

Lorain County Children Services

Board Meeting

Wednesday, May 20, 2020 @ 12:00 p.m. via Phone Conference

I. Call to Order

Chair Melissa Fischer called the meeting to order at 12:05 p.m. via phone conference. Public can participate by dialing (614) 721-2972, Conference ID# 724864775.

A. Roll Call

Present: Jeremy Cordes, Melissa Fischer, Kenneth Glynn, Mallory Santiago
Excused: Tracy Green
Also Present: Kristen Fox-Berki, Executive Director

B. Review and Approve Agenda

Chair Melissa Fischer asked if there were any additions or changes to the Agenda submitted for the May 20, 2020 Board Meeting. No additions or changes made.

MOTION: It was moved by Jeremy Cordes, seconded by Kenneth Glynn to approve the Agenda for the May 20, 2020 Board Meeting. Motion carried.

C. Review and Approve Minutes

Chair Melissa Fischer asked if there were any additions or changes to the Minutes submitted for the April 22, 2020 Board Meeting. No additions or changes made.

MOTION: It was moved by Kenneth Glynn, seconded by Mallory Santiago 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

• Policy 6.2 Annual Budget

The Board reviewed the Annual 2021 Budget. The proposed budget was calculated based on a 1.8 renewal levy. The 2021 annual budget is required to be submitted to the Lorain County Auditor's office by Friday, 5/22/20. Discussion held.

MOTION: It was moved by Mallory Santiago, seconded by Kenneth Glynn to approve the proposed 2021 Annual Budget. Motion carried.

• Policy 4.1 Staffing Table

Kristen Fox-Berki provided the Board with the new organizational chart that includes the new positions previously approved by the Board. The new organizational chart is still being developed to include staff names. Until it is

completed, the agency continues to operate under the current configuration, also provided to the Board for today's meeting. Discussion held.

The Board requested Kristen Fox-Berki to provide the completed chart for the June Board meeting. Further discussion is tabled until the June meeting.

B. Unresolved Action Items

• Integrated Services Partnership (ISP)

Kristen Fox-Berki attended the ISP Executives meeting last Thursday and shared the plan to use the new Multi-System Youth (MSY) funds to fund ISP. MSY funds are 100% reimbursable. This is a change from the past practice of utilizing pooled funds and will require some adjustments for ISP. Discussion held. The current MOU will need to be amended to include policies and procedures that reflect the change in funding, as well as to address eligibility for the children referred to ISP. The ISP Executives are consulting with the prosecutor's office to advise on amending the MOU.

The Board agrees, and the revised ISP MOU will include an amendment to state, that LCCS will contribute levy funds once the MSY funds have been exhausted. Discussion held.

Kristen Fox-Berki requested the Board to consider designating a small portion of the MSY funds for children with needs that are not in the custody of LCCS. The State has allowed us to care for children that have aged out of foster care but are still eligible to receive these funds. Although the Board made the decision to contribute the MSY funds solely for ISP, they were not opposed to reviewing a revised plan from Kristen Fox-Berki at the next Board meeting.

MSY funds cannot roll forward from year to year, and the funds must be spent to receive a reimbursement. To date, we have not received any announcements regarding a reduction of funding impacted by the COVID-19 pandemic. Kristen Fox-Berki will keep the Board updated on ISP and the MOU amendments, and the Board will discuss further at the June Board meeting.

• Levy Discussion

For comparison, the Director of Fiscal Affairs Jessica Basinski provided the Board members with projected budgets for 2021-2025 for:

- 1.8 mill renewal levy with a 0.15 mill reduction totaling 1.65 mill
- 1.8 mill renewal levy with a 0.30 mill reduction totaling 1.50 mill
- 1.8 mill replacement levy with a 0.55 mill reduction totaling 1.25 mill
- 1.8 mill replacement levy
- 1.8 mill renewal levy

All scenarios presented result in a reduction in our fund balance by 2025. Some result in a potential operating deficit. The COVID-19 pandemic could have potential unforeseen effects on the projections as well. Discussion held.

