

Lorain County Children Services

Board Meeting

Wednesday, April 20, 2022 @ 5:00 p.m.

I. Call to Order

Board Chair Jim Miller called the meeting to order at 5:06 p.m. at the Lorain County Administration Building, 226 Middle Ave., 4th Floor, Room A, Elyria, Ohio 44035.

A. Roll Call

Present: Lee Armbruster, Kenneth Glynn, Martin Heberling, Jim Miller, Mallory Santiago

Excused: Tamika Bonilla, Christina Doran, Dan Gross, Andrew Lipian

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 April 20, 2022, Board meeting. Agenda Item V will precede Agenda Item IV.

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 March 16, 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 most recent Collective Bargaining Agreement (CBA) expired on March 31, 2022. The 2023 non-bargaining pay scale cannot be developed until the CBA is finalized. Kristen Fox-Berki will provide the 2023 non-bargaining pay scale to the Board at that time.

- **Policy 6.3b Personnel Plan**

Kristen Fox-Berki provided, and the Board reviewed the 2022-2023 Personnel Plan.

Proposed 2022 Additions:

- 1 Case Aide position (*2nd half of 2022- after July 1, 2022*)
 - Due to increase in the number of children in LCCS custody
 - To assist the Independent Living department
- FBC Support Caseworker (*previously approved by the Board*)

- There was a delay in filling this position because of the pandemic and the staffing issues that resulted. Kristen Fox-Berki would like to move forward with filling this position.
 - Kinnect Caseworker (*Fall of 2022*)
 - Previously 30 Days to Family, now Kinnect. The Nord Family Foundation organization provides funding towards this position and that funding will cover about 1/3 of the funding for this position. The role of the Kinnect Caseworker is to conduct a thorough and comprehensive search to locate family after a child comes into care.
 - We received approximately \$20,000 in funding through the Nord Foundation to purchase items/services for kinship families. Examples provided.

Proposed 2023 Additions:

- 1 CQI Caseworker position (*January 2023*)
 - This position would require a social work/counseling license to work with children removed from their home and placed in foster or kinship care. This service is meant to provide a bridge until the child(ren) can begin services with a mental health agency. More information is forthcoming.
- 1 Case Aide position (*2nd half of 2023*)
 - Staffing for the future Visitation Center
- 1 Administrative Support Worker (*2nd half of 2023*)
 - Staffing for the future Visitation Center

MOTION: A motion was made by Mallory Santiago, seconded by Martin Heberling to approve the 2022-2023 Personnel Plan. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Kenneth Glynn, Martin Heberling, Jim Miller, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

B. Unresolved Action Items

None.

IV. Executive Director’s Report

Personal Safety Monitoring Devices

The agency has been researching personal safety monitoring devices to provide caseworkers with a safety feature while in the field conducting home visiting and meeting with families. The union was also involved in internal discussions, and staff are supportive. A group of staff met virtually with representatives from three (3) different companies. Guardian MPS was most favorable and the simplest to use. Each staff member would be assigned a key fob, and the company also provides an app for cell phones. When the key fob button is pressed, a signal is sent to a monitoring center, and the device immediately starts recording. This allows the monitoring center to assess if/when to contact the local police department for assistance. The device also has GPS to

track/locate the caseworker to dispatch for help. In addition, the monitoring center will contact the staff member(s) designated by the agency to make them aware of the situation. The estimate received includes a discounted government rate and the payment is made in advance; \$38,000 for one year, or \$95,400 for three years. The estimates are based on 106 users, to include caseworkers, case aides and supervisors. Should we assign them to more users, the cost could increase. Starting with a one year would allow us to try the devices, then consider whether to continue.

MOTION: A motion was made by Kenneth Glynn, seconded by Martin Heberling to approve the Personal Safety Monitoring Devices for one year of service, not to exceed \$90,000. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Kenneth Glynn, Martin Heberling, Jim Miller, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

A. Policy 4.6 New Hires/Leaves

New Hires for the month of March:

- Halle Tansing, Direct Services Supervisor, 3/7/22
- Dorena Gilchrist, Direct Services Supervisor, 3/7/22
- Britni Walters, Direct Services Caseworker, 3/14/22
- Mercedes Thompson, Direct Services Caseworker, 3/14/22

Leaves for the month of March:

- Amy Daggett, Direct Services Caseworker, 3/7/22
- Lizette Valdez, Fiscal Data Analyst, 3/18/22
- Ashley Curry, Direct Services Caseworker, 3/22/22
- Dereka Feiler, Direct Services Caseworker, 3/25/22
- Youma Coulibaly, Direct Services Caseworker, 3/25/22

B. Policy 7.14 Client Grievance

Kristen Fox-Berki provided the Board with the Ombudsman Quarterly Board Report for December 1, 2021, through March 31, 2022, listing the number of Grievances Filed, Public Complaints, Telephone Calls, Emails, Walk-Ins, New Requests for Ombudsman Services, Requests Resolved that were Pending from the Last Quarter, and the New Requests Resolved within this Quarter. The report also included and Kristen Fox-Berki reviewed the summaries for each of the Resolved Requests Pending from the Previous Quarter and each of the New Requests.

Additional Discussion Topics:

Lorain County Children and Family Council (LCFFC) Funding

The Auditor requested the Prosecutor’s office to determine if LCCS funds can be transferred to LCFFC. The APA determined that LCCS can use levy funds for LCFFC. In addition to the Board approving LCCS to contribute \$200,000 annually to LCFFC for the next three years (\$600,000 total), the Lorain County Board of

Commissioners matched LCCS' contribution, and will contribute an additional \$600,000 over the next 3 years to LCFFC.

