

RECORD OF PROCEEDINGS

Date of Meeting: September 9, 2013

Members Present: Chair Robert Konstam, Vice Chair Dean Wells, Treasurer Dr. Michelle Kowalski, Secretary Jim Kulig, Dave Leitenberger, Pam Siegenthaler,

Members Absent: Monica Cirata (excused), Robert Kirkendall (excused), Cheryl Carter (excused)

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

Others Absent:

The regular monthly Board meeting was held on Monday, September 9, 2013, in the Board Conference Room at Richland County Children Services Board. Chair Konstam called the meeting to order at 4:38 p.m. by roll call of Board members present. On a motion by Siegenthaler, seconded by Wells, the Board unanimously adopted the agenda as written.

AGENDA

On a motion by Kulig, seconded by Leitenberger, the Board unanimously adopted the amended minutes from the August 12, 2013 Board meeting. On a motion by Kulig, seconded by Leitenberger, the Board unanimously approved the August 12, 2013 Board meeting minutes.

CONSENT AGENDA

Executive Director's Report and Comments – Harrelson responded to questions from the report regarding the meeting with Judge Spon and the magistrates which went well and she plans to meet with them quarterly. Harrelson also informed the Board the court staff was invited to a recent training at the Agency on Trauma Informed Care and will continue to be invited to trainings.

Harrelson also distributed and discussed the data charts for January to August for years 2007 thru 2013 which will continue as part of the Director's report but was late this month due to the holiday.

Harrelson commented that the school and foster caregiver survey results will move to the October Executive Director's report. Staff is feeling better regarding the chain of command, decision making and case management communication.

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

Finance Director Report – Goshe distributed the Final July 2013 Financial Report which was delayed due to the new software changes. On a motion by Siegenthaler, seconded by Kulig, the Board unanimously approved the Final Financial report for July.

Goshe discussed the Preliminary Financial Report for August regarding the revenues and expenditures. This included a beginning balance of \$4,528,675.93, \$1,867,940.55 in revenue, and \$706,400.91 in expenses with an ending balance of \$5,690,015.57. The ending fund balance reflects 66.5% or 8.0 months of the 2013 budget. Goshe discussed the ending fund balance is higher due to the amount of revenue coming in August which included tax payments, state child protection allocation, ProtectOhio payment, and quarterly reimbursements. Real estate tax payments were higher due to not as many delinquent payments.

Executive Committee Report

Records Retention Schedule – The Executive Committee met on September 5, 2013 and recommended taking the Records Retention Schedule to the Records Commission in October. Harrelson reported the Prosecutor's Office has the document and will advise if there are any changes needed in the document before submission.

On a motion by Kulig, seconded by Leitenberger, the Board unanimously approved the Records Retention Schedule to be approved for submission to the Records Commission based on the recommendation from the Prosecutor's Office.

Nominating Committee Comments – Konstam advised the Board that Board member Carter has submitted her resignation to the Board effective immediately. Discussion on new Board members and the slate of officers for 2014 should be presented at the November Board meeting.

Board Retreat Discussion – Board members discussed changing the Board retreat to January in order to have Board Chair participation. It was noted that the Board will be comprised of 33% new members. Board terms expiring are Cirata, Kulig and Kirkendall who filled previously vacated terms. Further discussion will be held in Executive Session.

Personnel Committee Report – This committee met prior to this Board meeting regarding the following:

Resolution 09-09-13-01 – Reclassification of Case Aid Supervisor to Supervisor I was read to the Board. On a motion by Wells, seconded by Kulig, the Board unanimously approved the resolution by roll call vote and signature.

Resolution 09-09-13-02 – Reclassification of the position of Director of Human Resources/Legal Counsel to Human Resources Manager was read to the Board. On a motion by Wells, seconded by Leitenberger, the Board unanimously approved the resolution by roll call vote and signature.

Resolution 09-09-13-03 – Creation of a Human Resource Specialist position was read to the Board. On a motion by Wells, seconded by Kowalski, the Board unanimously approved the resolution by roll call vote and signature.

Levy Committee Report – Kowalski reported on the Levy committee meeting held on September 3, 2013. Yard signs will be delivered and put together by the end of September with distribution by October 1. Pictures of Co-Chairs Castle and Coles will be set on the postcards for distribution and the Lexington-Springmill Road billboard. There is a balance of \$1,700 in the levy fund with \$10,000 in a fund balance reserve. Details are pending for the Spaghetti dinner fund raising to be held prior to the Madison football game on October 4. Fundraising letters have been completed and will be sent this week. Additional levy shirts have been ordered. Next Levy Committee meeting will be September 17 at noon at the Agency.

Finance Committee Report – This committee did not meet in August but will schedule a meeting prior to the October Board meeting.

Services and Program – This committee met August 28, 2013 at 2:00 at the Agency. Kulig reported the Committee met to review school and foster parent surveys, the draft community survey and the revised grievance policy. It was concluded that Harrelson will include the results of the surveys in the September Director's report, the community survey was referred back to the Administrative Team for additional consideration and then revisit at the next Services and Program Committee meeting, and the Grievance Policy will be reviewed at the next Services and Program Committee meeting.

The next Services and Program Committee meeting will be held Tuesday September 17 at 1:30 p.m. at the Agency.

BILLS

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

EXECUTIVE SESSION

At 6:14 p.m., Chair Konstam recommended going into Executive Session. On a motion by Siegenthaler, seconded by Leitenberger, 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”; Konstam, “yes”; Kowalski “yes”; Leitenberger, “yes”; Siegenthaler, “yes”; and Wells, “yes”; . The Board asked Harrelson to stay for Executive Session.

On a motion by Wells, seconded by Leitenberger, the Board returned to open session at 7:04 p.m. by roll call vote.

ADJOURNMENT

On a motion by Siegenthaler, seconded by Leitenberger, the Board moved to adjourn the meeting at 7:05 p.m.

Respectfully Submitted:

Bob Konstam, Chair

Marsha Coleman, Recording Secretary