Kristen Fox-Berki provided the Board with levy talking points. Significant changes over the next five years include no new taxes and our increased support

to our kinship caregivers. Based on the projections presented, the Board feels that a reduction is not feasible at this time. A 1.8 mill renewal levy will reduce our fund balance without requesting a reduction.

MOTION: It was moved by Kenneth Glynn, seconded by Mallory Santiago to approve a 1.8 mill renewal levy. Motion carried.

Kristen Fox-Berki will move forward with next steps to present the Board's decision to the Commissioners.

- **Board Officers**

Melissa Fischer will reach out to the Board members individually over the next few weeks. Tabled until the June Board meeting.

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 04/30/2020.

Discussion topics:

- We received our child protection allocation and monies for our youth advisory board.
- There was a reduction on mileage and fuel expenses as a result of the COVID-19 pandemic. This is due to the decrease in travel out of county and face to face visitation restrictions by residential and group homes. Out of state travel has also been reduced.

Most staff continue to work remotely. Kristen Fox-Berki and the managers are working on a plan to bring limited staff back to the office beginning 6/1/20 in accordance with Governor DeWine's occupancy restrictions. The managers are meeting today at 1:30 p.m. to develop the plan.

B. Policy 4.6 New Hires/Leaves

No new hires or leaves for April 2020.

C. Policy 8.1 Annual Report

Kristen Fox-Berki provided the Board with the 2019 Annual Report. The report will not be available to staff until the Board can review and provide feedback.

D. Policy 8.2 Strategic Plan Update

We are nearing the final 6 months of the strategic plan. We have successfully created an onboarding process for new hires and supervisors, reintroduced the CAN meetings and engaged with the community, created a practice model and a focus on siblings and placements to keep the children together including a foster parent contract for sibling placement. We have also been involved at the State level in the Family First Act. Over the next few months the managers will review our current strategic plan to evaluate our achievements and areas for improvement. Once completed, a new strategic plan will be created.

Kristen Fox-Berki will develop a document outlining the achievements and provide it to the Board.

Additional Topics for the Executive Director’s Report:

Janitorial Services Inc. (JSI) Cleaning Contract

Kristen Fox-Berki requested the Board to approve an amendment to the current contract with JSI to increase cleaning for the next six months as we begin to increase the number of staff returning to the office, totaling approximately \$5,300.00. Discussion held.

MOTION: It was moved by Jeremy Cordes, seconded by Mallory Santiago to approve a six-month amendment to the current JSI contract to increase cleaning. Motion carried.

Surface Pros

Kristen Fox-Berki is requesting to purchase 25-30 Surface Pros for the remainder of our staff that have not received one. This purchase estimating approximately \$50,000 qualifies under the best practices funding source.

MOTION: It was moved by Kenneth Glynn, seconded by Mallory Santiago to approve the purchase of additional Surface Pros for staff utilizing Best Practices Funding. Motion carried.

Kinship Subsidy

The Board previously approved the kinship subsidy. We are continuing to develop the internal process to assess the children that will qualify and will begin paying the kinship subsidy to qualified kinship caregivers on July 1, 2020. We were also able to purchase gift cards for our kinship caregivers with the best practice funding. Discussion held.

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

• **Executive Director Performance**

Kristen Fox-Berki provided the Board members with an addendum outlining her performance goals for March through May along with a COVID-19 response. Melissa Fischer and Jeremy Cordes will meet to review the performance work jointly. Discussion held.

VII. Announcements

None.

VIII. Adjourn

MOTION: It was moved by Mallory Santiago, seconded by Jeremy Cordes to adjourn the Board meeting at 1:06 p.m. Motion carried.

The next Board meeting will be held on Wednesday, June 17, 2020 at 5:00 p.m. The Board will determine whether to hold the June Board meeting remotely based on current conditions regarding the COVID-19 pandemic.

Minutes Prepared by:
Kimberly Kassam, Administrative Supervisor

Approved by:
Mallory Santiago, LCCS Board Secretary