

RECORD OF PROCEEDINGS

Date of Meeting: June 13, 2022

Members Present: Secretary Jim Nicholson, Renee Bessick, Mary Stentz, Bill Hope, Scott Gatchall (3:34 p.m.), Bennie Allen-Stanford (3:34 p.m.), Treasurer Jason Murray (3:36 p.m.)

Members Excused: Chair Pat Heydinger, Vice Chair Nicole Blakley

Members Absent:

Others Present: Nikki Harless, Nicole Foulks, Kevin Goshe, Sarah Soliday, Marsha Coleman, Chris Zuercher, Mark Keck, La'Shaun Reuer, Recording Secretary Amy Hackedorn

The regular monthly Board meeting was held on Monday, June 13, 2022, in the Board Room at Richland County Children Services. Secretary Nicholson (serving in the role of Chair due to the absence of both the Board Chair and Vice Chair) unofficially called the meeting to order at 3:32 p.m. of Board members present. As there was not initially a quorum, the floor was turned over to RCCS Permanency/Placement Supervisor Mark Keck and Placement Caseworker La'Shaun Reuer for the mini training.

Mini Training

Reuer explained some of the items that are discussed during the foster parent pre-service training, which is required in order for potential parents to become licensed as a foster/adopt home. The first 12 modules can be completed online or in-person at any licensed training facility within the state of Ohio. The last module (module 13) must be completed through RCCS since it is specific to the policies and procedures for our agency. *Gatchall and Allen-Stanford arrived at this point in the meeting (3:34 p.m.)*. There are numerous support systems in place for foster parents within Richland County, especially from the religious community. Hope asked how many individuals who start the training actually complete it. Foulks explain that trainings are held every Tuesday, Thursday and Saturday, so this is fairly easy to complete if the desire is there. *Murray and Zuercher arrived at this point in the meeting (3:36 p.m.)*. About 90% of the individuals who start the process follow through to the end and become licensed. The fastest time for completion would be around 6 months (to include fingerprinting, reference checks, background checks, home studies, etc.). We currently have 12-14 individuals attend trainings here, although not all of these people are getting licensed through our Agency. Hope asked if many of the individuals get licensed because they know a specific child who needs a home. Keck stated that there are always a few of these, although many parents decide to foster additional children once they become licensed. Foster parents are paid \$10/hour during pre-service training. From the point of licensing onward, an RCCS employee meets with the applicant(s) numerous times throughout the process. Hope asked about Foundations for Living. We have never really placed children there due to several issues. They typically take high-risk children from other counties and are usually full. They have also had quite a few problems there, and we are hesitant to place any of the children in our custody in that environment. *Keck and Reuer left the meeting at this point (4:13 p.m.)*.

Given that a quorum of Board members had been reached, Nicholson officially called the meeting to order at 4:14 p.m. and called for the first order of business.

AGENDA

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

MINUTES

On a motion by Murray, seconded by Hope, the Board unanimously approved the May 9, 2022, regular Board meeting minutes.

EXECUTIVE DIRECTOR'S REPORT

Executive Director's Report and Comments

Harless updated the Board on the funding that RCCS will be receiving from ODJFS for meeting performance incentives. Harless and Goshe would like to find a way to distribute this money to casework staff if possible. This will be discussed further at an upcoming Board Budget & Finance Committee meeting.

On a motion by Allen-Stanford, seconded by Hope, the Board unanimously accepted the Executive Director's report.

Executive Committee Report

No report at this time.

Finance Director Report

Resolution 06-13-22-01: Reclassifying a Position

Resolution 06-13-22-01 was proposed for the purpose of reclassifying one (1) vacant Support 2 position into one (1) Building & Grounds Maintenance position.

On a motion by Murray, seconded by Bessick, the Board unanimously approved Resolution 06-13-22-01 by roll call vote and signature.

Murray left the meeting at this point (4:23 p.m.).

May Finance Report

Goshe distributed and reported on the May 2022 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$9,541,137.88, \$517,563.42 in revenue, and

\$873,120.81 in expenses with an ending balance of \$9,185,580.49. The ending fund balance reflects 75.4% or about 9.0 months of the 2022 budget.

Goshe stated that we received our first Homestead & Rollback payment for 2022, and it was about \$1,000 less than last year. Total revenue for the year at the end of May was 3.9% higher than budgeted, and expenses were 6.3% lower than budgeted.

On a motion by Allen-Stanford, seconded by Hope, the Board unanimously approved the May 2022 Final Financial Report.

Finance Committee Report

No report at this time.

Levy Committee Report

No report at this time.

Personnel Committee Report

2022 Agency Personnel Manual Revisions

RCCS HR Manager Sarah Soliday highlighted some of the changes discussed by the Personnel Committee at their meeting on Thursday (6.9.2022). The option for flex scheduling was moved to quarterly instead of biannually. Flex scheduling was also changed to add four 9-hour days and one 4-hour day as an option. Lunches were changed to add the option for staff of taking a half hour lunch (instead of an hour) and then leaving work a half hour early. For milestone anniversaries, the employee receives a service award. This was amended to give the option of a Visa gift card instead of a physical gift. The quarterly performance incentives and employee referral bonus/hiring bonus were all added to the Personnel Manual as adopted by the RCCS Board at its regular May meeting. Stipend amounts were also increased for both caseworkers and supervisors. New Year's Eve was added as a holiday, bringing our holiday total up to 13 (from 12). We changed the definition of 'immediate family' to match the state FMLA standards. Standards of practice for RCCS supervisors was updated and clarified. The attendance policy was updated so that an employee with a previously approved leave of absence on a day when the agency closes does not still have to use that time out of their accrued balance. Once approved by the Board, the 2022 Personnel Manual with all applicable revisions will be sent to RCCS staff for review and acknowledgement.

On a motion by Bessick, seconded by Stentz, the Board unanimously approved the revisions to the 2022 Agency Personnel Manual as presented.

Services and Program Report

No report at this time.

BILLS

Payment of Agency Bills - On a motion by Bessick, seconded by Allen-Stanford, the Board unanimously approved payment by signature of the Agency bills.

ADJOURNMENT

On a motion by Hope, seconded by Stentz, the Board moved to adjourn the meeting at 4:33 p.m.

Respectfully Submitted:

Jim Nicholson, RCCS Board Secretary/ Acting Chair
Amy Hackedorn, Recording Secretary