

Lorain County Children Services

Board Meeting

Wednesday, August 17, 2022 @ 5:00 p.m.

I. Call to Order

Board Secretary Christina Doran 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: Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Tawana Jackson, Tamara Newton, Mallory Santiago

Excused: Lee Armbruster, Andrew Lipian, Jim Miller

Also Present: Kristen Fox-Berki, Executive Director

Three new members were appointed and welcomed to the LCCS Board: Roberto Davila, Tawana Jackson and Tamara Newton.

B. Review Agenda

Board Secretary Christina Doran asked if there were any additions or changes to the Board Meeting Agenda submitted for the August 17, 2022, Board meeting. No additions or changes made.

C. Review and Approve Minutes

Board Secretary Christina Doran asked if there were any additions or changes to the Board Meeting Minutes submitted for the July 6, 2022, Board meeting. Hearing none, the minutes are approved as distributed.

II. Public Comment

Board Secretary Christina Doran 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**

Union contract negotiations are completed, and the contract was approved by the Board of Commissioners on Wednesday, August 10, 2022. Now that the contract was ratified, the bargaining employees will soon receive their pay increases, including retroactive pay, beginning the first full pay period in April, which began Sunday, April 10, 2022. Clemens Nelson did provide a preliminary pay scale for the non-bargaining staff and will have it prepared for the Board to approve at the September 21, 2022, Board meeting.

B. Unresolved Action Items

- **Visitation Center**

Kristen Fox-Berki provided Board Chair Jim Miller with a comprehensive list of items to consider for the visit center. The next step is to meet with Mr. Miller and discuss the logistics to move forward.

- **Policy 5.12 Annual Management Plan**

Kristen Fox-Berki provided the Board with the 2022-2023 Management Plan. Areas identified:

- 1. Complete the Accreditation Process and be Re-accredited**

The accreditation process has begun, and the site visit is scheduled for June 2023.

- 2. Open Visitation Center**

After we visit the Summit County visitation center, Board Chair Jim Miller will assist with identifying a builder and begin the process.

Kristen Fox-Berki will reach out to the technical assistant with ODJFS to inquire about licensing requirements.

- 3. Improve Workforce Recruitment and Retention**

There has been a lot of turnover within the last year. In General, child welfare has identified a workforce crisis and it has been difficult to retain employees, at our agency, as well as throughout the State and across the nation. The association of directors for child welfare agencies within the State of Ohio are meeting to discuss. Kristen Fox-Berki provided the Board with an ODJFS News Release announcing \$15 million grant to help public children services agencies recruit and retain frontline caseworkers and supervisors. LCCS must apply for the grant, and would be allotted \$334, 954. The application must be submitted by September 30, 2022, and the funds must be spent by June 30, 2023. We are considering 1) retention bonuses for casework staff that stay for a designated amount of time 2) referral bonuses, which would be open to the entire workforce and 3) professional development. The State recognizes the need to strengthen our supervisors by providing training opportunities that will lead to lower turnover and higher retention. We will continue to review exit interviews and the Strategic Plan initiatives and improve professional development.

Some of the reasons for leaving provided by staff through exit interviews include: the nature of the work, hours of work, work/life balance, pay and caseworkers are considered an essential workforce which limits remote work. Some are leaving for better opportunities. Stay interviews were also conducted recently and staff indicated that a few of the reasons they stay are because they enjoy the work that they do, the benefits, flexibility and the relationships with their coworkers. The workforce grant may lend to some additional opportunities for team building.

MOTION: A motion was made by Kenneth Glynn, seconded by Dan Gross to approve the 2022-2023 Management Plan. Motion carried.

