

LUCAS COUNTY CHILDREN SERVICES BOARD
REGULAR BOARD MEETING
September 18, 2019
705 Adams Street, Toledo, Ohio
Conference Room 521 at 3 P.M.

*MRS . ROBIN REESE
EXECUTIVE DIRECTOR*

BOARD MEMBERS:

MS. LAURA WILSON, Board Chair

MS. JANE MOORE, Board Vice Chair

MS. KATHY VASQUEZ, Secretary

MS. SUZETTE COWELL, Treasurer

MS. AMY ALLEN

MS. ABBY ARNOLD

MS. JOHNETTA MCCOLLOUGH

REV. DR. DONALD PERRYMAN

MR. DAN RIDI

MR. JOHN SCHINHARL

MR. LARRY SYKES

AGENDA
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PAGE

ROLL CALL

INTRODUCTION OF NEW EMPLOYEES

Glenda Brown – Clerical Assistant – DFS
Janna Waltz – Staff Attorney – Legal Department

APPROVAL OF MINUTES

August 21, 2019 Regular Board Meeting Minutes. 3 - 6

COMMITTEE REPORTS

1. Personnel Committee – Mr. Sykes
2. Services & Programs Committee – Ms. Moore
3. Levy/Fundraising Committee – Ms. Wilson
4. Finance Committee – Ms. Cowell
 - Monthly Financial Report. 7 - 8
 - Monthly Donation Account Report. 9
 - Donation Account Report Approval

OLD BUSINESS

NEW BUSINESS

CHAIR'S REPORT

EXECUTIVE DIRECTOR'S REPORT

EXECUTIVE SESSION (if needed)

ADJOURNMENT

MINUTES OF LUCAS COUNTY CHILDREN SERVICES BOARD
Regular Meeting Held August 14, 2019

The regular meeting of the Lucas County Children Services Board was held at 705 Adams Street, 3:00 P.M.

Members Present: Ms. Arnold, Ms. Cowell, Ms. McCollough, Ms. Moore, Rev. Dr. Perryman, Mr. Ridi, Mr. Schinharl,
Mr. Sykes, Ms. Vasquez

Member(s) Absent: Ms. Allen, Ms. Wilson

In Ms. Wilson's absence, Ms. Moore chaired today's LCCS Board of Trustee meeting.
Ms. Moore called the August 14, 2019 regular meeting of the LCCS Board to order. Roll Call was taken. A quorum was present.

INTRODUCTION OF NEW EMPLOYEES

Samuel Adabla – Casework Trainee – Training Unit
Theresa Ayers – Daycare Billing Clerk – Clerical Services 76D
Theresa Garrett – Clerical Assistant – Assessment Department
Katriona Jones – Supervisor Unit 02 – Department of Family Services
Mary Klosinski – Clerical Assistant – DFS
Maleeka Kynard – Casework Trainee – Training Unit
Lori MacRitchie – Casework Trainee – Training Unit
Katherine Mangold – Casework Trainee – Training Unit
Nona Mason – Casework Trainee – Training Unit
Delisha Osley – Casework Trainee – Training Unit
Keyshyra Reid – Casework Trainee – Training Unit
Amanda Rost – Driver – Transportation Unit
Whitnee Smith – Clerical Assistant – Placement Department
Jessica Stroble – Casework Trainee – Training Unit
Amie Taylor – Clerical Assistant – Health Clinic
Kristina Vahoski – Casework Trainee – Training Unit
Jamie Vaughan – Casework Trainee – Training Unit
Brooke Ware – Casework Trainee – Training Unit
Lynzie Zimmerman – Casework Trainee – Training Unit

APPROVAL OF MINUTES

Ms. Moore asked for a motion to approve the July 17, 2019 minutes. Ms. Arnold made a motion for approval. Ms. Vasquez seconded. Ms. Moore asked those in favor of the motion to signify by saying aye, those opposed nay. Motion unanimously carried.

