

RECORD OF PROCEEDINGS

Date of Meeting: March 10, 2014

Members Present: Chair Pamela Siegenthaler, Vice Chair Dave Leitenberger (late), Treasurer Robert Kirkendall, Secretary Jim Kulig, Renee Bessick, Deanna West-Torrence, Lynn Friebe

Members Absent: Attorney Jason Murray, Dr. Michelle Kowalski

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

Others Absent: Carl Hunnell

The regular monthly Board meeting was held on Monday, March 10, 2014, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:38 p.m. by roll call of Board members present.

The Board welcomed new Board member, Lynn Friebe from Shelby.

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

AGENDA

On a motion by West-Torrence, seconded by Kulig, the Board unanimously approved the February 10, 2014 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments – Harrelson, Harless and Coleman answered questions regarding the current mapping of agency programs and the prioritization of changes for 2014. Data needs will be evaluated as it meets the needs of the program. Quarterly reports regarding this will be done by July.

2014 Tactical Planning – Harrelson reported that the title of “Program Supervisor” has been changed to “Program Manager” which is commensurate with the duties and managing of the program area. An analysis is currently underway to look at intake referrals, court filings and the ongoing caseloads and the downward trends as it relates to other functions in the agency. Harrelson assured the Board that the Agency is still meeting the needs of children and families in this community. Harless went over the screening guidelines as it relates to calls coming into the Agency. Kulig questioned the

county demographics of five years ago versus today and what that means to the Agency's calls.

2013 Annual Report Draft – Harrelson presented a draft copy of the 2013 Annual report for Board feedback. The Board would like to see a picture of Bob Konstam on the front group of pictures. The fiscal portion will need to be amended and add more information on a full page.

On a motion by West-Torrence, seconded by Bessick, the Board unanimously approved the consent agenda as written for this meeting.

Finance Director Report – Goshe distributed the January 2014 Final Report which did not have changes from the Preliminary January 2014 report. Goshe provided the Board with information about finances as it relates to the Auditor's Office.

On a motion by Leitenberger, seconded by Kirkendall, the Board unanimously approved the Final January 2014 Financial report.

Goshe discussed the February 2014 Preliminary Financial Report regarding the revenues and expenditures. The Preliminary and Final February Financial Report matched and was presented to the Board. This included a beginning balance of \$4,935,405.07, \$918,043.41 in revenue, and \$695,938.43 in expenses with an ending balance of \$5,157,510.05. The ending fund balance reflects 57.8% or 6.9 months of the 2014 budget.

On a motion by Kirkendall, seconded by Leitenberger, the Board unanimously approved the Final February 2014 Financial report.

Resolution 3-10-14-01 – Signature Authorization – Goshe explained the County Auditor Authorization is for various resolutions.

On a motion by West-Torrence, seconded by Friebel, the Board unanimously approved Resolution 3-10-14-01 Signature Authorization by roll call and signature vote of the members present.

Finance Committee Report – Kirkendall reported the committee did not have a quorum for the scheduled meeting on March 6, 2014 so the agenda was held for discussion at today's regular Board meeting.

The committee is requesting approval to purchase one Ford Fusion and one Dodge Grand Caravan via the state contract. Approval will be sought at a later date for disposal of the third vehicle.

On a motion by Kirkendall, seconded by Bessick, the Board unanimously approved the purchase of one Ford Fusion and one Dodge Grand Caravan via the state contract.

On a motion by Kulig, seconded by Friebe, the Board unanimously approved the Agency to seek bids locally for the purchase of one four wheel drive midsize sport utility vehicle. Bids will be brought back to the Board for approval of purchase.

Resolution 3-10-14-02 – this resolution authorizes the sale of two vehicles deemed no longer remaining useful for public transportation. All requirements have been met to go forward.

On a motion by Leitenberger, seconded by Kirkendall, the Board unanimously approved Resolution 3-10-14-02 by roll call and signature vote of the members present.

Resolution 3-10-14-03 – resolving the Board of Directors of the Richland County Children Services hereby grant authority to the Richland County Board of Commissioners to negotiate a rate and include Richland County Children Services into a countywide contract not to exceed 3 years for the purchase of electricity through the County Commissioners Association of Ohio buying consortium.

On a motion by Kirkendall, seconded by West-Torrence, the Board unanimously approved Resolution 3-10-14-03 by roll call and signature vote of the members present.

The Finance Committee also reported on the Emergency Services Assistance Allocation (ESAA) expenditures is tracking higher expenditures than budgeted. The Agency will continue to monitor at this time.

The Agency reviewed an unsolicited proposal for replacement of parking lot lights. No Board action is required.

The Finance Committee will meet quarterly in 2014.

Executive Committee Report – This committee reported on the following:

- **Board Retreat** – The committee reported the Board is not ready for a retreat at this time and may revisit a retreat in the fall. The Board recognizes all the new members and the need for orientation and education on the Agency functions in April, May and June. Therefore, during April, May and June, the Board will have an educational agenda from 4:30 to 5:30 on the Board meeting dates with the regular meeting agenda beginning at 5:30.

Harrelson presented the Board with the Agency values and strategic goals as we enter a “gap” year of planning.

On a motion by Friebel, seconded by Kulig, the Board gave consensus to the strategic goals and values as presented and supports the direction of the Agency during 2014.

- **Executive Director Evaluation** – Harrelson has been the Executive Director for one year now and a new evaluation template has been designed and aligned with the Executive Directors job description. The Executive Committee would like to refine this document and do an interim evaluation for now and then a full evaluation in the fall. An interim evaluation will be completed and reported back to the Board for review.
- The Executive Committee also reported on the Bridge the Gap program which will end on March 31, 2014. A reception for recognition of service for all the Bridge the Gap volunteers will occur on April 17, 2014 at 9:00 at the Agency. All Board members are invited to attend.

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.

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

BILLS

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

EXECUTIVE SESSION

At 7:12 p.m., Chair Siegenthaler recommended going into Executive Session. On a motion by Kirkendall, seconded by Leitenberger, 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”; Friebel, “yes”; Leitenberger, “yes”; and West-Torrence, “yes”. The Board asked Harrelson to stay for Executive Session.

On a motion by Bessick, seconded by Friebel, the Board returned to open session at 7:26 p.m.

ADJOURNMENT

On a motion by Kulig, seconded by Leitenberger, the Board moved to adjourn the meeting at 7:28 p.m.

Respectfully Submitted:

Pamela Siegenthaler, Chair

Marsha Coleman, Recording Secretary