

## RECORD OF PROCEEDINGS

Date of Meeting: August 11, 2014

Members Present: Chair Pamela Siegenthaler, Vice Chair Dave Leitenberger, Secretary Jim Kulig, Treasurer Robert Kirkendall, Renee Bessick, Deanna West-Torrence, Dr. Michelle Kowalski, Lynn FriebeL,

Members Absent: Attorney Jason Murray (excused)

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

Others Absent:

The regular monthly Board meeting was held on Monday, August 11, 2014, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:34 p.m. by roll call of Board members present.

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

Tim Harless presented information from a recent trip to Washington D.C. and the meeting with Health and Human Services to discuss and advocate for the Protect Ohio waiver project. Under positives, Harless explained the Protect Ohio history, rationale in funding and the request for the extension. Waivers are being extended to more states and Harless felt chances are good that the waiver will be extended. The members of this Washington committee were impressed with the Family Team Meeting manuals and Kinship manuals that were developed and trained to all 17 Protect Ohio counties. They also liked that the family team meeting data is able to be placed in the statewide information system (SACWIS) and just on paper. Under areas of concern, Harless explained all waivers nationally will end in 2019 and there are questions as to the status of child welfare reform. The formula which was originally used may need to change or a couple of counties may drop out. Next steps to the Protect Ohio waiver will involve re-application which is due in September 2015. A sub-committee will meet with the 35 counties who are also interested in joining this project. The Board members applauded Harless' continued involvement with this project and the information shared.

### AGENDA

On a motion by West-Torrence, seconded by Leitenberger, the Board unanimously approved the July 14, 2014 Board meeting minutes.

## **CONSENT AGENDA**

### **Executive Director's Report and Comments**

Harrelson commented on the Board retreat to be held at Spruce Hill Cottage on October 11 and more details will be shared later.

Harrelson also shared information on the Infant Mortality meeting held recently by the Health Department and attended by numerous entities. Richland County has a high rate per 1,000 births which is concerning and this group will continue to meet to solicit thoughts on what the community can do with resource to help this problem. Deaths due to prematurity, co-sleeping and lack of prenatal care were just some of the issues under discussion.

Hunnell reported on the calendars developed from the April Billboard competition and copies of the calendars were given to all Board members. There were 2,000 calendars printed with 11 sponsors to cover the print cost. The calendars will be used at events as well as distribution to community stakeholders. Hunnell also reported on the Agency's presence at the Richland County Fair with 26 prospective foster parents interested.

Harrelson reported on the status of the School Based Intervention team. Harrelson along with management and team members met to discuss the future of this team. The number of hours will decrease in the school building and the program will move from a School Based to a School Liaison program.

On a motion by Kulig, seconded by West-Torrence, the Board unanimously accepted the consent agenda.

### **Executive Committee Report**

#### **2014 Risk Management Plan 2<sup>nd</sup> Quarter Report**

Harrelson recommended the 2014 Risk Management 2<sup>nd</sup> Quarter Report be accepted. On a motion by Friebel, seconded by Leitenberger, the Board unanimously accepted the report.

Harrelson also reported the lack of space for team meetings and family visits is a concern. Harrelson is checking on space for lease on a bus line. More information will be coming and need to go to the Finance Committee for discussion.

#### **Agency Board Policies – Recommendation**

Harrelson reported on Executive Committee's recommendation that all agency policies will be reviewed on a five year rotating basis with one fifth reviewed each year by committee and make recommendations to the Board. On a motion by Kulig, seconded by Kowalski, the Board unanimously approved the Executive Committee's recommendation.

Harrelson also reported the Executive Committee had a discussion on the purchase of 65 IPAD's for caseworker use based on opportunity and relevance to need. The cost to purchase 65 IPAD's will go to Finance Committee to discuss and come back to the September Board with a recommendation.

Harrelson reported the sharing of county resources and a recommendation will also be a part of the September Board meeting.

### **Finance Director Report**

Goshe distributed the July 2014 Final Finance Report which was balanced by the Auditor's Office.

Goshe reported on the July 2014 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,781,661.83, \$480,427.66 in revenue, and \$717,109.02 in expenses with an ending balance of \$5,544,980.47. The ending fund balance reflects 62.1% or 7.5 months of the 2014 budget.

Goshe reported August revenues should be positive with payments from real estate, state programs and Medicaid payments. Payments from Job and Family Services TANF (Temporary Aid to Needy Families) will come as a result of excess funding. This will exceed the budgeted amount for 2014.

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

### **Finance Committee Report**

Kirkendall reported the Finance Committee did not meet in July but will meet soon to start preparing the 2015 budget to be approved in November 2014. Kirkendall reported his tour of the building for risk and security observations which was very informative. It was noted the most significant risk to the staff is going into the community at times given the nature of work they do.

### **Personnel Committee Report**

West-Torrence reported the Personnel Committee met on August 5, 2014 and reviewed Policy 1.2 Personnel Policy and Procedure and changes within this policy to include Board committees who will review a section of policy. There will be a table of contents for policy reviews and each committee will make comments and recommendation to Board for approval. On a motion by West-Torrence, seconded by Bessick, the Board approved changes to this policy as recommended by the Personnel Committee.

### **Levy Committee Report**

Harless reported on the Annual Golf Scramble to be held on September 19, 2014 at Pebble Creek Golf Club. There are 7 confirmed teams to play with 1 hole sponsor so far. The Board was asked to give consideration as to how they can help with this event. Harless also reported the brochures have been mailed.

### **Services and Program Report**

Kulig reported the Services and Program Committee met on August 6 at 2:30 in the Board Room at the Agency.

#### **2<sup>nd</sup> Quarter PQI Report**

Kulig discussed the 2<sup>nd</sup> Quarter PQI Summary handed out to all Board members as reviewed by the Committee. Future PQI reports will contain year-to-date comparisons in addition to the quarterly comparison. Additional information regarding total calls and number of visitors will be reported in future PQI quarterly reports.

#### **Community Leaders and Stakeholders Survey**

Kulig reported the survey will be sent to community leaders initially in October and followed by stakeholders later in October. The Board would like to see the final questions for this survey before the September Board meeting as information only.

The next meeting for the Services and Program Committee will be held on October 23, 2014 at 2:30 at the Agency.

### **BILLS**

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

**EXECUTIVE SESSION**

The Board did not convene an Executive Session at this time.

**ADJOURNMENT**

On a motion by West-Torrence, seconded by Friebel, the Board moved to adjourn the meeting at 6:19 p.m.

Respectfully Submitted:

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Pamela Siegenthaler, Chair

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Marsha Coleman, Recording Secretary