COMMITTEE REPORTS

Personnel Committee

Ms. McCollough reported out for Mr. Sykes for this committee.

- HR Manager is retiring September 30, 2019. This position has been posted through the end of August.
- The HR Assistant Manager is now serving as the Temporary Assistant Manager of Administrative Services.
- The HR and Equity and Inclusion Coordinator will be more involved in the interviewing process as well as the day to day work in the HR Department.
- The Deputy (Executive) Director position has been posted through the end of August.
- Our current Ombudsman based at Family Council has put in her resignation for the end of this month.

The next committee meeting is scheduled for Monday, September 9, 2019 at 3:30 p.m. in Conference Room 509.

Services and Programs Committee

Ms. Moore reported out for this committee.

- Presentation from Shelly Ventresca on Shaken Baby Syndrome.
- Chanda Beal gave an overview of the Ohio START (Sobriety, Treatment and Reducing Trauma) Program.

- Donna Seed gave an update on the National Standards for Foster Care that will be implemented under Family First. The area of impact for Lucas County will be standards that will require immunizations for all residents of the foster home (including birth children of the foster families) and the number of children served by a foster home.
- Committee for Children's Toledo Mud Hens game is scheduled for August 22. See Karen Roberts for further details.

The next committee meeting is scheduled for Wednesday, September 11, 2019 at 3:00 p.m. in Conference Room 521.

Fundraising Committee

This committee did not meet this month. The board did have discussion today about selling pizza and water at Trunk or Treat again this year. The event is set for Saturday, October 26 from Noon to 2:00 PM. Set up begins at 11:00 AM. Mr. Ridi stated that he will donate the pizzas. We need to have board members present for this event to handle selling the pizza and water. Commitment today from Ms. Vasquez, Mr. Schinharl, Mr. Ridi, Ms. Moore and maybe Ms. Arnold.

The next committee meeting is scheduled for Monday, October 7, 2019 at Noon in Conference Room 521.

Finance Committee

Ms. Cowell deferred to Ms. Jackson gave the Finance Report.

Finance Committee Agenda:

1. State Budget
2. Executive Director's Account
3. Financial Results

Financial Summary:

For the month of July, revenue was \$506K (\$506,607.21) with expenditures of \$3.4M (\$3,463,418.01). The total fund balance decreased by approximately \$2.95M (\$2,956,810.80), resulting in an ending fund balance of at the end of July \$5.6M (\$5,641,353.45).

Revenue:

Total Revenue for the month was \$506K (\$506,607.21).

We received Local Receipts of \$10K (\$9,639.42).

- \$5,837.35 was for child support and \$3,802.07 represents other income.

Federal revenues received for the month \$385K (\$384,504.05). Of the \$385K,

- \$368K (\$367,871.51) was for June 2019 Title 4E Foster care maintenance expenses reimbursement.
- \$17K (\$16,632.54) in other reimbursements is made up of:
 - \$6,930 in Foster Parent training for June expenses.
 - \$4,449.74 in Post Adoption Special Services Subsidy for May expenses
 - \$4,119.89 in Kinship Childcare Mar – May expenses reimbursement from LCJFS.
 - \$772.50 in Non-Recurring Adoption for May expenses.
 - \$360.41 in federal Adoption Subsidy expenses for June expenses.

State revenues received for the month were \$112,500K (\$112,463.75)

Of the \$112,500K,

- \$110,208 represents a partial payment of our 1st qtr. SFY 20 SCPA advance allocation.
- \$2,255.75 in the other reimbursements line represents:
 - \$772.50 in Non-Recurring Adoption expenses for May expenses
 - \$1,483.25 in Post Adoption Special Services Subsidy for May expenses

Expenses:

Total Expenditures for June were \$3.4M (\$3,463,418.01).

