



**Ohio Children's Trust Fund  
Board Meeting Minutes  
September 17, 2015**

**Board Members Present:**

Senator Kevin Bacon  
Representative Janine Boyd  
Dr. Tammy Collins (Director Tracy Plouck)  
Senator Lou Gentile  
Jennifer Justice (Director Cynthia C. Dungey)  
Christina Klefeker  
Representative Sarah LaTourette  
Dr. Kathi Makoroff  
Dr. Lolita McDavid  
Ronald Rees  
Julie Walburn (Director Rick Hodges)

**Board Members Absent:**

Jon Fishpaw  
Judy Leb

**Staff Present:**

Kristen Rost, Executive Director  
David Monder, Program Manager  
Nicole Sillaman, Program Manager  
Felicia Saunders, Professional Administrator

**Guests:**

Denise Pleska, Senior Staff Attorney for ODJFS  
Daniel Fitzpatrick, Legislative Liaison for ODJFS  
Eric Campfield, Senior Legislative Aide, Senator Bacon  
Ciara Price, Legislative Aide, Representative LaTourette  
Andy White, Budget/Management Analyst for OBM  
Sheri Chaney Jones, President, Measurement Resources Company  
Erin Gerbec, Senior Research Associate, Measurement Resources Company

Vice-Chair Dr. Lolita McDavid called the Ohio Children's Trust Fund (OCTF) Board Meeting to order at 10:06am on September 17, 2015.

Vice-Chair McDavid welcomed new OCTF Board members Representative Janine Boyd and Julie Walburn. Both new members introduced themselves and briefly described their background.

***Program Highlight – Human Trafficking Prevention***

Nicole Sillaman provided some brief background information on the OCTF’s funding of eight organizations for their human trafficking prevention programs. She also explained the achievements that have resulted from these programs.

Ms. Sillaman then specifically highlighted the anti-human trafficking art therapy provided to youth at four schools and centers by the Ohio Youth Empowerment Program. She explained how survivors came in and worked with the youth and through their discussions the youth created various art projects. An art exhibit and a private reception displaying the youths’ work were held at the Peggy R. McConnell Arts Center of Worthington in early September. In addition, Youth representatives from each school and center were invited to attend the CATCH Court graduation ceremony where their artwork was on display along with artwork from adult survivors of human trafficking.

Board members then viewed a brief video of the art exhibit after which Jennifer Justice and Executive Director Kristen Rost shared their experiences of attending the exhibit and viewing the artwork.

**Old Business**

***Minutes***

Vice-Chair McDavid asked for any additions or revisions to the May 7, 2015 board meeting minutes. Ronald Rees motioned that the May 7, 2015 board meeting minutes be approved. Senator Lou Gentile seconded the motion. The board voted unanimously to approve the motion.

**New Business**

***OCTF Budget and Finance Committee Update***

Director Rost advised Board members that Judy Leb has joined the OCTF Finance Committee and she encouraged other members to join as well. She then recapped the State Fiscal Year (SFY) 2015 OCTF operating budget and highlighted the divorce and dissolution fees. Director Rost explained that the Trust Fund has reached out to the Clerks of Court Association to explore whether the OCTF is receiving its full share of fee revenue and she will share any information that she receives with the Board.

Director Rost then reviewed the OCTF SFY 2016 operating budget as well as reminded everyone that individuals can now donate to the OCTF online.

***OCTF Regional Model Update***

Director Rost reviewed the different parts of the OCTF regional model including the roles and responsibilities of the Regional Prevention Coordinating entities and the Regional Prevention Councils.

Following a brief discussion by Board members, the Director provided an update on the steps taken by the Trust Fund since the passage of House Bill 64 including: the drafting of multiple rules to assist in the implementation of the OCTF regional model provisions; the convening of a stakeholder meeting on August 24, 2015 to present the draft rule language and receive feedback

from potential interested parties; the revising of the draft rules based in part on interested party feedback; the creation of a communications piece summarizing the different parts of the regional model; and the entering of the draft rules into the Clearance and Rules Administration system.

