

RECORD OF PROCEEDINGS

Date of Meeting: March 31, 2020

Members Present: Chair Jim Kulig, Vice Chair Pat Heydinger, Secretary Deanna West-Torrence, Nicole Blakley, Jim Nicholson, Renee Bessick
(via phone)*

Members Excused: Treasurer Jason Murray, Rick Grega

Members Absent:

Others Present: Nikki Harless, Chris Zuercher, Kevin Goshe, Recording Secretary Amy Hackedorn, Marsha Coleman (via phone)

Others Absent:

A rescheduled session of the regular monthly Board meeting was held on Tuesday, March 31, 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 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.

“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

Several changes to the original agenda were proposed, including elimination of the New Hire Introduction section and the Mini-Training section. Discussion of the Supplemental Policy regarding the Family First Coronavirus Response Act of 2020 was added to the Personnel Committee section.

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

MINUTES

On a motion by West-Torrence, seconded by Nicholson, the Board unanimously approved the February 10, 2020 regular Board meeting minutes.

EXECUTIVE DIRECTOR'S REPORT

Executive Director's Report and Comments

The Agency's low turnover rate in the month of March was discussed. HR Manager Chris Zuercher mentioned that we had to delay the start date for three new hires due to COVID-19 concerns, but all three individuals were very understanding. Blakley asked Harless if she has had a chance to talk to anyone yet at the City Center downtown regarding the utilization of that space for visitation. The city lot is really the only available parking near there. This will be discussed further at the next Agency Visitation Committee meeting in mid-April. Heydinger asked if employees are happy with all of the recent moves and promotions. Harless and Zuercher both reported that this seems to be going well so far.

Kulig expressed appreciation to Harless, the entire Core Team, and all RCCS staff for doing so much over the last few weeks to maintain Agency operations in spite of adversity. Heydinger thanked Agency leadership for helping to keep workers and clients informed and safe. Members of management have met every morning at 8:30 to make the decisions necessary to address the COVID-19 pandemic, so this has been a team effort. Harless said that the way Agency staff have responded to this crisis is very uplifting.

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

Executive Committee Report

We still do not have a new Board member to replace Don Moroney. The consensus of all Board members present was to wait until life gets a little less hectic (and the stay-at-home order is lifted) before approaching any individual(s) regarding Board membership.

Roll was called again at this point to ensure that all members were still present via phone and representing a quorum. Kulig, Heydinger, West-Torrence, Blakley, Nicholson, and Bessick all answered in the affirmative.

Finance Director Report

February Finance Report

Goshe distributed and reported on the February 2020 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,660,018.03, \$492,725.25 in revenue, and \$838,228.36 in expenses with an ending balance of \$5,314,514.92. The ending fund balance reflects 47.2% or 5.7 months of the 2020 budget.

Revenue for the year is 9.9% less than budgeted, which is not unusual for the first few months of the year. We received a JFS payment for the court liaison contract in the amount of \$86,132.76. The majority of expenses came from the operating budget, with the remainder coming from the capital replacement budget. The fund balance at the end of February reflected a decrease of \$1,183,450.18. The first levy payment did not arrive in March, which is not unusual. Hopefully this will arrive in the next few weeks. Heydinger asked if the current pandemic has affected revenues or expenses at all. Goshe stated that no additional funding sources have currently been identified, although this is a possibility in the future.

On a motion by West-Torrence, seconded by Blakley, the Board unanimously accepted the February 2020 Final Financial Report.

Resolution 03-16-20-01: Authorization to Sign Auditor Documents

Goshe explained that the Auditor requests this document every year. Resolution 03-16-20-01 was proposed for purposes of authorizing specific agency staff to perform the various functions necessary to process payroll, pay bills, and be the point of contact to the Auditor's office.

On a motion by Bessick, seconded by Heydinger, the Board unanimously approved Resolution 03-16-20-01 by roll call vote. Signatures will be obtained once the Board can reconvene in person.

Finance Committee Report

No report at this time.

Levy Committee Report

No report at this time.

Personnel Committee Report

Supplemental Policy regarding the Family First Coronavirus Response Act of 2020

Zuercher explained that this supplemental policy needs to be put in place to address the Emergency Sick Leave and the Family Medical Leave Expansion. As of right now, children

services workers are not considered to be emergency responders by the Department of Labor, and as such cannot be exempt from the new Act. These new benefits will both be effective as of tomorrow (April 1, 2020). The Act provides employees with up to two weeks of paid sick leave for qualifying conditions related to COVID-19, in addition to potentially ten weeks of expanded Family and Medical Leave (to be paid at two-thirds of the employee's regular pay) for certain qualifying conditions. The recommendation of management is to allow employees to supplement the remaining 1/3 of their pay with either vacation, comp time, or personal days. Goshe stated that we will still bill this through our normal channels and get about 40% of our expense back.

On a motion by Nicholson, seconded by West-Torrence, the Board unanimously approved the Supplemental Policy as presented.

Services and Program Report

2019 4th Quarter PQI Report

Blakely stated that the Board Services & Program Committee reviewed the 2019 4th Quarter PQI report in its entirety at their meeting on 2.20.2020. There was nothing surprising in the report that was noted by the Committee. The recommendation of the Committee is to approve the 2019 4th Quarter PQI report as presented.

On a motion by Blakley, seconded by West-Torrence, the Board unanimously approved the 2019 4th Quarter PQI report.

BILLS

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

ADJOURNMENT

On a motion by Blakley, seconded by Bessick, the Board moved to adjourn the meeting at 4:32 p.m.

Respectfully Submitted:

Jim Kulig, RCCS Board Chair

Amy Hackedorn, Recording Secretary