

## **RECORD OF PROCEEDINGS**

Date of Meeting: July 11, 2016

Members Present: Chair Renee Bessick, Vice Chair Jim Kulig, Secretary Pam Siegenthaler, Stacy Jackson-Johnson, Lynn Friebel, Attorney Jason Murray (4:03), Dave Leitenberger (4:05)

Members Excused: Dr. Michelle Kowalski

Members Absent: Treasurer Robert Kirkendall

Others Present: Patty Harrelson, Nikki Harless, Kevin Goshe, Recording Secretary Amy Gosser, Sean Crawford, Angie Poth, Rhonda Marsh, Debbie Bowling

Others Absent:

The regular monthly Board meeting was held on Monday, July 11, 2016, in the Board Conference Room at Richland County Children Services Board. Chair Bessick called the meeting to order at 3:34 p.m. of Board members present and representing a quorum.

### **NEW HIRE INTRODUCTIONS**

Harrelson introduced a new RCCS caseworker:

- Sean Crawford, MSCJ, is a new Intake caseworker. He was hired on 6/16/16. Crawford grew up in Lexington and recently moved back to the area from Columbus. He received his Bachelor's in Psychology from Ohio Dominican and his Master's degree from Tiffin.

The Board introduced themselves and welcomed Crawford to Richland County Children Services.

Crawford excused himself from the meeting at this point.

### **AGENDA**

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

## MINUTES

On a motion by Kulig, seconded by Jackson-Johnson, the Board unanimously approved the June 13, 2016 Board meeting minutes.

- Format Change Recommendation: Siegenthaler made a recommendation to the Board that the headings in the minutes be changed to: *Members Present*, *Members Excused*, and *Members Absent*. This recommendation would allow the minutes to reflect which members were excused from the Board meeting versus which members did not report their absence in advance.

On a motion by Siegenthaler, seconded by Friebe, the Board unanimously approved the change to the format of the meeting minutes.

## MINI-TRAINING

The subject of the July Board mini-training was the FitWork program. Angie Poth, Rhonda Marsh, and Debbie Bowling brought this to RCCS in order to help staff become more physically active and to bring healthy habits into their lives. Counting steps is just one of the challenges that they have proposed so far; in August they would like to do something pertaining to higher water intake. They have introduced fun ways to eat vegetables to employees at RCCS staff meetings, and they will continue to do this every other month. They provide information and articles about healthy life choices in the Weekly Insider; employees can answer questions to a relevant short quiz and potentially be entered into a drawing for a gift card. Marsh is really excited about this program because she is beginning to see that fitness is a healthy lifestyle choice. She has heard nothing but good things from staff; the main purpose of this is to boost morale among employees and to help everyone be healthy all around (mentally and physically). Marsh is also excited that Harrelson has joined in on some of the challenges because this is an excellent way to lead by example. Bowling thanked the Agency for letting them do this; they want a healthier work environment and to become healthier themselves. Out of 13 participants in three (3) different categories (advanced, average, and beginner) the Agency has accumulated over 2,296,000 steps so far. Siegenthaler commented that it will be nice to have benchmarks to check on Agency overall health in the future. Some upcoming possibilities include having a yoga class after work and asking someone to come to an upcoming staff meeting to talk to staff about finances.

## EXECUTIVE DIRECTOR'S REPORT

### Executive Director's Report and Comments

Harrelson reported on the upcoming library meeting in Columbus. Joe Palmer would like County support for this, so he has invited Harrelson, Sharlene Neumann, and others. This is more of a public relations issue for us, as the meeting will try to address childhood

literacy, performance in school, and other things could help the children of Richland County. Lack of literacy is a strong link to neglect, so this could also tie in with many of the cases that we handle. There is a possibility that Richland County could receive funding as a result of this project.

Harrelson will ask Sarah Kulesa from Minnesota to attend the Board meeting on Monday (August 8<sup>th</sup>) in order to discuss some of the Signs of Safety (SOS) training that she will be presenting to staff.

The Agency foster care review did not go as well as we had hoped. We received a Corrective Action Plan (CAP). The Agency has made improvements from the last time this review was completed two (2) years ago; we were frustrated because what we missed out on were little items.