- For the month of July payroll and related costs \$2.1M (\$2,112,265.29).
 - Head and FTE counts remain the same for June and July at 352 and 336.
 - Overtime for the month was \$25,812.42 compared to \$23,015.10 last month, an increase of \$2,797.32
 - Vacation cash out in July was \$70,055.52
- Placement Contract Cost was \$877K (\$877,261.83). This was a decrease of \$64,017.46 over last month actual and also a decrease of \$269K (\$269,295.17) over current month budget.

- Other Contract cost for the month was \$117K (\$116,541.27) compared to a current month budget of \$113K (\$112,955.07); an overspent of just \$4K (\$3,586.20)
- Other cost of care for the month was \$181K (\$180,985.57) compared to a current month budget of \$208K (\$207,967.00); an under spent of \$27K (\$26,981.43)
- Other Operating costs for the month was \$176K (\$176,374.05) compared to a current month budget of \$131K (\$130,729.60); an over spent of \$46K (\$45,644.45). Major over-spent in this category were in equipment \$25K and \$15K in Foster recruitment advertising.

Year to Date:

At the end of July our fund balance decreased by approximately \$2.95M (\$2,956,810.80), resulting in an ending fund balance of at the end of July \$5.6M (\$5,641,353.44).

Actual YTD Revenue at the end of July was \$22.8M (\$ 22,842,381.39) compared to a budget of \$24.4M (\$24,453,797.42). Therefore, Actual 2019 Revenue was \$1.6M (\$1,611,416.03) under YTD budget.

Actual YTD Expenditures at the end of July were \$26M (\$25,537,494.05) compared to a budget of \$27M (\$27,456,265). Therefore, Actual 2019 Expenditures \$1.9M (\$1,918,771.15). under YTD budget.

Our YTD fund balance was budgeted at \$5.3m (\$5,333,998.33) compared to an actual fund balance of \$5.6M (\$5,641,353.45) which is a favorable increase of \$307K (\$307,355.12) over the budgeted amount. The ending fund balance represents 47 days of Agency spending.

DONATION ACCOUNT

Balance in the Donation account at beginning of June was	\$1,096,033.35
Interest Paid by bank for the month was	295.57
Deposits (Donations) for the month were	2,387.48
Withdrawals for the month were	0.00
Ending Cash on hand at 07/31/2019 was	\$1,098,716.40

COMMITTEE FOR CHILDREN

Beginning Balance was	\$28,148.55
Deposits for the month were	972.00
Disbursements for the month were	850.50
Ending balance as of 07/31/2019 was	\$28,270.05

EXECUTIVE DIRECTOR ACCOUNT

Beginning Balance was	\$26,719.03
Deposits for the month were	0.00
Disbursements for the month were	4,084.68
Ending balance as of 07/31/2019 was	\$22,634.35

Ms. Moore asked for a motion to approve the Donation Account Report. Ms. McCollough made a motion for approval. Mr. Schinharl seconded. Ms. Moore asked those in favor of the motion to signify by stating aye, those opposed nay. Motion unanimously carried.

The next committee meeting is scheduled for Tuesday, September 10, 2019 at 11:00 a.m. in Conference Room 521.

QUARTER TWO QUATERLY STATISTICS REPORT

Lindsey Boyle reported out. Everyone received a copy electronically and in their folders.

