

Lorain County Children Services

Board Meeting

Wednesday, September 21, 2022 @ 5:00 p.m.

I. Call to Order

Board Chair Jim Miller called the meeting to order at 5:05 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, Kenneth Glynn, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago

Excused: Dan Gross, Martin Heberling, Andrew Lipian

Also Present: Kristen Fox-Berki, Executive Director and Judge James T. Walther

- **Swearing In Ceremony for the New Board Members**

See Agenda Item VI New Business.

B. Review Agenda

Board Chair Jim Miller asked if there were any additions or changes to the Board Meeting Agenda submitted for the September 21, 2022, Board meeting. The following changes were made:

1. Agenda Item I.A., Swearing in Ceremony for New Board Members will be moved to later in the meeting.
2. Agenda Item III.A, Policy 4.1 Non-Bargaining Pay Scale will follow Agenda Item VII Executive Session.
3. Agenda Item IV Executive Director's Report will include a vote on the purchase of agency fleet vehicles and a vote to approve the renewal of the Travelmax Contract.

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 August 17, 2022, Board meeting. Hearing none, the minutes are approved as distributed.

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

- **Policy 4.1 Non-Bargaining Pay Scale**

The September 21, 2022, Board Meeting Agenda was revised. Policy 4.1 Non-Bargaining Pay Scale will follow Agenda Item VII Executive Session.

B. Unresolved Action Items

- **Visitation Center**

Board Chair Jim Miller met with Kristen Fox-Berki to discuss next steps. Building the Visitation Center will require a bidding process before entering a contract with a builder. Jim Miller spoke with the Prosecutor's office, and he is being referred to a Civil Prosecutor that can provide further instruction. Jim Miller will continue to gather information and provide an update to the Board at the October Board meeting.

IV. Executive Director's Report

A. Policy 4.6 New Hires/Leaves

New Hires for the month of August:

- Michael Rivera Muniz, Technical Services Coordinator, 8/3/22
- Tara Daniel, Direct Services Caseworker, 8/15/22
- Julie Ballou, Direct Services Caseworker, 8/15/22
- Taylor Kleinhans, Direct Services Caseworker, 8/29/22
- Jade Brown, Direct Services Caseworker, 8/29/22
- Violet Fisher, IL Case Aide, 8/29/22

Leaves for the month of August:

- Amy Loch, Direct Services Caseworker, 8/12/22
- Ashley Duncan, Direct Services Caseworker, 8/22/22
- Katelyn Miller, Direct Services Supervisor, 8/26/22
- Cathy Johnson, Direct Services Caseworker, 8/26/22
- Dharma Arki, Direct Services Caseworker, 8/30/22

The Workforce Grant application to provide funding through the State for workforce retention/recruitment was approved. The application included a request for funds to implement a program to provide 1) retention bonuses for caseworkers, 2) referral bonuses, available to all agency employees, 3) team building training opportunity for all staff members, and 4) a leadership program for casework supervisory staff which will include a bonus for completion. The one-year leadership series with monthly sessions will be offered by Dr. Tim Nolan. Kristen Fox-Berki would also like to extend the leadership series training to four (4) additional supervisors and included them in the application, but because they are not casework supervisors, although they have daily contact with casework staff, they will not be funded by the grant. Kristen Fox-Berki requests the Board consider funding their participation, including the cost of enrollment, \$225.00 per person as well as to extend them the bonus for completion, \$2,000 per person. In addition, the Board is asked to consider funding the Managers and Directors enrollment cost to allow them to participate with the leadership team. In total, the cost would be just under \$11,000.00.

MOTION: A motion was made by Christina Doran, seconded by Kenneth Glynn to approve an agency contribution not to exceed \$11,000.00 to the Workforce Grant, as proposed. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Christina Doran, Kenneth Glynn, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

B. Policy 5.6 Executive Director Contract

Tabled. The Executive Director’s contract expires in December 2022. A performance Review is required prior to the contract’s expiration.

