

Executive Summary

The Fairfield County Job and Family Services agency, its Child Protective Services department, proposes the purchase of a much needed vehicle from the Martens Trust, as administered by the PNC Charitable Trust. Implementation of the project to purchase a safe, new vehicle will result in specific benefits for abused and neglected children and their families.

For example, the agency will be able to improve the manner in which it transports children, as there will be fewer cancelations or rescheduling of trips due to unavailable or unreliable vehicles. The agency will be able to provide better services because of increased efficiency; there will be decreased staff time spent locating an appropriate vehicle to match the needs of a scheduled transport, allowing staff to focus instead on customer service related to case management. Further, the addition of a new vehicle will reduce the costs of vehicle rental services and costs associated with employee mileage reimbursement for the use of personal vehicles. The savings of costs over time will allow for the purchase of another vehicle within seven years, the depreciable life of a new vehicle.

With the new vehicle, children will be traveling more safely, without the risk associated with aging vehicles. A new vehicle will include enhanced safety features that better protect passengers and drivers in the event of an accident. Most of the young children transported require car safety seats. Newer, larger vehicles accommodate loading and unloading of the children and safety seats in better ways, as compared to the aged and smaller vehicles now used by the agency. There are benefits of safety for children and drivers.

The agency will increase its capacity to provide transportation by more than 35,000 miles annually. The agency will also be able to achieve a net savings of \$3,000 annually and such savings will be used to purchase another vehicle for future needs. Within the Fairfield County community, the Martens Foundation is known for its support of parks and several programs. The agency would be proud to display upon the vehicle a notation about the support of the Martens Foundation. In multiple occasions, more than 1,400 children and family members are expected to benefit from the project.

Narrative

Mission and Background Information about the Agency

Through a spirit of community cooperation, the mission of Fairfield County Job and Family Services is to provide services that encourage productivity, develop competencies, ensure accountability, and promote self-reliance, family stability, and child safety. Child Protective Services, a department within Job and Family Services, provides statutorily mandated services for abused and neglected children. Protective Services complies with the rules and standards of the Ohio Revised Code, Ohio Administrative Code, Ohio Department of Job & Family Services, the federal government and courts. The agency has suffered severe budget cuts within the past five years, and the agency struggles to provide services for the most vulnerable citizens of the community. During a time of turbulent change, economic crisis, and uncertainty, the agency continues to provide quality services to Fairfield County residents. With challenges of historic proportions, the agency takes its mission seriously and seeks out every way possible to make sure children are safe.

Current Programs and Activities

The Child Protective Services department is responsible for ensuring the safety and well being of children. Throughout this narrative, the programs and activities associated with transportation of children are discussed. The agency currently has three staff members dedicated to transporting children to medical appointments, counseling sessions, and supervised visitations between the parent and child. These dedicated transporters drive an average of 2,500 – 3,000 miles per week to ensure these scheduled appointments are met. All appointments are part of a documented plan to improve child well being and family stability.

In addition, many older children participate in an Independent Living program. This program teaches young adults the skills necessary to become self-sufficient and successful adults. Caseworkers for this program often transport these individuals to employment, training, counseling, and school.

Further, the agency employs 33 case workers who by Ohio Administrative Code 5101:2-42-65 (OAC 5101:2-42-65) are required to have face to face visits with each child in our custody at least once a month. The agency averages 180 children in custody per month. Many of these children, for their safety, are placed in foster parent homes that are located throughout Fairfield County and in other Ohio counties. Some children are placed in potential adoptive homes in cities throughout Ohio. Meeting the needs of these children requires case workers to travel in their personal vehicles or to obtain a rental vehicle because of an aging fleet of vehicles and a lack of available vehicles. Overall, the agency travels more than 500,000 miles annually to meet the needs of children in its care.

