

## **RECORD OF PROCEEDINGS**

Date of Meeting: October 10, 2016

Members Present: Chair Renee Bessick, Vice Chair Jim Kulig, Treasurer Robert Kirkendall, Secretary Pam Siegenthaler, Rick Grega, Attorney Jason Murray (left at 5:00), Stacy Jackson-Johnson, Lynn Friebel

Members Excused: Dr. Michelle Kowalski

Members Absent:

Others Present: Patty Harrelson, Nikki Harless, Kevin Goshe, Chris Zuercher, Recording Secretary Amy Gosser, Michael Stoffer, Jennifer Conley, Evadyne Troyer, Erin Magers

Others Absent:

The regular monthly Board meeting was held on Monday, October 10, 2016, in the Board Conference Room at Richland County Children Services Board. Chair Bessick called the meeting to order at 3:36 p.m. of Board members present and representing a quorum.

### **NEW HIRE INTRODUCTION**

HR Manager Zuercher introduced a new employee, Erin Magers. She started on 9/29/16 as an Ongoing caseworker on Teresa Coll's team. Magers received her BSW out of Malone University, and has had good reviews from various personnel members already.

Troyer and Magers excused themselves from the meeting at this point.

### **AGENDA**

The Personnel Committee segment was moved up on the agenda, to follow the Executive Director's report (due to the need to leave early of Committee Chair Murray).

On a motion by Siegenthaler, seconded by Jackson-Johnson, the Board unanimously approved the revised agenda by all Board members in attendance.

### **MINUTES**

On a motion by Murray, seconded by Jackson-Johnson, the Board unanimously approved the September 12, 2016 Board meeting minutes.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Harrelson passed around two thank you cards for the Board to sign pertaining to supervisors Holly Fritz and Kelley Van Gilder, for all of their collaborative work with Ohio Health. The Ohio Health ribbon-cutting event has been rescheduled for Tuesday, November 1<sup>st</sup>, at 2:15. Any Board member is welcome and encouraged to attend. We are still trying to find a name for this group of rooms.

Harrelson discussed the ODJFS exit conference for fiscal monitoring. We found out several things that are not allowable expenses. For example, drug testing costs are now not allowed in the cost pool because they consider these to be "medical expenses."

Harrelson's meeting with Veronica Groff and Denise Williams went well. She asked Catalyst what we can do with different counseling components. The federal fiscal year started October 1, and we will have to spend \$160,000 this year out of our budget that we hadn't anticipated.

Levy Planning: We made about \$470 on the baskets and should end up with around \$8,000 overall. The one advantage that we have that over many other agencies is that our cycle doesn't fall in a presidential election year. The Board thanked Michelle Kowalski and Tim Harless for all of their work on the golf outing event. Brianne Kindinger was also there all day helping at the event.

Foster Parent Information Night: This was very successful. They are starting their training soon. Everyone who was in the room signed up and showed up for the training. We publicized that we were having one, and we had a great turnout.

\*\*\*The following discussion was based off of inaccurate information that was provided to the Board in data spreadsheets and graphs. This has since been remedied. Please see the corrected data with any questions.\*\*\* The investigation numbers keep increasing. They are almost twice what we had last year. Drugs are a huge issue right now. Heroin isn't considered a "medical problem" for most people. If someone is in withdrawal from heroin, an ER cannot legally prescribe pills to help with the withdrawal symptoms. Getting people off of the opiates is the primary goal. Our staff responded to the state's request for data, but nothing has been done with it yet. Regarding our staff, caseloads are up, and staff members are struggling to keep up. This is a hard job. Regarding personnel budget discussions, not filling vacant positions positively impacts the long-term use of our cash reserve. We have quite a bit of recidivism as well, so we are also looking at those numbers. We had 77 cases come back within 30 days. Signs of Safety (SOS) may help down the road, but Carver County has a lower poverty index, a lesser drug problem, and a higher household income. The Good Samaritan form was also discussed.

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

## **Personnel Committee Report**

- Approval of Longevity Payments

This is for employees who have reached anniversary milestones of 5, 10, 15, 20, 25, or 30 years at the Agency. The amount goes in their regular paychecks in November and is 1% of their wage (up to \$400).

On a motion by Kirkendall, seconded by Siegenthaler, the Board unanimously approved payment of the 2016 longevity payments.

