

# Lorain County Children Services

## Board Meeting

Wednesday, October 21, 2020 @ 5:00 p.m. via Microsoft Teams

### **I. Call to Order**

Board Member Tracy Green called the meeting to order at 5:03 p.m. via Microsoft Teams. Public can participate by dialing (614) 721-2972, Conference ID# 197 353 320#.

#### **A. Roll Call**

Present: Jeremy Cordes, Kenneth Glynn, Tracy Green, Mallory Santiago

Excused: Melissa Fischer

Also Present: Kristen Fox-Berki, Executive Director and APA Dan Petticord

#### **B. Review and Approve Agenda**

Board Member Tracy Green asked if there were any additions or changes to the Agenda submitted for the October 21, 2020 Board Meeting. Agenda Item V Executive Session will be held following Agenda Item II Public Comment.

**MOTION:** It was moved by Mallory Santiago, seconded by Kenneth Glynn to approve the Agenda as amended. Motion carried.

#### **C. Review and Approve Minutes**

Board Member Tracy Green asked if there were any additions or changes to the Minutes submitted for the September 16, 2020 Board Meeting. No additions or changes made.

**MOTION:** It was moved by Kenneth Glynn, seconded by Jeremy Cordes to approve the minutes. Motion carried.

### **II. Public Comment**

Board Member Tracy Green 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**

Tracy Green will utilize the Executive Director Position Profile to create the 360-review scoring tool. Tabled until November.

##### **• Policy 6.8 Fiscal Management Policy**

Policy 6.8 is a new policy, and the fiscal operations it describes are long-standing. Kristen Fox-Berki reviewed the policy with the Board members and provided the Board with materials outlining the major functions of the fiscal department and department staff and checks and balances already in place and included the ODJFS Code of Responsibility signed by all employees, Ethics and Conflict of Interest Policy from our Employee Handbook, Chart of LCCS

Financial Reports all of which get reported to ODJFS and Fiscal procedures that demonstrate the transparency of each of these fiscal functions.

Fiscal utilizes ODJFS Information System, SACWIS (Statewide automated Child Welfare Information System) and CFIS (County Finance Information System). The layers of checks and balances include the Fiscal Supervisor and the Director of Fiscal Affairs internally. Externally, audits are conducted by the County Auditor, various departments of ODJFS such as Children's Bureau from the Administration of Children and Families (federal review every 3 years), Office of Fiscal and Monitoring Services (every 2- 3 years) plus a separate review every 2 years of Title IV-E Foster Care Maintenance, the Auditor of State (annually) and a Counsel on Accreditation (COA) review every 5 years. COA reviews the current budget, monthly financial statements, 5-year projections and results from audits/reviews.

In addition, the annual report and prior year's budget information is shared with the community on the LCCS website. The monthly financial statements, annual budget and other requested financial information is shared with the Board.

The Board is requesting additional time to review the supporting documents provided by Kristen Fox-Berki. The Board is tasked with reviewing the information provided and further discussion will be held at the November Board meeting.

## **B. Unresolved Action Items**

### **• Integrated Services Partnership (ISP)**

The ISP subcommittee met at the beginning of October to discuss the fund balance and language in the MOU. Kristen Fox-Berki provided the Board with ISP MOU draft language formulated by the subcommittee. Section 3.3 of the draft outlines responsibilities of maintaining a proposed cash reserve fund equal to not less than twenty percent (20%) of the total ISP budget, to cover the cost of services or to provide additional services to children as agreed upon by the funding members.

Furthermore, the subcommittee added Section 3.4 to avoid a high carryover. 3.4 states "in addition to establishing an annual ISP budget as outlined above, the Executive Committee will establish and maintain an unencumbered amount of funds not to exceed fifty percent (50%) of the total ISP budget. Should the fund balance exceed 50% of the annual ISP budget then consideration of one or more of the following will occur...(3.4.1) A possible equitable contribution credit for the following fiscal year by system, (3.4.2) Examination of trends that have contributed to fund balance excess, (3.4.3) Engagement in a multi-system youth cross-system needs assessment to determine if there are unmet or emerging needs."

The Board feels that an examination of the trends should happen regardless, and recommends changing 3.4, second sentence to read "Should the fund balance

exceed 50% of the annual ISP budget, one of the following will occur following an examination of trends...”

The Board also suggests following the annual examination of trends, there will be 1.) an equitable contribution of credit toward the following year, 2.) a needs assessment, allowing carryover depending on the amount, 3.) a return of resources and 4.) a reinvestment into programs. All of these will require formal action by the Board.