Accomplishments

Fairfield County Protective Services is well respected throughout the state of Ohio as a result of the dedication the leadership and the team members have to making a difference for abused and neglected children. The agency has accomplished several achievements and is called upon to provide training and coaching for other county agencies interested in best practice initiatives. The following is a list of a few examples of notable accomplishments within the Protective Services agency:

- Selected as pilot for Alternative Response systems, which is now expanding statewide and is a national best practice. This practice is a family-centered way of managing cases focuses on assessing the strengths and needs of the family and child while ensuring the child's safety.

- Created, along with other committee members, Ohio's Family Team Meeting Manual. This manual provides guidelines and technical assistance for all county agencies.
- Selected to present best practice strategies at multiple national conferences.
- Achieved compliance in state and federal monitoring categories, demonstrating an ability to meet statutory requirements and to provide excellent services for children.
- Administered Federal Family Unification Program in conjunction with Fairfield Metropolitan Housing Authority, demonstrating collaborative skills.
- Established alternative living program for youth emancipating from foster care.
- Represents Ohio on State Behavioral Health Steering Committee, developing policy and practice recommendations.
- Serves as President for Ohio's Youth Advisory Board, demonstrating an ability to form partnerships to meet the needs of youth.
- Represents Ohio on the Protect Ohio committee, a collaboration and demonstration project with the federal government designed to improve services and control public costs.

Within each service delivery area, the values of leadership, innovation, dedication, and service to others are guiding principles.

Purpose of Grant Proposal

The purpose of the grant proposal is to acquire financial support to purchase a new vehicle to supplement the agency's small fleet of aging vehicles, thereby allowing safe transportation for children and families. The transports are for medical appointments, visitation between parent and child, and other appointments related to the objective of achieving family stability. The addition of a new vehicle will allow for savings that can be used to purchase another vehicle in approximately six- seven years, maintaining safe options for children.

Project Need

Child Protective Services currently utilizes five vehicles that are aged and have depreciated beyond repair. On average, these vehicles have 150,000+ miles on them and are more than 7 years old. The vehicles are utilized on a daily basis for the purpose of providing reliable transportation for the families and children of Fairfield County. The transportation is for required medical appointments, visitation between parent and child, and other appointments designed to help achieve overall family stability. As the agency's vehicles age, they are becoming more costly to maintain, less reliable, and limited in their overall safety, especially as compared to newer vehicles. The current number of vehicles is inadequate to meet the demands of the services and programs provided. For example, the agency is required to reimburse employees for travel expenses when personal vehicles are required to be used. Personal vehicles need to be used whenever an agency vehicle is unavailable, undersized, or unreliable. In some instances of distances beyond 120 miles, the department utilizes a rental car service to meet this transportation need, which is less expensive than employee reimbursement expenses but is still an additional cost that could be avoided if reliable transportation was available.

Project Goals

The agency desires to purchase one new vehicle to improve the safety and reliability of transportation for children and families. The project will lead to better outcomes for children and families because transportation capacity will be increased and efficiency will be achieved. A goal of increasing capacity by 35,000 miles is reasonable. A goal of completely eliminating rescheduled appointments is reasonable. Costs savings of \$3,000 per year are estimated. In multiple occasions, the project would benefit more than 1,400 children and family members over the life of the vehicle.

Project Description

The project will include the purchase a seven passenger mini-van through a state bid awarded contract for \$20,547. Use of the state bid process ensures the lowest cost for the purchase of the mini-van. (The agency will request proposals, and if the cost is less than \$20,547 ultimately, any savings relating to the purchase will be returned to the foundation.) The agency has earmarked funds to support annual maintenance costs for the new vehicle. With a net cost savings of approximately \$3,000 per year, the agency will be able to purchase a new vehicle within six- seven years, the useful life of the vehicle. The purchase of the vehicle improves the capacity of transportation of the agency by at least 35,000 miles annually.

Sustainability of the Project

This project will allow the agency to expand transportation services to the children of Fairfield County while also reducing costs to the department. This cost reduction is realized through decreased personal vehicle mileage reimbursement and the elimination of the need of rental services. These cost savings will permit the agency to plan for the purchase of new vehicles over time.

