

RECORD OF PROCEEDINGS

Date of Meeting: August 13, 2012

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

Members Absent: Vice Chair Dean Wells

Others Present: Nikki Harless, Marsha Coleman, Elayna Rizor, Carl Hunnell, Kevin Goshe, Ruth Baumberger

Others Absent: None

The regular monthly Board meeting was held on Monday, August 13, 2012, in the Board Conference Room at Richland County Children Services Board. Chair Konstam called the meeting to order at 4:37p.m. by roll call of Board members present. Hunnell took pictures of all Board members who were present.

AGENDA

On a motion by Bell, seconded by Price, the Board unanimously approved the July 9, 2012 Board meeting minutes.

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

CONSENT AGENDA

Executive Director Report – There was some question regarding the State Foster Care review and the site visit outcome. Harless advised that the site visit was completed by the exit interview and report was not completed yet. There was also a question from the suggestion box outcomes and the tribute to Gerald Futtly – Siegenthaler advised that the Finefrock Memorial Fund, which was established in 1991, had a directive that the funds would go to the RCCS gift fund for recreation and entertainment for children under the care of the Agency. Recently a check was sent for \$1,631.40 dated 2-9-12 with a letter and report form. This amount has not been spent this year. The funds could be spent for tennis camp or other camps just to name a few.

The Board commented on the Protect Ohio portion of this report and the amount of potential pay-back. Goshe estimates Richland may be paying back \$25,000 but feels the overall payback from all the ProtectOhio counties will be less than the estimated \$1.4 million. The Board commented on the PCSAO conference and the presentation that will be made by Coleman and Supervisor Keck.

The Board had some discussion on the Agency's Membership Cost Comparison which includes COA, CWLA, OACCA and PCSAO memberships, dues and purposes. Coleman explained the differences and how each was being used with COA being the most beneficial in practice. COA accreditation and adherence to nationally recognized best practice standards helps with the CPOE evaluations completed by ODJFS every two years. In each case, the Agency has not had corrective actions in COA and CPOE over the past four years. Coleman will look at other child welfare agencies as to participation in CWLA and OACCA and offer a recommendation.

Director's Report

PQI 2nd Quarter Report – Harless reported on the 2nd quarter PQI outcomes. Several suggestions were made regarding the report. The Board would like to see this report

focus more on percent changes and trends with an explanation on the results. It was also suggested to look at national and state trending as it relates to yearly data. Under kinship, what data needs to be collected? As a result of this discussion it was suggested that an AdHoc committee be formed to look at data being collected, ie, Board stats, PQI data and monthly stats to evaluate what the Board would like to see in future reports. The AdHoc Data committee will meet Monday August 27 at 1:00 at the Agency. Committee members include Leitenberger, Kulig and Siegenthaler with Harless and Coleman attending from the Agency.

Investigator Proposal – Harless presented two options regarding having an in-house investigator to investigate any abuse when crimes are committed and law enforcement is involved. The Board recommended a 30 hour a week in house investigator with a special investigator designated by the Prosecutor's office. The budget was considered and will be able to do.

Resolution 08-13-12-01: On a motion by Kowalski, seconded by Siegenthaler, the Board unanimously approved the creation of an investigator position by roll call vote. Konstam will speak with local law enforcement regarding the decision.

Harless also reported to the Board and distributed a letter received from Dave Kracker, former Executive Director, regarding Patti's Park and adding a tree to the park by the playground. A Tri-colored Beech tree is requested to be planted at a cost to the Agency to replace the existing tree. Kulig will look at the area and report back to the Board. On a motion by Price, seconded by Metzger, the Board authorized \$500.00 to make improvements to Patti's Park.

Finance Director Report

Audit Summary – Goshe reported on the Auditor of State report for Richland County calendar year 2011. There were some non-compliance findings but Richland County Children Services was not mentioned. The findings can be used improve fiscal practices. Overall this was a favorable report for Richland County and Richland County Children Services. The full report and findings were discussed at the August Finance Committee meeting.

A question was raised regarding the deed to the building in anticipation of the building payment completion at the end of 2012. It was noted that Down's Residence Hall was owned by the Commissioners. It was the consensus of the Board that there are no advantages for owning the building at this time.

