

RECORD OF PROCEEDINGS

Date of Meeting: May 12, 2014

Members Present: Chair Pamela Siegenthaler, Vice Chair Dave Leitenberger, Treasurer Robert Kirkendall, Secretary Jim Kulig, Renee Bessick, Lynn Friebel, Dr. Michelle Kowalski

Members Absent: Deanna West-Torrence (unexcused), Attorney Jason Murray (excused)

Others Present: Patty Harrelson, Nikki Harless, Marsha Coleman, Kevin Goshe, Carl Hunnell, Kevin Wharton, Scott Basilone, Lori Feeney, Michelle Spain, Kim Miller

Others Absent:

The regular monthly Board meeting was held on Monday, May 12, 2014, in the Board Conference Room at Richland County Children Services. Chair Siegenthaler called the meeting to order at 4:30 p.m. by roll call of Board members present.

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

TRAINING

Continuing the education of Board members regarding the Agency's duties, Harrelson introduced Kim Miller, Supervisor of Administrative Services and Michelle Spain, Human Resources Specialist. Kevin Wharton, Program Manager of Intake, Scott Basilone, Program Manager of Ongoing and Lori Feeney, Program Manager of Placement Services explained their duties. Wharton answered questions regarding the difference between Alternative and Traditional Response referrals. Harless went through the child welfare system and explained the life cycle of a case from entry to exit in child welfare. There was further discussion regarding the teams, staffing and statistics.

AGENDA

On a motion by Friebel, seconded by Kowalski, the Board unanimously approved the March 10, 2014 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments – Harrelson answered questions regarding suggested mission statements the Board members should consider prior to June Board meeting. Additional mission statements were offered by Kulig and Kirkendall. Harrelson will solicit staff input on mission statements and/or thoughts. This will be on the June Board meeting agenda.

Harrelson discussed investigation statistics and total calls to the Agency. Harrelson further explained the cancellations on meeting with stakeholders for further discussion on the formation of a CAC which hopefully will go forward at a later date.

The Board members agreed that Saturday October 11 would be acceptable for the Board Retreat. Harrelson will develop more details on the location.

Harrelson provided an update on the Community Awareness Resource and Engagement (CARE) team activities which includes a Calendar Team, Big Picture Team, Float Creation Team, and Spaghetti Bowl Team. Board members may be called to help later. The golf outing may happen in September this year. A Levy Planning Committee meeting is set for May 29 at noon. November 2018 will be the next levy opportunity.

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

Executive Committee Report – This committee reported on the following:

- **Actions from April Board Meeting** – Due to the lack of a quorum at the April 14 Board meeting, the Executive Committee took actions on Resolution 01-14-14-01, approved the Finance report and the payment of Agency bills. On a motion by Kulig, seconded by Kirkendall, the Board unanimously recommended the actions taken by the Executive Committee at the April 14, 2014 Board meeting be ratified.
- **2014 Risk Management Plan** – Harrelson distributed the 2014 Risk Management Plan and 2014 1st Quarter Risk Management Report which will be brought to the Executive Committee in June for approval and presentation at the June Board meeting. Board members are asked to give any feedback to the Executive Committee prior to the June Board meeting.

Finance Director Report – Goshe distributed the April 2014 Finance Report which was balanced by the Auditor's Office.

Goshe discussed the April 2014 Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,031,200.88, \$1,566,406.78 in revenue, and \$712,756.81 in expenses with an ending balance of \$5,884,850.85. The ending fund balance reflects 65.9% or 7.9 months of the 2014 budget.

Goshe reported that the Agency received the first real estate payment which was close to last year's payment. The Agency also received a Protect Ohio capitation payment, Wendy's Wonderful Kids third installment on the grant and the State Child Protection Allocation payment. Goshe explained the Wendy's Wonderful Kids Grant is funding one part time worker who is shared with Richland, Huron and Morrow Counties to find homes for children who are waiting for adoption. Goshe further commented that most of the expenditures are lower than expected.

Goshe reported the dry sprinkler system may have a leak and is on the replacement schedule for next year. Since the phone system was on the schedule for this year and has been put on hold for now, Goshe asked that these two items be switched for this year.

