

RECORD OF PROCEEDINGS

Date of Meeting: August 12, 2024

Members Present: Chair Nicole Blakley, Treasurer Bill Hope, Secretary Mary Stentz, Jerry Snay, Judy Forney, Randy Pore

Members Excused: Vice Chair Jim Nicholson, Pat Heydinger, Bennie Allen

Members Absent:

Others Present: Nikki Harless, Kevin Goshe, La'Shaun Reuer, Sarah Soliday, Recording Secretary Amy Hackedorn

Others Absent:

The regular monthly Board meeting was held on Monday, August 12, 2024, in the Board Conference Room at Richland County Children Services. Chair Blakley called the meeting to order at 3:30 p.m. of Board members present and representing a quorum.

AGENDA

On a motion by Pore, seconded by Hope, the Board unanimously approved the agenda as proposed by all Board members in attendance.

MINUTES

On a motion by Stentz, seconded by Hope, the Board unanimously approved the July 8, 2024, regular Board meeting minutes.

EXECUTIVE DIRECTOR'S REPORT

Harless, Reuer, and Foulks met with the RCCS Staff Retention Committee to discuss their ideas. One of the main topics of discussion was our current mentorship policy. Soliday conducts check-in meetings with new staff, and they have not been impressed with this. Blakley asked whether the mentors took that role seriously. Some have, and some haven't. Often the new workers have felt like a burden to their mentors, and the training needs to be an ongoing process. Harless stated that we may need to change the way we conduct new hire training here at the Agency, where new workers learn from individuals on their own team instead of a designated mentor. This would promote more team-bonding as an additional benefit. The facilitators also requested to work from home more often. Casework staff can work from home as much as they would like with supervisor approval, but everyone else can only telecommute one day per pay period with supervisor approval.

Harless reported on the Child Advocacy Center. The capital bill should go into effect at the end of June, so we will receive the \$100,000 in funding secured by Senator Mark Romanchuk sometime in September or October for the necessary renovations to Dr. Burggraf's building. Harless commented on the recent 'Crime Scene to Trial' training. Our two teams from Richland County were the only ones present, but they found this to be very beneficial. We have five years from now to become accredited as a CAC, and

so far everyone involved seems to be on board with this. Hope asked about the book on workplace culture that the Core Team is reading. Harless stated that we are still working on revising the list of Fundamentals, but the hope is that these are completed before Harless retires. Pore asked for a definition of ‘stay interview.’ Harless explained that she has been meeting with current long-term staff to see why they stay and what might cause them to leave. Hope asked about the bathroom remodel project. Goshe stated that we sent the Prosecutor’s Office a 3-page contract, and they sent us back a 33-page document. He would like to meet with the Prosecutor’s Office so that he can understand the revisions to the contract prior to meeting with Maurer.

On a motion by Snay, seconded by Stentz, the Board unanimously accepted the Executive Director’s report.

Executive Committee Report

Blakley informed everyone present that the full Board will be meeting with the final two Executive Director applicants on November 18th, so this will be an important meeting to attend.

Finance Director Report

June Finance Report

Goshe distributed and reported on the June 2024 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$8,920,810.67, \$828,717.43 in revenue, and \$1,245,578.09 in expenses with an ending balance of \$8,503,950.01. The ending fund balance reflects 59.3% or about 7.1 months of the 2024 budget.

Goshe stated that total revenue was 4.3% higher than budgeted at the end of June. Total expenses were 2.3% lower than budgeted at the end of June, and all expense lines were lower than budgeted except the Adoption line (which was 4.1% higher than budgeted) and the Placement line (which was 1.5% higher than budgeted). We made the \$80,000 contribution to the Youth & Family Council pooled fund as scheduled. There were no new contracts signed during the month of June.

On a motion by Hope, seconded by Pore, the Board unanimously approved the June Final Financial Report as presented.

July Finance Report

Goshe distributed and reported on the July 2024 Final Financial Report regarding the revenues and expenditures. This included a beginning balance of \$8,503,950.01, \$654,914.54 in revenue, and \$1,046,784.53 in expenses with an ending balance of \$8,112,080.02. The ending fund balance reflects 56.6% or about 6.8 months of the 2024 budget.

Goshe stated that total revenue was 1.6% higher than budgeted at the end of July. Total expenses were 3.3% lower than budgeted at the end of July, and all expense lines were lower than budgeted except the Adoption line (which was 4.2% higher than budgeted) and the Placement line (which was 2.4% higher than budgeted). There were no new contracts signed in the month of July. Goshe anticipates receipt of our second tax payment soon, so that will help with revenue.

On a motion by Forney, seconded by Hope, the Board unanimously approved the July Final Financial Report as presented.

Dash Cams

Goshe reminded the Board that dash cams were discussed at the June Board meeting following discussion regarding numerous recent accidents involving Agency vehicles. Goshe showed a video to the Board members present about Verizon AI dashcams that include HD cameras (one can be facing inside the vehicle, and one can be facing the road). They start recording when the ignition is started. AI categorizes things such as hard braking, pedestrian collision-warnings, rolling stops, excessive speed, etc. This would also give location data. Videos can be filtered by severity of the offense(s). This would provide risk mitigation to help reduce our liability in the event of an accident. All videos are stored on the cloud for 90 days. We have already had issues with 3 of our new vehicles. Our employees also tend to back into poles often. Goshe said the cameras are about \$500 each. If we sign up before the end of August, the cameras would be free, and the cost would be about \$50 per month for the service. We would need 18 of these for each car in our fleet. Audio can be turned on or off. Goshe will speak with the Prosecutor's Office regarding how this technology should be handled in terms of records request fulfillment. Harless stated that this is primarily for staff accountability and safety. Our fleet and insurance are both through the County Commissioners. This discussion will be tabled until the September Board meeting.

Finance Committee Report

No report at this time.

Personnel Committee Report

Additional 2024 Personnel Manual Revisions

Soliday stated that there are a few additional proposed revisions to the 2024 Personnel Manual. These include changes to Section 3.4 (Telecommuting), Section 4.10 (Reimbursement of Expenses), and Section 7.4 (Agency Training Policy). A handout of the proposed changes was distributed.

On a motion by Snay, seconded by Pore, the Board unanimously approved the 2024 revisions to the Agency Personnel Manual as presented.

Services and Program Report

No report at this time.

BILLS

Payment of Agency Bills - On a motion by Snay, seconded by Pore, the Board unanimously approved payment by signature of the Agency bills.

ADJOURNMENT

On a motion by Stentz, seconded by Pore, the Board moved to adjourn the meeting at 4:20 p.m.

Respectfully Submitted:

Nicole Blakley, RCCS Board Chair

Amy Hackedorn, Recording Secretary