

# Lorain County Children Services

## Board Meeting

Wednesday, December 15, 2021 @ 5:00 p.m.

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

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

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

**Present:** Lee Armbruster, Christina Doran, Dan Gross, Martin Heberling, Andrew Lipian, Jim Miller, Mallory Santiago

**Excused:** Kenneth Glynn, Tracy Green

**Absent:** Tim Carrion, Rob Weber

**Also Present:** Kristen Fox-Berki, Executive Director

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

Vice Board Chair Jim Miller asked if there were any additions or changes to the Agenda submitted for the December 15, 2021 Board meeting. Under Agenda Item IV.A Tabled Items, Strategic Plan and Board Officers are tabled until the January Board meeting.

Jim Miller was notified that four (4) of the Board members with terms ending on December 31, 2021 were reappointed by the Board of Commissioners. In addition, three (3) new Board members will be added to the Board in January 2022.

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

Vice Board Chair Jim Miller asked if there were any additions or changes to the Minutes submitted for the November 17, 2021 Board meeting. Hearing none, the minutes are approved as distributed.

### **II. Public Comment**

Vice Board Chair Jim Miller noted that there was no one from the public present and wishing to address the Board.

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

None.

### **IV. Old Business**

#### **A. Tabled Items**

##### **• Policy 2.2 Annual Policy Review**

Kristen Fox-Berki provided a draft of the proposed policy changes to the Board and reviewed significant changes that would be made. The proposed changes include:

- **Policy 2.2-** the Board policies will be reviewed in February and updated by March 1<sup>st</sup> every odd year, rather than in April.
- **Policy 3.5-** In addition to posting the agenda and supplementary reports on the Board Only site, the Executive Director will email them to the Board members on the Friday before the regularly scheduled Board meetings. Also, to provide more flexibility to the Board members, they may request a change to the agenda up to 24 hours before the Board meeting to the Board Chair, rather than ten days prior.
- **Policy 3.6-** Adds a provision for the Board Chair's discretion to require a roll call vote.
- **Policy 3.10-** Executive Session will be moved to the end of the agenda to allow attendees/public the opportunity to be present for most of the meeting prior to the Board's deliberation during the Executive Session. The Board did note that, prior to roll call to enter Executive Session, they could announce their intent to vote following Executive Session if applicable.
- **Policy 4.5-** the Personnel Policy manual will be reviewed as needed, for Board approval upon enactment, new policy creation or policy amendments, rather than annually in February.
- **Policy 4.6-** The Executive Director will provide notice of significant personnel changes and will monitor/track employee turnover of direct service staff essential to maintain effective operations, rather than providing "monthly notice of new hires, retirements, resignations and terminations of staff..." to the Board. Following discussion, the Board prefers the Executive Director continue to provide the monthly notice of new hires, retirements, resignations and terminations of staff. No changes will be made to Policy 4.6
- **Policy 5.2-** language was added to help clarify the policy. No substantive changes made.
- **Policy 5.14** will be renumbered to Policy 5.12 to keep Section 5 in chronological order following The Board combining former Board Policies 5.11, 5.12 and 5.13 into one policy. Review of the Annual Management Plan will be moved from June to July.
- **Policy 6.1-** The monthly financial statement will be presented to the Board and reviewed quarterly rather than monthly. Kristen Fox-Berki did acknowledge that she will continue to share significant financial information with the Board regardless of the policy schedule.
- **Policy 6.3-** The review schedule will be changed from April to March, in line with the presentation of the Annual Budget. This includes 6.3a Contracts, 6.3b Personnel Plan and 6.3c the intended purchase of major equipment or operational infrastructure.
- **Policy 7.4-** The Executive Director will provide a report to the Board annually in January of all formal complaints made to the agency Ombudsman's office regarding services provided by the agency. The report will summarize trends and themes identified over the previous year. Following Board discussion, the Board prefers a quarterly report summarizing the nature of the complaint and how the complaint was

resolved by the agency, as stated in the original Board policy. No substantive changes will be made to Policy 7.4.

- **Policy 8.2-** The Executive Director will present to the Board the agency's progress in meeting the identified management or strategic plan and specific reporting objectives annually in December, rather than on a quarterly basis. Following Board discussion, the Board prefers to review the Strategic Plan twice per year.

The Board policies will be updated and presented to the Board at the January Board meeting for further review and approval.

- **Policy 8.2 Strategic Plan Update**  
Tabled.
- **Board Officers**  
Tabled.

**B. Unresolved Action Items**  
None.

**V. 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 11/30/2021.

Discussion topics:

- Revenue:  
The total Revenue for November is \$422,951.31.
- Expenditures:  
The total Expenditures for November are \$1,379,003.46.  
The beginning fund balance for November is \$25,141,067.55 and the ending fund balance is \$24,185,015.40.

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

New Hires for the month of November:

- Amy Daggett, Direct Services Caseworker, 11/29/21

Leaves:

- Damaris Seijo, Direct Services Caseworker, 11/30/21

Kristen Fox-Berki informed the Board that there has been a lot of success with hiring and filling vacant caseworker positions since expanding the degree requirements beyond Master's in Social Work (MSW/MSSA) to master's degrees in related fields.

**C. Policy 7.14 Client Grievance**

Kristen Fox-Berki distributed the Ombudsman Quarterly Report for September 1, 2021 through November 30, 2021 and includes the number of Grievances Filed, Public Comments, Telephone Calls, Emails, Walk-ins, New Requests for Ombudsman Services, Requests Resolved that were Pending from Last Quarter,

New Requests Resolved within this Quarter. Kristen Fox-Berki reviewed and summarized the Resolved Requests Pending from Previous Quarter with the Board.

**Other Discussion Topics:**

**FBC Holiday Drive-Thru**

The annual FBC holiday drive-thru on December 5, 2021 was successful and well received. Board member Mallory Santiago attended, and commended staff for a job well done, highlighting the positive interactions she observed between staff and the children and families we serve.

**Holiday Gifts**

Each year the Holiday Committee organizes donations from the community, and the caseworkers distribute the Christmas gifts to the children on their caseloads. Kristen Fox-Berki shared the list of local business that provide these donations. The Board expressed their appreciation and would like to send thank you cards to each donor.

**VI. New Business**

**A. New Items for Discussion and Approval**

None.

**VII. Announcements**

None.

**VIII. Adjourn**

**MOTION:** It was moved by Martin Heberling, seconded by Christina Doran to adjourn the Board meeting at 5:44 p.m. Motion carried.

The next Board meeting will be held on Wednesday, January 19, 2022 at 5:00 p.m. at the Lorain County Administration Building, 226 Middle Ave., 4<sup>th</sup> Floor, Room A, Elyria, Ohio 44035.

Minutes Prepared by:  
Kimberly Kassam, Administrative Supervisor

Approved by:  
Christina Doran, Board Secretary