

## RECORD OF PROCEEDINGS

Date of Meeting: May 8, 2017

Members Present: Chair Renee Bessick, Vice Chair Jim Kulig, Treasurer Jason Murray, Secretary Pam Siegenthaler, Rick Grega, Lynn Friebel, Deanna West-Torrence, Stacy Jackson-Johnson, Dr. Michelle Kowalski (4:00 p.m.)

Members Excused:

Members Absent:

Others Present: Patty Harrelson, Nikki Harless, Marsha Coleman, Kevin Goshe, Chris Zuercher, Edith Gilliland, Pam Hinton, Carl Hunnell, Nicole Foulks, Shannon Riggle, Chelsey Hill, Sarah Brehm, Jason Kline, Tiffany Rouse, Judge Ron Spon, Recording Secretary Amy Gosser

Others Absent:

The regular monthly Board meeting was held on Monday, May 8, 2017, in the Board Conference Room at Richland County Children Services Board. Chair Bessick called the meeting to order at 3:30 p.m. of Board members present and representing a quorum.

### COURT DISCUSSION

Judge Spon thanked the Board for the opportunity to meet with them today, and he thanked them for their service to the community. Spon also stated that he has an excellent working relationship with Executive Director Harrelson, and he appreciates the knowledge she brings to that position in terms of the law. It was refreshing when Harrelson took over as Director because she helped to heal the relationship between the court and the Agency. Both she and Judge Spon respect their different duties; it doesn't mean that they agree on every situation, but they understand what each needs to do in their jobs. They share a joint vision and agree on the most-pressing goals to be addressed within the community.

One of the most significant challenges that we face as a community is what to do with teens who have behavioral issues. Spon's Special Response Court docket is patterned after the drug court concept. There are about 20 kids on the docket right now, many of whom have developmental issues. We need to serve the best interest of the child, but resources are limited. A criminally-minded young person will face graduated sanctions and treatment, but Spon may need to refer them to DYS if they are too dangerous. The court receives funding based on the amount of felony adjudications, but this might not always be in the best interest of the child. The court generally does not have the money to provide special foster care or residential care for children. They perform assessments to identify each child's individual issues and utilize community resources such as mental health counseling whenever necessary. When they commit time and effort to these families, they often see results.

Harrelson commented on the GIFT home structure. Foster parents often do not realize the amount of trauma that these children have had to deal with, so it is hard for them to understand and prepare for the resulting behavioral issues. This is a nationwide issue with no easy solution. Judge Spon commented that we guarantee the failure of these children unless we actively work toward helping them now (before they age out of care).

There was some discussion about therapeutic foster homes, and whether the Agency is able to utilize these. Spon believes that Richland County needs more therapeutic foster homes, and he asked the Board to make this a top priority. Harrelson stated that it is hard to get our current foster homes certified for this. Becoming a therapeutic foster home requires additional annual training, and most foster parents are not willing to do this. The Agency currently has seven therapeutic homes, but none of them are willing to take teenagers. Harless mentioned that some of the training necessary for therapeutic homes (Behavior Support Management, Educational Advocacy and Trauma Systems Treatment) are now a mandatory part of our curriculum, so the Agency has been moving in that direction for several years now. There is a need to develop a joint strategy for recruitment between the court and RCCS in order to attract individuals to this line of work.

Spon and Hunnell left the meeting at this point (4:33 p.m.).

Possible next steps were discussed. Kulig suggested the creation of a joint taskforce comprised of Agency employees, community members, and court personnel in order to develop a strategic response to this issue. Kulig would personally be willing to be involved in this. Harrelson will work with Harless and Foulks to reach out to Lisa Benson at the court. Harrelson would like a rapid response to foster parent and kinship provider needs. There is not a strategic plan in place right now, but Harrelson is going to develop one.

Foulks, Riggle, and Kline left the meeting at this point.

## **AGENDA**

Harrelson requested the addition of a discussion item (approval of Resolution 05-08-17-04) to the agenda under the Finance Director section.

On a motion by Siegenthaler, seconded by Grega, the Board unanimously approved the proposed agenda with the suggested addition by all Board members in attendance.

## **NEW HIRE INTRODUCTIONS**

Zuercher introduced two of the Agency new hires: Sarah Brehm and Chelsey Hill. They graduated last week with their BSW degrees from the University of Cincinnati. Both Brehm and Hill were UPP (University Partnership Program) students, so they already have a lot of their CORE training completed. They started last Thursday (5/4/17). The Board introduced themselves and welcomed both Brehm and Hill to the Agency.

