

Lorain County Children Services

Board Meeting

Wednesday, January 20, 2021 @ 5:00 p.m. via Microsoft Teams

I. Call to Order

Board Chair Melissa Fischer called the meeting to order at 5:08 p.m. via Microsoft Teams. Public can participate by joining with a Video Conferencing Device: 682042763@t.plcm.vc, Video Conference ID: 115 711 823 8, or Call In (Audio Only) by Dialing (614) 721-2972, Phone Conference ID: 197 179 029#.

A. Roll Call

Present: Melissa Fischer, Kenneth Glynn (joined during Executive Session), Tracy Green (joined during Executive Session), Martin Heberling, Mallory Santiago
Also Present: Kristen Fox-Berki, Executive Director

B. Review and Approve Agenda

Board Chair Melissa Fischer asked if there were any additions or changes to the Agenda submitted for the January 20, 2021 Board Meeting. No additions or changes made.

MOTION: It was moved by Mallory Santiago, seconded by Martin Heberling to approve the Agenda. Motion carried.

C. Review and Approve Minutes

Board Chair Melissa Fischer asked if there were any additions or changes to the Minutes submitted for the December 16, 2020 Board Meeting and the December 21, 2020 Special Session. No additions or changes made.

MOTION: It was moved by Mallory Santiago, seconded by Martin Heberling to approve the minutes. Motion carried.

II. Public Comment

Board Chair Melissa Fischer noted that there was no one from the public participating via phone conference wishing to address the Board.

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

MOTION: It was moved by Mallory Santiago, seconded by Martin Heberling to move into Executive Session to discuss litigation, personnel matters and other matters required to be kept confidential by law. Motion carried.

A Roll Call was taken prior to Executive Session. Melissa Fischer, Martin Heberling and Mallory Santiago were present. Kenneth Glynn and Tracy Green are excused.

Tracy Green and Kenneth Glynn joined the Board meeting during Executive Session and participated in the remainder of the Board meeting.

IV. Old Business

A. Tabled Items

- **Board Officers**

Once the Board is confident in their membership composition for the year, Melissa Fischer would like the Board to nominate and elect new Board officers. Further discussion is tabled until the February Board meeting.

B. Unresolved Action Items

- **Executive Director Performance**

The Board finalized the Executive Director's Performance and reviewed the results with Kristen Fox-Berki. Based on the Board's evaluation, the Board agrees to a rate increase.

MOTION: It was moved by Kenneth Glynn, seconded by Tracy Green to award Executive Director Kristen Fox-Berki a three percent (3%) rate increase, retroactive to December 1, 2020, through November 30, 2021. Motion carried.

Moving forward, Executive Director Performance will be reviewed by the Board on an annual basis.

- **Policy 6.8 Fiscal Management Policy**

The Board previously reviewed Policy 6.8 Fiscal Management Policy in November 2020 and updates to the fiscal procedure signatures were provided to the Board in December as requested. The policy requires formal approval by the Board.

MOTION: It was moved by Kenneth Glynn, seconded by Martin Heberling to approve Policy 6.8 Fiscal Management Policy. Motion carried.

- **Integrated Services Partnership (ISP)**

The ISP Executives will be holding a two-hour special meeting on January 29, 2021 to discuss ISP, the Family First Council and Family First legislation and evaluate changes that will need to be made. Kristen Fox-Berki will continue to keep the Board updated.

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 12/31/2020.

Discussion topics:

- The main sources of Revenue for the month of December 2020:
 - \$800,000.00 in Title XX JFS-TANF funds (higher than projected amount of \$500,000)

- \$550,668.71 in SCPA funds (typically receive in January but received early)
- \$744,240.34 in IV-E Admin./Training funds
- Refund payment from the Ohio Bureau of Worker's Comp. totaling \$88,577.70. This is equivalent to a full refund of the Worker's Comp. charges LCCS paid in both 2018 & 2019.
- Expenditures increased from November to December due to:
 - Three pays for the month of December.
 - Quarterly payments were made for both Hospitalization/Dental and ISP (first one for FY21).
 - Increases to Purchased Board and Care and Direct Services to Children.
- The beginning fund balance for December was \$21,200,478.49 and the ending fund balance was \$20,893,515.25; decreased by \$306,963.00.