C. Policy 5.12 Executive Director Performance

Tabled.

Additional Discussion Topics:

Agency Fleet Vehicles

There are currently 17 agency fleet vehicles; 4 of those are assigned to Direct Services Case Aides. With the addition of the IL Case Aide position per the 2022 Personnel Plan, the position requires an agency-assigned vehicle. A vehicle purchase was not included in the 2022 budget. There is currently a wait of more than 6 months to purchase a new van due to inventory shortages. To provide the IL Case Aide with a vehicle in the interim, we would need to purchase a new sedan to replace the vehicle that will be utilized by the IL Case Aide from the pool. The total amount for the purchase of a new van and a new sedan is \$53,459.88.

MOTION: A motion was made by Lee Armbruster, seconded by Mallory Santiago to approve the purchase of two (2) additional fleet vehicles, not to exceed \$55,000.00. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Christina Doran, Kenneth Glynn, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

Travel Management Contract

With the increase in travel and the number of children in custody, the cost of travel has increased as well. The contract for travel management services expired in August and will be renewed for another year. Kristen Fox-Berki provided the Board with a copy of the 2022-2023 Travelmax contract.

MOTION: A motion was made by Kenneth Glynn, seconded by Christina Doran to approve the 2022-2023 Travelmax Contract. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Christina Doran, Kenneth Glynn, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

V. Fiscal Reports

A. Purchased Board and Care Reappropriation of Funds Request

Due to the increase in costs and the addition to children in care, Kristen Fox-Berki is requesting from the Board approve a reappropriation of funds in the amount of \$500,000.00 for Purchased Board and Care, which includes residential and private foster homes. This amount is an increase to the current 2022 budget.

MOTION: A motion was made by Christina Doran, seconded by Kenneth Glynn to approve a Reappropriation of Funds for Purchased Board and Care, in the amount of \$500,000. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Christina Doran, Kenneth Glynn, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

VI. New Business

A. New Items for Discussion and Approval

• **Fund Balance Carryover**

The Board discussed the current fund balance. Board Chair Jim Miller requested the Board to consider a one-time 0.10 reduction to the 2023 calendar year levy, equivalent to \$600,000.00. The reduction would change the levy from 1.8 mil to 1.7 mil. The Board would need to vote at the October Board meeting to meet the Auditor and Treasurer’s office deadline in November. To make an informed decision, the Board requests Kristen Fox-Berki provide a spreadsheet with scenarios outlining what the budget allows prior to the October Board meeting.

Swearing In Ceremony for the New Board Members

Judge James T. Walther swore in Board members Tawana Jackson, Tamara Newton and Roberto Davila (*arrived during the ceremony*). Judge Walther spoke about the staff’s travel mandates and the relationship between the families we serve as it relates to his Court. Judge Walther invited the Board members to participate in an adoption hearing.

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

MOTION: A motion was made by Kenneth Glynn, seconded by Lee Armbruster to move into Executive Session to discuss personnel matters. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Kenneth Glynn, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

MOTION: A motion was made by Roberto Davila, seconded by Tamara Newton to move out of Executive Session.

Policy 4.1 Non-Bargaining Pay Scale

MOTION: A motion was made by Roberto Davila, seconded by Tawana Jackson to approve the Non-Bargaining Pay Scale. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Kenneth Glynn, Tawana Jackson, Jim Miller, Tamara Newton, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

VIII. Announcements

The Princess Ball is scheduled for Sunday, October 9, 2022, at the New Russia Township Hall to help raise levy funds. So far there are 188 tickets sold, and we are receiving sponsorships. The silent auction baskets are donated by LCCS staff members, and a drama group from a local high school will be dressing up as prince and princesses. Kristen Fox-Berki provided the Board with a Princess Ball flyer and invited them to attend.

IX. Adjourn

MOTION: It was moved by Kenneth Glynn, seconded by Tamara Newton to adjourn the Board meeting at 6:10 p.m. Motion carried.

The next Board meeting is scheduled for October 19, 2022, 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