

## RECORD OF PROCEEDINGS

Date of Meeting: July 13, 2020

Members Present\*: Chair Jim Kulig, Secretary Deanna West-Torrence, Nicole Blakley, Renee Bessick, Scott Gatchall, Rick Grega

Members Excused: Vice Chair Pat Heydinger, Treasurer Jason Murray, Jim Nicholson

Members Absent:

Others Present: Nikki Harless, Chris Zuercher, Kevin Goshe, Nicole Foulks, Marsha Coleman, Evadyne Troyer, Recording Secretary Amy Hackedorn, Lawrence Mauk

Others Absent:

The regular monthly Board meeting was held on Monday, July 13, 2020, in the Board Conference Room at Richland County Children Services. Chair Kulig (physically present) called the meeting to order at 3:30 p.m. of Board members present and representing a quorum. \*Please note that RCCS is following Federal and State guidance related to social distancing in light of the COVID-19 pandemic and conducted this meeting via teleconference as authorized by temporary changes to the Open Meeting law in Ohio.

*“On March 27, Gov. Mike DeWine signed into law House Bill 197, allowing members of public bodies to hold and attend meetings, and to conduct hearings, by teleconference, video conference or any similar electronic technology. Such meetings are legal for as long as the governor’s coronavirus emergency remains in effect, up until Dec. 20, 2020.*

*The details:*

- *Members attending the meeting through the body’s chosen electronic method count as present and count toward a quorum. They are permitted to vote on any issues that come before the body.*
- *Any resolution, rule or other formal action taken or adopted by the public body during such a session will have the same effect as one taken during an in-person meeting.*
- *The public body is required to give notice of the meeting to the media and other parties requiring notice at least 24 hours before it takes place. In an emergency situation, the public body must give notice as soon as practical.*
- *Members of the public must be provided access to the public body’s discussions and deliberations conducted via the electronic method to the same extent that they would get from attending in person. That includes the ability for the viewer/listener to hear every member participating in person or electronically. Examples of electronic methods that afford public access (and that are cited in the law) include live-streaming via the internet; local radio, television, cable or public access channels; and calling in to a teleconference.*
- *For a public hearing, the electronic method the public body uses for the meeting must be widely available to the public and must permit the public to converse with witnesses and receive documentary testimony and physical evidence.” - Ohio Attorney General’s website*

## **AGENDA**

There is need to amend the agenda through the addition of Resolution 07-13-20-01 immediately following the Finance Director's report. New Hire Introductions will also be added immediately following agenda approval.

On a motion by Blakley, seconded by Bessick, the Board unanimously approved the amended agenda by all Board members in attendance.

## **NEW HIRE INTRODUCTIONS**

Kulig welcomed Evadyne Troyer as the new Agency HR Manager. Troyer stated that she is happy to be in the new position. She introduced a new caseworker (Lawrence Mauk) who joined the Agency on 7.9.2020 as part of Jeanetta Elia's Intake team. Mauk just graduated from Ohio University with a degree in Criminal Justice. The Board members present (both in person and via phone) introduced themselves and welcomed Mauk to the Agency. Mauk left the meeting at this point.

## **MINUTES**

On a motion by West-Torrence, seconded by Blakley, the Board unanimously approved the June 8, 2020 regular Board meeting minutes.

## **Executive Committee Report**

No report at this time.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Harless elaborated on the implicit bias training. This should be coming up sometime in August, but she has not received a finalized contract yet. Youth & Family Council stated that they will pay for the initial training, but we can also purchase for additional training(s) as necessary. Harless stated that the Summer Social Distance program has been well-received by families in the community. RCCS visitation at Crossroads City Center has been going well. They provided us with dedicated parking spaces, and clients seem to enjoy going there. RCCS foster/kin parents were surprised and very thankful to receive the \$200 stipend that the Board approved. There was some pushback from other kinship families in the community who are not involved with the Agency because they did not receive any money from us, so this needed to be explained to them. ASAP (Accelerated Safety Analysis Protocol) meetings are conducted virtually once a week (every Monday).

On a motion by Bessick, seconded by Gatchall, the Board unanimously accepted the Executive Director's report.

## **Finance Director Report**

### **May Finance Report**

Goshe distributed and reported on the May 2020 Final Financial Report regarding the revenues and expenditures. This was unchanged from the information presented at the June Board meeting, but we did not receive confirmation from the Auditor's office that the books were balanced until after that meeting. This included a beginning balance of \$7,270,793.60, \$533,639.16 in revenue, and \$756,461.75 in expenses with an ending balance of \$7,047,971.01. The ending fund balance reflects 62.5% or 7.5 months of the 2020 budget.

On a motion by Blakley, seconded by Bessick, the Board unanimously accepted the May 2020 Final Financial report.

### **June Finance Report**

Goshe distributed and reported on the June 2020 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,047,971.01, \$667,277.97 in revenue, and \$993,727.16 in expenses with an ending balance of \$6,721,521.82. The ending fund balance reflects 59.6% or 7.2 months of the 2020 budget.

Revenue for the year is 4.7% higher than budgeted. Expenses for the year are 4.2% less than budgeted. We are still within the 4-6 months that is recommended for the fund balance. The state budget is an unknown factor at this point, so we will have to wait and see how funding is affected at the state level due to issues surrounding COVID-19.

On a motion by Blakley, seconded by Bessick, the Board unanimously accepted the June 2020 Final Financial report.

### **Resolution 07-13-20-01: Authorization to Sign Auditor Documents**

Resolution 07-13-20-01 was proposed for purposes of authorizing specific agency staff to perform the various functions necessary to process payroll, pay bills, and be the point of contact to the Auditor's office. This document was approved previously at the March 2020 Board meeting, but due to Evadyne Troyer's promotion to HR Manager there was need to replace Chris Zuercher's name with hers for approval of HR duties.

There was some discussion regarding separation of duties for Finance staff members and ensuring that a system of checks and balances is in place. Goshe will discuss the issues surrounding this resolution with the Richland County Auditor for guidance, and the topic will be reintroduced at the August Board meeting. No formal action was taken at this time.

## **Finance Committee Report**

No report at this time.

### **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.

Kulig stated that there have not been any Board committee meetings conducted since the pandemic shutdown began in mid-March. Due to these extenuating circumstances, Kulig asked if the Board members present were comfortable with postponing all Board committee meetings unless there is a pressing need for the committee to meet. All members present (in person and by phone) agreed to that course of action. The option to participate in person and/or by phone will again be available to members for the regular Board meeting in August, and a conference call number will be utilized for the public.

### **BILLS**

**Payment of Agency Bills** - On a motion by Grega, seconded by Gatchall, the Board unanimously approved payment by signature of the Agency bills.

### **ADJOURNMENT**

On a motion by Bessick, seconded by Grega, the Board moved to adjourn the meeting at 4:09 p.m.

Respectfully Submitted:

Jim Kulig, RCCS Board Chair

Amy Hackedorn, Recording Secretary