OLD BUSINESS

None

NEW BUSINESS

None

CHAIR'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

- As of this writing, LCCS has given out nearly 750 backpacks with school supplies to kids on caseload through caseworkers. Most came from Friends of LCCS "Ready, Set, School" campaign (550 bags). Remainder from 300 bags received from TPS/United Way backpack build.
- Teen volunteers became a huge help prepping for the backpack build. At least 20 different teens helped at different -- all of them were children or relatives of caseworkers, or their friends. They all worked hard and gave a total of 130+ hours to the cause!
- The LCCS Foster/Adoption Recruitment team put on their very first "LuLa Roe Fashion Show for Folks on the Go." The August 3 event was held at the Lion of Judah Outreach Center, for people to learn about foster care and to see the latest fashions of LuLa Roe. Proceeds from the event benefit Friends of LCCS.
- Cedar Creek Church members held a "Serve Day" on July 20, choosing LCCS as partners to receive foster care kits, which were paired with donated duffel bags for children of all ages in agency care and custody. The group put together more than 80 kits for LCCS children. A church member also donated handmade "snugglies," blankets, quilts, and infant carrier covers for LCCS babies.
- The Toledo Mud Hens invited 25 LCCS kids to the 2019 Gene Cook Foundation Baseball Camp for Kids August 7 at Fifth Third Field. Mud Hens players and coaches taught fundamental baseball skills to children and provided a game ticket, a baseball, a free T-shirt and snack. This is an annual event at LCCS.
- PlayZone Toledo hosted an adoption mixer in July. LCCS staff invited prospective adoptive parents to interact with eligible children to find a good fit for a forever home. The evening event took on a superhero theme with plenty of LCCS "sidekicks" to show 21 children and seven adoptive families a great and fun time. LCCS has received several adoption inquiries as a result.

IN THE MEDIA

- All of the TV news stations, BCAN and *The Blade* covered the backpack build. (includes front-page, above-the-fold Blade photo)
- *WTOL-TV*: Back to school activities, LCCS at center of story
- *The Blade*: Feature story on Miami Children's Home reunion
- *M Living*: Grandparent Kinship Caregivers (Donna Seed/Amy Galvan/kinship grandparent interviews)
- All of the TV news stations and *La Prensa* covered art mural ribbon-cutting.

ADJOURNMENT

Mr. Ridi made a motion to adjourn.

