

## RECORD OF PROCEEDINGS

Date of Meeting: December 10, 2018

Members Present: Chair Deanna West-Torrence, Vice Chair Renee Bessick, Treasurer Jason Murray, Secretary Dr. Michelle Kowalski, Jim Kulig, Pam Siegenthaler, Rick Grega (3:51 p.m.)

Members Excused: Pat Heydinger

Members Absent: Stacy Jackson-Johnson

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

Others Absent:

The regular monthly Board meeting was held on Monday, December 10, 2018, in the Board Conference Room at Richland County Children Services. Chair West-Torrence called the meeting to order at 3:33 p.m. of Board members present and representing a quorum.

### AGENDA

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

### MINUTES

West-Torrence reported that the Open Table program did receive the grant they applied for from the Ada Ford Foundation in the amount of \$39,500. That sum covers the start-up fee needed to begin the program (training costs, etc.). The Women's Fund may elect to pay the participation fee for lower-income women who would like to join a table.

Harrelson engaged in further discussion of QRTP's (Qualified Residential Treatment Program). Facilities must be accredited in order to be a QRTP. Harrelson's worry is that there is no legal requirement for a facility to be a QRTP, so if they do not undergo that accreditation we will have to pay full price to place kids there (and not receive 50% reimbursement from the federal government). The facilities also must have a nurse on-site and have a trauma-based level of treatment available in order to qualify.

On a motion by Kulig, seconded by Kowalski, the Board unanimously approved the November 13, 2018 Board meeting minutes.

## **MINI-TRAINING**

Harrelson demonstrated the new Binti software system to the Board. If the state decides to adopt Binti as well, they will pay the \$8,000 annual fee for us. Binti is a two-way system that will track the foster care licensing process for both our staff and potential foster parents. Potential parents do not have to use this system, although it has proven to be a faster method than paper. The Foster/Adoption Application will be on the Agency website. The law in Ohio says that potential parents must finish pre-service training (13 sessions of 3 hours each) before filling out an application. The last pre-service training is strictly Richland County training for three (3) hours. The foster parents then must fill out a series of forms (financial information, childhood experiences, references, type(s) of children allowed in the home, medical history, etc.). Theoretically, usage of the electronic process could condense the entire process to 90 days, although this typically takes about six months. The system also generates periodic reminder emails to workers and potential parents. There will be 8-10 RCCS staff members using the Binti software on a regular basis. We are currently the only public agency in Ohio that is piloting this program.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Harrelson reported on her recent meeting with the new Catalyst director, Harry Donahue. Catalyst hired Donahue back in August/September, and the current director (Veronica Groff) is not retiring until December 31<sup>st</sup>.

The roll-out of various aspects of the Family First Prevention Services Act (FFPSA) will take up to two years. Harrelson will meet with various entities throughout Richland County starting in January 2019 once more information regarding FFPSA is available.

Harrelson explained the START program again. START (Sobriety, Treatment, and Reducing Trauma) is an intervention program that provides specialized victim services, such as intensive trauma counseling, to children who have suffered victimization with substance abuse of a parent being the primary risk factor. The program also assists parents of children referred to the program with their path to recovery from addiction.

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

### **Executive Committee Report**

#### **2019 Board Officers**

The Executive Committee members are all willing to stay in their current positions for 2019.

On a motion by Siegenthaler, seconded by Grega, the Board unanimously approved the 2019 Board officers as proposed.

## **Finance Director Report**

### **November Finance Report**

Goshe distributed and reported on the November 2018 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,341,420.45, \$520,965.91 in revenue, and \$802,691.11 in expenses with an ending balance of \$7,059,695.25. The ending fund balance reflects 67.1% or 8.1 months of the 2018 budget.

Revenue for the year is up to 91.9% of budgeted revenue, which is 0.2% higher than budgeted. We are running about 6.2% lower than budgeted overall. For the remainder of 2018, the Agency still expects to receive funding from Job & Family Services. We billed out the entire TANF contract with JFS, including the extra \$100,000 that they offered us.

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

### **Finance Committee Report**

No report at this time.

### **Levy Committee Report**

No report at this time.

### **Personnel Committee Report**

#### **2019 Personnel Manual Revisions**

Zuercher handed out a list of the most significant changes that were made to the Personnel Manual for 2019. This list was discussed briefly.

On a motion by Grega, seconded by Murray, the Board unanimously approved the 2019 Personnel Manual revisions as proposed.

#### **2019 Substitute Care Manual Revisions**

There are three policies that were amended in this document on pages 19 & 20. Mileage will no longer be paid to individuals for attending foster parent training, the Agency will now pay mileage when foster parents take a foster child to work, and the age for Independent Living services was changed to 14 in order to match legal requirements.

On a motion by Murray, seconded by Grega, the Board unanimously approved the 2019 Substitute Care Manual revisions as proposed.

## **Services and Program Report**

No report at this time.

## **BILLS**

**Payment of Agency Bills** - On a motion by Siegenthaler, seconded by Kulig, 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**

On a motion by Grega, seconded by Murray, the Board moved to adjourn the meeting at 4:54 p.m.

Respectfully Submitted:

Deanna West-Torrence, Chair

Amy Gosser, Recording Secretary