Evaluation, Outcomes and Objective Measurement

With the project, the agency will be able to:

- Reduce the costs associated with transportation by \$3,000 annually, compared to the same number of miles transported with the existing vehicles.
- Improve customer service by reducing the amount of rescheduled and canceled trips to zero, when the reason for rescheduling or canceling is due to vehicle concerns.
- Increase efficiency: The agency will be able to increase staff time spent directly serving families by reducing time spent locating an appropriate vehicle for each trip; an estimated 100 hours annually will be used on casework instead of administrative activities associated with scheduling.
- Enhance the safety of those being transported, improving risk management.
- Plan for replacement vehicles in the future, such as purchasing another vehicle in six-seven years based on savings achieved.

To show the actual use of the vehicle, the agency will prepare evaluation reports for the trust management. The agency proposes to measure the success of the project by using the above objectives as a guide and showing how the vehicle will:

- Reduce the need for costly rental services.
- Contain costs associated with employee mileage reimbursement for the use of personal vehicles.
- Reduce the number of cancelations or rescheduling of trips due to unavailable or unreliable vehicles.
- Reduce staff time used to locate an appropriate vehicle to match the needs of a scheduled transport, allowing staff more time to focus on direct services for families.

Further, a new vehicle has enhanced safety features that better protect young passengers and drivers in the event of an accident. A new, larger vehicle will accommodate the loading and unloading of the children and better meet needs for required car seats. In multiple occasions, more than 1,400 children and family members are expected to benefit from the project. Cost savings achieved will be used for the future purchase of a new vehicle.

Financial Information

Project Budget/Statement of Committing Funding to Support the Project

Sources	
Martens Trust Grant	20,547
County Special Revenue Fund, Earmarked	3,500
Total Project Sources	24,047
Uses	
Vehicle Purchase	20,547
Maintenance Plan for the new vehicle	3,500
Total Project Uses	24,047

The agency will commit existing funds to maintenance costs in order to properly maintain the mini-van.

Annual Operating Budget (Snapshot)

The annual budget for the agency is accounted for in multiple special revenue funds on the books of the County Auditor. The protective services agency has an operating budget of about \$7M annually. Resources are specifically dedicated to direct services for children and families. There are no additional, discretionary dollars available for the purchase of new fixed assets, such as a mini-van.

Federal Grant Resources	3,200,000
State and Local Resources, Local Taxes	3,985,000
Total Resources, Annual Estimate	7,185,000
Board and Care, Related Contractual Services, and Adoption Assistance	3,500,000
Personal Services	2,375,000
Health Insurance	800,000
Retirement	332,500
Workers Compensation	35,000
Temporary Services	125,000
Vehicle Maintenance	17,500
Total Expenses, Annual Estimate	7,185,000

Audited Financial Statements

The agency is part of Fairfield County, and the financial statements are prepared and audited on a county wide basis. The financial statements, within a report known as the Comprehensive Annual Financial Report, are found at this link:

[http://www.co.fairfield.oh.us/auditor/Annual%20finance%20reports/Financial Reports lead page.htm](http://www.co.fairfield.oh.us/auditor/Annual%20finance%20reports/Financial%20Reports%20lead%20page.htm)

The most recent audited statements are for the year ended December 31, 2010. The county obtained a clean opinion, and there were no reportable conditions or comments relating to Job and Family Services.

List of Leadership, any relevant affiliations

Job and Family Services is a partnership of federal, state, and county government. As such, guidance and direction are provided at each level of government, and decisions made at each level affect the agency and its ability to provide services to the Fairfield County community. At the county level, the agency is led by a nine member senior leadership team consisting of the following people:

Michael Orlando, JFS Director

Rich Bowlen, Protective Services Director

Carri Brown, Deputy Director/Budget and Finance

Corey Clark, Child Support Enforcement Agency Director

Aundrea Cordle, Human Resources Director

Laura Holton, Community Services Director

Mike Miller, Workforce Development Director

Eric Scholten, Information Technology Director

Kimberly Teague, Administrative Assistant to the Director

From: CARRI BROWN
To: carol.clancy@pnc.com
Date: 4/5/2012 11:12 AM
Subject: PNC proposal
Attachments: PNC proposal.pdf; PNC Charitable Trusts Application.docx

Hello Ms. Carol Clancy:

Thank you for the opportunity to apply for a Martens Trust grant for the Child Protective Services agency in Lancaster, Ohio.

