

## RECORD OF PROCEEDINGS

Date of Meeting: February 11, 2019

Members Present: Chair Deanna West-Torrence, Vice Chair Renee Bessick, Treasurer Jason Murray, Pat Heydinger, Jim Kulig, Secretary Dr. Michelle Kowalski (3:53)

Members Excused: Richard Grega, Pam Siegenthaler, Stacy Jackson-Johnson

Members Absent:

Others Present: Patty Harrelson, Nikki Harless, Chris Zuercher, Kevin Goshe, Marsha Coleman, Recording Secretary Amy Gosser, Tim Harless, Nicole Foulks, Rhonda Marsh, Brianne Kindinger, Brigitte Coles, Jeraca Barnett, Amy Shenberger, Sarah Owen, Heather Higgins, Renee Blankenship, Evadyne Troyer, Susan Curatti

Others Absent:

The regular monthly Board meeting was held on Monday, February 11, 2019, in the Board Conference Room at Richland County Children Services. Chair West-Torrence called the meeting to order at 3:30 p.m. of Board members present and representing a quorum.

### AGENDA

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

### MINUTES

On a motion by Murray, seconded by Bessick, the Board unanimously approved the January 14, 2019 Board meeting minutes.

### MINI-TRAININGS

#### Holiday Kinship Activities

Director of Community Outreach and Programming Tim Harless informed the Board members that the RCCS Kinship team starts their work on holiday programs in September every year. The Agency works closely with Julie Kleshinski from the New Store and with Crossroads Church to provide Christmas for children in need. Rhonda Marsh introduced herself. She is a Kinship Navigator at RCCS and is also a member of the Board at the New Store. The New Store provides clothing for children following a referral from their school, backpacks at the start of the school year, clothing for toddlers, etc. Older children often get

embarrassed when it is known that they had to visit the New Store, so a goal is to figure out a way to minimize that stigma. This year they “adopted” over 700 kids at Christmas, and Crossroads Church “adopted” over 500 kids. A lot of our clients cannot travel, so the Navigators often deliver presents on their own time. Marsh met with Crossroads Church a few weeks ago regarding ways they could also help kids during the summer. They would like to help do laundry and/or offer free classes (such as cooking, budgeting, etc.). There are at least 250 volunteers from the church who help ensure that Christmas is special for all of the children being served. They have Christmas trees and decorations that families can take with them, and they provide food, hot chocolate, and hand-make gift tags for the gifts. Marsh commended Tim Harless for his leadership and guidance. Kinship Navigator Brianne Kindinger thanked Harrelson and the Board for all of the support that they have given to the Kinship team. Harless said that the team tries to prioritize newer Kinship families, but there are so many out there that need assistance. There are other organizations throughout the community (such as Ocie Hill) that try to provide assistance as well.

### **Holiday Foster Care Activities**

Foster Care Specialist Amy Shenberger said that she tends to start her holiday prep in October for our foster families. The Placement team prepares invitations for the Foster Christmas party and provides Kinship invitations as well for individuals involved with that program who are not already being served. The party is typically held the first Friday in December and is traditionally always hosted by Berean Baptist Church. The church members provide a lot of assistance, including food prep, 20+ volunteers, a Santa, and more. The Men’s Club provides two different food lines (one for kids and one for adults) so that there is something available that appeals to everyone. The Placement team makes sure that every child attending the party receives a gift or gift card as applicable (depending on their age), and volunteers from the Agency help wrap gifts at the church. The RCCS Board also provides \$100 each year per child for gift cards. These are hand-delivered at the party. Placement Supervisor Jeraca Barnett went Christmas shopping with Shenberger this year for the party and found it to be a very organized but also overwhelming endeavor.

## **EXECUTIVE DIRECTOR’S REPORT**

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

Harrelson elaborated on her January report. Program Manager Nicole Foulks (under Nikki Harless’s direction) put a lot of things in place to improve on the items tracked in the CPOE review. All of the Supervisors have to meet certain outcomes in 2019 as part of their yearly evaluation, and this will be implemented for line workers next year as well. Kulig would like further education on the factors that are measured as part of the CPOE review, so this will be the topic for Board training at the March meeting.

In the supplemental report, the data is only reported for one month (January). Kulig questioned whether that is correct, although this is how it has always been done. Marsha Coleman will email Kulig the reports from previous years.

On a motion by Kulig, seconded by Murray, the Board unanimously accepted the Executive Director’s report.

## **Executive Committee Report**

No report at this time.

## **Finance Director Report**

### **January Finance Report**

Goshe distributed and reported on the January 2019 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,152,953.99, \$352,103.24 in revenue, and \$784,660.12 in expenses with an ending balance of \$6,720,397.11. The ending fund balance reflects 62.7% or 7.5 months of the 2019 budget.

We were at 3.8% of budgeted revenue, which is 4.5% lower than budgeted. This was expected, however, as January and February are typically low-revenue months. Revenue was actually a little higher this year in January than what we normally see. We receive levy payments in March/April and August, so those are typically larger-revenue months.

The Primary Parent Partner Program is also known as the HOPE parent. There is a small amount of funding that we are allotted to assist with this program.

On a motion by Murray, seconded by Kowalski, the Board unanimously accepted the January 2019 Final Financial Report.

## **Finance Committee Report**

No report at this time. The next meeting is set for Wednesday, March 6<sup>th</sup> from 12:00-1:00 to discuss necessary capital expenditures.

## **Levy Committee Report**

No report at this time.

## **Personnel Committee Report**

No report at this time.

## **Services and Program Report**

### **2018 4<sup>th</sup> Quarter PQI Report**

Kulig said that there has typically been a downward trend in data lately. However, on page 6 it shows that RCCS had twice as many kids in residential care. This is reflected as well in the

Agency's placement costs, which were up 17% versus last year. The Services & Program Committee believes that the Binti training should wait until RCCS staff have had a chance to use this software for a longer period of time.

Coleman stated that we have begun obtaining feedback from supervisors and management on the various areas of the PQI report. This is a fairly new project, and so it will be discussed further when more information is available.

On a motion by Kulig, seconded by Bessick, the Board unanimously approved the 2018 4<sup>th</sup> Quarter PQI report.

## **BILLS**

**Payment of Agency Bills** - On a motion by Kulig, seconded by Murray, 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 Bessick, seconded by Murray, the Board moved to adjourn the meeting at 4:35 p.m.

Respectfully Submitted:

Deanna West-Torrence, Chair

Amy Gosser, Recording Secretary