Currently, ISP completes an end of year reports review annually to focus on data related to placement costs, the number of children receiving services through the Children’s Continuum of Care Committee (4C), etc. The fund balance will be added to this review. The ISP subcommittee presented the proposed draft MOU language changes to the ISP Executive Committee and they agree to the proposed changes. Kristen Fox-Berki is requesting feedback from the Board before moving forward with a vote agreeing to the changes.

• **Levy Discussion**

- The election will be held on Tuesday, November 3, 2020 (in 13 days).
- We held our most recent CAN meeting on September 18, 2020 and had good attendance. We received questions regarding the kinship subsidy and positive feedback about our support to kinship caregivers and caseworker education requirements for a master’s degree in social work.
- A few staff attended and wore levy pins to the LCADA Way celebrity softball game at the Crushers Stadium. The Commissioners attended, among others.
- Kristen Fox-Berki was invited to a virtual candidate’s night hosted by CHIP and recorded a levy message that will be broadcast on the Lorain City channel as well as for LCCC. A video message was also recorded for the League of Women Voters for their virtual candidate’s night and the video can be viewed on our YouTube channel. There are no other candidate’s nights scheduled at this time.
- Yard signs were distributed by staff.
- The levy is advertised on 6 billboards throughout the county.
- Two postcard mailings were sent so far, and a third will be sent.
- 112 radio ads per week throughout the month of October will continue to air on WOBL.
- We received two negative posts from the public regarding our levy. Neither generated comments nor additional participation from the public.
- A virtual watch party will be held through Zoom on election night. Staff and Board members will be able to participate.

**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 09/30/2020.

Discussion topics:

- Revenue for the month of September is \$1,478,501.84. The main source of revenue is from IV-E Administration and Training and the State CWS/SA.
- Total Expenditures for the month of September is \$2,047,138.71. This was an increase from last month due to the quarterly expenditure for Hospitalization/Dental and Life Insurance. Also, two Ford Fusions were purchased in August and are included in the September statement.
- The Board noted that we are at 90% of our projected revenue for the year. We have received most of our levy funds but may receive additional funds for state allocations. The FCM/IV-E Waiver (Monthly) ended as of 9/30/20. Beginning in October, the revenue will be received through reimbursements through the State. We are also expecting one more IV-E Admin/Training and one more Title XX JFS-TANF payment, both in December.

**B. Policy 4.6 New Hires/Leaves**

New Hires for September 2020

- Felicia Densmore, Direct Services Caseworker, 9/8/20

Leaves for September 2020:

No leaves for the month of September 2020.

**C. Policy 8.2 Strategic Plan Update**

The current strategic plan was completed and Kristen Fox-Berki previously provided a summary to the Board. The focus will now shift to developing the next strategic plan beginning in 2021.

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

**MOTION:** It was moved by Mallory Santiago, seconded by Jeremy Cordes to move into Executive Session to discuss litigation, personnel matters and other matters required to be kept confidential by law. Motion carried.

A Roll Call was taken prior to Executive Session. Jeremy Cordes, Kenneth Glynn, Tracy Green and Mallory Santiago were present. Melissa Fischer is excused.

**VI. New Business**

**A. Board Officers**

Tabled until November. Tracy Green urged any Board member that is willing or interested in a Board Officer role to please notify Board Chair Melissa Fischer.

**VII. Announcements**

Kristen Fox-Berki provided the Board with a news release sent to the newspapers highlighting the wonderful opportunity our Emancipated Youth were provided to receive vouchers for housing through the Foster Youth to Independence Initiative (FYI), in partnership with Lorain Metropolitan Housing Authority to reduce homelessness among

young adults released from foster care. They were also given the opportunity to meet with Housing and Urban Development (HUD) Secretary, Ben Carson.

Ms. Fox-Berki also shared with the Board, out of 16 of our emancipated youth 11 received a high school diploma or GED; a graduation rate of 69%. This is well above the national graduation rate of 50%. We are very proud of our young adults and LCCS staff for this accomplishment.

Jeremy Cordes shared that emancipated youth are eligible for services through Ohio Means Jobs through age 25. The Bridges program is also available. Discussion held regarding various available opportunities for Emancipated Youth within the community as well as the services currently provided by LCCS.

### **VIII. Adjourn**

**MOTION:** It was moved by Kenneth Glynn, seconded by Mallory Santiago to adjourn the Board meeting at 6:21 p.m. Motion carried.

The next Board meeting will be held on Wednesday, November 18, 2020 at 5:00 p.m. via Microsoft Teams.

Minutes Prepared by:  
Kimberly Kassam, Administrative Supervisor

Approved by:  
Mallory Santiago, LCCS Board Secretary