Respectfully submitted,



Kathy Vasquez, Board Secretary

LUCAS COUNTY CHILDREN SERVICES
FINANCIAL REPORT 8/31/19

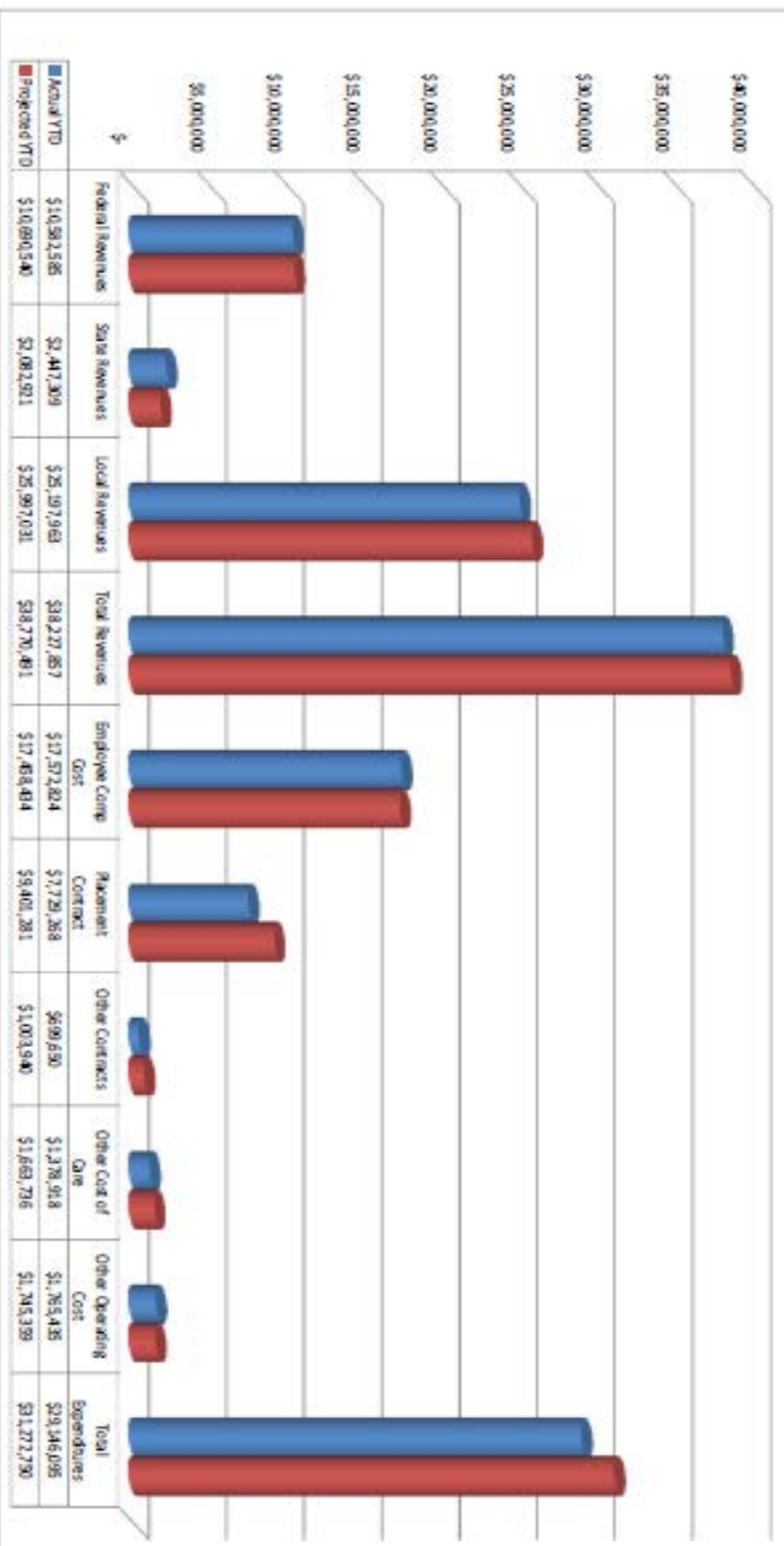
RUN DATE: 9/9/2019

REVENUE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL YTD	BALANCE	% TO BUDGET	% YEAR	MONTHLY BUDGETED	MONTHLY ACTUAL	OVER () UNDER +
Real Estate	23,588,054.23	24,292,288.00	23,633,130.55	659,157.45	97.3%	100.0%	11,738,033.56	11,612,115.98	125,917.58
Rollback & Homestead	2,768,234.95	2,715,923.00	1,350,746.22	1,365,176.78	49.7%	49.9%	-	-	-
Personal Property	15.71	-	-	-	0.0%	0.0%	-	-	-
Sub Total Levy	26,356,304.89	27,008,211.00	24,983,876.77	2,024,334.23	92.5%	95.0%	11,738,033.56	11,612,115.98	125,917.58
Board and Care - ss/ssl/child s.	305,436.94	334,990.00	189,127.12	145,862.88	56.5%	66.7%	27,916.00	52,844.71	(24,928.71)
Other Income	162,914.26	134,800.00	24,958.67	109,841.13	18.5%	93.0%	2,372.00	560.75	1,811.25
Local Revenues	26,824,656.09	27,478,001.00	25,197,962.76	2,280,038.24	91.7%	94.6%	11,769,321.56	11,665,521.44	102,800.12
IV-E/Medicaid Admin	8,498,716.23	8,454,270.00	4,546,284.87	3,907,985.13	53.8%	49.4%	18,341.34	20,383.22	(2,041.88)
Title XX TANF Transfer	2,700,000.00	2,700,000.00	2,089,930.25	630,069.75	76.7%	66.7%	1,800,000.00	2,069,930.25	(269,930.25)
IV-E FCM	5,408,239.14	5,800,000.00	2,992,424.87	2,807,575.13	51.6%	66.7%	483,333.33	378,532.55	104,800.78
Reimbursements	1,320,947.68	1,183,591.00	973,945.08	209,645.92	82.3%	71.4%	207,795.33	336,041.16	(128,245.82)
Federal Revenues	17,927,903.05	18,137,861.00	10,582,585.07	7,555,275.93	58.3%	58.9%	2,509,470.01	2,804,887.18	(295,417.17)
Grants - SCPA & Others	2,586,109.00	2,535,195.00	2,288,095.50	247,099.50	90.3%	74.9%	-	866,325.00	(866,325.00)
Reimbursements	340,450.64	263,564.00	159,213.51	104,350.50	50.4%	69.9%	38,902.33	48,741.83	(9,839.50)
State Revenues	2,926,559.64	2,798,759.00	2,447,309.01	351,450.00	87.4%	74.4%	38,902.33	915,066.83	(876,164.50)
Total Revenue	47,679,118.78	48,414,621.00	38,227,856.84	10,186,764.17	79.0%	80.1%	14,316,693.90	15,385,475.45	(1,068,781.54)
Balance Forward	7,335,512.81	8,336,466.11	8,336,466.11	-	100.0%	100.0%	5,333,998.33	5,641,353.45	
Total Revenue & Balance	55,014,631.59	56,751,087.11	46,564,322.95	10,186,764.17	82.1%	83.0%			
