

RECORD OF PROCEEDINGS

Date of Meeting: May 13, 2013

Members Present: Chair Robert Konstam, Vice Chair Dean Wells, Secretary Jim Kulig, Dave Leitenberger, Monica Cirata, Pam Siegenthaler, Cheryl Carter

Members Absent: Robert Kirkendall, Treasurer Dr. Michelle Kowalski

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

Others Absent:

The regular monthly Board meeting was held on Monday, May 13, 2013, in the Board Conference Room at Richland County Children Services Board. Chair Konstam called the meeting to order at 4:33 p.m. by roll call of Board members present.

AGENDA

On a motion by Siegenthaler, seconded by Cirata, the Board unanimously approved the April 8, 2013 Board meeting minutes.

CONSENT AGENDA

Director's Report – Harrelson gave an update on community meetings during the past month and meeting with the Core team which is made up of all the Agency programming directors. There will be a Community Day/Open House hosted by the Agency on June 5 at 3:30 at which time the Hatheway foster parents will be recognized and the playground will be dedicated to them for their years of dedication to the children of Richland County. It was suggested that the Mayor be contacted for a possible proclamation. There will be a foster parent recruitment meeting on May 15 at 7:00 at the Agency.

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

Finance Director Report – Goshe reported on the revenues and expenditures for April, which included a beginning balance of \$5,918,763.55, \$148,064.55 in revenue, and \$788,389.16 in expenses with an ending balance of \$5,278,438.94. The ending fund balance reflects 61.7% or 7.4 months of the 2013 budget. Goshe commented on the payment for ProtectOhio which was not received in April but is expected it in May. The health insurance credit was received and the income from the present levies are up over 2012 payments.

On a motion by Siegenthaler, seconded by Wells, the Board unanimously approved the budget report.

Resolution #5-13-13-01 regarding the Subgrant Signature which is effective July1, 2013 to June 30, 2015: On a motion by Siegenthaler, seconded by Cirata, the Board unanimously approved this resolution by roll call vote.

Resolution #5-13-13-02 regarding the Signature for Auditor's Office and prompted by a change in the software at the Auditor's office: On a motion by Siegenthaler, seconded by Cirata, the Board unanimously approved this resolution by roll call vote.

Executive Committee Report

Director Comments – Harrelson met with Linda Martz today regarding levy talking points. There is a meeting with the Commissioners on Thursday May 16 for approval of the levy. Several Board members are planning to attend. It was noted that the fund balance covers capital improvements, operating costs and federal match – this will need to be part of the talking points. Harrelson distributed talking points to the Board for this meeting.

Harrelson also said she has asked for an Executive Coach to help her develop a six month plan to move the Agency forward and at no cost to the Agency. The Core team, made up of the Agency's programming directors, will be participating in a retreat in July.

May Foster Parent Recognition Month – Hunnel showed the Board the television spots for May foster parent recruitment and June safety ads. During May, the News Journal ran 30 information spots on a variety of messages including parenting tips and services at the Agency. The Agency paid \$150 for 15 days and received 15 days at no cost.

2012 Annual Report – The 2012 Annual Report was distributed to Board members for feedback. Corrections and changes were noted. The report will be completed in May for public distribution.

Personnel Committee Report – Wells reported on the Personnel Committee meeting from May 13 regarding policy revisions as follows:

- 1.2 Security of Client Records
- 7.1 Continuing Education and Professional Training
- 7.4 Agency Training Policy
- 8.2 Attendance

The following positions were re-titled:

- Program Director of External Affairs is re-titled to Director of Community Outreach and Programming

- Communications Supervisor is re-titled to Public Information and Outreach Supervisor
- Records and Risk Manager is re-titled to Support Services and Risk Program Manager
- Volunteer Coordinator is re-titled to Community Outreach Coordinator

On a motion by Wells, seconded by Kulig, the Board unanimously approved to accept all policy revisions and re-titled positions as presented by the Personnel Committee.

Levy Committee Report – Konstam reported on the Levy committee meeting from April 30. Subcommittees for messages, fundraising and outreach have also met or have plans to meet over the next month. The message committee has looked at the levy yard signs and billboards and deciding on the message. The fundraising committee is planning for the golf outing on July 14. The outreach committee has met on the speech content and will need letter writing from Board members, foster parents, etc. Konstam is asking each Board member to write a letter of support for community speeches which Hunnel will edit. Harless will help with the calendar of speeches which will consist of informational language about Agency services as well as levy information. Next levy meeting will be May 16 at noon.

Finance Committee Report – This committee did not meet in April.

Services and Program – Kulig reported on the Services and Program Committee which met on May 1, 2013 to review the first quarter tactical plan report, the first quarter performance and quality improvement report, the first quarter data report and made the following recommendations:

Committee process for the quarterly review of the tactical plan and the PQI report was discussed. It was decided that the timeline needed to be revised to better correspond with the availability of hardcopy of the reports. The second quarter review will therefore, be as follows: 1) July 25 – Coleman will mail second quarter tactical plan summary, PQI summary and June data reports to Services and Programs Committee members for review; 2) Services and Programs Committee will meet on July 31 at 2:00 to complete second quarter review; and 3) the Committee will make recommendations to RCCSB on August 12.

Report Format - the following changes were approved at the December Board meeting: PQI report ... “now include % change column and staff comments regarding significant changes” and the tactical plan ... “now includes staff highlighting those areas where we are ahead of schedule and also explains why we are behind in any area.” While the committee appreciates the work that has been done to summarize the plans, it requests that Harrelson and Coleman review the current format to further simplify the reports for both Board and Agency administrative staff purposes. The committee wants to assure that the reports are in the most utilitarian format.

First Quarter Data Report – March (first quarter) report was reviewed at the April Board meeting. The committee offers no additional review

Next meeting of Program and Services Committee will be July 31, 2013 at 2:00 p.m. at the Agency.

BILLS

Payment of Agency Bills - On a motion by Wells, seconded by Siegenthaler, the Board unanimously approved payment of the Agency bills.

EXECUTIVE SESSION

At 6:08 p.m., Chair Konstam recommended going into Executive Session. On a motion by Wells, seconded by Leitenberger, the Board voted unanimously to move into Executive Session to discuss legal, pending litigation and personnel matters by roll call vote. At that time, each Board member responded as follows: Wells, “yes”; Carter, “yes”; Cirata, “yes”; Leitenberger, “yes”; Siegenthaler, “yes”; Konstam, “yes”; and Kulig, “yes”. The Board asked Harrelson and Rizor stay for Executive Session until such time Rizor was dismissed for a discussion of personnel matters. It is noted that Cirata had to leave the Board meeting early and was not present for Executive Session. Kowalski came to Executive Session after it started.

On a motion by Carter, seconded by Leitenberger, the Board returned to open session at 6:32 p.m.

On a motion by Siegenthaler, seconded by Kulig, the Board unanimously approved authorization of up to \$500 moving reimbursement to the Executive Director.

ADJOURNMENT

On a motion by Siegenthaler, seconded by Wells, the Board moved to adjourn the meeting at 6:35p.m.

Respectfully Submitted:

Bob Konstam, Chair

Marsha Coleman, Recording Secretary