

# Lorain County Children Services

## Board Meeting

Wednesday, February 15, 2023 @ 5:00 p.m.

### **I. Call to Order**

Board Chair Jim Miller called the meeting to order at 5:02 p.m. at the Lorain County Administration Building, 226 Middle Ave., 4<sup>th</sup> Floor, Room A, Elyria, Ohio 44035.

#### **A. Roll Call**

**Present:** Lee Armbruster, Roberto Davila, Christina Doran, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago

**Excused:** Kenneth Glynn, Andrew Lipian

**Also Present:** Kristen Fox-Berki, Executive Director

#### **B. Review Agenda**

Board Chair Jim Miller asked if there were any additions or changes to the Board Meeting Agenda submitted for the February 15, 2023, Board meeting. No additions or changes made.

#### **C. Review and Approve Minutes**

Board Chair Jim Miller asked if there were any additions or changes to the Board Meeting Minutes submitted for the January 18, 2022, Board meeting. Hearing none, the minutes are approved as distributed.

### **II. Public Comment**

Board Chair Jim Miller noted a member of the public, Tiffani Reedy, is present and wishes to address the Board. Ms. Reedy requests the Board to consider a location in her neighborhood in Elyria for building the Visitation Center. The Board will take her suggestion into consideration.

### **III. Old Business**

#### **A. Tabled Items**

##### **1. Policy 5.6 Executive Director Contract**

The Board Subcommittee met this week. Further discussion will be held at the March Board meeting.

##### **2. Policy 5.12 Executive Director Performance**

Tabled.

#### **B. Unresolved Action Items**

##### **1. Visitation Center**

Board Chair Jim Miller appoints Board member Dan Gross as the Visitation Center Subcommittee Chair, and requests Board members that are interested in participating on the Subcommittee contact Dan Gross. Mallory Santiago would like to participate.

Kristen Fox-Berki provided the Board with a letter from the Lorain County Prosecutor's office to opine on the question "may Lorain County Children

Services (LCCS) hold a property interest, including leasehold?” In conclusion, the opinion is “that LCCS is prohibited from entering into a lease or lease purchase agreement with a third party for the acquisition of real property and the construction of a LCCS Visitation Center. We further find that the Ohio Revised Code Chapter 307 does permit the Board of County Commissioners to enter into such an agreement, should the Board determine that it is for a public purpose.”

**IV. Executive Director’s Report**

**A. Policy 4.6 New Hires/Leaves**

New Hires for the month of January:

1. Craig Palmer, Direct Services Caseworker, 1/3/23
2. Jaclyn Telep, Direct Services Caseworker, 1/30/23
3. Kandyce Smith, Direct Services Caseworker, 1/30/23
4. Dawn Marquard, Direct Services Caseworker, 1/30/23

Leaves for the month of January:

1. Amanda Kiser, Direct Services Caseworker, 1/3/23
2. Mercedes Thompson, Direct Services Caseworker, 1/13/23

**B. Policy 2.2 Annual Policy Review**

The Board received a copy of the current Board policies, last revised in January 2022.

Suggested revision:

1. Policy 2.2 states “Board policies will be reviewed in February and updated by March 1<sup>st</sup> every odd year.

**MOTION:** A motion was made by Mallory Santiago, seconded by Tamara Newton to amend Policy 2.2 to read “Board policies will be reviewed in February and updated in March every odd year.” Motion carried.

**Roll Call Vote**

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

No additional changes will be made to the Board policies at this time.

**C. Policy 4.5 Personnel Policy and Procedure Manual**

Kristen Fox-Berki provided the Board with the Lorain County Children Services Employee Operational Policy and Personnel Manual and outlined the recent updates, most in relation to the changes in the most current Collective Bargaining Agreement (CBA).

- Section 1 Introduction, Applicability and Administration, page 6- added number 4 to reflect LCCS becoming the administrative agent for LCCFFC on July 1, 2022, and therefore this policy manual applies to all CFFC employees.
- Section 15 Family Medical Leave Act (FMLA), page 24- added Section D Sick Leave for Kinship, Foster or Adoption.

- Section 19 Holidays, page 32- added Juneteenth.
- Section 20 Merit Increases/Bonuses- page 32- section added, from the CBA.
- Section 29B Use of Personal Vehicles for Official County Business, page 43- Employees mileage for their personal vehicles in the performance of their job will be reimbursed at the IRS rate for the applicable year.
- Section 34 Social Media Policy, page 50- revised the Social Media Limitations to outline what is and is not appropriate.
- Section 39A On-Call Status, Pg 54- on-call and weekend rate changes.
- Section 39C Overtime Exempt Employees, Pg 55- clarification for non-bargaining staff to show who is qualified and/or exempt for overtime and compensatory time.
- Section 44 Last Change Agreements, page 61- section added, from the CBA.

**D. Policy 6.3a Contracts- Cleaning Contract**

The current cleaning contract with Janitorial Services Inc. (JSI) expires on February 28, 2023. After completing the competitive bidding process, Bizzy Bees is awarded the 3-year cleaning contract, effective March 1, 2023. Kristen Fox-Berki provided the Board with a copy of the Bizzy Bees proposal, with an annual cost of \$61,560.84.

**MOTION:** A motion was made by Christina Doran, seconded by Roberto Davila to authorize Kristen Fox-Berki to enter into a 3-year contract for cleaning services with Bizzy Bees. Motion carried.

**Roll Call Vote**

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

**Additional Discussion Topics:**

Kiwanis Donation

Kristen Fox Berki attended last week’s meeting with Lorain Kiwanis to share the agency’s role within the community. They will be fundraising to provide comfort bags the children in foster care. We previously received comfort bag donations from Elyria Kiwanis for children ages 12 and over. The Lorain Kiwanis donations will also include items for the younger children. The bags come with school supplies, teddy bears and hand-made blankets.

Kinship Guardianship Assistance Program (KGAP)

Kristen Fox-Berki provided the Board with a flyer with information regarding KGAP, a program through the State of Ohio that provides ongoing assistance to licensed kinship caregivers who obtain legal custody of the kinship child. The flyer is available to the public on the LCCS website. The kinship unit has been sharing this opportunity with kinship caregivers to see if they want to become licensed kinship caregivers.

**V. Fiscal Reports**

None.

**VI. New Business**

**A. New Items for Discussion and Approval**

None.

**VII. Executive Session (to discuss litigation, personnel matters and other matters required to be kept confidential by law)**

**MOTION:** A motion was made by Dan Gross, seconded by Martin Heberling to move into Executive Session to discuss a personnel matter. Motion carried.

**Roll Call Vote**

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

**VIII. Announcements**

None.

**IX. Adjourn**

**MOTION:** It was moved by Martin Heberling, seconded by Christina Doran to adjourn the Board meeting at 5:37 p.m. Motion carried.

The next Board meeting is scheduled for March 15, at 5:00 p.m. at the Lorain County Administration Building, 226 Middle Ave., 4<sup>th</sup> Floor, Room A, Elyria, Ohio 44035.

Minutes Prepared by:  
Kimberly Kassam, Administrative Supervisor

Approved by:  
Christina Doran, Board Secretary