

RECORD OF PROCEEDINGS

Date of Meeting: May 13, 2019

Members Present: Treasurer Jason Murray, Jim Kulig, Pam Siegenthaler, Pat Heydinger, Nicole Blakley, Vice Chair Renee Bessick (3:36 p.m.), Secretary Dr. Michelle Kowalski (3:36 p.m.), Rick Grega (3:54 p.m.)

Members Excused: Chair Deanna West-Torrence

Members Absent:

Others Present: Nikki Harless, Chris Zuercher, Kevin Goshe, Marsha Coleman, Recording Secretary Amy Gosser, Pam Hinton-Groves, Patty Harrelson (via phone)

Others Absent:

The regular monthly Board meeting was held on Monday, May 13, 2019, in the Board Conference Room at Richland County Children Services. Treasurer Murray called the meeting to order at 3:34 p.m. of Board members present and representing a quorum.

AGENDA

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

MINUTES

On a motion by Siegenthaler, seconded by Heydinger, the Board unanimously approved the April 8, 2019 Board meeting minutes.

***Upon arrival of both Bessick and Kowalski at this time (3:36 p.m.), Treasurer Murray turned the floor over to Vice Chair Bessick.*

MINI-TRAININGS

Electronic Data Management System (EDMS) - Traverse

MIS Manager Pam Hinton-Groves demonstrated the Traverse EDMS system to the Board. This program was implemented by RCCS on April 15th. The Agency now uses two systems: SACWIS and Traverse EDMS. The purpose of EDMS is to improve case document retention and allow for easier retrieval of case information in an electronic format. The system also pulls data automatically into forms in order to reduce repetitive information

being filled out. EDMS is focused on case plan progress to ensure child safety and wellbeing. Seven counties in Ohio opted out initially, but they will most likely opt in following the governor's budget announcement. We implemented a "one-touch" philosophy in that the first person to touch a document is the person to scan it in. We set up designated scanning workstations so that workers can have a set area to scan in documents. EDMS also has a feature that allows workers and clients to complete forms electronically in the system. There are currently 50 RCCS forms in Traverse, with another 31 pending revisions. The State developed a unified taxonomy for all cases in order to make it easier to find certain documents. Traverse engages in a lot of data-mining, similar to a Google search. It can help identify case history and relationships. The People Mentions tab assists in finding potential child placements with relatives or significant others. There is also an Events feature which assists in locating significant child occurrences (such as placement transitions, hospital stays, arrests, custody changes, etc.). It has a key word search feature in order to make case review a quicker process (as opposed to searching through numerous paper documents in a traditional case file). Workers can also click on a word in the Word Cloud and it will pull out every document in the system that has that particular word in it. Line staff members were recently provided with Surface Pro tablets. Cases can be downloaded to their tablet so that workers can use this system even in areas where there is no internet connection. Hinton-Groves left the meeting at this point, shortly after highlighting some of the committees that she is on at the State level.

Juvenile Court Update

Harless reported on the meeting held two weeks ago between numerous RCCS employees, Juvenile Court Judge Steve McKinley and Director of Court Services Lisa Benson. Harless stated that we explained our funding sources to Judge McKinley and gave him a tour of the Agency. Judge McKinley expressed a desire to help with foster parent recruitment. He seemed open to changing some of the court processes that frequently cause us problems and he asked some very good questions. Overall it was a very positive meeting.

EXECUTIVE DIRECTOR'S REPORT

Executive Director's Report and Comments

Harrelson reported on the bill sponsored by Senator Brown. This has a huge price tag attached to it, but he is trying to push the system as far as funding for child welfare is concerned. Harrelson does not expect an off-ramp to Protect Ohio at this point, but she stated that you never know what may happen.

Siegenthaler questioned why we have a higher number of youth placed in out-of-network foster homes. Many of our foster parents do not offer specialized levels of care, so we often have to look out-of-network for different therapeutic tiers.

Siegenthaler also congratulated Harrelson and the Agency on becoming a model for adoptive subsidy negotiations throughout Ohio. These are often difficult conversations for our workers to have, so developing a Subsidy team has helped to make this process more structured and objective in terms of compensation.

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

Executive Committee Report

No report at this time.

Finance Director Report

April Finance Report

Goshe distributed and reported on the April 2019 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,088,683.91, \$2,261,393.78 in revenue, and \$750,936.05 in expenses with an ending balance of \$7,599,141.64. The ending fund balance reflects 70.9% or 8.5 months of the 2019 budget.

The largest portion of revenue for this month came from property tax payments that were collected. Revenue was about 6.5% higher than budgeted. Expenditures for the month of April were also better than anticipated because all expense lines were lower than budgeted.

The dealership has received four of the six new vehicles that we ordered. They would like to bring two of them down on Wednesday and two of them down on Thursday. Goshe still needs to follow-up with the Commissioners to see if we can list the Agency vehicles that are being replaced on govdeals.com.

On a motion by Grega, seconded by Murray, the Board unanimously accepted the April 2019 Final Financial Report.

Resolution 05-13-19-01: Authorization to Sign ODJFS Subgrant Agreements

Resolution 05-13-19-01 was proposed for purposes of authorizing the Board Chair (or Vice Chair in their absence) and the Executive Director (or Assistant Director in their absence) to sign biennial subgrant agreements with the Ohio Department of Job & Family Services.

On a motion by Grega, seconded by Kowalski, the Board unanimously approved Resolution 05-13-19-01 by roll call vote and signature.

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

1st Quarter PQI Report

Kulig highlighted some of the largest discrepancies between the 1st quarter of 2019 and the 1st quarter of 2018. Visits at the Lexington Avenue location decreased dramatically from the same time period last year. This was due to the fact that our lease ended abruptly, and so we no longer have use of this space. Kulig also discussed how outside legal filing numbers have increased (hopefully due to improving relations between RCCS and DR Court) in addition to the continued increase in fidelity numbers. Kulig recommended that the Board host a picnic for staff in order to recognize their good efforts in this area. Harrelson suggested that Brigitte and Tim discuss this idea with the members of the S&P Committee at their next scheduled meeting. All Committee members present agreed with this course of action. The number of foster parent inquiries increased by 40%, and this is a potential trend that the Committee will continue to monitor.

On a motion by Heydinger, seconded by Murray, the Board unanimously approved the 1st Quarter PQI Report as recommended.

BILLS

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

EXECUTIVE SESSION

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

ADJOURNMENT

On a motion by Kowalski, seconded by Murray, the Board moved to adjourn the meeting at 4:48 p.m.

Respectfully Submitted:

Renee Bessick, Vice Chair

Amy Gosser, Recording Secretary