

Lorain County Children Services

Board Meeting

Wednesday, January 19, 2022 @ 5:00 p.m.

I. Call to Order

Vice Board Chair Jim Miller called the meeting to order at 5:00 p.m. at the Lorain County Administration Building, 226 Middle Ave., 4th Floor, Room A, Elyria, Ohio 44035.

Vice Board Chair Jim Miller and fellow Board members welcomed new Board Member, Tamika Bonilla, appointed to the Board on January 10, 2022.

A. Roll Call

Present: Lee Armbruster, Tamika Bonilla, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Mallory Santiago

Also Present: Kristen Fox-Berki, Executive Director

B. Review and Approve Agenda

Vice Board Chair Jim Miller asked if there were any additions or changes to the Agenda submitted for the January 19, 2022 Board meeting. No additions or changes made.

C. Review and Approve Minutes

Vice Board Chair Jim Miller asked if there were any additions or changes to the Minutes submitted for the December 15, 2021 Board meeting. Hearing none, the minutes are approved as distributed.

II. Public Comment

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

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

MOTION: A motion was made by Martin Heberling, seconded by Andrew Lipian to move into Executive Session to discuss litigation. Motion carried.

Roll Call Vote

Ayes:	Tamika Bonilla, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

IV. Old Business

A. Tabled Items

• Policy 2.2 Annual Policy Review

Based on the Board's discussion at the December Board meeting, the Board policies were updated to reflect those changes. Additional discussion topics:

- **Policy 4.1-** all the agency's position descriptions fall within the existing class specifications and changes are made to the essential functions on the position descriptions as needed. The Board does not object to removing the class specifications and the staffing table from this policy.
- **Policy 5.6-** the Board agrees to review this policy annually in September.
- **Policy 5.12-** the Board will review this policy annually in September in conjunction with Policy 5.6.
- **Policy 6.6-** the Board agrees to review this policy annually in November.
- **Policy 6.8-** Kristen Fox-Berki will provide the Board with changes to the Fiscal Management Policy upon revision.
- **Policy 7.1-** the Board agrees to review this policy annually in August.
- **Policy 8.2-** the Board agrees to review the Strategic Plan twice per year in January and July.
- **Policy 8.3-** this policy will be incorporated into the CAN meetings.

MOTION: A motion was made by Dan Gross, seconded by Kenneth Glynn to approve the Board policies as amended. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Tamika Bonilla, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

• Policy 8.2 Strategic Plan Update

Kristen Fox-Berki expressed her appreciation to the Board for taking the time to review and make changes to the Strategic Plan, keeping the children and families we serve and our community in the forefront. Jim Miller acknowledged the challenging job LCCS staff face every day, the toll it takes and wants to ensure that their needs are met. The Board expressed that they are committed to the employees of LCCS and if staff are taken care of, so are the families they serve. Kenneth Glynn urged Board members to consider shadowing LCCS staff if they have not had an opportunity to do so and commended staff for doing a phenomenal job. The Board reiterated their desire to foster staff opportunities for growth.

The Board inquired about the outreach to and care for staff dealing with traumatic events. Kristen Fox-Berki shared that the agency established an Employee Assistance Program (EAP) with a local therapeutic service provider to provide staff experiencing trauma with short-term therapy, as well as group

debriefing. Additionally, management is reaching out to the individuals involved to provide support. Discussion held.

The Board will review the Strategic Plan twice per year in January and July and will consider adjustments if needed.

Kristen Fox-Berki shared with the Board that the agency applied for and received State funding for infants born positive for illegal substances, and parents with substance abuse issues. We will work with the Children and Families Council (CFC) to provide preventative services to those families.

MOTION: A motion was made by Martin Heberling, seconded by Christina Doran to approve the Strategic Plan. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Tamika Bonilla, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

• **Board Officers**

Board Vice Chair Jim Miller requested the Board members propose a slate of officers. Dan Gross nominated Jim Miller for Board Chair, Andrew Lipian for Vice Board Chair and Christina Doran to remain the Board Secretary. The nominations were accepted. No additional nominations were received.

MOTION: A motion was made by Dan Gross, seconded by Kenneth Glynn to elect Jim Miller Board Chair, Andrew Lipian Board Vice Chair and Christina Doran to remain Board Secretary. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Tamika Bonilla, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

B. Unresolved Action Items

None.

