

## **RECORD OF PROCEEDINGS**

Date of Meeting: March 14, 2016

Members Present: Vice Chair Jim Kulig, Secretary Pamela Siegenthaler, Attorney Jason Murray, Stacy Jackson-Johnson, Lynn Friebel, Chair Renee Bessick (3:40), Treasurer Robert Kirkendall (4:03)

Members Absent: Dr. Michelle Kowalski, Dave Leitenberger

Others Present: Patty Harrelson, Nikki Harless, Kevin Goshe, Chris Zuercher, Recording Secretary Amy Gosser, Julie Kleshinski, Jennifer Gwartz, Andrew Starr, Jamie Hess, Marsha Coleman (4:00)

Others Absent:

The regular monthly Board meeting was held on Monday, March 14, 2016, in the Board Conference Room at Richland County Children Services Board. Vice Chair Kulig called the meeting to order at 3:34 p.m. of Board members present and representing a quorum.

### **AGENDA**

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

### **MINUTES**

On a motion by Murray, seconded by Siegenthaler, the Board unanimously approved the February 8, 2016 Board meeting minutes.

### **NEW HIRE INTRODUCTIONS**

Harrelson introduced several recent new hires at RCCS:

- Jamie Hess, a Family Support Specialist, was hired on 11/19/2015.
- Jennifer Gwartz, a Family Support Specialist, was hired on 6/25/2015.
- Andrew Starr, a Family Support Specialist, was hired on 10/29/2015.

The Board introduced themselves and welcomed the new hires to Richland County Children Services. Hess and Starr excused themselves from the meeting at this point.

## **MINI-TRAINING**

Julie Kleshinski provided the discussion for the March Board mini-training. Kleshinski explained the community services that are provided by the Richland County Children's Auxiliary. There are currently five (5) programs:

1. The New Store – This provides school clothing, accessories and personal hygiene items to referred students in grades K-8. They accept referrals from all of the elementary schools in Richland County. They also provide a bag of clothes (from places such as Carters, Babies R Us, and Gymboree) for infants and toddlers in the Kinship program; this is made possible through a network out of New York City.
2. The School Supply Program – This provides children with a backpack full of age appropriate school supplies.
3. The Christmas Program – This provides personalized Christmas gifts for children in lower-income households. Crossroads Church became involved with this program in 2005, and they have hosted the gift dispersal for the last 2 years.
4. The Youse Athletic Program – This program helps children in Kinship families participate in athletics by providing them with necessary equipment and/or paying enrollment fees.
5. Anthony's Kids – This program helps children to attend Hidden Hollow camp in the summer by providing necessary supplies and transportation.

There is also a program called Kops N Kids, where Kinship families receive a gift card to Wal-Mart, and are taken to shop for school clothing by police officers. This is funded by the FOP (Fraternal Order of Police).

## **CONSENT AGENDA**

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

Harrelson informed the Board that former member Joe Palmer recently underwent surgery to repair valves in his heart. The Board passed around a "get well soon" card for Mr. Palmer. Harrelson also read a card from employee Phil Farley to the Board, thanking them for their sympathy following the recent death of his wife.

Harrelson reported on her meeting with Richland County Prosecutor Bambi Couch Page regarding the Ohio Health project. The carpet and furniture have been donated, and the leased space should be fully operational soon. Discussion at that meeting centered around the possibility of obtaining VOCA (Victims of Crime Act) funds from the Prosecutor's office and establishing Richland County as a child abuse hub through the partnership with Ohio Health (to prevent residents from having to travel to Akron, Cleveland, or Columbus).

Harrelson informed the Board that the Agency is considering changing the tuition reimbursement policy (Policy 7.3) to a deferred installment repayment structure in order to address some issues that have been encountered (such as employees not finishing their degree or leaving once their degree has been obtained).

