

**ALLEN COUNTY CHILDREN SERVICES  
BOARD MEETING  
October 18, 2011**

**Board Members Present:** Ms. Provaznik, Mrs. Hughes, Ms. Elrod, Mrs. Roush, Mr. Long, Dr. Holmes, Mr. Brubaker, Mr. Ebling.

**Not Present:** Mrs. Buckley-Skaja, (excused), Mr. Meredith, (excused).

Mrs. Hughes called the October 18, 2011 board meeting to order at 5:15 p.m.

The Board minutes of September 20, 2011 were approved as submitted.

**AGENCY BUSINESS**

**A. COMMITTEE REPORTS**

- Budget and Finance Committee – Mrs. Provaznik stated that the Budget and Finance Committee has reviewed and discussed with ACCSB staff the 2012 Proposed Budget. Ms. Provaznik, Ms. Elrod and Mr. Long have recommended the proposed budget as presented, and asked the Board to review the proposed budget and will seek approval at the next board meeting.

**RESOLUTION 1011-01:** Authorizes the approval of boarding and mileage for the month of September 2011.

Ms. Provaznik made a motion to approve. Ms. Elrod seconded. Motion carried, resolution adopted.

- Community Engagement Committee – Alumni lunch was small in attendance due to a Safety Services Award Luncheon. The Alumni/Volunteer Committee is moving forward and approximately 20 volunteers are needed for the Adopt-A-Family events being planned. Volunteers are needed to wrap gifts for the Adopt-A-Family event along with Pictures with Santa being hosted at the agency on December 17 from 1-3. A gift shop is also being planned for kids to purchase a gift for that special someone.
- Nominating Committee – Four board members will have terms expiring at the end of this year. Ms. Provaznik has agreed to commit to another term; Mr. Brubaker will be stepping down, Mr. Meredith will be accepting another term and Mr. Ebling is undecided. Election of officers for the next two years will also need to be decided before year end. Suggestions for additional board members can be directed to Mrs. Buckley-Skaja, Mr. Ferris, or Mrs. Hughes.
- Personnel Committee – Mrs. Hughes stated that a concern regarding an employee was brought to the committee members for review and is being addressed. Mrs. Hughes also stated she has started a discussion with the management team to address the possibilities of an incentive program.
- Program Services Committee – The committee did not meet this month, but will meet next month to discuss Foster Care and Adoption.

**B. PROGRAM DIRECTOR'S REPORTS**

- It was discussed that the agency wants to replace the Chevy Uplander because of repeated service calls due to sensors, which cost the agency \$98.00 per call.

**C. EXECUTIVE DIRECTOR'S REPORT**

- Mr. Ferris stated that the United Way campaign is wrapping up and if any Board members who do not have their own opportunity to donate can do so by contacting Mike Carpenter or Brenda Kidd.
- Mr. Ferris presented detailed information on the restructuring of the administrative department. A cost reduction of \$40,000 is expected.
- As of today, we have 100 children in placement, which is a low for the calendar year.

**D. MEDIA REPORT** – Nothing further to add.

**E. OLD BUSINESS** – Nothing to report

**F. CHAIRPERSON'S REPORT** – No report.

**G. NEW BUSINESS** –

**RESOLUTION 1011-02:** Approval of one-time, non-recurring adoption costs of up to \$1,000 for AR. Approval of Adoption Subsidy Request for AR in the amount of \$600, which includes the initial \$250 from the state with approximately 60% of the remaining \$350 reimbursed to the agency through Title IV-E. The adoptive parents will continue to receive the state medical card.

Ms. Provaznik made a motion to approve. Dr. Holmes seconded. Motion carried, resolution adopted.

**RESOLUTION 1011-03:** Approval of one-time, non-recurring adoption costs of up to \$1,000 for KC. Approval of Adoption Subsidy Request for KC in the amount of \$500, which includes the initial \$250 from the state with approximately 60% of the remaining \$250 reimbursed to the agency through Title IV-E. The adoptive parents will continue to receive the state medical card.

Dr. Holmes made a motion to approve. Mrs. Roush seconded. Motion carried, resolution adopted.

**RESOLUTION 1011-04:** Approval of a one-time, non-recurring adoption costs of up to \$1,000 for AHR. Approval of Adoption Subsidy Request for AHR in the amount of \$400, which includes the initial \$250 from the state with approximately 60% of the remaining \$150 reimbursed to the agency through Title IV-E. The adoptive parents will continue to receive the state medical card.

Mr. Brubaker made a motion to approve. Mr. Long seconded. Motion carried, resolution adopted.

**RESOLUTION 1011-05:** Approval of a one-time, non-recurring adoption costs of up to \$1,000 for JC. Approval of Adoption Subsidy Request for JC in the amount of \$550, which includes the initial \$250 from the state with approximately 60% of the remaining \$300 reimbursed to the agency through Title IV-E. The adoptive parents will continue to receive the state medical card.

Dr. Holmes made a motion to approve. Mr. Brubaker seconded. Motion carried, resolution adopted.

**RESOLUTION 1011-06:** Approval of one-time, non-recurring adoption costs of up to \$1,000 for TC. Approval of Adoption Subsidy Request for TC in the amount of \$700, which includes the initial \$250 from the state with approximately 60% of the remaining \$450 reimbursed to the agency through Title IV-E. The adoptive parents will continue to receive the state medical card.

Mr. Long made a motion to approve. Mr. Brubaker seconded. Motion carried, resolution adopted.

**RESOLUTION 1011-07:** Approval to request the purchase a 2011 or 2012 seven passenger van to replace the Chevy Uplander, cost not to exceed \$23,500.00.

Mr. Long made a motion to approve. Mr. Brubaker seconded. Motion carried, resolution adopted.

**RESOLUTION 1011-08:** The Agency requests the support of ACCSB to submit an application to participate in the fifth round of the Differential Response Pilot.

Dr. Holmes made a motion to approve. Mrs. Roush seconded. Motion carried, resolution adopted.

***H. ADJOURNMENT***

Mr. Ebling made a motion to adjourn. Ms. Provaznik seconded. Motion carried.

Respectfully submitted,

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Brenda Kidd, Executive Assistant to the Executive Director

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Mrs. Jennifer Hughes, Board Chair

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Scott H. Ferris, MPA, LSW, Executive Director