I have attached a pdf version (with signature) and a Word version of our proposal. The attachments include the following proposal components:

PNC Charitable Trust Committee Grant Application Cover Sheet (2 pages, with signature)

Executive Summary (1 page)

Narrative (3 pages)

Attachments: Financial Information (Project Budget, Statement of Committing Funding to Support the Project; Annual Operating Budget; Audited Financial Statements) (1 page)

The link to the financial statements is:

http://www.co.fairfield.oh.us/auditor/Annual%20finance%20reports/Financial_Reports_lead_page.htm

(If you need help in accessing the statements, please call me. The reports are lengthy.)

List of Agency Leadership (1 page)

A letter from the IRS indicating 501 c 3 status is not available for the agency. The agency by virtue of its existence as a government, specifically a political subdivision of the state, is tax exempt and has public charity status. As a governmental unit, the agency is not subject to federal income tax. Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose. The agency's business is all public purpose. More information is found at www.irs.gov. (I thought it would be helpful to provide a short summary here for your records and to show why a letter from the IRS is not part of the proposal.)

Further, the agency is apolitical. It provides its critical services for abused and neglected children. We appreciate the opportunity to better meet the needs of our community's most vulnerable citizens with the help of the Martens Foundation.

Please contact me if you need any additional information or have any questions.

Please also know that we stand ready to evaluate the project and complete reports for the foundation. Should we expect a reply from you by email notifying us of the award status?

Again, thank you very much for the opportunity.

Kind regards,

Carri Brown

**PNC Charitable Trust Grant Review Committee
Grant Application Cover Sheet**

Legal Name of Organization:	Fairfield County Job & Family Services
Tax ID Number:	31-6400066
Geographic Area Project Serves:	Fairfield County, Ohio
Total Project Cost:	\$24,047.00
Committed Project Funding To Date:	The agency has earmarked maintenance costs to support the new asset, \$3,500 (14.5% of the project)
Project Start Date: As soon as the grant is awarded	Project End Date: The useful life of the vehicle is expected to be 7 years.
Requested Amount:	\$20,547.00
If the full requested amount is not granted, can the project/program still move forward?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> The project is to purchase a new vehicle to improve the aging fleet and associated services, which is not possible without additional funding for the purchase of the vehicle.
Project Name:	Safe Transportation of children and families served by Child Protective Services
Project Description:	The project is to purchase a new vehicle to allow the agency to provide safe transportation for children and families receiving services from Child Protective Services. The transportation is for child medical appointments, visitation between parent and child, and other appointments related to achieving family stability.
Address 1:	239 West Main Street
Address 2:	
County:	Fairfield County
City:	Lancaster
State:	Ohio
Zip:	43130
Executive Director:	Michael E. Orlando
Contact Name:	Carri Brown
Contact Job Title:	Deputy Director
Contact Email Address:	brownc12@odjfs.state.oh.us
Contact Phone Number and Extension:	740.652.7602
Contact Fax Number:	740.687.6735
Organization Website:	www.fcjfs.org
Year Founded:	1995, Child Protective Services merged with Job and Family Services
Current Operating Budget:	\$7M, consists of federal, state, and local funds dedicated to specific protective services; no additional or discretionary funds are available for vehicle purchases

I certify that the tax-exempt status of this organization remains in effect:

Michael Orlando

4.5.2012

Michael Orlando,
JFS Director



Date

Note: By nature of its existence as a government agency, Job and Family Services is tax exempt. The agency is apolitical. It provides its critical services for abused and neglected children based upon statutory requirements.

Thank you for this opportunity.