

RECORD OF PROCEEDINGS

Date of Meeting: August 12, 2019

Members Present: Chair Deanna West-Torrence, Vice Chair Renee Bessick, Jim Kulig, Pat Heydinger, Nicole Blakley

Members Excused: Secretary Dr. Michelle Kowalski, Pam Siegenthaler, Rick Grega

Members Absent: Treasurer Jason Murray

Others Present: Nikki Harless, Chris Zuercher, Kevin Goshe, Recording Secretary Marsha Coleman, Chanece Lawrence, Jocelyn Foote

Others Absent:

The regular monthly Board meeting was held on Monday, August 12, 2019, in the Board Conference Room at Richland County Children Services. Chair West-Torrence called the meeting to order at 3:30 p.m. of Board members present and representing a quorum.

AGENDA

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

NEW HIRE INTRODUCTIONS

HR Manager Chris Zuercher introduced two new Agency caseworkers. Chanece Lawrence (BSW LSW) joined Teresa Coll's Ongoing 3 team on 7.25.19, and Jocelyn Foote (BSW) joined Charity Hamler's Ongoing 4 team on 8.8.19. An additional two new Agency caseworkers were mentioned but were unable to be at this meeting. Imani Beard (BSW) joined Charity Hamler's Ongoing 4 team on 7.11.19, and Chase Brlan (BS) joined Terrie Sgro-Perdue's Ongoing 2 team on 7.11.19. The Board members present introduced themselves and welcomed the new caseworkers to the Agency. Lawrence and Foote left the meeting after introductions had concluded.

MINUTES

On a motion by Blakely, seconded by Kulig, the Board unanimously approved the July 8, 2019 Board meeting minutes.

MINI-TRAINING

Grievance Procedure

RCCS Clinical Director Marsha Coleman gave an overview of the Agency grievance procedure to the Board members present. The main takeaway from this discussion was that it is not within the purview of RCCS Board members to listen to, discuss, or attempt to resolve any case-related matters. Any and all referrals obtained of this sort by members of the RCCS Board should immediately be referred to RCCS Clinical Director Marsha Coleman so that the proper process can be followed. The Board members present stated that communication of this process needs to be offered to the Richland County Commissioners as well. Interim Director Harless will set up a meeting with the Commissioners to discuss this topic.

INTERIM DIRECTOR'S REPORT

Interim Director's Report and Comments

Harless reported on her meeting with Judge Cockley and the positive outcomes from that discussion. The Board members also discussed building safety and security concerns. There is a panic button in every visitation room, at the front desk, and in the executive office area for a total of 9 buttons. When a panic button is pressed, the signal goes to Vector Security and then the Richland County Sheriff's Department is called. The history of security at the Agency was discussed briefly. Interim Director Harless explained the CPOE (Child Protection Oversight Evaluation) final report and its implications in greater detail. Harless will report more on the PPA (Plan for Practice Advancement) at a later date.

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

Executive Committee Report

No report at this time.

Finance Director Report

July Finance Report

Goshe distributed and reported on the July 2019 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,100,244.46, \$91,012.51 in revenue, and \$844,918.31 in expenses with an ending balance of \$6,346,338.66. The ending fund balance reflects 59.2% or 7.1 months of the 2019 budget.

Goshe commented on the end of Protect Ohio funding as of October 1, 2019 and the implications for the Agency budget moving forward. More information will be forthcoming.

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

Agency Inventory Disposal

Goshe informed the Board that there are several electronic items that are no longer used by RCCS. MIS Manager Hinton-Groves submitted a request that the following items be removed from the Agency inventory: 74 Apple iPad Air 16GB tablets (including tablet cases), 2 Apple iPad Air 32GB tablets (including tablet cases), and 3 HP PhotoSmart 8550 printers. All data has been removed from the devices in accordance with applicable confidentiality policies. Upon Board and County approval, the items will be listed on the online auction site to be sold to the highest bidder.

On a motion by Bessick, seconded by Heydinger, the Board unanimously agreed to authorize RCCS management to take the necessary steps to dispose of the aforementioned items in accordance with the law and local procedures.

Finance Committee Report

Parking Lot Recommendations

The bid from Thompson Asphalt was the lowest for areas 1 & 3 (replacing the asphalt with asphalt), and the bid from Hammett Asphalt Paving was the lowest for areas 4 & 5 (replacing the concrete with concrete). Area 2 is currently asphalt. If we went with Thompson Asphalt for that area as well (replacing the asphalt with asphalt) we would have \$51,939 left in the budget for unforeseen circumstances. If we have Hammett Asphalt Paving do area 2 in concrete (replacing the asphalt with concrete), we would have \$19,166 unspent in the budget (assuming that there aren't any issues that pop up). All Finance Committee members present at the Committee meeting agreed that \$19,166 should be a large enough cushion for unforeseen expenses. The recommendation of the Finance Committee is for the Agency to contract with Thompson Asphalt for areas 1 & 3 and with Hammett Asphalt Paving for areas 2, 4, and 5.

On a motion by Heydinger, seconded by Blakely, the Board unanimously agreed to accept the recommendation of the Finance Committee.

Levy Committee Report

No report at this time.

Personnel Committee Report

No report at this time.

Services and Program Report

No update at this time. The Committee will meet on August 20, 2019 at 2:30 p.m.

Search Committee Report

The Search Committee members present updated the full Board on the progress made thus far regarding the search for a new Executive Director. A copy of the job posting was attached to the Board packets. On September 9, 2019, Committee members will begin to review all of the submitted applications and resumes. Interviews will start on October 1, 2019 and will continue through December. The new Executive Director will be announced at the end of December and will have a January 2020 start date. The job posting is listed on the PCSAO website, the Richland County website, the internal agency email system, the Indeed job search website, and the Agency Facebook page. Focus groups will be conducted with other agency directors who work with RCCS and with the schools. The committee was tasked with creating 5 questions to be given to the Human Resource Manager (Chris Zuercher) and an outside facilitator (Tom Brennen). The Search Committee will meet on Monday, August 19, 2019 at 8:00 in the Board room to determine the 5 questions that will be used in the interview process. The subsequent Search Committee meeting will be held on September 9, 2019 at 2:00 p.m. Zuercher reported that he has received 10 resumes/applications so far, all of which have been submitted by external applicants.

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

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

ADJOURNMENT

On a motion by Kulig, seconded by Blakely, the Board moved to adjourn the meeting at 4:56 p.m.

Respectfully Submitted:

Deanna West-Torrence, RCCS Board Chair

Marsha Coleman, Acting Recording Secretary