B. Policy 4.6 New Hires/Leaves

New Hires for the month of December:

- Alasaundra Zurcher, Direct Services Caseworker, 12/7/20
- Amber Nickell, Direct Services Caseworker, 12/7/20
- Lindsey DeMarco, Direct Services Caseworker, 12/7/20

Leaves:

- Alyssa Wigal, Direct Services Caseworker, 12/16/20
- Edna Myers, FBC Support Caseworker, 12/18/20

C. Policy 8.2 Strategic Plan Update

The 2018-2020 Strategic Plan was completed in the fall of 2020. The next strategic plan for 2021-2023 is being developed and 3 focus areas were identified, with input from staff through multiple surveys:

- Implementing the Family First Act, with a focus on Lorain County and implementing the legislature locally;
- Addressing workplace and system injustice and bias through a Diversity, Equity, and Inclusion framework;
- Fully integrating a trauma-informed approach/becoming a trauma-informed agency.

Kristen Fox-Berki requested the Board's input to identify additional topic areas for consideration for the next Strategic Plan. The Board's recommendations include:

- Identify and evaluate all safety measures in place to keep employees safe.
- Conduct an internal assessment of the agency's diversity and equity. How would we answer the question: As an employer do you mirror the community?
- Focus on multi-system youth and services for them in our community.

Kristen Fox-Berki will provide the Board with the 2021-2023 Strategic Plan once it is written. All staff will be provided with opportunities to work on the strategies they choose.

Additional Discussion Topics:

New Vendor

Walmart announced they are ending their voucher program on February 19, 2021. However, Meijer also has a voucher program, utilizing pre-paid gift cards with restrictions on the items available for purchase. Jessica Basinski has been meeting with representatives from other children services agencies to implement the new voucher program with Meijer.

Kinship Support Program (KSP)

Governor DeWine signed HB310 on December 29, 2020 authorizing ODJFS to create a kinship support program to subsidize kinship caregivers. The draft State rules limit eligible kinship caregivers to those caring for children in the agency's custody and would require the kinship caregivers to go through the foster parent licensing process and become a licensed caregiver. The way the draft rules are currently written, most of the kinship caregivers for our agency would not be eligible. Currently, kinship caregivers can receive the agency-provided kinship subsidy as well as benefits through ODJFS. KSP would only allow the caregivers to receive one or the other, not both. KSP is currently at the beginning stages, and there are conversations being held at the State level with input from counties. This new program does not have to impact our Board-approved kinship subsidy payments, funded through levy funds. Kristen Fox-Berki will keep the Board updated as this develops.

Office Space

With the expansion of new positions there is a need for additional workstations. Kristen Fox-Berki asked the Board to consider approving an addition of 8-12 workstations, for a cost ranging from \$15,000 - \$30,000 with an additional cost for an electrician. The Board agrees to adding workstations as requested.

VI. New Business

A. New Items for Discussion and Approval

• Policy 3.4 Public Comment

Kristen Fox-Berki provided the Board with a document titled "Draft Guidelines for Providing Public Comment at LCCS Board Meetings." One method for conveying the guidelines to the public would be to post them on the agency's public website and provide a hyperlink to the email address of one designated person to receive the inquiries and inform Kristen Fox-Berki and the Board of the individual's intent to address the Board. Discussion held.

Melissa Fischer reviewed Policy 3.4 Public Comment with the Board. The Board requested Kristen Fox-Berki research other counties to see how they are addressing public comment. Once the Board receives a comparison with other counties, along with a legal review by a civil APA, they may consider revising Policy 3.4. Further discussion is tabled until the February Board meeting.

• Amended Resolution 12-2020-06

Melissa Fischer reviewed Resolution 12-2020-06 with the Board.

MOTION: It was moved by Martin Heberling, seconded by Tracy Green to approve Resolution 12-2020-06 as amended. Motion carried.

VII. Announcements

None.

VIII. Adjourn

MOTION: It was moved by Mallory Santiago, seconded by Martin Heberling to adjourn the Board meeting at 6:49 p.m. Motion carried.

The next Board meeting will be held on Wednesday, February 17, 2021 at 5:00 p.m. via Microsoft Teams.

Minutes Prepared by:
Kimberly Kassam, Administrative Supervisor

Approved by:
Melissa Fischer, LCCS Board Chair