

## RECORD OF PROCEEDINGS

Date of Meeting: June 10, 2019

Members Present: Chair Deanna West-Torrence (3:46 p.m.), Vice Chair Renee Bessick, Secretary Dr. Michelle Kowalski (3:52 p.m.), Jim Kulig, Pam Siegenthaler, Pat Heydinger, Rick Grega, Nicole Blakley

Members Excused: Treasurer Jason Murray

Members Absent:

Others Present: Patty Harrelson, Nikki Harless, Chris Zuercher, Kevin Goshe, Recording Secretary Amy Gosser

Others Absent:

The regular monthly Board meeting was held on Monday, June 10, 2019, in the Board Conference Room at Richland County Children Services. Vice Chair Bessick called the meeting to order at 3:31 p.m. of Board members present and representing a quorum.

### AGENDA

On a motion by Kulig, seconded by Grega, 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 May 13, 2019 regular Board meeting minutes.

On a motion by Siegenthaler, seconded by Blakley, the Board unanimously approved the May 28, 2019 special Board meeting minutes.

### EXECUTIVE DIRECTOR'S REPORT

#### Executive Director's Report and Comments

Harrelson reported on an email that she received from our ODJFS Technical Assistance Specialist (TAS) Sally Buccieri. Buccieri gave our staff a Shout Out for closing cases in a timely manner and for ensuring that case plans, case reviews and semiannual administrative reviews are completed timely as well. She said that RCCS has a lot to be proud of and thanked the Agency and its staff for the work that is done every day to help Ohio families. Harless will mention this at the upcoming Staff meeting on June 13, 2019.

Siegenthaler asked about the adoptions for May. There were three adoptions finalized during the month, which is good because it means that three more children were able to achieve permanency. Raising adoption subsidy negotiation discussions to an administrative level (versus a line staff level) has been helpful in getting these processed more quickly.

Kulig asked if there are any additional thoughts regarding the idea of Board members hosting a picnic for staff in recognition of their hard work. Harless spoke with a member of the RCCS Staff Enrichment committee. They will need to figure out a date that works best for staff, but the committee is very excited about the prospect of partnering with the Board for this endeavor. Harless will inform the Board once a date is chosen.

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

### **Executive Committee Report**

No report at this time.

*\*\*Upon arrival of West-Torrence at this time (3:46 p.m.), Vice Chair Bessick turned the floor over to Chair West-Torrence.*

### **Finance Director Report**

#### **May Finance Report**

Goshe distributed and reported on the May 2019 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,599,141.64, \$372,254.33 in revenue, and \$1,019,651.97 in expenses with an ending balance of \$6,951,744.00. The ending fund balance reflects 64.8% or 7.8 months of the 2019 budget.

Goshe stated that the Agency's revenue is about 2.1% higher than what was budgeted for YTD (year-to-date). Expenditures for the year are 3.1% less than budgeted. The other two cars that were ordered are supposed to be in on Friday (6/14/19), so they should be delivered to the Agency sometime next week.

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

#### **Resolution 06-10-19-01: Authorization to Sign Auditor Documents**

Resolution 06-10-19-01 was proposed for purposes of modifying the designated RCCS staff as applicable to perform the various functions necessary to process payroll, pay bills, and be the points of contact to the Auditor's office. This resolution would be effective as of July 1, 2019, in order to account for the replacement of Harrelson's name with Harless's as an authorized designee.

On a motion by Grega, seconded by Kowalski, the Board unanimously approved Resolution 06-10-19-01 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**

#### **Resolution 06-10-19-02: Resolution to Reclassify a Position**

Resolution 06-10-19-02 was proposed for purposes of reclassifying one (1) vacant Caseworker 1 position to one (1) Paralegal position in Pay Range 20.

On a motion by Bessick, seconded by Siegenthaler, the Board unanimously approved Resolution 06-10-19-02 by roll call vote and signature.

### **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.

## **EXECUTIVE SESSION**

At 4:06 p.m, Chair West-Torrence recommended an Executive Session. On a motion by Bessick, seconded by Grega, the Board voted unanimously to move into Executive Session by roll call vote in order to consider the appointment, employment, promotion, and/or compensation of a public employee or official. At that time, each Board member responded as follows: Bessick, "yes"; Kulig, "yes"; Blakley, "yes"; Siegenthaler, "yes"; West-Torrence, "yes"; Heydinger, "yes"; Grega, "yes"; and Kowalski, "yes."

On a motion by Grega, seconded by Blakley, the Board voted unanimously to return to open session at 4:35 p.m.

### **Interim Director Compensation**

On a motion by Siegenthaler, seconded by Grega, the Board voted unanimously to implement a 10% pay increase to Interim Director Nikki Harless's salary on an interim basis effective July 1, 2019.

### **Exiting Executive Director Compensation**

On a motion by Grega, seconded by Kulig, the Board voted unanimously to pay the exiting Executive Director Patricia Harrelson for the time period from July 1, 2019 through July 23, 2019. This is an amendment to the vote taken during the Special Board meeting on May 28, 2019 which designated July 10, 2019 as Director Harrelson's last official day of employment. Board Chair West-Torrence signed documentation for the Auditor's office with Harrelson's last day of employment listed as July 23, 2019.

### **ADJOURNMENT**

On a motion by Grega, seconded by Bessick, the Board moved to adjourn the meeting at 4:43 p.m.

Respectfully Submitted:

Deanna West-Torrence, Chair

Amy Gosser, Recording Secretary