Brehm and Hill left the meeting at this point.

## **MINUTES**

On a motion by Siegenthaler, seconded by Friebel, the Board unanimously approved the April 10, 2017 Board meeting minutes.

## **VISITATION CENTER PRESENTATION**

MIS Manager Pam Hinton played a PowerPoint presentation containing images of the Healing Hearts house on Lexington Avenue. They are willing to lease the space to us for \$750 total (all utilities included, with security, maintenance, furniture, etc.), and they are currently having their attorney draw up the paperwork. Six visits could potentially be held there at the same time. Healing Hearts does not want to sell the building, but they need to generate some sort of income from it. We can afford this in our budget. Harrelson still needs to meet with Chief Ken Coontz from the Mansfield Police Department to have a member of law enforcement walk through due to the security system. This building is less secure than the Agency; it would only be used for the monitored visits (not the supervised ones).

Murray and Hinton left the meeting at this point (5:02 p.m.).

## **EXECUTIVE DIRECTOR'S REPORT**

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

Harrelson reported on a letter that the Agency received regarding Genevieve Hatheway. Hatheway was a long-time foster parent who recently passed away, and the Agency received a \$100 donation in her memory.

A Board retreat will be held in the fall of this year. The community survey will be done in September so that the results will be available for the retreat in October/November. This will be held on a Saturday, potentially in the new visitation center.

Harrelson will meet with Joe Trolan regarding his new drug outreach program. Trolan has six (6) recovery coaches at UMADAOP and Catalyst. These coaches could potentially work with employees from our assessment team and also serve as Support individuals during our FTM meetings with families.

There may be a need to readdress the tuition reimbursement program. OSU eliminated their MSW program locally, but they will offer a BSW at the Mansfield branch. The Agency receives fee waivers from OSU to pay for schooling there.

The litigation against former employee Michael Stoffer will be pursued. Taxpayer dollars were used to pay for his education, and so we should retrieve this money as good stewards of the community. Harrelson has spoken to his new employer regarding any potential conflict that his new position may lend itself to. They have assured Harrelson that Stoffer will be co-assigned along with his supervisor to any of the SACWIS tickets submitted by Richland County.

The bargaining unit employees still need to elect officers. Harrelson has given AFSCME dates throughout the next few months when Agency management is available to meet. We are waiting on AFSCME at this point to choose one of those dates that works best for them.

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

### **Executive Committee Report**

No report at this time.

### **Finance Director Report**

- **Finance Report**

Goshe distributed and reported on the April 2017 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$6,291,941.91, \$2,002,120.98 in revenue, and \$715,971.89 in expenses with an ending balance of \$7,578,091.00. The ending fund balance reflects 77.0% or 9.2 months of the 2017 budget.

Goshe provided information on revenues. The Agency received the normal ProtectOH payment. Total operating expenses were 2.1% lower than budgeted. The Tangible Personal Property tax is going to continue to decline about \$73,000 per year until it is completely gone in 2020. ProtectOH will also decline, but the exact amount will not be known until next year. As of right now the authority for that program ends in 2019. If it is not renewed we will rely on Title IV-E funding alone. ProtectOH funds are currently used for some kinship support. Tim Harless will be in Washington D.C. tomorrow to try to get legislators to reauthorize this past 2019.

On a motion by Friebel, seconded by Jackson-Johnson, the Board unanimously accepted the April 2017 Final Financial Report.

- **Resolution 05-08-17-04**

This resolution gives the Board Chair the authority to sign the ODJFS sub-grant agreement on behalf of the full Board.

On a motion by Grega, seconded by Jackson-Johnson, the Board unanimously accepted Resolution 05-08-17-04 by roll call vote and signature.

### **Finance Committee Report**

No report at this time.

## Levy Committee Report

No report at this time.

## Personnel Committee Report

- **Resolution 05-08-17-01**

This resolution eliminates the Support position in the Legal department that was vacated due to creation of an additional Paralegal position.

On a motion by Kowalski, seconded by Siegenthaler, the Board unanimously accepted Resolution 05-08-17-01 by roll call vote and signature.

- **Resolution 05-08-17-02**

This resolution eliminates a Supervisor position in order to free up funds in the Personnel line of the budget to allow for the creation of the new Kinship Court Case Assessor position.