On a motion by Kulig, seconded by Kirkendall, the Board unanimously recognized the need to replace the sprinkler system and directed the Finance Director to seek appropriate bids.

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

Goshe requested the Finance Committee to set a meeting.

- **Resolution 5-12-14-01 – Layoffs** – Goshe explained this resolution is needed to satisfy an Ohio Department of Job and Family Services (ODJFS) requirement. Chair Siegenthaler read the resolution.

On a motion by Kirkendall, seconded by Friebe, the Board unanimously approved Resolution 5-12-14-01 Layoff by roll call and signature vote of the members present.

Finance Committee Report – This committee did not meet in April, however, Kirkendall is requesting this committee needs to meet to discuss the Emergency Services Assistance Allocation (ESAA), review dry sprinkler bids and look at the capital expenditures.

Personnel Committee Report – This committee met on April 9, 2014 to review the following policies:

- 1.12 Security of Records
- 8.14 Social Media
- 8.16 Fire and Tornado Safety
- 14.1 Access to Crisis Counseling Services
- 14.2 Child and Family Confidentiality
- 14.7 Human Research Projects, Fund Raising and Publicity Activities

- 16.1 Adoption
- 16.3 Behavioral Interventions for Children in Treatment Foster Care
- 16.4 Child's Rights
- 16.6 Discipline Policy for Children in Substitute Care
- 16.7 Foster Care Financial
- 16.8 Foster Caregiver Recruitment
- 16.9 Foster Caregiver Assessment
- 16.10 Foster Caregiver Ongoing Training
- 16.11 Foster Caregiver Orientation
- 16.12 Matching Children with Specialized Foster Caregivers
- 16.14 Operation of Treatment or Medically Fragile Foster Care Program
- 16.16 Respite Care for Children in Specialized Foster Care Program
- 16.17 Sharing the Family Foster Home
- 2.3 Case Reviews

A question was raised as to which committee reviews personnel versus program policies, however, there was no further discussion.

On a motion by Kulig, seconded by Kowalski, the Board unanimously accepted all changes to the policies as recommended by the Personnel Committee.

Levy Committee Report – This committee has not met within the last month and did not have a report to the Board, however, this committee is planning to meet on May 29, 2014 at noon at the Agency.

Services and Program Report – This committee met on April 24 to review the 2014 Performance and Quality Improvement Plan and the 2014 1st Quarter PQI report.

- **2014 Performance and Quality Improvement Plan** – this committee reviewed the 2014 Performance and Quality Improvement Plan at their March 20th meeting. Changes were minor in terms of structure.

On a motion by Kulig, seconded by Bessick, the Board unanimously accepted all changes to the 2014 Performance and Quality Improvement Plan as recommended by the Services and Program Committee.

- **1st Quarter PQI report** – The Committee recommended Coleman deliver this report in its entirety to familiarize new Board members with the contents. It was also recommended that this occur once a year after the first quarter. Subsequent quarters will be reviewed by this committee and then summarized to the full Board. Coleman discussed each section of the 1st Quarter PQI report.

On a motion by Kulig, seconded by Friebel, the Board unanimously approved the 1st Quarter PQI report as reported by staff and recommended by the Services and Program Committee.

- **2014 Gap Plan** – The Committee reviewed the 2014 Gap Plan as developed by Harrelson and the staff and will be used at the Board Retreat in the fall.

On a motion by Kulig, seconded by Bessick, the Board unanimously approved the five goals presented as the 2014 Gap Plan and recommended by the Services and Program Committee.

BILLS

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

EXECUTIVE SESSION

At 7:25 p.m., Chair Siegenthaler recommended going into Executive Session. On a motion by Bessick, seconded by Kulig, the Board voted unanimously to move into Executive Session to discuss legal and 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 Kowalski, “yes”. The Board asked Harrelson to stay for Executive Session.

On a motion by Kirkendall, seconded by Leitenberger, the Board returned to open session at 7:47 p.m. by roll call vote.

ADJOURNMENT

On a motion by Bessick, seconded by Leitenberger, the Board moved to adjourn the meeting at 7:48 p.m.

Respectfully Submitted:

Pamela Siegenthaler, Chair

Marsha Coleman, Recording Secretary