- Revoking Policy 7.2 Education Incentive and Policy 4.8 Longevity

To avoid any potential issues that take effect December 1<sup>st</sup> with the change in federal law, we will revoke Policy 7-2 and Policy 4-8 and put those applicable amounts into each affected employee's rate of pay instead. Employees will receive OT compensation based off of this rate in order to be in compliance with the FSLA language. Pay rates will also be flexed for new hires, to take into consideration whether or not their Master's degree is in a field applicable to Agency operations. These payments need to go into their rate of pay so that OT pay comes out of the total amount (including their Master's incentive amount).

On a motion by Siegenthaler, seconded by Friebel, the Board unanimously agreed to revoke Policy 7.2 and Policy 4.8.

## **Executive Committee Report**

- Resolution 10-10-16-01: Resolution Authorizing Executive Committee to Withdraw RCCS from the CEBCO Health Insurance Plans & Enter into an Agreement for Health Insurance from an Alternate Provider

On a motion by Murray, seconded by Grega, the Board unanimously approved Resolution 10-10-16-01 by roll call vote and signature.

## **Finance Director Report**

### **Finance Report**

Goshe distributed and reported on the September 2016 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$7,668,114.31, \$729,246.22 in revenue, and \$917,116.69 in expenses with an ending balance of \$7,480,243.84. The ending fund balance reflects 75.1% or 9.0 months of the 2016 budget.

Goshe provided information on September revenue. We received our Protect OHIO payment for September along with the late August payment, so revenue was slightly higher than normal. It was a three-pay month, so most of the expenses came out of the operating budget. Expenditures were about 4% lower than budgeted. We budgeted below the operating expenses on page 5; we also moved \$100,000 to the Emergency Services line and \$100,000 to the Purchased Services line. We have two more payments coming: TPP from the second half of the year, and another Homestead & Rollback reimbursement from the state. Tax collections are down overall. Each year another \$78,000 more in our budget will be reduced. Local JFS will continue our contract for next year. This is based off of us hitting our RMS codes.

On a motion by Friebel, seconded by Jackson-Johnson, the Board unanimously accepted the September 2016 Final Financial Report.

**Remodeling Project:** Dan Seckel (our architect) contacted several different contractors regarding our remodeling job. They were all over the \$50,000 threshold, which would mean we would have to bid out. Adena said that they will reuse our existing lights and doors (they were originally going to replace them). We have also decided to build 3 offices to replace 8 cubicles instead of the original plan of building 4 offices to replace 10 cubicles. Adena's estimate is now \$49,288. This remodel will eliminate our need to pay rent at 4<sup>th</sup> Street, and will reduce employee travel time. This will come out of our reserve for capital expenses. Our plan is to have this done by December 31, so that would prevent us from having to sign another lease. Goshe will find out from Seckel why his estimate (\$25,000) was so much lower than all of the bids that came in. The Board will give Goshe the authority to go forward if the reasons for the discrepancy are justified, and will keep the Board informed of his position.

On a motion by Kulig, seconded by Jackson-Johnson, the Board gave Finance Director Goshe the authority to decide whether or not to proceed with the company Adena for an amount not to exceed \$49,288, after determining whether or not the associated costs are justified. Murray abstained from the vote.

### **Finance Committee Report**

No report at this time. Kirkendall met with Goshe several weeks ago regarding the employee compensation and health insurance situations. Kirkendall feels that the Board will have to take a hard look at whether or not any sort of compensation adjustments can feasibly be made, due to budgetary concerns. The Finance Committee will meet several times within the next month in order to make decisions regarding various issues.

## **Levy Committee Report**

No report at this time.

## **Services and Program Report**

No report at this time. The next meeting will be on November 2 at 1:30 p.m. to review the 3<sup>rd</sup> Quarter PQI Report.

## **BILLS**

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

## **EXECUTIVE SESSION**

At 5:03 p.m., Chair Bessick recommended an Executive Session. On a motion by Siegenthaler, seconded by Friebel, the Board voted unanimously to move into Executive Session to discuss personnel matters by roll call vote. At that time, each Board member responded as follows: Kulig, “yes”; Bessick, “yes”; Kirkendall, “yes”; Grega, “yes”; Siegenthaler, “yes”; Friebel, “yes”; and Jackson-Johnson, “yes”. The Board asked Harrelson to stay.

On a motion by Siegenthaler, seconded by Grega, the Board voted unanimously to return to open session at 6:10 p.m. No action was taken as a result of the Executive Session.

## **ADJOURNMENT**

On a motion by Kulig, seconded by Grega, the Board moved to adjourn the meeting at 6:11 p.m.

Respectfully Submitted:

Renee Bessick, Chair

Amy Gosser, Recording Secretary