Goshe presented the financial report and noted the addition of pie charts on the budgeted and actual revenues for 2012. Expenses are 2.9% under budget. The reserve is at \$5,165,551.64 or 52.5% of the 2012 budget. Revenues to come next month will be real estate taxes which are due in August.

Executive Committee Report –

Nancy Joyce Recognition – Hunnel presented a picture of the Agency as it looks now beside a picture of the Children's Home. Hunnel proposed the picture to be matted and framed and presented to Joyce at a special staff meeting. A picture of Joyce was taken this week and will be framed for the Board room beside past Board Chairs. It was suggested that the picture of the Children's Home have some text and a date under the picture.

Levy Committee

Konstam suggested a Levy Committee meeting be scheduled. Committee members Konstam, Price, Payton and Kowalski will meet on Tuesday August 28 at 11:30. Goshe and Harless will also be part of this committee.

Finance Committee Report –

Goshe reported on the Finance Committee meeting which was held on August 5, 2012. He reported on the 2012 Budget schedule which includes the following: September- putting together the close out budget for 2012 and review of the line items with the committee

October – Preliminary 2013 budget discussion in the Finance Committee
November – 2013 Budget recommendation to Board for approval.
December – Submission of the 2013 budget to the County Commissioners for approval.

Vehicle update - Harless reported on the update status of the fleet of vehicles on order from Graham Ford. The cars are scheduled to be built the week of August 13 with possession of the cars at the end of August.

Services and Program Report –

Kowalski reported on the Services and Program committee which met on August 9 to review the staff survey and develop a report of the outcomes. A list of outcomes were distributed at this Board meeting which the Board also commended Kowalski and Price for their efforts in compiling the results. Konstam commended the staff for the excellent response at 74 responses. Konstam also asked the Personnel committee to look at the opportunity for advancement when reviewing the Agency policies at their next meeting. Kowalski has contacted all staff members who requested contact and will be meeting or having conversation with them within the next couple of weeks. Harless will be looking at the communication channels with staff. Konstam will address the staff at the August 16 staff meeting to thank the staff and give an update on the outcomes from the survey. After the staff meeting and individual meetings are concluded, the Board will discuss goals and objectives for the Board.

The Services and Program Committee will look at the external surveys. Copies of past community stakeholder surveys were given to Kowalski who will review with the committee to identify the stakeholders and then decide when to do the survey.

BILLS

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

EXECUTIVE SESSION

At 6:55 p.m., Chair Konstam recommended going into Executive Session. On a motion by Siegenthaler, seconded by Kowalski, the Board voted unanimously to move into Executive Session to discuss matters of pending litigation and personnel matters by roll call vote. At that time each Board member responded as follows: Bell, “yes”; Amos, “yes”; Kowalski, “yes”; Konstam, “yes”; Leitenberger, “yes”; Payton, “yes”; Price, “yes”; Kulig, “yes”; Metzger, “yes”; Siegenthaler, “yes”; and McKinney, “yes”. The Board asked that Harless and Rizer stay for Executive Session.

On a motion from Metzger, seconded by Kowalski, the Board returned to open session at 8:30 p.m. by roll call vote.

Resolution 08-13-12-02: On a motion by McKinney, seconded by Metzger, the Board unanimously approved Resolution 08-13-12-02 by roll call vote.

Personnel Committee will meet on August 21, 2012 at 4:30 at the Agency. Discussion on the job description for the Executive Director and any notes from the previous director search will be part of the agenda.

Levy Committee will meet August 28, 2012 at 11:30 at the Agency.

Nominating Committee will plan to meet sometime in September to discuss officers, number of Board member positions, and Board terms. Rizer and Harless will provide information. Committee members are Chair Bell, Wells and McKinney.

The AdHoc Committee to review statistical development will meet August 27, 2012 at 1:00 at the Agency. Committee members include Leitenberger, Kulig, Siegenthaler with Harless and Coleman.

It was suggested that the November Board committee be moved to Tuesday November 13, 2012 due to the holiday.

Konstam recognized for the record that all Board members present received a revised Board manual.

ADJOURNMENT

On a motion by McKinney, seconded by Amos, the Board moved to adjourn the meeting at 8:38 p.m.

Respectfully Submitted:

Robert Konstam, Chair

Marsha Coleman , Recording Secretary