V. Executive Director's Report

A. Policy 6.1 Monthly Financial Update

Kristen Fox-Berki presented, and the Board reviewed the Lorain County Children Services Revenue, Disbursements and Cash Fund Balance as of 12/31/2021.

Discussion topics:

- Revenue:
The total Revenue for December is \$1,456,081.54. Kristen Fox-Berki noted that the levy income was higher than expected.
- Expenditures:
The total Expenditures for December are \$2,567,149.71. Kristen Fox-Berki noted that we have not yet received invoices for Worker's Comp. or Indirect Costs-County.
The beginning fund balance for December is \$24,185,061.40 and the ending fund balance is \$23,073,993.80.

We were notified by JFS that we will no longer receive TANF funds. The Board will review the annual budget in March and approve it in April. As the annual budget is prepared, adjustments will be made to consider current trends.

B. Policy 4.6 New Hires/Leaves

New Hires for the month of December:

- Erica Szilagyi, Direct Services Caseworker 12/6/21
- Jessica Smith, Direct Services Caseworker 12/6/21
- Jessica Moritz, Direct Services Caseworker 12/6/21
- Ashley Duncan, Direct Services Caseworker 12/6/21
- Mercedes Benn, Direct Services Caseworker 12/6/21
- Kathleen Mannion, Direct Services Administrative Assistant 12/13/21
- Dharma Arki, Direct Services Caseworker 12/13/21
- Heather Rider, Direct Services Caseworker 12/20/21

Leaves:

- Carol Wiehe, Referral Specialist, Retired 12/31/21

Kristen Fox-Berki shared that since expanding the requirement for a Master's degree in Social Work (MSW/MSSA) to related master's degrees, the agency has received a steady stream of applicants and is almost fully staffed. At full capacity, there will be 60 Direct Services Caseworkers.

VI. New Business

A. New Items for Discussion and Approval

Electronic Signatures

During the height of the pandemic the Auditor's office was allowing the agency to submit electronic signatures. To avoid seeking approval from the Auditor's office each time an electronic signature is submitted, the Auditor is requesting Board approval.

MOTION: A motion was made by Andrew Lipian, seconded by Kenneth Glynn to allow agency staff to submit electronic signatures to the Auditor's Office. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Tamika Bonilla, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

Children and Families Council

In April 2021 the Board voted LCCS to become the administrative agent for the Lorain County Children and Families Council (LCCFC). The LCCFC Board also voted in agreement, with the target date of July 1, 2022. Kristen Fox-Berki and the Council are working with the prosecutor’s office to create MOU’s etc. LCCFC hired a full-time Director, Chelsea Freeman in August and she is doing a wonderful job. Since her hire, she has worked with Kristen Fox-Berki and the Council’s Board to understand the funding streams and develop a plan to build up and modernize the Council, which has been under-utilized within our community. To accomplish the work that needs to be done within the community, it will require additional funding. The State currently provides LCCFC with \$17,500 annually. Additional income is generated by TANF funds through reimbursement by providing direct services to children. Kristen Fox-Berki is meeting with Ms. Freeman along with the full Council regarding pooled funding. To maintain LCCFC funding, they will require approximately \$300,000 per year. Kristen Fox-Berki requests the LCCS Board consider approving a one-time contribution to LCCFC of up to \$100,000 to support caseloads, staffing, professional development, technology, etc. Future discussion regarding pooled funding will be forthcoming.

MOTION: A motion was made by Lee Armbruster, seconded by Christina Doran to provide the Lorain County Children and Families Council with a one-time contribution of up to \$100,000. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Tamika Bonilla, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

LCCS also contributes to pooled funding for Integrated Services Partnership (ISP), providing services to Multi-System Youth (MSY) using State MSY funds. LCCS is the largest contributor of ISP. The fiscal agent for ISP is the Mental Health, Addiction and Recovery Services (MHARS) Board; Kristen Fox-Berki is a member. The members of ISP include LCCS, the Domestic Relations Court, MHARS Board and the Board of Developmental Disabilities (DD). ISP recently hired a new director.

VII. Announcements

Judge James T. Walther will be invited to the February Board meeting to swear in the new Board members.

VIII. Adjourn

MOTION: It was moved by Martin Heberling, seconded by Kenneth Glynn to adjourn the Board meeting at 5:53 p.m. Motion carried.

The next Board meeting will be held on Wednesday, February 16, 2022 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