

## RECORD OF PROCEEDINGS

Date of Meeting: February 8, 2021

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

Members Excused: Scott Gatchall

Members Absent:

Others Present: Nikki Harless, Kevin Goshe, Nicole Foulks, Chris Zuercher, Marsha Coleman, Tim Harless, Recording Secretary Amy Hackedorn

Others Absent:

The regular monthly Board meeting was held on Monday, February 8, 2021, in the Fuddy Training & Learning Center Room at Richland County Children Services. Chair Kulig called the meeting to order at 3:31 p.m. of Board members present (both in person and via phone) 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.

\*\*Update: The Open Meetings Act exception allowing public bodies in Ohio to hold virtual meetings and hearings has been extended until at least July 1, 2021 through the passage of House Bill 404. The exception was originally set to expire in December of 2020 under House Bill 197. The General Assembly passed H.B. 404 as an emergency measure, and it became effective on 11.22.2020 upon Governor Mike DeWine's signature. The following rules will continue to govern virtual public meetings:

*"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**

Board Chair Jim Kulig requested the addition of a special Staff Recognition segment to the agenda as the first order of business.

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

## **STAFF RECOGNITION**

Kulig wanted to formally recognize a former Children Services employee (Tim Harless) who retired from the Agency one year ago. *(Board member Renee Bessick joined the meeting at this point – 3:38 p.m.)* Tim has held many jobs over the years and has done all of them incredibly well. Kulig debated traditional ways to recognize Tim for his years of service (a plaque, a statue, a gift certificate...). The final decision was to have a caricature created of Tim in order to recognize his unique interests, characteristics and skillsets. Current RCCS employee Vickie Graves was tasked with the creation of this image. The caricature included a Steelers logo, UltraMan, Godzilla, and many other tidbits that encompass Tim and his unique personality. Kulig presented the framed drawing to Tim along with a virtually signed card from all of the current Board members. Tim said that he has received a lot of support from various people throughout his career. Even with the families he still works with through JFS, the ability to make someone else's life better is one of the greatest rewards that he (or anyone) could ever receive. Harless appreciates the work that RCCS employees continue to do, because social work is often a thankless job. He also appreciates the leadership shown by the RCCS Board members, especially during the unprecedented year which 2020 proved to be. The Board members and RCCS staff members present thanked Tim for his service to the children and families of this community and gave him a round of applause. *Tim Harless left the meeting at this point (3:51 p.m.).*

## **MINUTES**

On a motion by Hope, seconded by West-Torrence, the Board unanimously approved the January 11, 2021 regular Board meeting minutes.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Harless commented on her January Board report. She pointed out that we are working hard on making revisions to the Personnel Manual. This task is not yet complete, but once it is done HR Manager Sarah Soliday will contact Committee Chair Renee Bessick to set up a meeting of the Board Personnel Committee. Clinical Director Marsha Coleman will also contact Committee Chair Nicole Blakley to set up a meeting of the Board Services & Programs Committee. The Finance Committee does not have need to meet yet, but the Executive Committee does need to meet to begin their review of Nikki's performance as Executive Director. Kulig will contact Heydinger, Murray and West-Torrence to set up a

meeting. Harless stated that we retrieved all of our items (furniture, etc.) from Ocie Hill and redistributed these in our current visitation area. This is a good temporary solution, although once we resume in-person family meetings we will need additional space. Harless highlighted several major items that were accomplished by the Agency in 2020 despite the pandemic. Most of these pertain to the recruitment and retention of staff. We managed to hire quite a few new caseworkers. HR Manager Sarah Soliday has been meeting with the new hires periodically to make sure they still have the tools and support that they need to function successfully. Other items included the implementation of the four 10-hour-day work week, reinstatement of the tuition reimbursement program, and issuance of incentive payments. Heydinger asked how many workers take advantage of the four 10-hour-day work schedule. Harless will find out the answer to that question for the March meeting. Hope asked about turnover; Harless stated that most of the individuals who resigned in 2020 were casework staff. Often these workers get burnt out, and it is hard to paint an accurate 'day-in-the-life' picture for new workers who have never experienced this type of work before. Kulig requested that the Staff Recruitment and Retention Committee make a presentation to the whole Board in August or September.

On a motion by Nicholson, seconded by West-Torrence, the Board unanimously accepted the Executive Director's report. *Murray left the meeting at this point (4:10 p.m.).*

### **Executive Committee Report**

No report at this time.

### **Finance Director Report**

#### **January Finance Report**

Goshe distributed and reported on the January 2021 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,304,176.48, \$217,579.56 in revenue, and \$1,073,268.97 in expenses with an ending balance of \$6,448,487.07. The ending fund balance reflects 55.7% or 6.7 months of the 2021 budget.

The money received in January was 6.4% less than budgeted, which is not out of the ordinary for this time of year. We spent 9.3% of our budgeted expenses, which is slightly higher than budgeted. January was a 3-pay month, however, so that contributed to the expense. Our annual contribution to the Youth & Family Council pooled fund also contributed to higher expenditures. We are still in good shape where our fund balance is concerned. New Board members Hope, Nicholson and Gatchall will undergo Board orientation on 2/24/2021 to aid in their understanding of public (as opposed to private) finance/funding sources. Purchased Services expenditures were higher than budgeted for January, primarily due to the Youth & Family Council pooled fund contribution.

On a motion by Hope, seconded by West-Torrence, the Board unanimously accepted the January 2021 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**

No report at this time.

### **BILLS**

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

### **ADJOURNMENT**

On a motion by Nicholson, seconded by Hope, the Board moved to adjourn the meeting at 4:22 p.m.

Respectfully Submitted:

Jim Kulig, RCCS Board Chair

Amy Hackedorn, Recording Secretary