

RECORD OF PROCEEDINGS

Date of Meeting: February 8, 2016

Members Present: Chair Renee Bessick, Vice Chair Jim Kulig, Treasurer Robert Kirkendall, Secretary Pam Siegenthaler, Attorney Jason Murray, Stacy Jackson-Johnson, Lynn Friebe (3:35), Dr. Michelle Kowalski (4:48)

Members Absent: Dave Leitenberger

Others Present: Patty Harrelson, Kevin Goshe, Chris Zuercher, Recording Secretary Amy Gosser, Kristin Burton, Gail Lucanegro, Serena Coppula, Nikki Harless (4:02)

Others Absent:

The regular monthly Board meeting was held on Monday, February 8, 2016, in the Board Conference Room at Richland County Children Services Board. Chair Bessick called the meeting to order at 3:30 p.m. of Board members present and representing a quorum.

NEW HIRE INTRODUCTIONS

Harrelson introduced several recent new hires at RCCS:

- Kristin Burton BSW LSW, an Ongoing Caseworker, was hired on 1/14/2016. She obtained her degree from Mt. Vernon Nazarene University and previously worked locally for Catholic Charities.
- Gail Lucanegro BS, an Intake Caseworker, was hired on 1/28/2016. She obtained her degree from Indiana Wesleyan University and previously worked for the juvenile court and for several local elementary schools.
- Serena Coppula JD, an Agency Attorney, was hired on 9/10/2015. She obtained her degree from Case Western and recently moved to this area from Cleveland.

The Board introduced themselves and welcomed the new hires to Richland County Children Services.

AGENDA

On a motion by Siegenthaler, seconded by Jackson-Johnson, the Board unanimously approved the proposed agenda by all Board members in attendance.

MINUTES

On a motion by Siegenthaler, seconded by Kirkendall, the Board unanimously approved the January 11, 2016 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments

Harrelson reported on several upcoming ventures that the Mental Health board is undertaking. One is the construction of a facility for 18-24 year olds, made possible after they raised one (1) million dollars locally. This building will contain 8 single units for young adult placements lasting up to 3 years. They are also working on combating the opiate issue by trying to figure out what 18-25 year olds respond to regarding drugs and drug abuse awareness.

The Board requested additional information on the Independent Living services offered by RCCS. This will be provided in the mini-training session at the April Board meeting. Harrelson stated that the number of Agency investigations has decreased by about half from 2011 to 2016. This will also be discussed further at a future Board meeting. Vice Chair Kulig inquired about information that is gleaned from exit interviews done with departing staff members, and wondered if this is appropriate to share with the Board. HR Manager Zuercher stated that he personally finds these to be helpful, and he will bring the relevant Agency form that is used to the March Board meeting.

Harrelson read an email that was sent from a member of the Leadership Unlimited group who was praising the good work of employees Tim Harless and Evadyne Troyer. The Board formally acknowledged Harless and Troyer with a card. Kulig also wished to acknowledge Harrelson's hard work on her recent presentation to the Commissioners.

Harrelson asked the Board to look at the Board membership handout that was provided in their packet and verify this for accuracy for discussion at the March Board meeting.

On a motion by Kulig, seconded by Jackson-Johnson, the Board unanimously accepted the consent agenda.

Executive Committee Report

- Policy 13.1 Change Recommendations:
The Executive Committee recommended several changes to sections I, II, and III of Policy 13.1 (Citizen Involvement in Regular Board Meetings), including new language to cover any future changes to the start time for Board meetings.

Verbiage had also been added to section IV from the Ohio County Commissioners Handbook pertaining to appropriate functions for a Public Children Services Agency (PCSA) Board. Kulig suggested that section IV be removed from Policy 13.1 and resubmitted as a stand-alone policy on its own merit, to officially address the authority of the Board. Following unanimous support for this revision, Harrelson and Zuercher agreed to create the new policy and submit it for approval at the next Executive Committee meeting.

On a motion by Siegenthaler, seconded by Kulig, the Board unanimously accepted the recommended changes to Policy 13.1 (Citizen Involvement in Regular Board Meetings) as amended.

Finance Director Report

Finance Report

Goshe distributed and reported on the January 2016 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,416,166.41, \$274,372.70 in revenue, and \$769,963.24 in expenses with an ending balance of \$5,920,575.87. The ending fund balance reflects 60.7% or 7.3 months of the 2016 budget.

Goshe provided information on revenue and expenses. Revenue was 5.5% lower than budgeted, which is typical for the months of January and February. Expenses were high in January, but that is also typical for that month; there is a cut off period every December when the Auditor's office does not issue any new purchase orders until the budget is set, so many invoices are paid in January instead.

Goshe and Harrelson met with architect Dan Seckel regarding plans to remodel the current space within the Agency to make more room for offices and meeting areas. Seckel was involved in the original construction of this building as well as the subsequent addition in 2006-2007. The price quoted for the internal renovations was \$20,000-\$25,000. Goshe asked for and was unanimously granted the Board's permission to proceed with the planning for this project, with the next step being a presentation to the Commissioners.

On a motion by Murray, seconded by Kirkendall, the Board unanimously accepted the January 2016 Final Financial Report.

Finance Committee Report

No report at this time. There will be a committee meeting held before the March Board meeting.

Levy Committee Report

No report at this time.

Personnel Committee Report

No report at this time. There will be a committee meeting held before the March Board meeting.

Services and Programs Report

- 2015 4th Quarter PQI Summary Report:
The Services and Programs Committee members recommended acceptance of the 4th Quarter PQI Board Summary Report.

On a motion by Kulig, seconded by Murray, the Board unanimously accepted the 2015 4th Quarter PQI Summary Report as recommended.

- 2016 PQI Plan:
The Services and Programs Committee members recommended acceptance of the 2016 PQI Plan.

On a motion by Kulig, seconded by Murray, the Board unanimously accepted the 2016 PQI Plan as recommended.

BILLS

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

EXECUTIVE SESSION

The Board did not convene an Executive Session on this date.

ADJOURNMENT

On a motion by Siegenthaler, seconded by Friebel, the Board moved to adjourn the meeting at 5:05 p.m.

Respectfully Submitted:

Renee Bessick, Chair

Amy Gosser, Recording Secretary