

## RECORD OF PROCEEDINGS

Date of Meeting: November 13, 2023

Members Present: Chair Pat Heydinger, Vice Chair Nicole Blakley, Treasurer Jason Murray (3:14 p.m.), Secretary Jim Nicholson, Mary Stentz, Bill Hope, Judy Forney, Randy Pore, Bennie Allen-Stanford

Members Excused:

Members Absent:

Others Present: Nikki Harless, Nicole Foulks, Drew Miller, Sarah Soliday, La'Shaun Reuer (3:03 p.m.), Recording Secretary Amy Hackedorn

Others Absent: Kevin Goshe

The regular monthly Board meeting was held on Monday, November 13, 2023, in the Conference Room at Mid-Ohio Educational Service Center. Chair Heydinger called the meeting to order at 3:00 p.m. of Board members present and representing a quorum.

### AGENDA

On a motion by Blakley, seconded by Allen-Stanford, the Board unanimously approved the proposed agenda by all Board members in attendance.

Heydinger expressed appreciation to RCCS staff and to representatives from the Citizens for Children Services levy committee for all of their positive work in the Richland County community. The RCCS levy passed by 61%.

### MINUTES

On a motion by Pore, seconded by Hope, the Board unanimously approved the October 9, 2023, regular Board meeting minutes as presented.

### EXECUTIVE DIRECTOR'S REPORT

Harless informed the Board that we hired an attorney (Jeffrey Kiggans) who has 15 years of experience in the field of child welfare. We now have one attorney vacancy. Regarding the Child Advocacy Center (CAC), we first began this process in 2010. The major issue has traditionally been getting individuals to buy-in to this concept. Tammy Robertson is leading this now (she is a SANE nurse) and has had some success with getting everyone necessary on board. The Prosecutor's Office is very much in favor of this, along with MPD, RCSO and the DV Shelter. They are going to meet again in December in order to figure out next steps in the development and accreditation processes. We have also been offered use of a building here in Mansfield that is already registered as a 501(c)(3). One potential hurdle is getting other police departments (like Bellville, Butler, etc.) on board with this concept, because they would have to

travel in order to use the facility. Heydinger asked if we have received an update regarding the SPBR appeal verdict. Harless stated that we probably will not hear back on this until January.

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

### **Executive Committee Report**

No report at this time. There will be a meeting prior to the Board meeting in December.

### **Finance Director Report**

#### **October Finance Report**

Miller distributed and reported on the October 2023 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$10,073,299.13, \$126,937.29 in revenue, and \$943,687.82 in expenses with an ending balance of \$9,256,548.60. The ending fund balance reflects 68.7% or about 8.2 months of the 2023 budget.

Miller stated that total revenue for the year was 3.5% higher than budgeted and total expenses were 11.8% lower than budgeted at the end of October. All of our line-item expense categories are currently running lower than budgeted. *Murray arrived at this point in the meeting (3:14 p.m.).*

On a motion by Hope, seconded by Pore, the Board unanimously accepted the October 2023 Final Financial Report.

### **Finance Committee Report**

#### **2024 Purchased Services**

The major difference between budgeted amounts for 2023 and 2024 is an allocation of \$300,000 for the remodeling of 8 bathrooms, which would include architect fees as well. Many of the restrooms in this building have not been updated since 1992. This project would have to go out to bid if it is approved. Hope requested that Goshe give an update at the December Board meeting regarding his thoughts on the bathroom remodel.

On a motion by Pore, seconded by Hope, the Board unanimously accepted the 2024 purchased services budget as proposed.

#### **2024 Pay Scale**

The proposal is to increase the entire pay scale (minimums and maximums) by 3% for all pay ranges subject to further review. The last time this was increased was 2022. The goal is to keep us competitive when hiring and retaining staff.

On a motion by Blakley, seconded by Nicholson, the Board unanimously agreed to adopt the proposed increase to the 2024 pay scale.

### **Pay Increases for RCCS Staff**

The proposal is to give a 5% cost of living pay increase to staff (barring anyone going past the maximum of their respective pay range) effective in the first pay period of 2024.

On a motion by Blakley, seconded by Hope, the Board members present unanimously agreed to enact a 5% cost of living pay increase for RCCS staff (effective the first pay period of 2024).

### **Asset Replacement Budget**

Murray mentioned that we allocate funding in the budget for various items every year, but the goal is to not have to use that funding whenever possible. One such example is the wet sprinkler system pipes. The internal pipes have consistently passed each inspection, but the system itself is over 30 years old at this point (it was installed in 1990), so the odds of it needing replaced at some point in the near future must be considered.

On a motion by Hope, seconded by Blakley, the Board members present unanimously agreed to adopt the 2024 asset replacement budget as presented.

### **2024 Budget**

Budgeted revenue for 2024 is currently \$11,720,558.00, and budgeted expenses for 2024 are currently \$14,330,128.00. This results in a budgeted net income deficit of \$2,609,570.00. Murray reminded the Committee members that we always budget conservatively on the side of expenditures so that we do not need to adjust our budget later in the year and seek approval from the Commissioners. We budgeted the same number of staff positions for 2024 that we did for 2023. We may or may not receive another hold harmless payment from the Protect Ohio funding that was eliminated a few years ago. Placement costs are up even though we kept the payment amounts the same for 2024 as in 2023. Adoption expenses are down in total because the state took over the PASSS program payments. We usually have our whole budget approved by the Board of Commissioners right away once it is submitted. Murray expressed gratitude to Goshe, Miller and the Board Finance Committee for their commitment to the Agency and their work toward the budget specifically.

On a motion by Blakley, seconded by Hope, the Board members present unanimously agreed to adopt the 2024 overall budget and its components as presented in its entirety.

### **Personnel Committee Report**

#### **Personnel Manual Changes**

Soliday commented on Section 5.7 (Sick Leave Bank Program). Verbiage was added stating that everyone on the Sick Leave Bank Committee will serve a 3-year term (and not have rotating terms) and the DEI Officer was added as a permanent member. Section 5.1 (Insurance Benefits) was amended to reflect the County insurance policy. For an employee whose employment begins on the first (1<sup>st</sup>) calendar day of a month, they will be eligible for coverage on the first day of the following month. Our policy used to say that it applied to employees hired the 1<sup>st</sup> through the 3<sup>rd</sup> day of the month. Section 5.4 (Holidays) was amended to add Columbus Day in order to reflect what was voted upon at the October 2023 Board meeting.

On a motion by Allen-Stanford, seconded by Forney, the Board members present unanimously agreed to adopt the proposed changes to sections 5.1, 5.4 and 5.7 of the RCCS Personnel Manual.

## **Services and Program Report**

No report at this time.

## **BILLS**

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

## **ADJOURNMENT**

On a motion by Nicholson, seconded by Blakley, the Board moved to adjourn the meeting at 3:52 p.m.

Respectfully Submitted:

Pat Heydinger, RCCS Board Chair  
Amy Hackedorn, Recording Secretary