Roll Call Vote

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

IV. Executive Director’s Report

A. Policy 4.6 New Hires/Leaves

New Hires for the month of July:

- Melissa Ayala, DS Administrative Assistant, 7/18/22
- Sarah Boesger, DS Caseworker, 7/18/22
- Crystal Moore, DS Caseworker, 7/18/22

Leaves for the month of July:

- Heather Jamison, DS Training Supervisor, 7/8/22
- Samantha Noble, DS Caseworker, 7/20/22
- Felicia Densmore, DS Caseworker, 7/26/22
- Alyssa Carothers, DS Caseworker, 7/29/22
- Sandy Stewart, DS Caseworker, 7/29/22

B. Policy 7.1 Present All Programs & Services Not Required

Kristen Fox-Berki provided, and reviewed with the Board, a list of programs and services required, and not required by ORC 5153.19.

MOTION: A motion was made by Martin Heberling, seconded by Kenneth Glynn to approve Present All Programs & Services Not Required. Motion carried.

Roll Call Vote

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

V. Fiscal Reports

A. Policy 6.1 Quarterly Financial Update

Kristen Fox-Berki presented, and the Board reviewed the Lorain County Children Services Revenue, Disbursements and Case Fund Balance as of 6/30/22.

Revenue:

The total Revenue for April – June 2022 is \$2,699,200.65. We are expected to receive the next levy payment in August. The Board will further discuss the carryover at the September Board meeting. Approximately 54% of Revenue are levy funds.

Expenditures:

The total Expenditures for April – June 2022 is \$5,447,455.20. The Purchased Board and Care (for children in private foster care or residential centers) has reached 87% of

the annual budget. In September the Board will need to consider an increase in the appropriation of funds.

The beginning fund balance for April – June 2022 is \$25,593,051.40 and the ending fund balance is \$22,844,796.85.

B. Policy 6.7 Fiscal Audit & Results

Kristen Fox-Berki provided the Board with a copy of the final determination of the Lorain County Single Audit for January 1, 2021, through December 31, 2021, which also included ODJFS. Based on a review of the audit, there were no questioned costs or costs recommended for disallowance. The audit reported no administrative findings, no uncorrected previous year findings and no management letter recommendations related to programs passed through ODJFS. We were found to be in compliance.

Additional Discussion Topics:

Operation Open Heart

Kristen Fox-Berki provided the Board with a letter of appreciation from a grandmother with grandsons that attended Operation Open Heart.

VI. New Business

A. New Items for Discussion and Approval

- **LCCFFC Professional Services Agreement Approval**

As the administrative agent of LCCFFC, the LCCS Board must approve new LCCFFC contracts.

MOTION: A motion was made by Martin Heberling, seconded by Mallory Santiago to approve the LCCFFC Professional Services Agreement with Tamia Henry from July 25, 2022, through June 30, 2023. Motion carried.

Roll Call Vote

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

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

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

Roll Call Vote

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

MOTION: A motion was made by Martin Heberling, seconded by Kenneth Glynn to move out of Executive Session.

- **Resolution 08-2022-02 Bargaining Employee Lump Sum Approval**
Board Secretary Christina Doran reviewed Contract Resolution 08-2022-02, approval to provide a one-time lump sum payment to all bargaining employees actively employed as of August 11, 2022, regarding a general pay increase from April 3, 2022, through April 9, 2022, based on salary ranges as follows: \$50.00 to levels 3, 4 and 4.5; \$70.00 for level 5C; and \$100.00 for level 5D.

MOTION: A motion was made by Martin Heberling, seconded by Kenneth Glynn to approve Resolution 08-2022-02. Motion carried.

Roll Call Vote

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

- **Resolution 08-2022-03**
Board Secretary Christina Doran reviewed Contract Resolution 08-2022-03, approval to provide a one-time lump sum payment to Sandy Stewart regarding a general pay increase from April 10, 2022, through July 29, 2022, to be calculated based on salary range 5D.

MOTION: A motion was made by Roberto Davila, seconded by Martin Heberling to approve Resolution 08-2022-03. Motion carried.

Roll Call Vote

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

VIII. Announcements

None.

IX. Adjourn

MOTION: It was moved by Martin Heberling, seconded by Roberto Davila to adjourn the Board meeting at 6:15 p.m. Motion carried.

The next Board meeting is scheduled for September 21, 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