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**MINUTES OF LUCAS COUNTY CHILDREN SERVICES BOARD**  
**Regular Meeting Held November 20, 2019**

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

Members Present: Ms. Allen, Ms. McCollough, Ms. Moore, Mr. Ridi, Mr. Schinharl, Mr. Sykes, Ms. Vasquez
Ms. Wilson

Member(s) Absent: Ms. Arnold, Ms. Cowell, Rev. Dr. Perryman

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Ms. Wilson called the November 20, 2019 regular meeting of the LCCS Board to order. Roll Call was taken. A quorum was present.

**INTRODUCTION OF NEW EMPLOYEES**

Allie Cocke was introduced as the new Paralegal in our Legal Department.

Ms. Gwen Moore-Browne introduced the new Human Resources Manager, Tanett Williams, who will officially begin her duties on Monday, December 2, 2019.

**APPROVAL OF MINUTES**

Ms. Wilson asked for a motion to approve the October 16, 2019 minutes. Mr. Sykes made a motion for approval. Ms. Vasquez seconded. Ms. Wilson asked those in favor of the motion to signify by saying aye, those opposed nay. Motion unanimously carried.

**COMMITTEE REPORTS**

**Personnel Committee**

This committee did not meet this month.

The next committee meeting is scheduled for December 2, 2019 at 3:30 p.m. in Conference Room 509.

**Services and Programs Committee**

This committee did not meet in November.

The next committee meeting is scheduled for Wednesday, December 11, 2019 at 3:00 p.m. over in the CLC (check monitor for room assignment).

**Fundraising Committee**

Ms. Wilson reported out for this committee.

- This committee did not meet in November; however, Ms. Wilson reports that the Board raised \$291 at the Trunk or Treat event in October.
- See Finance Committee notes below for the report on the Committee for Children account.
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The next committee meeting will be scheduled in early December.

**Strategic Planning Committee**

Ms. Allen reported out for this committee.

- First meeting was earlier this week. Nothing to report out at this time. Starting next month, they will have minutes available at every meeting.

The next committee meeting is scheduled for Thursday, December 19, 2019 at Noon over in the CLC (check monitor for room assignment).

**Finance Committee**

In Ms. Cowell's absence, Ms. Jackson gave the Finance Report.

**Financial Summary:**

For the month of October, revenue was \$2.0M (\$2,045,754.78) with expenditures of \$3.7M (\$3,701,673.10). The total fund balance decreased by approximately \$1.7M (\$1,655,918.32), resulting in an ending fund balance of at the end of October \$16M (\$15,966,765.29).

**Revenue:**

Total Revenue for the month was \$2.0M (\$2,045,754.78).

We received Local Receipts of \$22K (\$22,112.90).

- \$12,923.54 was for child support and social security; and
- \$9,189.36 represent other income.

Federal revenues received for the month \$62K (\$61,770.65),

- \$57K (\$56,993.52) was partial payment for our Sept foster care maintenance reimbursement
- \$5K (\$4,777.13) in the reimbursement line is made up:
  - \$285 represents August non- recurring adopt. expenses reimbursement and
  - \$4,492.13 represent August post adoption special service subsidy expense reimbursement.

State revenues received for the month were \$2.M (\$1,961,871.23):

- \$1.9M (\$1,953,066.00) represent our 2<sup>nd</sup> and 3<sup>rd</sup> qtr. SFY 20 State Child Protection Allocation (SCPA) advance.
- The state up fronted all counties their 3<sup>rd</sup> qtr. allocation early (Oct 19 instead of Jan 2020) to help Protect Ohio counties return to the traditional way of claiming title IV-E Foster care maintenance (FCM) costs our Oct 1<sup>st</sup>, 2019. \$976,533 is the amount included in this month receipt.
- We also received reimbursement of \$7,022.85 for 30 days to family program August expenses.
- \$1,782.38 in the reimbursements line is made up of:
  - \$285 in Non- reoccurring Adoption Special services subsidy for August expenses.
  - \$1,497.38 in post adoption special services subsidy for Aug expenses.

**Expenses:**

Total Expenditures for October were \$3.7m (\$3,701,673.10).

For the month of October payroll and related costs \$2.1M (\$2,122,663.33):

- Head counts and FTE counts at end of October were 360 and 346.03 compared to 368 and 351.03 at the end of September.
  - Overtime for the month was \$26K (\$26,092.77) compared to \$28K (\$27,574.73) in September, a decrease of \$1,482.
  - Vacation payout in October was \$12,170.34.
- Placement Contract Cost was \$924K (\$924,001.20). This was a decrease of \$31K (\$30,897.22) compared to last month's actual and under the current month budget by \$223K (\$222,545.80).
- Other Contract cost for the month \$73K (\$73,117.54) compared to a current month budget of \$118K (\$117,583.07), an underspent of \$44,465.53. The under spend is due to timing. The Lucas County Family Council Ombuds contract invoice was not processed this month for payment as budgeted.
- Other cost of care for the month was \$219K (\$219,480.11) compared to a current month budget of \$208K (\$207,967.00); an overspent of \$11,513.11; the client support budget line of Other Cost of Care recorded an overspent of \$27k this month because of a one-time payment to Wal-Mart to pay old outstanding invoices of \$25K.
- Other Operating costs for the month was \$362K (\$362,410.92) compared to a current month budget of \$322,645.60; an overspent of \$39,765.32. We paid a one-time cost of \$41K for the hardware and Voice over internet protocol (VOIP) handsets under the telephone budget line; this cost was originally budgeted for September.

