

## RECORD OF PROCEEDINGS

Date of Meeting: February 10, 2014

Members Present: Chair Pamela Siegenthaler, Treasurer Robert Kirkendall, Secretary Jim Kulig, Renee Bessick, Attorney Jason Murray, Deanna West-Torrence, Dr. Michelle Kowalski (late)

Members Absent: Vice Chair Dave Leitenberger

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

Others Absent:

The regular monthly Board meeting was held on Monday, February 10, 2014, in the Board Conference Room at Richland County Children Services. Chair Siegenthaler called the meeting to order at 4:31 p.m. by roll call of Board members present.

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

### AGENDA

On a motion by Kulig, seconded by West-Torrence, the Board unanimously approved the January 13, 2013 Board meeting minutes as corrected.

### CONSENT AGENDA

**Executive Director's Report and Comments** – Harrelson answered questions regarding meeting with Cuyahoga County JFS and the Family Team Meeting process to move cases forward every 90 days instead of every 180 days. The Agency will send 6-7 staff to Cuyahoga to learn their model. The Agency will also receive 5 days of free consultation from Casey Foundation to train staff. We will also make sure the media is aware of this opportunity.

Harrelson also explained adoption subsidies and kinship data and practice. Harrelson also expressed her concerns over the ESAA allocation and the use of this funding for Direct Parental Placements (DPP). The Agency has put a cap on the use of these funds for DPP which is also used to aid families for rent, utilities, psychological evaluations, beds, etc. This may be a potential budget concern for discussion in May.

Harrelson shared the theme for April Child Abuse Prevention month. Hunnell distributed pictures from the annual Rally for the Kids event on February 8 which involved 12 kids.

**Rescind Policy 8.17 Security** – Harrelson suggested that this agenda item not be needed as the procedural statement in the policy needs changed. This item was taken off the agenda.

**2013 Retention Report** – Harrelson commented on the disciplinary actions by department in 2013 which included memorandum of instruction which was also explained to the Board. The retention rate for 2013 was 89% which reflects an acceptable turnover rate and is much lower than national averages in child welfare.

**2013 Client Grievance Report** – Coleman reported on the outcomes from client grievances in 2013 which did not reflect much of a change in relation to 2012.

On a motion by Kirkendall, seconded by Kowalski, the Board unanimously approved the consent agenda as written for this meeting.

**Finance Director Report** – Goshe distributed the December 2013 Final Report which did have changes from the Preliminary December 2013 report discussed at the January Board meeting. The change included the addition of \$9,300.90 to revenue due to January 2014 insurance payment came in December. An amended ending balance of \$5,362,266.12 was included in the final December 2013 report.

On a motion by Bessick, seconded by Kowalski, the Board unanimously approved the Final December 2013 Financial report.

Goshe discussed the January 2014 Preliminary Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,362,266.12, \$251,692.84 in revenue, and \$678,553.89 in expenses with an ending balance of \$4,935,405.07. The ending fund balance reflects 55.3% or 6.6 months of the 2014 budget.

**Executive Committee Report** – This committee reported on the following:

- **2014 Board Committees** – The Executive Committee recommended the following members be assigned to the 2014 Board Committees with Chair Siegenthaler as the ex-officio for each committee:
  - **Budget and Finance Committee** – Robert Kirkendall, Chair, Jason Murray and Renee Bessick (temporary)
  - **Personnel Committee** – Deanna West-Torrence, Chair, Jason Murray, and Renee Bessick
  - **Services and Programs Committee** – Jim Kulig, Chair, David Leitenberger, and Michelle Kowalski

- **Executive Committee** – Pam Siegenthaler, Chair, David Leitenberger, Vice Chair, Robert Kirkendall, Treasurer, and Jim Kulig, Secretary
- **Nominating Committee** - Pam Siegenthaler, Chair, David Leitenberger, Vice Chair, Robert Kirkendall, Treasurer, and Jim Kulig, Secretary

On a motion by West-Torrence, seconded by Kulig, the Board unanimously approved the members for the 2014 Board Committees.

**Personnel Committee Report** – This committee has not met within the last month and did not have a report to the Board.

**Levy Committee Report** – This committee has not met within the last month and did not have a report to the Board.

**Finance Committee Report** – This committee has not met within the last month and did not have a report to the Board.

**Services and Program** – This committee has not met within the last month and did not have a report to the Board.

## **BILLS**

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

## **EXECUTIVE SESSION**

At 6:12 p.m., Chair Siegenthaler recommended going into Executive Session. On a motion by Murray, seconded by West-Torrence, the Board voted unanimously to move into Executive Session to discuss personnel matters of separation, termination, promotion and/or demotion by roll call vote. At that time, each Board member responded as follows: Kulig, “yes”; Kirkendall, “yes”; Siegenthaler, “yes”; Bessick, “yes”; Kowalski, “yes”; and West-Torrence, “yes”. The Board asked Harrelson, Coleman and Harless to stay for Executive Session.

On a motion by Kirkendall, seconded by Bessick, the Board returned to open session at 7:13 p.m.

On a motion by West-Torrence, seconded by Kowalski, the Board unanimously agreed to phase out the Bridge The Gap program by March 31.

## **ADJOURNMENT**

On a motion by Kulig, seconded by Kirkendall, the Board moved to adjourn the meeting

at 7:15 p.m.

Respectfully Submitted:

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Pamela Siegenthaler, Chair

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Marsha Coleman, Recording Secretary