

The Board reviewed the schedule of anticipated Board meeting dates for 2021. These are scheduled for the second Monday of every month at 3:30 p.m. as per prior practice.

On a motion by Nicholson, seconded by Murray, the Board unanimously approved the 2021 Board meeting schedule as presented.

Nominating Committee Report

Kulig stated that every year the Nominating Committee is tasked with electing officers for the upcoming year. According to Article III, Section 2, of the Board bylaws: "Officers are elected to terms of one year in accordance with Section 3 of this Article. The Board Chair and Vice Chair may serve no more than two terms in each of these offices during his or her consecutive tenure on the Board. The Secretary and Treasurer may serve for more than two terms in those offices commensurate with the terms of their appointment to the Board." Kulig and Heydinger are completing their first term as Chair and Vice Chair (respectively), so they are both eligible to serve another year in those offices according to the Board bylaws. Murray and West-Torrence are both eligible as well. Kulig, Heydinger, Murray and West-Torrence are all willing to serve again in 2021 in their respective offices if that is the will of the Board. This will be put to a vote at the December Board meeting. Kulig stated that the Nominating Committee also reviewed the terms of each Board seat; the only term expiring at the end of 2020 is that of Richard Grega. Kulig spoke with Grega, who stated that he is willing to serve a final 4-year term if that is the will of the Richland County Commissioners. This message will be conveyed to the Commissioners for consideration.

Finance Director Report

October Finance Report

Goshe distributed and reported on the October 2020 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,965,593.86, \$375,925.25 in revenue, and \$924,995.21 in expenses with an ending balance of \$7,416,523.90. The ending fund balance reflects 65.8% or 7.9 months of the 2020 budget.

Revenue for the year is currently 13.5% higher than budgeted, and expenditures for the year are currently 7.0% lower than budgeted. One of the largest expenditures for the month was the \$188,234 payment to Jefferson Health Plan that was approved at the October Board meeting for the purpose of reducing the Agency's health insurance fund deficit. Every expense category is currently lower than budgeted.

Gatchall inquired about the revenue increase at this time last year. Goshe stated that 2020 was the first year when the Agency started collection on the replacement levy that was passed in 2018. Collected funds in this line have been higher than budgeted so far. Gatchall asked if this is expected moving forward, to which Goshe answered in the affirmative. Gatchall also asked about the deficit. Goshe stated that he tends to budget very

conservatively every year. For example, if the Agency has personnel positions in the budget that are not filled, Goshe still includes them in the budget. This contributes to some of the carryover from one year to the next. Regarding revenue, we guessed low on the amount that would be collected from the levy.

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

Finance Committee Report

2021 Mileage Reimbursement Rate Increase

The recommendation of the Finance Committee is to increase the mileage reimbursement rate from \$0.405 to \$0.41. This would make things easier for the Finance department when they are entering information into the SACWIS (Statewide Automated Child Welfare Information System) database since that system does not recognize three decimal places.

On a motion by Murray, seconded by Blakley, the Board unanimously accepted the increase to the 2021 mileage reimbursement rate as presented.

2021 Contracts

All contracts are reviewed annually. The total value of the RCCS contract obligations was reduced from \$400,000 in 2020 to \$377,000 in 2021.

On a motion by Murray, seconded by Bessick, the Board unanimously accepted the 2021 contract obligations as presented.

2021 Pay Scale

Murray emphasized that this particular agenda item is not for approval of raises, it is simply approval of changes to the overall Agency pay range assignments. The goal is to keep the Agency competitive as a local employer. The recommendation is to increase all minimum starting wages by 2%, increase the maximums for pay ranges 1-4 by 3% (since these were increased by 3.4% in 2019), and increase the maximums for pay ranges 5-20 by 6.4% (since these were not increased at all in 2019).

On a motion by Murray, seconded by West-Torrence, the Board unanimously approved the changes to the 2021 Agency pay scale as presented.

2021 Capital Replacement Budget

Murray highlighted the fact that the Agency has traditionally always budgeted out very conservatively several years into the future. Some of the expenditures listed in the capital replacement budget may not occur in the year listed, however. These expenses depend solely on whether equipment and/or vehicles need to be replaced/repared, and the items in this list are constantly being evaluated as far as their viability and sustainability are concerned. Goshe stated that Agency management will bring the expenditures to the Board for approval

before actually spending the funding; this is just earmarking money in the overall budget for any contingencies that may arise.

On a motion by Murray, seconded by Heydinger, the Board unanimously approved the 2021 capital replacement budget as presented.

2021 Budget

Murray highlighted that this is the lowest 'loss' that the Agency has projected during his tenure on the Board. Budgeted revenue for 2021 is \$11,355,970, and budgeted expenses for 2021 are \$11,586,140. This results in a budgeted net income in the negative of \$230,170. Goshe stated that the OhioKAN grant will be about \$75,000. Most of this will be spent on salary and benefits for the new Kinship Navigator position. There is also a line under the Personnel section of the budget allowing for a 3% pay increase for all Agency staff, to be distributed in the first full pay of 2021 (to be seen in the paycheck issued 1/29/2020).

The Board already acknowledged non-exempt Agency staff for their contributions during the COVID-19 pandemic with a financial lump sum payment earlier in 2020. The Board Finance Committee wanted to find a way to acknowledge exempt Agency staff for their contributions as well. The committee would like to give one additional personal day in 2021 to those exempt staff members who did not receive the lump sum payment. This additional personal day would (as with all other personal days) have to be used within the calendar year of 2021, as these do not roll over from one year to the next.

On a motion by Murray, seconded by Gatchall, the Board unanimously approved the 2021 budget as presented, including all recommendations contained therein.

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.

BILLS

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

ADJOURNMENT

On a motion by Nicholson, seconded by Murray, the Board moved to adjourn the meeting at 4:24 p.m.

Respectfully Submitted:

Jim Kulig, RCCS Board Chair

Amy Hackedorn, Recording Secretary