The Agency will recognize Johnny's Mattress for their contributions to the new Advocacy Center at the hospital. We will have a "ground-breaking" event in the fall of 2016. Joe Trolian will have one as well for his new housing development. We might write a collaborative letter and/or an op-ed piece. Harrelson would like to work with Bambi Couch Page in order to get money from their VOCA grant to fund employing a social worker at the hospital (so that they can testify in court).

Managers were present at the New Worker meeting, in addition to Harrelson and others from the Core Team. The new workers were very open and honest; there was a lot of good discussion about their experiences so far and suggestions for orientation moving forward.

Kulig asked Harless about her thoughts regarding the open Program Manager position. Harless stated that a lot of things get lost between all of the layers; when she was the Interim Director she wished that she just had one manager under her. Nicole has only been in her position since October, so she might not be ready to take on that responsibility yet. However, she is willing to try. The question is whether or not the Agency can manage with only one Program Manager.

On a motion by Jackson-Johnson, seconded by Friebel, the Board unanimously accepted the Executive Director's report.

### **Executive Committee Report**

- 2016 Risk Management Plan

The Executive Committee has made a recommendation to the Board to accept the revised version of the 2016 Risk Management Plan. The full document was already stream-lined in 2015; recent changes were very minimal and consist mostly of formatting errors from the previous document.

On a motion by Kulig, seconded by Siegenthaler, the Board unanimously accepted the recommendation of the Executive Committee to approve the changes to the 2016 Risk Management Plan.

- Resolution 07-11-16-01: Converting A Vacant Position:

Resolution 07-11-16-01 converts one vacant caseworker position to a family support specialist position. Harless stated that we used to employ Community Service workers to take kids out and spend time with them in order to give our foster parents a reprieve. Right now the Agency is just using the FSS workers to supervise visits and to transport kids to and from meetings. The hope is to use another worker for respite activities in order to preserve placements and give additional support to our foster parents, parents, and kinship families.

On a motion by Jackson-Johnson, seconded by Kulig, the Board unanimously accepted Resolution 07-11-16-01 by roll call vote and signature.

## **Finance Director Report**

### **Finance Report**

Goshe distributed and reported on the June 2016 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,874,309.31, \$726,129.30 in revenue, and \$775,936.08 in expenses with an ending balance of \$6,824,502.53. The ending fund balance reflects 69.9% or 8.4 months of the 2016 budget.

Goshe provided information on the visitation incentive. We received more money than we were anticipating, as what we received was more than we were allotted. A few line items are currently higher than normal, but Finance is keeping an eye on those. Protect Ohio will be discussed further at the upcoming Finance Committee meeting. Starting in October 2016 we will need to spend 40 cents of every dollar of our match in order to receive funding. We will have to spend around \$80,000 a month in order to get all of the federal money that we normally receive from this. We currently do not know what to spend that money on, as it cannot be used on staff/personnel. This can only be used on IV-E and IV-B activities. We could request less money from the federal government so that we do not have to spend so much in local funds; we will not know what our federal portion is until September 2016.

Goshe received approval from the Commissioners a week ago to sell the two (2) vehicles that we are replacing with one Jeep. These will be sold via auction on the gov.com website.

Five Agency employees reviewed the qualifications of the two architects who bid on the Agency remodeling project. They ultimately selected the Seckel group. Goshe met with Dan Seckel last week to discuss the contract. They selected a version that will work, and Seckel is currently working on drawing that up.

On a motion by Friebel, seconded by Siegenthaler, the Board unanimously accepted the June 2016 Final Financial Report.

### **Finance Committee Report**

No report at this time. The next meeting of the Finance Committee will take place at noon on Thursday, July 28<sup>th</sup>.

### **Levy Committee Report**

No report at this time.

### **Personnel Committee Report**

No report at this time.

### **Services and Program Report**

No report at this time. The next meeting of the Services and Program Committee will take place at 2:30 on Wednesday, July 27<sup>th</sup>.

### **BILLS**

**Payment of Agency Bills** - On a motion by Friebel, seconded by Jackson-Johnson, 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 Friebel, seconded by Murray, the Board moved to adjourn the meeting at 4:43 p.m.

Respectfully Submitted:

Renee Bessick, Chair

Amy Gosser, Recording Secretary