EXPENDITURES									
Employee Compensation	18,761,939.44	19,126,124.00	12,761,627.31	6,364,496.69	66.7%	65.4%	1,471,240.31	1,586,612.15	(115,371.84)
F.I.C.A.	250,676.46	276,119.00	172,450.92	103,668.08	62.5%	65.4%	21,239.92	21,107.02	132.90
Unemployment Comp.	21,799.11	15,000.00	4,008.93	10,991.07	26.7%	86.7%	1,250.00	-	1,250.00
Worker's Compensation	165,754.63	207,614.00	142,226.09	65,387.91	68.5%	100.0%	-	-	-
OPERS (14%)	2,540,933.31	2,665,973.00	1,695,497.22	970,475.78	63.6%	65.4%	205,074.85	200,490.54	4,584.31
Insurance (Group)	4,245,307.06	4,217,403.00	2,797,013.97	1,420,389.03	66.3%	66.7%	351,450.25	339,606.10	11,844.15
Total Compensation	25,986,410.01	26,508,233.00	17,572,824.44	8,935,408.56	66.3%	65.9%	2,050,255.33	2,147,815.81	(97,560.48)
Placements	12,838,377.27	13,987,469.00	7,729,267.69	6,258,201.31	55.3%	67.2%	1,146,547.00	911,520.89	235,026.11
Maintenance and Repair Svcs	207,821.62	200,000.00	117,926.53	82,073.47	59.0%	69.7%	12,363.00	8,968.91	3,394.09
Child Welfare Contract Svcs	305,994.03	500,000.00	238,465.75	261,534.25	47.7%	66.7%	41,666.67	13,733.00	27,933.67
Training and Related Contract	98,374.00	136,350.00	73,777.74	62,572.26	54.1%	66.7%	11,362.50	2,860.00	8,502.50
Administrative Contract	1,986,245.95	2,241,600.00	255,900.81	1,985,699.19	11.4%	18.5%	44,247.90	14,085.17	30,162.73
Miscellaneous Contract	3,987.00	38,876.00	13,579.00	25,297.00	34.9%	65.9%	3,315.00	-	3,315.00
Total Contracts	15,440,599.87	17,104,295.00	8,428,917.52	8,675,377.48	49.3%	60.8%	1,259,502.07	951,167.97	308,334.10
Daycare	1,346,858.38	1,398,336.00	798,200.89	600,135.11	57.1%	66.7%	116,528.00	116,846.90	(318.90)
Respite	70,404.61	94,500.00	49,449.37	45,060.63	52.3%	66.7%	7,875.00	6,007.36	1,867.64
Client Support	220,619.12	212,249.00	123,782.58	86,466.42	58.3%	66.7%	17,687.42	15,587.78	2,099.64
Client Transportation	138,649.17	127,920.00	89,950.33	37,969.67	70.3%	66.7%	10,660.00	17,978.86	(7,318.86)
Food/Clothing	527,964.38	520,249.00	245,901.74	274,347.26	47.3%	66.7%	43,354.08	40,364.29	2,989.79
Medical	101,379.50	120,100.00	64,598.07	55,501.93	53.8%	66.7%	10,008.33	6,010.50	3,997.83
Psychological	7,514.07	22,250.00	7,035.00	15,215.00	31.6%	66.7%	1,854.17	-	1,854.17
