

## RECORD OF PROCEEDINGS

Date of Meeting: February 12, 2018

Members Present: Chair Deanna West-Torrence, Jim Kulig, Richard Grega, Pat Heydinger, Stacy Jackson-Johnson (3:38 p.m.), Vice Chair Renee Bessick (4:03 p.m.)

Members Excused: Treasurer Jason Murray, Secretary Dr. Michelle Kowalski, Pam Siegenthaler

Members Absent:

Others Present: Patty Harrelson, Nikki Harless, Chris Zuercher, Kevin Goshe, Tim Harless, Tiffany Rouse, Brigitte Coles, Recording Secretary Amy Gosser, Marsha Coleman (4:32 p.m.)

Others Absent:

The regular monthly Board meeting was held on Monday, February 12, 2018, in the Board Conference Room at Richland County Children Services. As a quorum was not initially met, the Board members present elected to proceed with the agenda items which did not require a majority vote.

### NEW HIRE INTRODUCTIONS & LEVY FUNDRAISING UPDATE

Tim Harless introduced the most recent Agency new hire. Community Outreach worker Brigitte Coles started on Harless' team on 1.29.18. The Board introduced themselves and welcomed Coles to the Agency. Harless also explained recent levy fundraising efforts and passed around the coupon sheet provided by Gionino's. Each coupon sheet costs \$20, so the 300 coupon sheets that we are selling would raise \$6,000 for the levy fund. Coles left the meeting at this point.

*\*\*\*\* Chair West-Torrence officially called the meeting to order at this point (3:49 p.m.) of Board members present and representing a quorum. \*\*\*\**

### AGENDA

On a motion by Grega, seconded by Kulig, the Board unanimously approved the agenda by all Board members in attendance.

### MINUTES

On a motion by Kulig, seconded by Jackson-Johnson, the Board unanimously approved the January 8, 2018 Board meeting minutes.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Harrelson reported on her discussion with Dewayne Lee and Maja-lisa Anderson Lee from Healing Hearts. They are still waiting on the architect to come back with a quote for remodeling their existing space. Lee may or may not move forward with a facility for children, as a facility for adults would be more lucrative. Harrelson will find out if Lee and Anderson Lee would give a personal guarantee in the event of a business arrangement.

Kulig asked whether any progress has been made with Judge Cockley. Harrelson stated that the Agency has withdrawn its appeals in the Supreme Court due to the costs being incurred by the county for Judge Cockley's defense.

Harrelson reported on recent Juvenile Court issues. She is collaborating with Judge Spon to set up a \$50,000 pilot program to use toward paying kinship families to care for children. However, the Agency does not get reimbursed for kids who go into family/kin placements. There is a disconnect between our funding and Spon's understanding of it. Harrelson will meet with Lisa Benson on Thursday regarding the pilot program.

Kulig asked for an update on the union process. Fact finding will start on March 8<sup>th</sup>.

Harrelson read a statement from the director and administrator of another county thanking supervisor Miranda Walker and caseworker Cindy Ogle for their hard work and professionalism while collaborating on a case. In the course of reviewing annual evaluations, it was discovered that Cindy and at least one other Intake worker achieved 100% compliance for timeliness on all of their assessments in the year 2017. Harrelson will bring thank you cards to the March meeting for those employees with 100% compliance in 2017.

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

### **Executive Committee Report**

#### **Board Bylaw Amendment**

The Board packets contained language for suggested revisions to the Board bylaws.

On a motion by West-Torrence, seconded by Kulig, the Board unanimously accepted the changes to the Board bylaws as suggested.

### **Finance Director Report**

#### **December Finance Report**

Goshe distributed the December 2017 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,273,153.52, \$748,842.78

in revenue, and \$820,985.75 in expenses with an ending balance of \$7,201,010.55. The ending fund balance reflects 73.2% or 8.8 months of the 2017 budget.

There was one change from the version submitted last month (a reduction in the Worker's Compensation premium). West-Torrence asked for more details about Parental Support. Parental Support is a revenue line item. This is for court-ordered child support for kids placed in our custody.

On a motion by Bessick, seconded by Jackson-Johnson, the Board unanimously accepted the December 2017 Final Financial Report.

### **January Finance Report**

Goshe distributed and reported on the January 2018 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,201,010.55, \$188,788.88 in revenue, and \$771,442.85 in expenses with an ending balance of \$6,618,356.58. The ending fund balance reflects 62.9% or 7.5 months of the 2018 budget.

January and February are historically low-revenue months, so the amount in this section for January is not abnormal.

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

### **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**

#### **2018 PQI Plan**

There were no changes to this plan from last year with the exception of the "Stakeholder participation" section on page 3. This will be reviewed after completion of the 2017 Stakeholder review.

On a motion by Kulig, seconded by Bessick, the Board unanimously approved the 2018 PQI plan as presented.

### **2017 4<sup>th</sup> Quarter PQI Report**

Kulig asked whether this format is acceptable to the Board for the 4<sup>th</sup> Quarter report every year. The only item that the committee would like to highlight is the FTM/TDM fidelity information presented on page 6. The goal is 75% fidelity right now, which would help highlight that employees are actively working on this. This does affect the Agency financially and deserves some attention. By the time of the next quarterly PQI report, staff members will come back to the S&P Committee with recommendations for improving fidelity.

On a motion by Kulig, seconded by Heydinger, the Board unanimously approved the 2017 4<sup>th</sup> Quarter PQI report as presented.

### **Community Stakeholder Survey**

The committee looked at this and realized that it was good feedback. Instead of a 5-minute report, the committee felt that it would be beneficial for Harrelson to present the results of the survey in their entirety at an upcoming Board meeting. Discussion will be postponed until Harrelson can create a presentation.

## **BILLS**

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

## **EXECUTIVE SESSION**

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

Before adjourning, West-Torrence presented Harrelson with a personalized pen and certificate for her five (5) years of service with RCCS.

## **ADJOURNMENT**

On a motion by Jackson-Johnson, seconded by Bessick, the Board moved to adjourn the meeting at 4:42 p.m.

Respectfully Submitted:

Deanna West-Torrence, Chair

Amy Gosser, Recording Secretary