

Lorain County Children Services

Board Meeting

Wednesday, September 16, 2020 @ 5:00 p.m. via Phone Conference

I. Call to Order

Board Chair Melissa Fischer called the meeting to order at 5:05 p.m. via phone conference. Public can participate by dialing (614) 721-2972, Conference ID# 267 391 452#.

A. Roll Call

Present: Jeremy Cordes, Melissa Fischer, Kenneth Glynn, Tracy Green, 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 September 16, 2020 Board Meeting. No additions or changes made.

MOTION: It was moved by Tracy Green, seconded by Jeremy Cordes to approve the Agenda for the September 16, 2020 Board Meeting. 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 August 19, 2020 Board Meeting. No additions or changes made.

MOTION: It was moved by Kenneth Glynn, seconded by Tracy Green 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. Old Business

A. Tabled Items

• Executive Director Performance

Jeremy Cordes and Tracy Green will work together to create a 360-degree feedback evaluation tool, which will include members of the community, stakeholders, direct reports etc. regarding Kristen Fox-Berki's performance. Ms. Fox-Berki will be able to identify individuals that she would like to have involved in the process. Further discussion on this topic is tabled until the October Board meeting.

B. Unresolved Action Items

• Integrated Services Partnership (ISP)

Kristen Fox-Berki provided the Board with a packet from the ISP Executive's most recent meeting on September 10, 2020 including financial statements, detailed expenditures from August, the August 13, 2020 ISP Meeting minutes, fund balance FAQ's and information about a new mentoring program through Community of Hope. The ISP executives will continue working on revisions to the Memorandum of Understanding (MOU) to address the carryover as well as the formula for contributions. These items will be included on their monthly agenda for ongoing discussion, and a subcommittee was created to discuss the carryover and report recommendations back to the group.

Kristen Fox-Berki discussed the Lorain County Team Mentoring Proposal with the Board. The ISP executives voted to take part in a 2-year pilot program for emancipated foster youth at age 18, with a goal of 10 youth participating in the program per year. Once identified, each youth will meet with a group of volunteer adult professionals in the community to provide wraparound support. This program would be a partnership with ISP, the Mental Health, Addiction and Recovery Services (MHARS) Board and Community of Hope. The first year will be funded through the MHARS Board through a Substance Abuse and Mental Health Services Administration (SAMHSA) grant. The second year will be funded by ISP.

Additional discussion topics:

- Mentoring programs currently available in Lorain County
- ISP fund balance
- Out-of-County placements
- Contribution formula for ISP
- Current agreement to utilize Multi-System Youth (MSY) funds for 2021
- The Family First Prevention Services Act, which focuses on preventative services to keep children out of care. Once implemented, it should reduce the number of children in foster and residential care.

In light of the continued discussion of the carryover and the number of children served by ISP and in the current mentoring programs funded by ISP (per the handouts provided), the Board discussed the discretionary use of carry-over funds by ISP. The LCCS Board advocated that ISP reduce the carry-over balance to a level pursuant to actual budgetary needs and in line with an agreed upon cap.

• Levy Discussion

Kristen Fox-Berki provided the Board with an invitation to the CAN meeting on Friday, 9/18/20 at 10:00 via Zoom. Ms. Fox-Berki will be presenting to the stakeholders on agency data including intake referrals, foster care and kinship, Independent Living (IL), the budget and the levy. Board member Kenneth Glynn will attend.

Levy topics:

- Melissa Fischer congratulated LCCS on the Chronicle Telegram endorsement.
- Kristen Fox-Berki presented to the Rotary Club of Elyria earlier this month to talk about LCCS services and the levy and provided talking points to the League of Women Voters.
- 6 billboards throughout Lorain County will display ads for the LCCS levy.
- The LCCS levy postcards will be sent to absentee voters in the next few weeks, then advertisements and yard signs will follow.
- The levy is advertised on the Friends of Children Services Facebook page: <https://www.facebook.com/YesOnChildrenServices>.

IV. 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 08/31/2020.

Discussion topics:

- The increased fund balance is due to receipt of levy funds. This is the last of the levy funds for this levy cycle.
- The MSY, Best Practices and Foster Care Recruitment State allocations were added to the monthly financial statement. All the MSY funds were spent. The fiscal department is working on recoding the Best Practice and Foster Care Recruitment allocations to utilize the funds to the full extent. These funds must be used by the end of September 2020.

B. Policy 4.6 New Hires/Leaves

New Hires for August 2020

- Sandy Edwards, Scan Clerk, 8/17/20
- Michelle Smith, Direct Services Caseworker, 8/24/20
- Constance Chrosniak, DS Caseworker, 8/24/20
- Aleeyah Norvell, DS Caseworker, 8/31/20

Leaves for August 2020:

- Lakeita Dimes, Direct Services Caseworker, 8/5/20

C. Policy 6.8 Fiscal Management Policy

Kristen Fox-Berki provided the Board with the roles and responsibilities of the fiscal staff and a description of the checks and balances. Further information will be provided to the Board at the October Board meeting outlining the audit schedule and information from fiscal procedures about transparency and checks and balances.

D. Policy 7.14 Client Grievance

Kristen Fox-Berki provided the Board with the Ombudsman Quarterly Board Report, June 1, 2020 – August 31, 2020, including a summary of Grievances Filed, Public Complaints, Online Meetings, Telephone Calls, Emails, Walk-ins, New Requests for Ombudsman Services and Client Resolutions.

Additional Topics for the Executive Director’s Report:

Kinship Care

September is National Kinship Care Month. Kinship subsidy payments were issued to the kinship caregivers beginning in August 2020.

Staff Appreciation

September is Child Welfare Appreciation Month. To celebrate, the National Child Welfare Workforce Institute (NCWWI) and the Children’s Bureau held a one-hour national recognition virtual event on Tuesday, September 15, 2020 and LCCS staff participated. The Managers/Directors sent thank you’s and acknowledged the staff’s good work throughout the year.

- V. Executive Session** *(to discuss litigation, personnel matters and other matters required to be kept confidential by law)*
None.

VI. New Business

A. New Items for Discussion & Approval

In order to allow more staff in the building while ensuring social distancing measures, Kristen Fox-Berki reached out to the County Facilities Director and County Administrator to inquire about utilizing space on the 5th floor. They agreed and drafted an MOU for Ms. Fox-Berki to review and sign and in response, Ms. Fox-Berki sent clarifying questions. The Board provided additional questions for Ms. Fox-Berki to clarify. Once the MOU is completed, the Board agrees with signing the MOU and moving forward with utilizing the space on the 5th floor.

VII. Announcements

None.

VIII. Adjourn

MOTION: It was moved by Jeremy Cordes, seconded by Kenneth Glynn to adjourn the Board meeting at 6:06 p.m. Motion carried.

The next Board meeting will be held on Wednesday, October 21, 2020 at 5:00 p.m. via Microsoft Teams.

Minutes Prepared by:
Kimberly Kassam, Administrative Supervisor

Approved by:
Mallery Santiago, LCCS Board Secretary