

RECORD OF PROCEEDINGS

Date of Meeting: April 9, 2012

Members Present: Vice Chair Dean Wells, Secretary Dr. Colleen McKinney, Treasurer Dave Metzger, Jon Bell, Dave Leitenberger, Ivy Amos, Carol Payton, Dr. Michelle Kowalski, Beth Price, Jim Kulig, Robert Konstam

Members Absent: Chair Nancy Joyce, Pam Siegenthaler

Others Present: Randy Parker, Nikki Harless, Marsha Coleman, Elayna Rizer, Kevin Goshe, Lori Feeney, Kristina Schultz, Kevin Wharton, Carl Hunnell, Scott Basilone, Tim Harless, Edith Gilliland.

Others Absent: None

The regular monthly Board meeting was held on Monday, April 9, 2012, in the Board Conference Room at Richland County Children Services Board. Vice Chair Dean Wells called the meeting to order at 4:36 p.m. Vice Chair Wells asked for a moment of silence to prepare the RCCS Board members for the decisions that they were about to make on this evening. On a motion by Bell, seconded by Metzger, the board unanimously accepted and approved the agenda as it was provided.

A. OLD BUSINESS

On a motion by Payton, seconded by Kulig, the Board unanimously approved the March Board minutes.

B. NEW BOARD BUSINESS

Child Abuse Prevention Month Proclamation – Vice Chair Wells read a proclamation, proclaiming the month of April 2012 as Child Abuse Prevention Month, and acknowledging that the Children Services Board and its members are committed to raising awareness about the importance of preventing child abuse, and to showing support for the efforts of Richland County Children Services staff and administration.

Personnel Committee Report – Personnel Committee Chair Ivy Amos indicated that the committee reviewed the Video Surveillance Policy, as well as the proposed changes to the Records Retention Schedule (Form RC-2). Price noted that the Ohio Revised Code Section was incorrect and needed to be changed to 149.433. Konstam suggested that under the Operation and Maintenance section, specifically (A)(b)(i), it should read that the Executive Director/designee “will ensure” that the activity is captured. Parker and Rizer expressed their concerns with a number of issues, including the unintended consequences of including such language and issues with records requests. Parker and Rizer also noted that they wanted to ensure that the rights of the employees were adequately protected. Parker noted that he was sensitive to the decisions made by the Personnel Committee, and further noted that the Committee did a good job of amending the policy, as it initially included too much procedure. On a motion by Konstam, seconded by Kulig, the Board voted 6-5 to amend the language. Parker requested that the Board provide him with written clarification on their interpretation of what activity would fall within that section. Konstam suggested that Parker provide the Board with examples. No formal action was taken by the Board at that time.

Committee Chair Amos also reported to the Board that the Children Services Administration had submitted for consideration and approval a revised Records Retention Schedule (Form RC-2). On a motion for acceptance of Resolution #04-08-12-02 by Wells, seconded by Metzger, the Board voted by roll call as follows: Amos, “yes”; Bell, “yes”; Konstam, “yes”; Kowalski, “yes”; Kulig, “yes”; Leitenberger, “yes”; Metzger, “yes”; McKinney, “yes”; Payton, “yes”; Price, “yes” and Wells, “yes”. Through the resolution, the Board approved the revised Records Retention Schedule and authorized the Executive Director to sign the updated schedule and any records disposal certificates (Form RC-3) completed in accordance with this revised schedule.

Levy Committee – Citizens for Children Services was registered with the Richland County Board of Elections as a Political Action Committee on March 17, 2004. Goshe explained that a PAC can support a specific ballot issue, and this PAC supports a local ballot issue – promoting the levy initiatives of Richland County Children Services. Joe Palmer was the Treasurer, and now Goshe is the current Treasurer. Goshe noted that there are a lot of rules that need to be adhered to, and a lot of paperwork involved in running the PAC. Executive Director Parker noted that we could run the next levy no earlier than 2013, and no later than 2014. He noted that he received questions from two Board members recently regarding certain expenditures made by the PAC. It was his understanding that the PAC responded to those questions in writing. The question at this point was whether the Board wanted to be more involved with Citizens for Children Services. The Board advised that the individuals who had raised the money over the years deserved a lot of credit for their time, effort, and energy. Board members were willing to take a more active role in the Committee, but things should continue to run as they have over the past 8 years. Dr. Kowalski did advise the Board of her willingness to serve as the Treasurer of the PAC.

