

## RECORD OF PROCEEDINGS

Date of Meeting: March 8, 2021

Members Present\*: Chair Jim Kulig, Vice Chair Pat Heydinger, Nicole Blakley, Renee Bessick, Jim Nicholson, Bill Hope, Scott Gatchall

Members Excused: Treasurer Jason Murray, Secretary Deanna West-Torrence

Members Absent:

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

Others Absent:

The regular monthly Board meeting was held on Monday, March 8, 2021, in the Fuddy Training & Learning Center at Richland County Children Services. Chair Kulig called the meeting to order at 3:30 p.m. of Board members present (both in person and by 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**

On a motion by Blakley, seconded by Heydinger, the Board unanimously approved the proposed agenda by all Board members in attendance. *Board member Jim Nicholson arrived at this point (3:32 p.m.).*

## **MINUTES**

On a motion by Hope, seconded by Nicholson, the Board unanimously approved the February 8, 2021 regular Board meeting minutes.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Harless commented on her February Board report. She conducted orientation with the three newest Board members (Nicholson, Gatchall and Hope) during the month of February. Hope stated that the orientation was very informative. We have had several recent staff resignations, so we are going to continue working on retention of employees. Harless responded to Heydinger's question from last month; we currently have 13 employees working four 10-hour days. For foster parent recruitment, any Board member who is interested in putting out a yard sign or two should contact Amy Hackedorn.

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

### **Executive Committee Report**

No report at this time. Kulig informed the Board that the Executive Committee plans to meet regarding the evaluation of Nikki Harless in her role as RCCS Executive Director. Agency MIS Manager Pam Hinton-Groves will email a copy of the evaluation form to Harless and Kulig for review prior to completion.

### **Finance Director Report**

#### **February Finance Report**

Goshe distributed and reported on the February 2021 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,448,487.07, \$438,290.43 in revenue, and \$779,239.24 in expenses with an ending balance of \$6,107,538.26. The ending fund balance reflects 52.7% or 6.3 months of the 2021 budget.

Revenue is running about 10.9% less than budgeted, which is not abnormal for this time of year. We received our normal quarterly reimbursement amounts from JFS and Youth & Family Council. We are running about 0.7% less than budgeted for expenditures. Purchased Services

is still high due to our annual Y&FC contribution, but this percentage should continue to decrease throughout the year.

On a motion by Nicholson, seconded by Heydinger, the Board unanimously accepted the February 2021 Final Financial report.

### **2021 Records Retention Schedule**

Goshe presented recommended revisions to the RC-2 Records Retention Schedule for 2021. The retention periods for record series 07-00200a (Paper Family Case Files) and 07-00200b (Electronic Family Case Files) were updated to include language “or until sealed by Court order pursuant to ORC 2151.356 and/or ORC 2151.357.”

On a motion by Nicholson, seconded by Blakley, the Board unanimously accepted the recommended revisions to the Records Retention Schedule. This will be presented to the Richland County Records Commission (which meets in April) and then ultimately to the Ohio History Connection State Archives for final approval. *Board member Renee Bessick joined the meeting at this point (3:45 p.m.).*

### **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**

#### **Agency Mission Statement, Vision Statement, & Guiding Principles**

The Services & Program committee members reviewed these documents and agreed to recommend reaffirmation to the full Board with no changes.

On a motion by Blakley, seconded by Bessick, the Board unanimously re-affirmed the Agency Mission Statement, Vision Statement, and Guiding Principles.

#### **PQI 4<sup>th</sup> Quarter/End-of-Year 2020 Report**

Blakley noted that the committee discussed the turnover rate for the Agency. This is high, but not as high as other areas in Ohio. Hopefully the new internal Staff Recruitment & Retention

committee can help with this issue. There is a new vendor for foster parent training, which should hopefully allow for more in-person and virtual trainings. With schools being a number one reporter, one major concern is who has eyes on some of the children in our community. Coleman stated that we are going to add more HR information to this report moving forward.

On a motion by Blakley, seconded by Bessick, the Board unanimously approved the PQI 4<sup>th</sup> Quarter/End-of-Year 2020 report as presented.

## **BILLS**

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

Hope asked whether our staff were included on the list of first responders eligible for COVID-19 vaccinations. Harless stated that our staff has not yet been made a priority. Only 32 of our staff were willing to do this voluntarily when we initially were given an opportunity to get the vaccine through OhioHealth, although this was admittedly a very limited, last-minute offering on their part.

## **ADJOURNMENT**

On a motion by Nicholson, seconded by Bessick, the Board moved to adjourn the meeting at 3:58 p.m.

Respectfully Submitted:

Jim Kulig, RCCS Board Chair

Amy Hackedorn, Recording Secretary