

Lorain County Children Services

Board Meeting

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

I. Call to Order

Board Chair Jim Miller called the meeting to order at 5:01 p.m. at the Lorain County Administration Building, 226 Middle Ave., 4th Floor, Room A, Elyria, Ohio 44035.

A. Roll Call

Present: Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton

Excused: Lee Armbruster, Andrew Lipian, Mallory Santiago

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 March 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 February 15, 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

1. Policy 5.6 Executive Director Contract

Tabled until the April Board meeting.

2. Policy 5.12 Executive Director Performance

Tabled.

B. Unresolved Action Items

1. Visitation Center

This topic will be discussed in Executive Session.

IV. Executive Director's Report

A. Policy 4.1 Pay Scale- Non-Bargaining

Kristen Fox-Berki distributed the non-bargaining pay scale, effective April 9, 2023. The minimum and maximum amounts were increased by 2% to mirror the changes made to the 2023-2025 bargaining unit contract.

MOTION: A motion was made by Christina Doran, seconded by Martin Heberling to approve the Non-Bargaining Pay Scale. Motion carried.

Roll Call Vote

Ayes:	Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

B. Policy 4.6 New Hires/Leaves

New Hires for the month of February:

1. Cheryl McCombs, DS Caseworker 2/13/23
2. Mallory Fox, DS Caseworker 2/13/23
3. Misty Eddy, DS Caseworker 2/13/23
4. Markeisha Cooper, DS Caseworker 2/27/23

Leaves for the month of February:

1. Jennifer Daggett, DS Caseworker 2/17/23
2. Damaris Seijo, DS Caseworker 2/23/23
3. Miranda Lyons, DS Administrative Assistant 2/24/23

V. Fiscal Reports

A. Policy 6.3 Annual Budget (Presentation)

Kristen Fox-Berki provided, and the Board reviewed, the annual budget projections for 2023-2025, a list of private contracts with the agency, and a list of the master contracts with child placement agencies.

1. Policy 6.3a Contracts

There were four private contracts added since the Board approved in 2022:

- a) Bizzy Bees
- b) Lorain County Sheriff's Department
- c) Guardian MPS
- d) Auto Details

Auto Details personnel will pick up the fleet vehicles from the agency, take them to be cleaned and return them to the agency, on a 3-week rotation. The contract is not to exceed \$45,000. The prosecutor's office drafted an agreement. The company is insured while transporting and cleaning the vehicles.

MOTION: A motion was made by Martin Heberling, seconded by Tawana Jackson to approve the Agreement with Auto Details. Motion carried.

Roll Call Vote

Ayes:	Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

MOTION: A motion was made by Christina Doran, seconded by Kenneth Glynn to approve the current list of private contracts with the Agency. Motion carried.

Roll Call Vote

Ayes:	Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

The Board reviewed the budget projections for 2023-2025. Kristen Fox-Berki highlighted the major changes:

- A one-time reduction of levy funds
- Under Services to Clients and their Families, an increase to Purchased Board and Care and Monthly Board and Care.
- A line item was added for the Visitation Center in the amount of \$1.5 million for 2023.
- Under Equipment, Major Expenses was increased from \$10,000 to \$60,000 for 2023 for laptops. The majority of the cost is covered by the State.

MOTION: A motion was made by Christina Doran, seconded by Tamara Newton to approve the Revised 2023 Budget as presented. Motion carried.

Roll Call Vote

Ayes:	Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

2. Policy 6.3b Personnel Plan

Kristen Fox-Berki provided the Board with the Personnel Plan for 2023-2024. During the past 18 months the agency has experienced a workforce crisis. Key points were provided from the research conducted by the Ohio State University College of Social Work. Nationally, an average of 30% of Child Protective Services (CPS) workers leave their positions each year, and in Ohio this average appears to be higher with 38% of workers leaving their positions in 2020; we mirror what the State data reflects. In response, LCCS expanded the caseworker qualification requirement, from a Master’s in Social Work (MSW/MSSA), to include a master’s degree in related fields, as well as hiring candidates with a Bachelor’s in Social Work (BSW). The focus now is shifting to staff retention. The turnover is high, and we have an unprecedented number of new caseworkers that must complete training requirements before they can carry a caseload.

The Personnel Plan recommendations will provide staff with more adequate training, ongoing support, professional development, promote diversity, equity and inclusion (DEI) and psychological safety. These positions include:

- a) Training Supervisor in the HR department, to fill immediately.

- b) Second Supervisor in the HR department that will focus on professional development, resiliency and diversity.
- c) HR support staff member, to be filled in the first quarter of 2024.
- d) Second manager for FBC. There is an internal plan to shift the case aides from HR to FBC.
- e) Continuous Quality Improvement (CQI) case reviewer.

We will look to hire internally. Sometimes positions are posted simultaneously internally and externally. The current budget does include the positions listed.

Diversity, Equity and Inclusion is a part of the current Strategic Plan, and we are also participating in a committee at the State level to gain more insight regarding the family and children we serve, and better ensure that the LCCS staff accurately reflects the community and looking at ways to promote more diversity within management. We are looking at data for the agency, as well as for the community, for various decision points on a case i.e., screening decision, custody/placement etc. There is disparity and we want to address it. The Board is requesting Kristen Fox-Berki to share workforce demographics by department or position. The Board may be able to support these efforts through a subcommittee.

MOTION: A motion was made by Dan Gross, seconded by Roberto Davila to approve the Personnel Plan. Motion carried.

Roll Call Vote

Ayes:	Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

As the Administrative Agent for the Lorain County Children and Families First Council (LCCFFC), the LCCS Board is requested to approve a contract with LCCFFC and the Education Service Center of Lorain County, effective November 1, 2022, through May 31, 2024, total amount not to exceed \$93,450.00.

MOTION: A motion was made by Kenneth Glynn, seconded by Martin Heberling to approve the LCCFFC contract with Education Services Center of Lorain County. Motion carried.

Roll Call Vote

Ayes:	Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

e) Policy 6.3c Major Purchases

Addressed under Agenda Item V.A., Policy 6.3 Annual Budget.

Kristen Fox-Berki congratulated Martin Heberling for being named a Hero for Children by the Blessing House. He will be honored at a luncheon in April, along with two LCCS staff members and four LCCS foster parents.

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 litigation, personnel matters and other matters required to be kept confidential by law. Motion carried.

Roll Call Vote

Ayes:	Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Tawana Jackson, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

VIII. Announcements

The Knights of Columbus is holding their annual Corned Beef Sandwich Drive-Thru tonight on Kipling St. in Elyria from 4:30 – 7:00 p.m.

IX. Adjourn

MOTION: It was moved by Roberto Davila, seconded by Kenneth Glynn to adjourn the Board meeting at 6:19 p.m. Motion carried.

The next Board meeting is scheduled for April 19, 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