On a motion by Siegenthaler, seconded by Friebel, the Board unanimously accepted Resolution 05-08-17-02 by roll call vote and signature.

- **Resolution 05-08-17-03**

This is to reclassify the position that was created at the April 2017 Board meeting (Kinship Court Case Assessor). This was initially in pay range 23 (on the same line as a CW3), but the position has since been reevaluated. It will be downgraded to a CW1 position and lowered to pay range 20. The resolution also adds after-hours work duties to this position.

On a motion by Friebel, seconded by Kowalski, the Board unanimously accepted Resolution 05-08-17-03 by roll call vote and signature.

- **Personnel Manual Amendments**

The first amendment deals with the telecommuting policy. When the new Personnel Manual was established back in February, it was inadvertently in conflict with the current technology policy. We state in the technology section that employees cannot use their personal computers to access Agency information. Policy 14.2 will be changed to allow employees to sign an acknowledgment regarding use of personal technology. Zuercher requests to add in language regarding use of the form and ensuring security when using personal devices. They would not be able to upload/download and/or save information.

On a motion by Jackson-Johnson, seconded by West-Torrence, the Board unanimously accepted the amendment to the Personnel Manual as proposed and recommended by the Personnel Committee.

The second amendment is a change to Section 13.5 of the Personnel Manual and deals with the firearms policy. The County Commissioners adopted a new policy to deal with this issue for all county employees. We previously restricted employees from carrying weapons in their personal vehicle on county property, but we can no longer restrict them from doing so. However, the employee must leave the firearm secured in their vehicle, and they cannot bring it into the building. It must be in a locked area, either in a locked glove compartment, trunk, or other container.

On a motion by Siegenthaler, seconded by Jackson-Johnson, the Board unanimously accepted the amendment to the Personnel Manual as proposed and recommended by the Personnel Committee.

## **Services and Program Report**

### **1<sup>st</sup> Quarter PQI Report:**

The Services & Program Committee met on April 26<sup>th</sup> to review the 1<sup>st</sup> Quarter PQI report. There were no major issues that needed to be brought to the attention of the full Board. The Committee has reviewed this report every quarter. The question was asked at the last meeting whether the Board really needs to review all of that information, or whether it should be more select regarding topics on which it focuses its attention. The Agency is no longer COA accredited. The information that is prepared should be useful to staff (for purposes of management decisions), and if it is not useful then it should not be collected. The Board should be given an opportunity to review the whole report and see what is best to be reviewed for their role as a Board member. The Committee felt that it would be helpful to pinpoint what is most relevant to the Board and their role. Coleman prepares the summary report, and Siegenthaler feels that it is a good synopsis of highlights and trends that should be addressed by the Board. A formal evaluation of the full report will be done in the next few months.

Kulig stated that there were previous issues with federal compliance regarding visitation. We are now above 95% for this, which is great for the employees involved. Staff should know that the Board recognizes and appreciates their efforts.

Kulig acknowledged Tiffany Rouse and her work on addressing the FTM fidelity rates. FTM fidelity (and having a support person at these meetings) helps clients to increase their chances of success with cases. The Committee would like to have Rouse present this to the full Board at a later Board date.

On a motion by Kulig, seconded by Grega, the Board unanimously accepted the 1<sup>st</sup> Quarter PQI report as presented.

## **BILLS**

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

## **EXECUTIVE SESSION**

At 6:04 p.m., Chair Bessick recommended an Executive Session. On a motion by Jackson-Johnson, seconded by Siegenthaler, the Board voted unanimously to move into Executive Session to discuss personnel and legal matters by roll call vote. At that time, each Board member responded as follows: Kulig, “yes”; Kowalski, “yes”; Bessick, “yes”; Grega, “yes”; West-Torrence, “yes”; Siegenthaler, “yes”; Friebel, “yes”; and Jackson-Johnson, “yes.” The Board asked Harrelson, Zuercher, Goshe, and Gilliland to stay.

On a motion by Siegenthaler, seconded by Grega, the Board voted unanimously to return to open session at 6:30 p.m.

## **ADJOURNMENT**

On a motion by Kulig, seconded by Jackson-Johnson, the Board moved to adjourn the meeting at 6:31 p.m.

Respectfully Submitted:

Renee Bessick, Chair

Amy Gosser, Recording Secretary