

RECORD OF PROCEEDINGS

Date of Meeting: December 14, 2015

Members Present: Chair Pamela Siegenthaler, Vice Chair Jim Kulig, Treasurer Robert Kirkendall, Secretary Renee Bessick (4:40), Dr. Michelle Kowalski (4:40), Stacy Jackson-Johnson (5:20)

Members Absent: Attorney Jason Murray, Dave Leitenberger, Lynn Friebe

Others Present: Patty Harrelson, Nikki Harless, Marsha Coleman, Kevin Goshe, Chris Zuercher, Recording Secretary Amy Gosser

Others Absent:

The regular monthly Board meeting was held on Monday, December 14, 2015, in the Board Conference Room at Richland County Children Services Board. Chair Siegenthaler called the meeting to order at 4:43 p.m. of Board members present and representing a quorum.

AGENDA

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

MINUTES

One addition/revision was suggested for page 4 of the November Board minutes (“\$750 to all full-time employees”). Siegenthaler also reminded everyone that the Board has moved to a 3:30 p.m. start time for all 2016 meetings.

On a motion by Kirkendall, seconded by Kulig, the Board unanimously approved the revised November 9, 2015 Board meeting minutes.

BOARD DISCUSSION

Mission/Vision Statement Evaluation (Board Self-Assessment)

- Mission Statement: The Board debated whether or not they are still comfortable with the Mission Statement as it stands. Some of the questions raised pertained to the reaction of new RCCS staff after reading the Mission Statement for the first

time, as well as whether or not this has been a good guide for leadership in the Agency. Harless reported that most new hires come in already knowing what we are about, and they do not seem surprised by our Mission Statement. Harrelson stated that many members of management (herself included) always try to make Agency decisions based upon the Mission Statement.

On a motion by Bessick, seconded by Kowalski, the Board unanimously reaffirmed the Mission Statement.

- Vision Statement: Kirkendall questioned the second bullet point in the Vision Statement. To clarify, our Vision is what we hope for kids in our community, not something that we may necessarily ever achieve. This statement will be amended to reflect the clarification (“In our ideal community, we envision:”).

On a motion by Kulig, seconded by Bessick, the Board unanimously approved the Vision Statement as amended.

- Guiding Principles: Are these used, and do they make sense? Do these actually guide workers in their work every day? In an effort to answer those questions, Harrelson will choose at least one Guiding Principle before every Staff meeting in 2016 to find out how employees have used that principle lately.

On a motion by Kirkendall, seconded by Kulig, the Board unanimously reaffirmed the Guiding Principles.

- Strategic Goals: Coleman highlighted how all of the Agency activities over the last year have fit into various strategic goals. The activities help put these goals in perspective. The Board appreciates all of the work that staff has done in 2015; they believe the strategic direction is being followed by RCCS employees, and that the Agency is effectively working toward these goals.

On a motion by Siegenthaler, seconded by Bessick, the Board unanimously reaffirmed the Strategic Goals.

Based on the work that has been done at the Agency, the Board does not feel that a retreat is necessary at this point.

On a motion by Kirkendall, seconded by Kowalski, the Board unanimously approved using this discussion as their self-assessment in lieu of a retreat.

CONSENT AGENDA

Executive Director's Report and Comments

"Coming together is a beginning; keeping together is progress; working together is success." Henry Ford.

- Harrelson reported on the Agency's senior leadership team. Included in the presentation were the degrees and years of service for each member of management.
- Every Board member was encouraged to look at the RCCS library, as some positive changes have been made to that space. The name remains the same, but the purpose and use of this room have changed to help facilitate case discussions.
- The Ohio Health lease has been approved and paid following several revisions. This was a worker generated idea. All of the furniture for this space will be donated by Johnny's Mattress. The paint is also being donated. The police and the prosecutor's office are involved in this process.
- The state average for visitation is 95.12%, and we are currently doing better than the state average. Harless and Coleman created a Visitation Committee to work on this throughout the Agency.
- Tim Harless helped stop two (2) legislative bills through presentations he gave in Columbus; one bill would have required us to investigate every time an adult with Power of Attorney presented a child (at doctor's offices, etc.).
- We took stock of our Agency meetings; the PQI Committees now meet every other month using a revised format. In 2016 we are also working toward having quarterly performance meetings instead of annual performance reviews.
- Harrelson hopes to try to do targeted foster parent recruitment in 2016.
- Strategic Communication: Harrelson asked Tim Harless and Carl Hunnell to plan better (how are we going out and when are we going out) for community communication (for National Foster Care Month, etc.).
- Siegenthaler pointed out that Harrelson added 2015 highlights and challenges on pages 6-9 of her Board Report.

The Board asked Harrelson whether or not this presentation is relevant to other entities (the Commissioners, etc.). Harrelson will be on the Commissioners agenda in January with a similar presentation. Other potential presentation recipients include the probation staff and magistrates, Youth & Family Council (YFC), and RCCS employees at the January Staff meeting.

On a motion by Kulig, seconded by Bessick, the Board unanimously accepted the consent agenda.

Executive Committee Report

- **Resolution 12-14-15-01:**

Resolution 12-14-15-01 was proposed. This would approve the creation of a new HR/Educational Specialist position.

On a motion by Jackson-Johnson, seconded by Kowalski, the Board unanimously approved Resolution 12-14-15-01 by roll call vote and signature.

Finance Director Report

Finance Report

Goshe distributed and reported on the November 2015 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,749,014.25, \$659,542.45 in revenue, and \$757,724.28 in expenses with an ending balance of \$6,650,832.42. The ending fund balance reflects 67.6% or 8.1 months of the 2015 budget.

Goshe provided information on expenditures. These are about 5.7% below what was budgeted. Purchased Services is the only line that is higher than budgeted. The CPA who reviewed the finances recommends a minimum cushion of 4-6 months, and we are at 8.1 months currently. It is wise to have some additional funds, though, since Tangible Personal Property (TPP) replacement funds will be steadily decreasing in the future. We also have a plan in place for our reserve (capital replacements, etc.).

On a motion by Kirkendall, seconded by Kowalski, the Board unanimously accepted the November 2015 Final Financial Report.

Finance Committee Report

No Report at this time

Levy Committee Report

No Report at this time

Personnel Committee Report

No Report at this time. There will be a meeting in the beginning of January.

Services and Program Report

No Report at this time. There will be a meeting at the end of January.

BILLS

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

EXECUTIVE SESSION

At 6:11 p.m., Chair Siegenthaler recommended an Executive Session. On a motion by Bessick, seconded by Kowalski, the Board voted unanimously to move into Executive Session to discuss personnel matters and to review the Executive Director's evaluation results by roll call vote. At that time, each Board member responded as follows: Kulig, "yes"; Kowalski, "yes"; Bessick, "yes"; Kirkendall, "yes"; Siegenthaler, "yes"; and Jackson-Johnson, "yes". The Board asked Harrelson to stay.

On a motion by Bessick, seconded by Jackson-Johnson, the Board voted unanimously to return to open session at 6:46 p.m.

There was further discussion in open session pertaining to the New Store. This organization will be invited to an upcoming Board meeting in order to inform the Board about their work within the community. Siegenthaler was also presented with a gavel to commemorate her service as 2015 Chair of the RCCS Board.

ADJOURNMENT

On a motion by Kirkendall, seconded by Bessick, the Board moved to adjourn the meeting at 6:50 p.m.

Respectfully Submitted:

Pamela Siegenthaler, Chair

Amy Gosser, Recording Secretary