

## RECORD OF PROCEEDINGS

Date of Meeting: February 9, 2015

Members Present: Chair Pamela Siegenthaler, Vice Chair Jim Kulig, Treasurer Robert Kirkendall, Secretary Renee Bessick, Dave Leitenberger, Dr. Michelle Kowalski (4:55 pm), Attorney Jason Murray

Members Absent: Stacey Jackson-Johnson, Lynn Friebel

Others Present: Patty Harrelson, Nikki Harless, Recording Secretary Marsha Coleman, Kevin Goshe

Others Absent:

The regular monthly Board meeting was held on Monday, February 9, 2015, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:33 p.m. of Board members present and representing a quorum.

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

### AGENDA

On a motion by Kirkendall, seconded by Kulig, the Board unanimously approved the January 12, 2015 Board meeting minutes.

### CONSENT AGENDA

#### Executive Director's Report and Comments

Harrelson reported on updates including data around investigations, screening, and caseloads seem to have hit a point to be considered baseline data. Harrelson also conveyed her thoughts on the possibility of discussing the need to hire a Human Resource Manager at the end of 2015.

The Agency and Board would like to continue to support the child advocacy project with Ohio Health regarding the interview rooms and materials that may be needed. Video recording equipment needs will be reviewed in the future.

On a motion by Kulig, seconded by Bessick, the Board unanimously accepted the consent agenda.

## **Executive Committee Report**

**2015 Conflict of Interest Forms** – Siegenthaler reported on the need to complete the annual Conflict of Interest Form and the meaning of Conflict of Interest. Conflict of Interest forms were completed by Murray and Leitenberger. Still need Friebel to complete this form.

## **Finance Director Report**

### **Finance Report**

Goshe distributed and reported on the January 2015 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,687,194.91, \$401,954.25 in revenue, and \$784,816.87 in expenses with an ending balance of \$5,304,332.29. The ending fund balance reflects 53.9% or 6.5 months of the 2014 budget.

Goshe provided information on PERS which is higher due to new payroll system calculation. Revenue of \$134,400 from the Efficiency and Innovation Grant is to be used for coaching and training of staff. Expenses were higher due to the VOIP telephone system having a larger maintenance fee paid by the county.

On a motion by Kirkendall, seconded by Murray, the Board unanimously accepted the January 2015 Final Financial Report.

### **Building Maintenance**

Harrelson and Goshe met with the Commissioners, who own the Agency's building, and presented the problems with the dry sprinkler system leaks and replacement to the line. Air continues to escape from the main lines in this system. Koorsen Fire and Security presented the lowest bid at \$25,021.62 and Goshe is recommending approval to proceed.

On a motion by Murray, seconded by Leitenberger, the Board unanimously approved the recommendation however if the bid in actuality exceeds 10% it would need a motion to come back to the Board for approval.

### **Purchase SUV Discussion**

Goshe presented information regarding the replacement of the 2006 Chevy Trailblazer with a 2015 Chevy Equinox at a total approximate cost of \$24,373.50.

On a motion by Murray, seconded by Bessick, the Board unanimously approved the purchase of a 2015 Chevy Equinox.

On a motion by Kirkendall, seconded by Kowalski, the Board unanimously approved the sale of the 2006 Trailblazer once the 2015 Chevy Equinox arrives.

### **Resolution for Auditor's Signatures**

Resolution 02-09-15-03: County Auditor Authorization necessary to process payroll and pay bills.

On a motion by Murray, seconded by Kowalski, the Board unanimously approved Resolution 02-09-15-03 by roll call vote and signature.

## **Finance Committee Report**

**Levy Committee Report** – no report at this time.

Kirkendall suggested looking at more accountability on expenditure as it relates to the families being served. The problem may be quantifying human behavior and outcomes that are fluid. Harrelson will reach out to other directors regarding this subject and Kirkendall will ask the Finance Committee to look at the possibilities in this area.

## **Personnel Committee Report**

### **Policy**

The Personnel Committee met and reviewed the following policies:

- POL 5.2 Vacation – policy statement
- POL 5.4 Personal Days – policy statement
- POL 8.7 Employee Work Related Incident/Accidents – policy statement
- POL 8.12 Dress Code – new policy

On a motion by Bessick, seconded by Murray, the Board unanimously approved the recommendations regarding policy changes by the Personnel Committee.

### **Resolution to Create Support 3**

Resolution 02-09-15-01: Converting one vacant caseworker position to a Support 3 position. The description of this position would be to support caseworkers with scheduling, letter and the coordination of time.

On a motion by Bessick, seconded by Kulig, the Board unanimously approved Resolution 02-09-15-01 by roll call vote and signature.

### **Resolution to Rename and Abolish Job Classification**

Resolution 02-09-15-02: abolishing the Case Aide 1 classification and changing the name of the Case Aide 2 classification to Family Support Specialist. The pay rate would remain the same and would be a support to staff and families.

On a motion by Murray, seconded by Bessick, the Board unanimously approved Resolution 02-09-15-02 by roll call vote and signature.

### **Services and Program Report**

The Services and Program Committee with all members present met on January 29, 2015 in the Board room.

**4<sup>th</sup> Quarter PQI Summary** – the committee recommended the Board accept the report as written.

**2015 PQI Plan** – changes were noted and the mission, vision and guiding principles were added as the major changes to the plan.

On a motion by Kulig, seconded by Leitenberger, the Board unanimously approved the recommendations of the Services and Program Committee as presented.

**Stakeholder Survey** – The committee had previously reviewed the outcomes from the Community Leaders survey. The Stakeholder Survey was distributed by the Community Leaders to their staff. The committee learned that some changes are needed to the content of the questions and the demographic information needed before distributing this survey next year.

The Services and Program Committee will need to meet at the end of April.

### **BILLS**

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

## **EXECUTIVE SESSION**

At 6:12 p.m., Chair Siegenthaler recommended an Executive Session. On a motion by Murray, seconded by Leitenberger, the Board voted unanimously to move into Executive Session to discuss personnel and legal matters by roll call vote. At that time, each Board member responded as follows: Kulig, “yes”; Kowalski, “yes”; Bessick, “yes”; Kirkendall, “yes”; Leitenberger, “yes”; Siegenthaler, “yes”; and Murray, “yes”. The Board asked Harrelson to stay.

On a motion by Kowalski, seconded by Bessick, the Board voted unanimously returned to open session at 6:31 p.m.

## **ADJOURNMENT**

On a motion by Bessick, seconded by Leitenberger, the Board moved to adjourn the meeting at 6:32 p.m.

Respectfully Submitted:

Pamela Siegenthaler, Chair

Marsha Coleman, Recording Secretary