David Monder then presented the following draft rules:

**Proposed rule: 5101:5-1-01 – Regional prevention councils operation and regional prevention council member duties.** This rule: provides guidance on child abuse and child neglect regional prevention council meetings including notices, quorums, procedure, minutes and agenda; explains council officers and their duties, as well as, the creation and operation of council workgroups; outlines council duties along with the form and manner by which councils submit regional child abuse and child neglect prevention plans to the OCTF; and provides guidance on child abuse and child neglect regional prevention council member duties including attending council meetings, serving on council workgroups and assisting with the conducting of comprehensive needs assessments.

**Proposed rule: 5101:5-1-02 – Regional prevention coordinator duties and selection process.** This rule: provides guidance on the responsibilities of regional prevention coordinators including the selection of child abuse and child neglect regional prevention council chairpersons, the conducting of comprehensive needs assessments and the provision of management and administrative functions of the regional prevention councils and their workgroups; and provides guidance for situations in which a regional prevention coordinator is unable to continue and/or is not fulfilling its statutory obligations.

**Proposed rule: 5101:5-1-03 – Boards of county commissioners appointing of regional prevention council members.** This rule provides guidance on the manner in which boards of county commissioners are to appoint and reappoint child abuse and child neglect regional prevention council members.

**Proposed rule: 5101:5-1-04 – Regional prevention council designations.** This rule creates names for each of the eight child abuse and child neglect regional prevention councils established to serve the eight child abuse and child neglect prevention regions created and defined in the Ohio Revised Code.

Board members then held a brief discussion on the rules. Representative Boyd requested that proposed rule 5101:5-1-03 be revised to require that boards of county commissioners provide the OCTF with a resume, curriculum vitae or short biography for each county prevention specialist they appoint to a Regional Prevention Council.

Following this discussion, Ronald Rees motioned that the OCTF Board approve all four rules with the revision requested by Representative Boyd and request that the Ohio Department of Job and Family Services (ODJFS) originally file them on behalf of the Trust Fund. Representative Boyd seconded the motion. The board voted unanimously to approve the motion.

Mr. Monder then presented a regional model procedure letter drafted in conjunction with ODJFS to provide guidance for boards of county commissioners on appointing county prevention specialists to child abuse and child neglect regional prevention councils.

Following a brief discussion, Chairman Bacon motioned that the OCTF Board approve the procedure letter with the same revision requested by Representative Boyd for the rules and request that ODJFS file the letter on behalf of the Trust Fund. Representative Sarah LaTourette seconded the motion. The board voted unanimously to approve the motion.

#### ***April Prevention Month Discussion***

Director Rost provided a summary of the OCTF funding provided to Public Children Services Agencies (PCSAs) for April 2015 that included specific information on fund utilization and types of expenditures as well as outcomes achieved with the funding.

The Director also advised that several counties did not adhere to the OCTF April 2015 guidelines concerning allowable/unallowable expenses, utilizing the OCTF logo on materials, acknowledging the OCTF as the funder and expending funds within the allowable timeframe. She explained that these counties did not receive reimbursement for those items that did not comply with the April guidelines.

Following a discussion concerning the April guidelines, Christina Klefeker motioned that the OCTF Board approve reimbursing the eight counties for their expenditures involving items that did not utilize the OCTF logo provided that they acknowledge having violated the OCTF April 2015 guidelines and with the understanding that they will not be reimbursed for similar noncompliance in the future. Senator Gentile seconded the motion. The board voted 10-1 to approve the motion.

Director Rost then advised members that two PCSAs failed to submit a complete program report to the Trust Fund by June 1, 2015. Vice-Chair McDavid motioned that the OCTF Board assess a prorated penalty for Cuyahoga and Lorain counties. Dr. Tammy Collins seconded the motion. The board voted unanimously to approve the motion.

The Director then led a discussion concerning potential April 2016 activities including whether to invest resources in a statewide campaign and/or continue funding allocations to PCSAs. Following this discussion, Dr. Collins motioned that the OCTF Board approve seeking a contractor to help design and develop an OCTF statewide April campaign and that the Trust Fund provide \$2,000 allocations to PCSAs for local April events and activities that are coordinated with the OCTF statewide April campaign and that adhere to OCTF April 2016 guidelines established at the discretion of the OCTF Executive Director. Ronald Rees seconded the motion. The board voted unanimously to approve the motion.

