

Lorain County Children Services

Board Meeting

Wednesday, February 21, 2024 @ 5:00 p.m.

I. Call to Order

Board Chair Jim Miller called the meeting to order at 5:04 p.m. at the Lorain County Administration Building, 226 Middle Ave., 4th Floor, Room A, Elyria, Ohio 44035.

A. Roll Call

Present: Lee Armbruster, Roberto Davila, Christina Doran, Dan Gross, Andrew Lipian, Jim Miller, Kim Withrow

Excused: Rania Assily, Kenneth Glynn, Martin Heberling, Tamara Newton, Mallory Santiago

Absent: Tawana Jackson

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 21, 2024, 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 17, 2024, Board meeting. Hearing none, the minutes are approved as distributed.

Board Chair Jim Miller introduced, and the Board members welcomed new Board member, Kim Withrow.

II. Public Comment

Board Chair Jim Miller noted that there was no one from the public present and wishing to address the Board.

III. Old Business

A. Tabled Items

1. LCCS Subcommittee Re: Foster Care Recruitment

Tabled. The Board previously agreed not to move forward, absent the Board member that requested forming a Board subcommittee for foster care recruitment. Board Secretary Christina Doran offered to lead the conversation for the March Board meeting.

B. Unresolved Action Items

None.

IV. Executive Director's Report

A. Policy 4.6 New Hires/Leaves

New Hire for the month of January:

1. Gianna Velez, DS Caseworker, 1/29/24

Leave for the month of January:

1. Tyeleisha Noble, DS Caseworker, 1/17/24

B. Visitation Center

Kristen Fox-Berki provided the Board with a copy of the updated floor plan and provided an overview of the visitation center to new Board member Kim Withrow. Kristen Fox-Berki met with the architect earlier this month to make some final requests. Now that the floor plan is finalized, we are ready to move to the next phase. The architect will present the floor plan to the engineer to assess the mechanical elements such as plumbing, heating/cooling, duct work etc. Once approved, we are required to obtain permits from the city, then we will begin construction. Based on this timeline, the visitation center would be available around this time next year.

The finalized floor plan includes five (5) visitation rooms. Two (2) of the visitation rooms are much larger than the rooms we have in our current space. There will be a pocket door between two of the smaller rooms to expand it to one larger room. In addition to the visitation rooms, we will have office and cubicle space, a large conference room, dedicated space for independent living including laundry, cooking, and training. We are also planning to have an outdoor play area. Board Chair Jim Miller suggests the architect is aware of the outdoor play area during the planning process to ensure the land is properly graded. We have been able to accommodate the requests and needs of staff, as well as provide a more family-friendly space for the children and families we serve.

C. Policy 4.5 Personnel Policy & Procedure Manual

Policy 4.5 states the Executive Director will present the agency's personnel policy and procedure manual as needed for Board approval upon enactment, new policy creation, or policy amendments. After review of the current manual, no new policies were created or amended.

Hero for a Day

The Hero for a Day fundraiser event will be held on Sunday, May 19, 2024, from 12:00 – 2:30 p.m. at Amvets Post 32 in Elyria. A flyer and sponsorship forms were provided to the Board to share with others. They are also available to share through Facebook.

V. Fiscal Reports

None.

VI. New Business

A. New Items for Discussion and Approval

1. LCCFFC Contract Approval

Kristen Fox Berki provided the Board with a copy of the contract between Lorain County Children and Families First Council (LCCFFC) and Catholic

Charities, for Youth Mentoring Services, not to exceed \$25,000.00.

MOTION: A motion was made by Christina Doran, seconded by Dan Gross to approve the contract between LCCFFC and Catholic Charities. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Dan Gross, Andrew Lipian, Jim Miller, Kim Withrow
Nays:	None- 0
Abstentions:	None- 0

2. 2024 Board Meeting Schedule

Board Chair Jim Miller noted that the June Board meeting falls on the Juneteenth holiday on June 19, 2024, and will be rescheduled to Wednesday, June 12, 2024, at 5:00 p.m. With the December Board meeting scheduled close to Christmas, the Board will consider rescheduling; this will be decided at a later meeting in the fall.

VII. Executive Session *(to discuss litigation, personnel matters and other matters required to be kept confidential by law)*
None.

VIII. Announcements
None.

IX. Adjourn
MOTION: It was moved by Andrew Lipian, seconded by Christina Doran to adjourn the Board meeting at 5:20 p.m. Motion carried.

The next Board meeting is scheduled for Wednesday, March 20, 2024, at 5:00 p.m. at the Lorain County Administration Building, 226 Middle Ave., 4th Floor, Room A, Elyria, Ohio 44035.

Minutes Prepared by:
Kimberly Kassam, Administrative Supervisor

Approved by:
Christina Doran, Board Secretary