

## RECORD OF PROCEEDINGS

Date of Meeting: April 8, 2013

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

Members Absent: Cheryl Carter

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

Others Absent:

The regular monthly Board meeting was held on Monday, April 8, 2013, in the Board Conference Room at Richland County Children Services Board. Chair Konstam called the meeting to order at 4:35 p.m. by roll call of Board members present.

### AGENDA

On a motion by Siegenthaler, seconded by Kulig, the Board unanimously approved the March 11, 2013 Board meeting minutes.

### CONSENT AGENDA

**Director's Report** – Harrelson answered questions related to her meeting with the News Journal and Tom Brennen which went well and involved questions relating to costs. The Board asked questions relating to the Intimate Partner Violence training and batterer intervention which is a service being identified as needed in Richland County. The DOVE program is the current program which needs expansion and/or look at those services currently provided. These questions will be asked at the IPV community training on April 10. The Board also had questions regarding the educational obligations on children after age 18 of which they are eligible for aid through the Chafee programming and Independent Living. The Agency does not have a mandated responsibility past age 18 but works with those youth in planning prior to age 18.

The Board expressed their appreciation on all the outreach Harrelson has been conducting within the community since she arrived.

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

**Finance Director Report** – Goshe reported on the revenues and expenditures for February, which included a beginning balance of \$4,622,178.43, \$1,995,125.04 in revenue, and \$698,539.92 in expenses with an ending balance of \$5,918,763.55. The first property tax payment was received which was approximately \$1.3 million. The health insurance is high and reflects an overcharge which will be reconciled. The ending balance reflects 69.1% or 8.3 months of the 2013 budget. Goshe expressed the budget is currently ahead with staff costs but placement costs are high at this time.

On a motion by Kirkendall, seconded by Siegenthaler, the Board unanimously approved the budget report.

### **Executive Committee Report**

**Director Comments** – Harrelson led a discussion on a new policy, Delegation of Signature Authority. Policies written will start including Ohio Revised Code, Ohio Administrative Code and Council on Accreditation standard citations, as well as, policy guidance, definitions and related policies to the template. Kulig made one correction to a sentence and recommended the addition of language “unless restricted by statute”. On a motion by Kulig, seconded by Wells, the Board unanimously approved with the changes the policy Delegation of Signature Authority.

Harrelson informed the Board that through contributions from staff, the Agency will be sponsoring a little league softball baseball team of girls 9-10 years in Mansfield. There was discussion on the logo for the team uniforms which the Board instructed the staff to come up with a new logo.

Harrelson asked the Board if they had any requests for what is included in their Board packets which there were no comments at this time.

Konstam thanked Wells for assuming chair duties of the Board in his absence for the past few months.

### **April Child Abuse Prevention Month**

Harrelson reported activities for April Child Abuse Prevention Month and the pinwheels planted in front of the Y as well as 600 pinwheels planted at MANCI. The Ohio Department of Rehabilitation and Corrections recognized the Agency and the partnership in their newsletter. Other activities during April will include the Community Day for Intimate Partner Violence Training on April 10, Wear Blue Day on April 10, a rally at Graham Auto Mall on April 10 and St Peter’s School students balloon launch. The annual Swim Bike Run Event will occur on April 12.

### **Intimate Partner Violence – Community Day**

Harrelson reminded the Board of the Community Day Intimate Partner Violence Training to be held on April 10. Over 100 Agency partners were invited to this event. Continuing education credits will be available for counselors, social workers and attorneys.

**Personnel Committee Report** – The committee did not meet this quarter but will plan next meeting to review some of the policies.

**Finance Committee Report** – Siegenthaler reported on the meeting held in March with Goshe, Harless and Miller to review capital replacement costs and budget, electronics, HVAC, building and grounds and vehicles. This doesn't reflect the impact on budget or funding balance but does reflect 40% of the funding balance. Goshe will be planning estimates past 2020. The committee discussed the justification of using Agency vehicles versus paying staff mileage for use of own vehicles. Goshe presented this information to the Board.

The committee will update the Board on an annual basis the replacement costs and needs at the September Board meeting to recognize there is capital replacement needs to be considered in the budget planning process.

**Services and Program** – Kulig reported on the Services and Program Committee which met on April 3, 2013 and made the following recommendations:

COA “Areas for Opportunities”:

1. “Agency has not initiated contact with stakeholders.” RCCSB will re-institute annual community surveys to more effectively communicate with stakeholders.
2. “There is no current advisory group of community stakeholders.” Management team will discuss potential involvement of ad hoc community groups and/or an advisory group of community stakeholders, including consumers, in current Agency planning processes. Results of management team discussion will be presented to Services and Programs Committee for further discussion and recommendation(s) to the RCCS Board.
3. “Training records do not reflect advocacy training for workers on behalf of clients/families.” Management will modify future records to more accurately reflect advocacy training which is already being conducted.
4. “Supervision is consistent; however, only case related materials are available in supervisory logs. No documentation exist that addresses worker growth, development, challenges, and barriers.” Required process and documentation is already in place.
5. “Client rights are not posted in English or Spanish in the lobby area.” Client rights are posted as required.

Community Survey Format – the RCCS Management Team will refine the COA Community Survey instrument to be additionally responsive to local issues and concerns.  
Timeline:

1. August 2013 – recommendations to Services and Program Committee
2. September 2013 – recommendations to Board

3. October 2013 – Launch survey

Next meeting of Services and Program Committee will be Wednesday May 1, 2013 at 2:00 p.m. at the Agency. Agenda will include PQI/Tactical Plan quarterly review.

**BILLS**

**Payment of Agency Bills** - On a motion by Wells, seconded by Leitenberger, the Board unanimously approved payment of the Agency bills.

**EXECUTIVE SESSION**

At 6:15 p.m., Chair Konstam recommended going into Executive Session. On a motion by Siegenthaler, seconded by Cirata, the Board voted unanimously to move into Executive Session to discuss legal, pending litigation and personnel matters by roll call vote. At that time, each Board member responded as follows: Wells, “yes”; Cirata, “yes”; Leitenberger, “yes”; Kirkendall, “yes”; Siegenthaler, “yes”; Konstam, “yes” and Kowalski “yes”. The Board asked Harrelson, Harless and Rizor stay for Executive Session until such time Harless and Rizor were dismissed for a discussion of personnel matters. The record reflects Kulig left the regular meeting at 5:45 p.m. and was not included in the vote.

The Board returned to open session at 7:22 p.m.

**ADJOURNMENT**

On a motion by Wells, seconded by Kulig, the Board moved to adjourn the meeting at 7:24 p.m.

Respectfully Submitted:

\_\_\_\_\_

Bob Konstam, Chair

\_\_\_\_\_

Marsha Coleman, Recording Secretary