

RECORD OF PROCEEDINGS

Date of Meeting: February 14, 2022

Members Present: Chair Pat Heydinger, Vice Chair Nicole Blakley, Secretary Jim Nicholson, William Hope, Mary Stentz, Bennie Allen-Stanford, Renee Bessick (3:40 pm)

Members Excused: Treasurer Jason Murray, Scott Gatchall

Members Absent:

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

The regular monthly Board meeting was held on Monday, February 14, 2022, in the Board Conference Room at Richland County Children Services. Chair Heydinger 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 Blakley, seconded by Nicholson, the Board unanimously approved the January 10, 2022, Board meeting minutes.

EXECUTIVE DIRECTOR'S REPORT

Executive Director's Report and Comments

Harless commented on our termination of the OhioKAN program here at the Agency. The Kinship Navigator who was hired to fill this role did not have enough work to stay busy and was prohibited from helping RCCS staff with any of their job duties. Since we already have Kinship Navigators as part of our regular staff, we felt it would be in the best interest of everyone involved to terminate the contract and allow this service to be provided by a different entity. There was a brief discussion surrounding Agency foster care recruitment efforts. Nothing we have tried thus far has yielded an increase in the number of Agency foster homes. Management response to comments in the staff survey has led to the purchase of 'silent' keyboards and head phones for staff in addition to providing more help with technology-related issues when needed. The breakroom in the basement is also currently undergoing renovation for staff use.

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

Executive Committee Report

The Executive Director evaluation process is underway. Director Harless' self-evaluation has been completed and sent to the Board members. Board members will be sent a synopsis on or before February 25th and will meet in March to review. There is no movement yet on the status of a new visitation site. The Finance Committee will need to meet in March and the Personnel Committee will need to meet in April or May.

Finance Director Report

December 2021 Finance Report

Goshe reported on the Final December 2021 Financial Report regarding the revenues and expenditures. This included a beginning balance of \$9,067,863.38, \$887,351.26 in revenue, and \$1,516,339.41 in expenses with an ending balance of \$8,438,875.23. Total expenses for 2021 (in the amount of \$11,381,273.73) were 2.1% lower than budgeted. The ending fund balance reflects 72.8% or about 8.7 months of the 2021 budgeted operating expenses.

January 2022 Finance Report

Goshe distributed and reported on the January 2022 Final Financial Report regarding the revenues and expenditures. The included a beginning balance of \$8,438,875.23, \$154,086.31 in revenue, and \$823,742.26 in expenses with an ending balance of \$7,769,219.28. Goshe reported that revenue is normally low in the first quarter of the year. The ending fund balance reflects 63.8% or about 7.7 months of the 2022 budget operating expenses.

Finance Committee Report

No report at this time. The Finance Committee will need to meet in March.

Levy Committee Report

No report at this time.

Personnel Committee Report

Salary Administration (Section 4.5)

Soliday presented an addition to the Salary Administration policy to add one additional intake caseworker and one additional ongoing caseworker as mentors for new caseworkers.

Team Building (Section 7.4)

Soliday presented a new policy for Board consideration which includes pay for team building exercises. Each Program supervisor may propose an activity for their team to engage in

together. Once the activity is approved, the supervisor will then receive Agency funding in the amount of \$20 per employee per quarter to support this. Assistant Director Foulks will be in charge of reviewing, approving and tracking the team building exercises.

The Personnel Committee will need to meet in April or May regarding additional revisions made to the 2022 Personnel Manual.

On a motion by Nicholson, seconded by Bessick, the Board unanimously approved the additions to the Agency Personnel Policy Manual.

Services and Program Report

4th Quarter and End of 2021 PQI Report

The Board Services & Program Committee met on February 2, 2022, to review the 2021 4th Quarter and end of year PQI report. Chair Blakley reported on three main take-aways/items of interest from that meeting: 1) the trends surrounding agency phone calls and visitors 2) personnel trends and how these affect caseloads; 3) information surrounding adoptions.

On a motion by Blakley, seconded by Bessick, the Board unanimously approved the 2021 PQI report as presented.

Client Grievance Policy and Procedure

Clinical Director Coleman presented changes to the current Client Grievance Policy and Procedure. The changes include giving the client a chance to speak with the Grievance Officer prior to making a grievance, inclusion (if desired) in the grievance meeting, and the opportunity to push the grievance to the Executive Director within one week of the resolution decision for additional review.

On a motion by Allen-Stanford, seconded by Blakley, the Board unanimously approved the amended Client Grievance Policy and Procedure.

Cultural Competency Policy/Procedure (Section 8.3 of Personnel Manual)

Director Harless presented the Agency Cultural Competency Policy/Procedure for reinstatement into the Agency Personnel Manual. This had previously been included in the Manual but was removed by the former Director several years ago.

On a motion by Nicholson, seconded by Blakley, the Board unanimously approved the Cultural Competency Policy/Procedure Section 8.3 of Personnel Manual as presented.

Advisory Committee

Blakley gave an update on the RCCS Advisory Committee and her meeting with Deanna West-Torrence on Wednesday to discuss membership possibilities. There will be seven (7) members to include 2 RCCS staff members, 4 community members, and 1 foster parent. The committee will initially meet to develop a statement of purpose. Once this is completed,

the Advisory Committee will come back to the Board for approval of both the membership and statement of purpose.

BILLS

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

ADJOURNMENT

On a motion by Nicholson, seconded by Blakley, the Board moved to adjourn the meeting at 4:20 p.m.

Respectfully Submitted:
Pat Heydinger, Board Chair
Marsha Coleman, Recording Secretary