**Year to Date:**

At the end of October our fund balance decreased by approximately \$1.7M (\$1,655,918.32), resulting in an ending fund balance of at the end of October \$16M (\$15,966,765.29).

Actual YTD Revenue at the end of October was \$44.1M (\$ 44,141,931.91) compared to a budget of \$44M (\$ 43,978,433.35). Therefore, Actual 2019 Revenue \$164K (\$163,498.55) over YTD budget.

Actual YTD Expenditures at the end of October were \$36.5M (\$36,511,633) compared to a budget of \$38.9M (\$38,943,339). Therefore, Actual 2019 Expenditures \$2.4M (\$2,431,706.62) under YTD budget.

Our YTD fund balance was budgeted at \$13.4M (\$13,371,560.11) compared to an actual fund balance of \$16.0M (\$15,966,765.29) which is a favorable increase of \$2.6M (\$2,595,205.18) over the budgeted amount. The ending fund balance represents 132.94 days of Agency spending (approximately 4.37 months).

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|----------------------------------------------------------|----------------|
| <b>DONATION ACCOUNT:</b>                                 |                |
| Balance in the Donation account at beginning of Sept was | \$1,098,474.63 |
| Interest Paid by bank for the month                      | 223.34         |
| Deposits (Donations) for the month                       | 2,388.91       |
| Withdrawals for the month                                | 275.00         |
| Ending Cash on hand at 10/31/2019                        | \$1,100,811.88 |

|                                                                    |             |
|--------------------------------------------------------------------|-------------|
| <b>COMMITTEE FOR CHILDREN</b>                                      |             |
| Beginning Balance                                                  | \$36,592.03 |
| Deposits for the month<br>(100women/men breakfast, trunk or treat) | 7,806.46    |
| Disbursements for the month<br>(100women/men breakfast)            | 6,593.61    |
| Ending balance as of 10/31/2019                                    | \$37,804.88 |

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|-----------------------------------|-------------|
| <b>EXECUTIVE DIRECTOR ACCOUNT</b> |             |
| Beginning Balance                 | \$10,925.93 |
| Deposits for the month            | 0.00        |
| Disbursements for the month       | 3,170.32    |
| Ending balance as of 10/31/2019   | \$7,755.61  |

Ms. Wilson asked for a motion to approve the Donation Account Report. Mr. Sykes made a motion for approval. Ms. Moore seconded. Ms. Wilson 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, December 10, 2019 at 11:00 a.m. in the CLC (please see monitor for room assignment).

#### **Nominating Committee**

Ms. Wilson reminded Ms. McCollough that election of officers takes place in January 2020.

#### **OLD BUSINESS**

##### **Consent Agenda**

- Ms. Wilson wants to bring to the committee chairs attention the need to have the committees meet potentially earlier in the month to give staff enough time to transcribe the minutes and to have them disbursed to the board members prior to the Board Meeting.
- If there are any questions or further discussion about the Consent Agenda, please see Ms. Wilson.
- Ms. Wilson is hoping to roll out the Consent Agenda in December 2019 or January 2020 at the latest.

- Ms. Wilson also discussed the CARES Awards, April 23, 2020. We need to think about who we would want to be the recipient of the Board Award. Ms. Wilson does not want to push this past December. We will discuss this further next month.

#### **NEW BUSINESS**

None

#### **CHAIR'S REPORT**

- Reminder of reappointments. Mr. Sykes, as a correction, you are not up for reappointment this year. Mr. Ridi, Ms. McCollough, Ms. Vasquez and Ms. Wilson are all up for reappointment. You must submit a letter to the Commissioners detailing you would like to be reappointed.

#### **EXECUTIVE DIRECTOR'S REPORT**

This was included in the Board Packet that was emailed last Friday.

#### **EXECUTIVE SESSION**

A motion was made by Ms. Vasquez to go into Executive Session to discuss personnel matters. Seconded by Mr. Sykes.

Roll Call: All Board members present with the exception of Ms. Arnold, Ms. Cowell, and Rev. Dr. Perryman.

#### **OPEN SESSION**

Ms. Vasquez made a motion to come out of Executive Session. Ms. Allen seconded.

Roll Call: All Board members present with the exception of Ms. Arnold, Ms. Cowell, and Rev. Dr. Perryman.

No motion(s) coming out of Executive Session.

Ms. Wilson asked for an update from Ms. Jackson on the Committee for Children's 100 Women (and a few good men) event. Ms. Jackson reports that we received \$14,090.82 in contributions and ticket sales. Total expenses for the event were \$7,796.19 with a remaining profit of \$6,294.63 added to the account.

#### **ADJOURNMENT**

Mr. Sykes made a motion to adjourn. Mr. Schinharl seconded.

We stand adjourned.

Respectfully submitted,



Kathy Vasquez, Board Secretary