Harrelson also explained the concept behind the Healthier Buckeye Council. This was created by Governor Kasich to help individuals with barriers find work. There is a branch in every county in Ohio, consisting of both private employers and public entities in an effort to promote collaboration between the two groups. The Richland County chapter is focusing on individuals who are 18-25 years old; some of their biggest hurdles as far as finding and maintaining employment include reliable transportation, access to childcare, and workforce/skill gaps.

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

### **Executive Committee Report**

- Resolution 03-14-16-01: Council on Accreditation:  
Resolution 03-14-16-01 formalizes the decision of the Agency to not seek reaccreditation through COA and acknowledges all of the work Marsha Coleman has done over the years to gain and retain accreditation.

On a motion by Jackson-Johnson, seconded by Murray, the Board unanimously accepted Resolution 03-14-16-01 regarding by roll call vote and signature.

- Policy 13.2 (Scope of Board Authority) - New:  
This policy was created at the Board's request, and contains verbiage from the Ohio County Commissioner's Handbook and the Ohio Revised Code detailing appropriate and inappropriate functions of a Public Children Services Agency (PCSA) Board.

On a motion by Friebel, seconded by Murray, the Board unanimously accepted the creation of Policy 13.2 (Scope of Board Authority).

### **Finance Director Report**

#### **Finance Report**

Goshe distributed and reported on the February 2016 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$5,920,575.87, \$869,178.36 in revenue, and \$741,551.09 in expenses with an ending balance of \$6,048,203.14. The ending fund balance reflects 62.0% or 7.4 months of the 2016 budget.

Goshe provided information on the Visitation Incentive payment that was received. The Agency met all of its visitation requirements, and so RCCS received back all of the money that was scheduled to be returned, plus an additional amount for good

performance. This is bittersweet in that it is good for the Agency but bad for Ohio in general, since they gave RCCS money that was taken from other counties.

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

### **Finance Committee Report**

No Report at this time

### **Levy Committee Report**

No Report at this time

### **Personnel Committee Report**

- Policy 7.4 (Agency Training Policy) - Revised:  
Several changes had been recommended by the Board Personnel Committee at their meeting on March 7, 2016. This policy now includes mandatory training hours for Agency employees in areas other than casework (such as Family Support Specialists, various Support personnel, and Agency attorneys).

On a motion by Murray, seconded by Siegenthaler, the Board unanimously approved the recommended changes to Policy 7.4 (Agency Training Policy).

- Policy 8.24 (Telecommuting Policy) - New:  
This is a pilot program to run from April 1 until September 30, 2016. It will expire without further action by the Board on October 1, 2016. The purpose of this program is to provide employees with the means to complete paperwork away from the office for 8 hours per pay period. The Board questioned # 5 and # 6 of the stipulations. These will be removed, as they deal with backlog and disciplinary actions. Number 10 will be changed to say “per pay.” Zuercher will meet with all of the Supervisors first before this pilot program is rolled out.

On a motion by Murray, seconded by Kulig, the Board unanimously approved the creation of Policy 8.24 (Telecommuting Policy).

### **Services and Program Report**

No Report at this time. The next meeting will be held in April.

## **BILLS**

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

## **EXECUTIVE SESSION**

At 5:14 p.m., Chair Bessick recommended an Executive Session. On a motion by Murray, seconded by Siegenthaler, the Board voted unanimously to move into Executive Session to discuss personnel matters by roll call vote. At that time, each Board member responded as follows: Kulig, “yes”; Bessick, “yes”; Kirkendall, “yes”; Siegenthaler, “yes”; Friebel, “yes”; Jackson-Johnson, “yes”; and Murray, “yes”. The Board asked Harrelson to stay. Others present included Harless, Coleman, Goshe, Zuercher, and Gosser.

On a motion by Siegenthaler, seconded by Murray, the Board voted unanimously returned to open session at 5:20 p.m.

## **ADJOURNMENT**

On a motion by Kulig, seconded by Jackson-Johnson, the Board moved to adjourn the meeting at 5:21 p.m.

Respectfully Submitted:

Renee Bessick, Chair

Amy Gosser, Recording Secretary