#### ***SFY 2015 Annual Report***

Director Rost advised members that two counties failed to submit a complete SFY 2015 Annual Report to the Trust Fund by August 15, 2015. Ronald Rees motioned that the OCTF Board assess a prorated penalty for Ashtabula and Wyandot counties. Dr. Tammy Collins seconded the motion. The board voted unanimously to approve the motion.

#### ***SFY 2016 Application Revisions***

Director Rost informed members that one county failed to submit their SFY 2016 Application revisions to the Trust Fund by September 1, 2015. Vice-Chair McDavid motioned that the OCTF Board assess a prorated penalty for Highland County. Julie Walburn seconded the motion. The board voted unanimously to approve the motion.

***SFY 2016 Application – Program Start***

The Director explained that recent statutory changes resulted in the OCTF sending SFY 2016 child abuse and neglect prevention funds to Child Abuse and Child Neglect Prevention Advisory Board administrative agents through either the ODJFS County Finance Information System or through grant agreements executed between the OCTF and the administrative agent.

Director Rost explained that while the method of funding disbursement can vary, no Advisory Board through their administrative agent can pull down OCTF funding or be reimbursed for expenses incurred prior to the date that their Trust Fund prevention plan was fully approved (meaning all necessary revisions completed and approved).

She outlined how each Advisory Board and their administrative agent received a funding decision letter and an application review from the Trust Fund advising them of their application status and the change in funding disbursement. These decision letters and application reviews detailed all revisions that the Advisory Board would have to complete in order for their programming to be approved and all information they would need to provide in order for their OCTF funding to be disbursed. Once all revisions to a county prevention plan were completed and approved, the Trust Fund sent official notification to the Advisory Board and their administrative agent advising them that their OCTF application has been fully approved and informing them of the date they may begin their OCTF approved prevention programming.

The Director informed members that two counties, who completed all revisions and received official approval notification, have contacted the Trust Fund to protest their programming start date. These counties believe they were allowed to begin their OCTF programming on July 1, 2015 and they contend that their June OCTF funding decision letter supports their belief.

One county (Ashland County) formally requested that this dispute be taken before the OCTF Board.

OCTF Board members reviewed the letter provided by Ashland County as well as the specifics of their prevention plan and the OCTF correspondence sent to the county concerning funding decision and revisions (referenced above). Director Rost reiterated that Ashland County will receive their full allocation (provided that they comply with all SFY 2016 OCTF application guidelines), but they cannot utilize these funds for expenditures that occurred prior to their receiving full OCTF approval for their SFY 2016 prevention plan.

Multiple OCTF Board members expressed their opinion that OCTF communications on this matter were clear and that the county is aware that work is not to commence prior to receipt of full approval.

Following this discussion, Chairman Bacon motioned that the OCTF Board decline Ashland County's request for reimbursement for OCTF programming expenses incurred prior to receiving full OCTF approval of their prevention plan. Dr. Collins seconded the motion. The board voted 9-0 to approve the motion with Ronald Rees abstaining.

### ***Strategic Planning Retreat***

OCTF Board members then engaged in a strategic planning retreat facilitated by Sheri Chaney Jones, President of Measurement Resources Company.

President Jones provided an update on the strategic plan phases as well as the research (surveys, focus groups as well as literature and document review) that has been conducted thus far. She then provided a high level overview of the OCTF Current State Report that is underway and which will be completed and provided to the Trust Fund in the near future.

Following her presentation, President Jones reviewed the next steps in the OCTF strategic planning process and multiple OCTF Board members indicated their willingness to participate on a strategic planning committee during the next several months.

As there was no further business to come before the Board, Chairman Bacon adjourned the September 17, 2015, OCTF Board meeting at 12:32pm.

### ***Handouts:***

OCTF Board Meeting Agenda – September 17, 2015

OCTF PowerPoint Presentation – September 17, 2015

OCTF Board Draft Meeting Minutes – May 7, 2015

SFY 2015 Operating Budget

SFY 2016 Operating Budget

Rules

Form JFS 01475

Procedure Letter

OCTF Regional Model Infographic

FFY 2015 CBCAP Application

OCTF PCSA April 2015 Funding Guidelines

Ashland County OCTF Board Letter

OCTF Revised Code Sections – effective 9/29/15

Executive Director's Report