

Lorain County Children Services

Board Meeting

Wednesday, October 19, 2022 @ 5:00 p.m.

I. Call to Order

Board Chair Jim Miller called the meeting to order at 5:03 p.m. at the Lorain County Administration Building, 226 Middle Ave., 4th Floor, Room A, Elyria, Ohio 44035.

A. Roll Call

Present: Lee Armbruster, Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Tamara Newton

Excused: Tawana Jackson, 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 October 19, 2022, 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 September 21, 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. The Executive Director's contract expires in December 2022. The Board will complete a performance review prior to contract expiration.

2. Policy 5.12 Executive Director Performance

Tabled.

3. Fund Balance Carryover

Kristen Fox-Berki provided the Board with budget projections to include a 0.10 mill, and 0.15 mill, one-time levy reduced collection for 2023. The Board previously discussed a one-time levy reduction, as stewards of public funds, to be mindful of the tax burden of Lorain County residents. Taking a conservative approach in consideration of the plans to move forward with the Visitation Center project, the Board agrees with a one-time 0.15 levy reduced collection for 2023.

MOTION: A motion was made by Andrew Lipian, seconded by Dan Gross to authorize the Executive Director to inform the Lorain County Budget Commission of its decision and request to forgo collection of 0.15 mills of its 1.8 mill Levy in Calendar Year 2023, only. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

B. Unresolved Action Items

1. Visitation Center

Board Chair Jim Miller is seeking assistance from the Lorain County Prosecutor’s office regarding bidding process requirements per law. LCCS cannot own property but can contract with an entity to establish a long-term lease. Jim Miller will have more information to provide at the November Board meeting. A location has not been determined but should be central to the Agency’s current location. The Visitation Center could be a new build or a renovation to a current building, depending on the chosen location.

IV. Executive Director’s Report

2022 Princess Ball

The 2022 Princess Ball was a huge success, and the community response was overwhelming. We had the second highest ticket sales since 2010, with 301 tickets sold. Although we are waiting for reimbursements to finalize, we can estimate the expenses, revenue and total amount raised. Our total expenses were around \$3,250 and the total revenue was approximately \$7,900. The event raised approximately \$4,650 for the Friends of Children Services, which will be used to promote the upcoming levy in 2025.

A. Policy 4.6 New Hires/Leaves

No new Hires for the month of September.

Leaves for the month of September:

1. Christine Cole, DS Administrative Assistant, 9/1/22
2. Sarah Boesger, DS Caseworker, 9/9/22
3. Melissa Abrams, DS Administrative Assistant, 9/16/22
4. Julie Schoenlein, Family Recruitment Coordinator, 9/30/22

B. Policy 7.14 Client Grievance

Tabled.

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 9/30/22.

Revenue:

The total Revenue for July – September 2022 is \$8,554,399.48.

Expenditures:

The total Expenditures for July – September 2022 is \$6,830,463.20.

The Beginning Fund Balance for July – September 2022 is \$22,844,796.85 and the Ending Fund Balance is \$24,568,733.13. The fund balance increased due to the levy payment received.

Reappropriation of Funds

With the increase in the number of children in LCCS custody, and an increase to expenses, Kristen Fox-Berki requests the Board to approve a reappropriation of funds for Direct Services to Children in the amount of \$500,000.00.

MOTION: A motion was made by Martin Heberling, seconded by Christina Doran to increase the budget for Direct Services to Children in the amount of \$500,000.

Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

VI. New Business

A. New Items for Discussion and Approval

1. LCCS Designated Full-Time Sheriff’s Deputy

Kristen Fox-Berki provided the Board with a copy of the Memorandum of Understanding (MOU) between the Lorain County Sheriff and Lorain County Children Services (LCCS), to fund the full-time salary, including benefits, of an LCCS-assigned deputy. The term of the MOU will begin on November 7, 2022, and end on December 30, 2023. The exact amount of salary-based remunerations will be determined solely by the Sheriff. However, salary-based remuneration will not exceed \$123,060.00 per year. If a training that would benefit this position that is not required through the Sheriff’s department, or equipment outside of their scope of work was identified, LCCS would cover the cost of these additions. This position would be assigned to one deputy, not on a rotational basis, that would report to and remain employed by the Sheriff’s Department. There is currently a deputy assigned to monitor the Administration Building; this will continue. Because there are after-hours visits, the LCCS-designated deputy hours would be 9:30 a.m. – 5:30 p.m. Monday -Thursday, and 9:00 a.m. – 5:00 p.m. on Fridays. In addition to providing security, the deputy will assist with fingerprinting for new hires, kinship and foster caregivers. Discussion held regarding the selection process for assigning the deputy.

MOTION: A motion was made by Kenneth Glynn, seconded by Andrew Lipian to give Executive Director, Kristen Fox-Berki, the approve the MOU between Lorain County Sheriff and Lorain County Children Services. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

2. Policy 1.2 Board Officers- Nominations

Board Chair Jim Miller and Vice Chair Andrew Lipian, voted previously by the Board, have one more year in their current term. The second year of Board Secretary Christina Doran ends in December. Therefore, a Board Secretary will need to be nominated and elected by the Board for another two-year term beginning in January 2023.

Nomination

Nomination for Board Secretary: Christina Doran, nominated by Lee Armbruster.

MOTION: A motion was made by Roberto Davila, seconded by Martin Heberling to close the nominations for Board Secretary. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

MOTION: A motion was made by Lee Armbruster, seconded by Kenneth Glynn to elect Christina Doran as the Board Secretary. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

3. Policy 6.3a Contracts

Title IV-E Contract with the Lorain County Prosecutor

Kristen Fox-Berki provided and reviewed with the Board, the Supplemental IV-E Agreement between Lorain County Children Services (LCCS), the Primary Agreement between LCCS and Lorain County Prosecutor’s Office for 2022 and the Primary Agreement between LCCS and Lorain County Prosecutor’s Office for 2023. LCCS currently pays the average salaries of two (2) Assistant

Prosecuting Attorneys (APAs), two (2) administrative assistants and one-half (½) the salary of a paralegal. The Lorain County Prosecutor’s office has four (4) APAs assigned to LCCS to provide the Agency with legal representation. The 2022 agreement is retroactive, to reimburse the Prosecutor’s office for services rendered.

MOTION: A motion was made by Martin Heberling, seconded by Kenneth Glynn to move to authorize the Executive Director to enter into an agreement on behalf of the Agency, between LCCS and the Lorain County Prosecutor’s Office. Motion carried.

Roll Call Vote

Ayes:	Lee Armbruster, Roberto Davila, Christina Doran, Kenneth Glynn, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Tamara Newton
Nays:	None- 0
Abstentions:	None- 0

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 Martin Heberling, seconded by Kenneth Glynn to adjourn the Board meeting at 5:55 p.m. Motion carried.

The next Board meeting is scheduled for November 16, 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