

**SUMMIT COUNTY CHILDREN SERVICES  
BOARD OF TRUSTEES  
FEBRUARY 27, 2024 MEETING MINUTES**

Board Members	Board Members	Executive Team
✓ Anne Connell-Freund, Chair	✓ Patrick Bravo	_____ Cassandra Holtzmann
✓ Keith Malick, Vice-Chair	✓ Traci Buckner	_____ Amy Davidson
✓ GinaKaye Maddox, Secretary	✓ Beth Gracey	✓ Darin Kearns
_____ Anna Arvay	✓ Andrew Schuellerman	_____ Liz Mangon
_____ Omar Banks	✓ Katie Stoyhoff	✓ Sushi Tripathy-Moore
_____ Kemp Boyd		✓ Catherine Van Horne

**Staff Present:** Jon Hart, Laura Sasser, Tracy Mayfield, Deanna Shriver, Beth Lowe - Recording Secretary

**Call to Order and Roll Call**

Chair Connell-Freund called the meeting to order at 4:30 p.m. and a roll call was taken.

**Approval of Meeting Minutes**

Chair Connell-Freund requested a motion to approve the minutes of January 23, 2024. Mr. Malick moved to approve the minutes; seconded by Ms. Maddox. All were in favor and the motion carried.

**Public Comment**

There were no requests for Public Comment.

**Committee Reports**

**Planning and Programs Committee**

Committee Chair Stoyhoff reported that the committee met today and approved the minutes of November 28, 2023. The Committee also heard a presentation on The Succeed program from Jennifer Snyder, Family Services Director, Angela Hammond, Family Interaction Center Supervisor, and Succeed Facilitators Mataya and Paul. The Succeed program offers support groups for current children services-involved parents led by trained parents/facilitators who at one time had an open case with children services and who now support child protection caseworkers, both as parent advocates and as voices to improve the system. The groups meet weekly at Community Health Center and the Beacon Café.

**Resources Committee**

Committee Chair Malick reported that the committee met today and approved the minutes of January 23, 2024. As part of the Resources Committee report, Chief Financial Officer (CFO)/Deputy Director Kearns provided the Board a Financial Statement Report as of January 31, 2024.

**Resolution 02-2024-27/B**

Authorization for the SCCS Administration to enter into a Memorandum of Understanding (MOU) with the Ohio Attorney General for the use of the WebCheck fingerprinting program in an amount which may be less, but shall not exceed \$70,000 annually or \$210,00 for a three-year term. Committee Chair Malick made a motion to approve; seconded by Mrs. Stoyhoff. All were in favor and the motion carried.

## **Resolution 02-2024-27/C**

Authorization for the SCCS Administration to issue a Request for Proposals (RFP) to identify a qualified vendor to provide software services to support foster care and adoption recruitment and retention. SCCS's current vendor's term expires on April 30, 2024. Committee Chair Malick made a motion to approve; seconded by Mr. Schuellerman. All were in favor and the motion carried.

## **Executive Director's Report**

The Board received a Director's Report in their packet. On behalf of Executive Director Holtzmann, CFO/Deputy Director Kearns conveyed Director Holtzmann's gratitude to the Board for allowing her time away from the office to be with her daughter during the birth of her first grandchild.

CFO/Deputy Director Kearns also highlighted the following from the Director's Report:

- Currently, there are 864 children in SCCS custody. Of those, 44% are in kinship/relative placements and only 4.5% are in residential facilities.
- SCCS is currently running at 331 full-time equivalents (FTEs), significantly lower than the 365 FTEs that were budgeted.
- Contract negotiations continue.
- Caseloads are stable in Intake at 10 per worker and Protective at 13 per worker. 11 caseworkers are transitioning out of their current Intake positions. This is causing rotation rounds to move quickly and increasing new assignments for remaining staff. Between transfers, resignations and leaves and in anticipation of the busy Intake season in the spring, a voluntary Intake Overflow Plan will be implemented in March and will include incentive pay.
- SCCS leadership staff is working with Summit Educational Service Center to provide state mandated training for students K-6. This training is intended to help students understand when they may be experiencing sex abuse and how to report it.
- SCCS maintenance employee, Johnny Garza has been selected to replace the retiring Joe Cush as the supervisor of Facilities/Maintenance. Mr. Garza has worked for SCCS for seven years and will shadow Mr. Cush until he retires on April 30.
- SCCS Attorney Chelsay Finney became a certified Child Welfare Law Specialist, after passing a rigorous application process, judicial review, peer review, and examination. Certification is completed through the National Association of Counsel for Children. To date, Ms. Finney is the first attorney in Summit County to earn certification, and only the fourth attorney in the State of Ohio to do so.
- SCCS is still seeking a new vendor to answer after-hours calls. Following a failed RFP, leadership staff from SCCS, Summit Emergency Communications Center (SECC) and the Sheriff's Office will meet on February 28 to further discuss this matter.
- The Hudson Police Department generously donated Little Tikes toys (playhouses, cars, etc.) which will be available to children at our Visitation Centers.

## **Adjournment**

Chair Connell-Freund requested a motion to adjourn. Ms. Buckner moved; seconded by Mrs. Stoyhoff. All were in favor and the motion carried. There being no further business, the meeting adjourned at 4:45 p.m.



GinaKaye Maddox, Secretary  
Board of Trustees



Cassandra A. Holtzmann, JD, LPA  
Executive Director