

RECORD OF PROCEEDINGS

Date of Meeting: January 12, 2015

Members Present: Chair Pamela Siegenthaler, Vice Chair Jim Kulig, Treasurer Robert Kirkendall, Secretary Renee Bessick (4:55 PM), Dave Leitenberger, Dr. Michelle Kowalski (5:10 PM), Stacey Jackson-Johnson

Members Absent: Attorney Jason Murray (excused), Lynn Friebe (excused)

Others Present: Patty Harrelson, Nikki Harless, Marsha Coleman, Kevin Goshe, Carl Hunnell,

Others Absent:

The regular monthly Board meeting was held on Monday, January 12, 2015, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:40 p.m. of Board members present. A quorum of Board members was present at 4:55 p.m.

On a motion by Kulig, seconded by Kirkendall, 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 December 8, 2014 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments

Harless reported on the Adoption Celebration last week of a sibling group of four children under the age of four. Harless also provided an update on the Fourth Street location for Family Team Meetings which is working well.

Harrelson reported on the Board Manual which will be updated and a possible need to review and/or revise the Board by-laws. These will be sent to the Executive Committee for review and comment. Harrelson also reported that some of the caseworker staff will be selected to go to Carver County Minnesota for more training and observation on the Signs of Safety process which will be paid for by the recent grant the Agency received.

Harrelson also provided more information on the State Innovation and Efficacy Grant which amounts to \$229,000 and will be used for secondary trauma training, Signs of Safety continuing education and coaching for all supervisors. Harrelson also provided and update on the search for the Executive Assistant.

Hunnell provided updates on the annual tennis rally which will move to June and within Mansfield city this year. The Agency will participate in the Minority Health Fair at Ocie Hill. Staff are currently working on a video to take with them to speaking events depicting the Agency mission and services. Hunnell also related information from an article on Primary Parent Grant in the News Journal by Tim Harless.

On a motion by Jackson-Johnson, seconded by Bessick, the Board unanimously accepted the consent agenda.

Executive Committee Report

2015 Board Committees – Siegenthaler reported on the assignments to Committees will remain the same as 2014 with the exception of Jackson-Johnson assigned to the Personnel Committee and Bessick will serve as chair to the Personnel Committee

2015 Letter of Assurance – Siegenthaler reported the Executive Committee looked at this document which was approved by Ohio Job and Family Services. On a motion by Kulig, seconded by Kirkendall, the Board unanimously approved the 2015 Letter of Assurance as written.

2014 Board Self-Assessment Results – Siegethaler reported that 8 of the 9 members of the 2014 Board took this survey. A suggestion was made that the Executive Committee look at this survey and revise the questions prior to the May Board meeting and taking into account the Council on Accreditation questions to support the survey. Harrelson will look at what other Agency's use to survey their Board. Negative responses included areas in strategic planning, communication plan and knowledge of child welfare.

Psychotropic Medication Policy – Siegenthaler reported the Executive Committee approved this policy on January 5, 2015 due to deadline needed by Ohio Job and Family Services. This policy will go to every foster parent, Agency provider, new providers and on the website as of January 12, 2015.

On a motion by Kowalski, seconded by Bessick, the Board unanimously approved Policy 16.20 Psychotropic Medications.

2015 Board Member Addresses – Siegenthaler reported the handout for the 2105 Board Member information is located in the Board packets.

Board Orientation Discussion – Siegethaler reported on the need to define Board Orientation. The new Board member would need to come to the Agency for orientation initially. The Board recognized the need to learn more information about Signs of Safety, Trauma, Team Decision and Family Team Meetings. This information would be shared half hour at each Board meeting as needed. Harrelson will put this into her agenda as an education aspect.

2015 Conflict of Interest Forms – Siegethaler 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 Jackson-Johnson, Kowalski, Kirkendall, Bessick, Siegethaler and Kulig. The remaining Conflict of Interest forms will be collected.

Finance Director Report

Finance Report

Goshe distributed and reported on the December 2014 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,834,239.19, \$743,007.83 in revenue, and \$890,052.11 in expenses with an ending balance of \$5,687,194.91. The ending fund balance reflects 63.0% or 7.6 months of the 2014 budget.

Goshe provided information on revenue received in 2014 was 105.6% of the budgeted revenue which included tax payments, TANF and IVE Admin payments.

On a motion by Kirkendall, seconded by Jackson-Johnson, the Board unanimously accepted the December 2014 Final Financial Report.

Technical Assistance Report

Goshe reported on the Ohio Job and Family Services Technical Assistance Report which was a monitoring only report. Goshe pointed out that there is disagreement with Observation 1 and practice is no longer being used in relation to Observation 2 and 3. CORSA and the services available was explained to the Board.

Finance Committee Report

No report this month

Personnel Committee Report

No report this month, however, a meeting is needed in January for a position change.

Levy Committee Report

No report this month.

Services and Program Report

No report this month but the Committee agreed to meet on January 29, 2015 at 3:15 p.m in the Board room. This meeting will tentatively run an hour and a half.

BILLS

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

EXECUTIVE SESSION

An Executive Session was not needed at this time.

ADJOURNMENT

On a motion by Kirkendall, seconded by Kowalski, the Board moved to adjourn the meeting at 6:38 p.m.

Respectfully Submitted:

Pamela Siegenthaler, Chair

Marsha Coleman, Recording Secretary