C. NEW AGENCY BUSINESS

CPOE Stage 8 Resolution #04-08-12-01 – Personnel Committee Chair Ivy Amos read a Resolution recognizing agency administration and staff for an excellent Child Protection Oversight and Evaluation Stage 8 Report. Richland County Children Services was not required to submit a quality improvement plan, as the agency substantially achieved 22 of the 23 goals in a random sample of cases. Through the resolution, the Board honored the men and women who work at the agency for their desire, dedication and professionalism in ensuring the safety of children throughout Richland County. On a motion for acceptance of Resolution #04-08-12-01 by McKinney, seconded by Payton, the Board voted by roll call as follows: Amos, “yes”; Bell, “yes”; Konstam, “yes”; Kowalski, “yes”; Kulig, “yes”; Leitenberger, “yes”; Metzger, “yes”; McKinney, “yes”; Payton, “yes”; Price, “yes” and Wells, “yes”.

Council on Accreditation – Schultz advised that all RCCS Board members must fill out as part of the COA re-accreditation process a questionnaire regarding their backgrounds and education. Part of the process includes evaluating the entity that oversees the agency. According to COA standards, entities with an oversight role for the agency should be sufficiently diverse in resources, capabilities, and perspectives and should be well enough informed about current service delivery trends and issues, to constructively guide and support the achievement of the agency's mission, goals and planning. Schultz noted that all RCCS Board members were required to fill the questionnaires out and turn them in by the end of that Board meeting.

Vehicles - Update – Parker advised that the Children Services Administration held a public bid opening at 2:00 p.m. on April 5, 2012, at which time three bids were opened for the purchase of up to 20 compact sedans. In analyzing the bids, Administration focused on gas mileage comparisons and price comparisons. On a motion for acceptance of Resolution #04-08-12-03 by Price, seconded by Metzger, the Board voted by roll call as follows: Amos, “yes”; Bell, “yes”; Konstam, “yes”; Kowalski, “yes”; Kulig, “yes”; Leitenberger, “yes”; Metzger, “yes”; McKinney, “yes”; Payton, “yes”; Price, “yes” and Wells, “yes”. The Board resolved to award to Graham Dealership CI the contract for the purchase of 20 2012 Ford Focus sedans in accordance

with its \$316,242.00 bid opened publicly at 2:00 p.m. on April 5, 2012. The Board further authorized the RCCS Administration to contract for the purchase, as pre-approved by the County Prosecutor, and reject the two remaining bids.

Monthly Statistics – Kulig inquired as to the After Hours Statistics, and why the calls received by After Hours increased, but the time spent by After Hours workers decreased. Program Supervisor Wharton advised that the Second Shift workers were handling calls received between 2:00 p.m. and 10:00 p.m., so the on-call after hours worker was not utilized as often.

Communications Report – The Board reviewed the Communications Report for March. The members had no questions, but the Board did note that they received information from the agency in a very timely manner, and appreciated the immediate updates that they received regarding news stories, events, and the like.

Adoption Subsidy Report – At the end of March there were 257 children receiving subsidies. The total subsidy cost was \$90,263.75. The Agency's responsibility was \$12,371.66 which represents 13.7% of the total payout. These figures include 228 IV-E children and 29 children with SAMS. No further discussion was warranted.

Financial Update - Goshe presented the fiscal summaries for March 2012, which included revenue of \$513,432. Expenditures for the month were \$690,194. The reserve balance is \$5,407,215 which is 55% of the annual 2012 budget. Price inquired as to whether or not the new security system was purchased. Goshe noted that it was, and that it would be installed on Monday, April 16th.

Personnel Actions – Rizer reported that there two resignations for the month of March.

Employee Training – Rizer reported that there were ten trainings in the month of March, four of which were held at the Agency.

D. BILLS

Payment of Agency Bills – On a motion by Metzger, seconded by McKinney, the Board unanimously approved the payment of the Agency bills.

E. ADJOURNMENT

On a motion by Bell, seconded by Price, the Board moved to adjourn the meeting at 6:06 p.m.

Respectfully Submitted:

_____ Dean Wells, Vice Chair

_____ Kristi Schultz, Recording Secretary