Easter

Moose's Mission and Clearview Church collectively donated approximately 200 Easter Baskets to the agency to distribute to the children and families we serve.

Visitation Center Update

Since the last Board meeting, a group of LCCS staff that expressed an interest in being a part of the planning process for the Visitation Center held two virtual meetings to brainstorm ideas. Staff are very supportive of providing a separate and family-friendly environment for children to visit their parents and had a lot of wonderful ideas. One of these ideas was to include an area for the Independent Living (IL) youth to hold group meetings, include a washer/dryer and other items to teach daily living skills, kitchen for cooking and include a separate entrance.

The Board members will be involved in the planning process, including gathering information from builders to explore ideas, costs, etc. Huron County allowed a virtual tour of their visitation center. Medina County and Summit County also have a visitation center. We will continue to gather information, and the Visitation Center will be added to the monthly Board meeting Agenda for progress updates.

Summer Camps

The agency has \$25,000 available to assist with camp fees. Caseworkers can assist with registration and make referrals to send children to summer camps.

Fundraiser for Friends of Children Services

Czerniak's Annual Tee-Rific Golf Outing partial proceeds to benefit the Friends of Children Services, to raise funds for the next levy campaign. The golf outing will be held at the Valleaire Golf Club in Hinckley, Ohio on Saturday, July 16, 2022. More information regarding sponsorship is forthcoming.

V. Fiscal Reports

A. Policy 6.1 Quarterly Financial Update (January – March 2022)

Kristen Fox-Berki presented, and the Board reviewed the Lorain County Children Services Revenue, Disbursements and Cash Fund Balance as of March 31, 2022.

Discussion topics:

- Revenue:
 - The total Quarterly Revenue for January – March 2022 is \$8,136,708.81.
 - The levy collection received in March was approximately \$6,000,000,000.
- Expenditures:
 - The total Quarterly Expenditures for January – March 2022 is \$5,617,651.21.
 - Hospitalization/Dental was deducted this quarter, totaling \$699,751.11.

- The beginning fund balance for January – March 2022 is \$23,073,993.80 and the ending fund balance is \$25,593,051.40.

MOTION: A motion was made by Martin Heberling, seconded by Lee Armbruster to approve the Quarterly Financial Update. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Kenneth Glynn, Martin Heberling, Jim Miller, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

B. Policy 6.3 Annual Budget (Board Vote)

Kristen Fox-Berki provided, and the Board reviewed a revised draft of the Annual Budget with projections for the levy cycle, including the Actual Budgets for 2020 and 2021, the Proposed and Revised Budgets for 2022, and the Proposed Budgets for 2023 – 2025.

Discussion Topics:

- The annual budget reflects a salary increase of three percent (3%). This is an estimation until the union contract is finalized, and subject to change.
- The positions outlined in the 2022-2023 Personnel Plan are included.
- It is estimated that by the end of 2025, the carryover (without the levy decrease) would be approximately \$8.4 million.
- The projections do not include costs related to the Visitation Center, except for the two (2) staffing positions included in the Personnel Plan.
- The Board expressed an interested in training opportunities, one was related to the Sunshine Laws. Kristen Fox-Berki shared with the Board that there are virtual trainings available and may be little to no cost.

MOTION: A motion was made by Kenneth Glynn, seconded by Mallory Santiago to approve the 2023 Annual Budget. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Kenneth Glynn, Martin Heberling, Jim Miller, Mallory Santiago
Nays:	None- 0
Abstentions:	None- 0

C. Policy 6.7 Fiscal Audits and Results

Per Policy 6.7, “The Executive Director will be required to present any Federal, State, or Local fiscal audit performed on the agency for review by the Board within 30 days of completion of the audit report. If an audit finding is identified, the Executive Director will present a plan for resolution of the finding and what actions will be taken to present further findings.”

There were two fiscal audits we received:

1. The first was through the State Auditor and included Jobs and Family Services (JFS) and LCCS, related to adoption assistance. There were no findings.
2. The second was a monitoring review, specific to Public Children Services Agencies (PCSA's). For this review, the Office of Monitoring Services (OFMS) reviews each county on a 2 ½ - 3-year cycle. Our last review was conducted in 2018. There were three areas that required continuous improvement plans: all administrative changes. No overpayments or underpayments were made; however, documentation needs to be more detailed.
 - a. The first area was related to invoicing private foster care agencies. Invoicing needs to be more detailed. There is now a plan in place to assure this happens.
 - b. The second is related to contracts with residential centers/private care agencies. Our agency creates an addendum to include things that are not in the master contract, but historically we did not add those addendums into the state-wide system called SACWIS. The addendums should be included in SACWIS, and there is now a process in place to enter them into SACWIS along with the master contract.
 - c. The third is related to the Random Moment Sample (RMS). The State receives notice, and we must enter information using codes to describe what is being done at the exact moment listed on the RMS. Historically, certain casework staff were not a part of this process. When the State reviewed the random moment samples, we were told that everyone within a list of categories must be included. There were 2 individuals that were not previously included but will be added beginning next quarter.

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)

None.

VIII. Announcements

None.

IX. Adjourn

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

The next Board meeting will be held on Wednesday, May 18, 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:
Jim Miller, Board Chair