Other Cost of Care	2,413,389.23	2,495,604.00	1,378,917.98	1,116,686.02	55.3%	66.7%	207,967.00	202,795.69	5,171.31
Parking	251,218.25	277,560.00	186,774.50	90,785.50	67.3%	66.7%	23,130.00	23,588.75	(458.75)
Occupancy & Rent	547,808.25	573,738.00	-	573,738.00	0.0%	0.0%	-	-	-
Supplies	162,558.42	178,651.00	101,382.06	77,268.94	56.7%	58.8%	18,411.35	10,490.53	7,920.82
Equipment	140,236.43	238,370.00	121,360.39	117,009.61	50.9%	47.1%	14,031.00	8,482.70	5,548.30
Travel	67,380.14	65,000.00	53,140.12	11,859.88	81.8%	66.7%	5,416.67	6,774.31	(1,357.64)
Mileage	456,826.88	456,294.00	292,572.26	183,721.74	64.1%	66.7%	36,024.50	31,937.31	6,087.19
Advertising & Printing	220,616.09	200,000.00	137,421.67	62,578.33	68.7%	66.7%	16,866.67	11,396.76	5,269.91
Levy Settlement Fees	398,749.93	417,538.00	407,645.28	9,892.72	97.6%	100.0%	167,830.75	194,443.67	(26,612.92)
Other Expenses	127,161.87	130,267.00	60,322.64	69,944.36	46.3%	63.3%	4,979.00	2,010.75	2,968.25
Telephone Expense	188,083.11	123,245.00	127,104.67	(3,859.67)	103.1%	66.7%	10,270.42	17,696.23	(7,425.81)
Insurance Expense	277,127.00	280,400.00	277,711.00	2,689.00	99.0%	99.9%	-	-	-
Other Operating Cost	2,837,766.37	2,941,063.00	1,765,434.69	1,175,628.41	60.0%	59.3%	298,760.35	306,821.01	(8,060.66)
Total Expenditures	46,678,165.48	49,049,195.00	29,146,094.53	19,903,100.47	59.4%	63.8%	3,816,484.74	3,608,600.48	207,884.26
Change in Fund Balance	1,000,953.30	(634,574.00)	9,081,762.31	(9,716,336.31)			10,500,209.16	11,776,874.97	(1,276,665.81)
Ending Fund Balance	8,336,466.11	7,701,892.11	17,418,228.42	(9,716,336.31)			15,834,207.49	17,418,228.42	(1,584,020.93)


Ebonie Jackson-Associate Director-Administrative Services



Revenues & Expenditures - Year to Date Actual Vs Year to Date Projected - AUGUST 2019



DONATION ACCOUNT TRUST FUND

August 2019

TOTAL CASH ON HAND 7/31/19	1,098,716.40
Check Book Interest Earned 8/31/19	296.28
DEPOSITS	
TOTAL DEPOSIT	-
WITHDRAWALS	
TOTAL WITHDRAWALS	<u>-</u>
TOTAL CASH ON HAND 7/31/18	1,099,012.68
TOTAL FUND BALANCE 8/31/19	1,099,012.68
TOTAL FUND BALANCE 7/31/19	<u>1,098,716.40</u>
NET CHANGE IN FUND BALANCE	296.28

Ebonie Zan Jackson

Ebonie Zan Jackson, Associate Director of Administrative Services