

BOARD MEETING MINUTES

Tuesday, February 20, 2018 - 6:00 p.m.

Roll Call Board Attendance

Tom Foster	- absent	William E. Frank, Jr.	- absent
Paula Ginther	- present	Jeanette Hissom	- absent
Anita Kelly	- present	James Leos	- absent
Marsha McCort	- present	Mary Potter	- present
Randy Proctor	- present	Deborah Ruffner	- present
Richard Schenk	- present	Bonnie Thomas	- present
Karen Zonker	- absent*		

Board Staff Present: Jayn A. Devney, Erin Krusec, Wendy McKivitz, Judi Hanse

Others Present: None

The meeting was called to order by Board Chairperson Debbie Ruffner. She informed that a quorum was established, notice of the meeting was appropriately published and the meetings are being taped.

The meeting agenda was reviewed by Board Members. **IT WAS MOVED BY RANDY PROCTOR TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the November 21, 2017, minutes in the mail or by e-mail. **IT WAS MOVED BY ANITA KELLY TO APPROVE THE NOVEMBER 21, 2017 MEETING MINUTES. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY.** (copy attached)

**FINANCE**

**a. PRESENTATION OF BILLS**

Bills for the Board system for the month of February were presented totaling \$139,621.92. Ms. McKivitz reviewed the bills for February and noted any new or unusual charges this month. Ms. McKivitz commented there is no Then & Now Certificate for the month of February for invoices dated prior to purchase order dates. **IT WAS MOVED BY RICHARD SCHENK TO ACCEPT PAYMENT OF ALL FEBRUARY BILLS TOTALING \$139,621.92. MOTION WAS SECONDED BY MARY POTTER AND CARRIED UNANIMOUSLY.** (copy attached)

Ms. McKivitz explained that the bills for December and January were previously approved according to Board Policy by Debbie Ruffner and Randy Proctor signing the individual vouchers. Ms. McKivitz commented there was a Then & Now Certificate for the month of January for invoices dated prior to purchase order dates.

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**b. FINANCIAL REPORTS**

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2018”, covering the Board expenses through January. The operating budget target is 58% and the expenses are under at 50.8%. (copy attached)

Ms. McKivitz then reviewed the FY2018 “Agency Expenditure Report” for Contract Agencies’ Non-Medicaid, Grants and Other Expenditures noting that the targets are based on actual provider billing through December for current month expenditures. Providers are under target for the year. (copy attached)

**c. CY2018 COUNTY APPROPRIATIONS**

Ms. McKivitz referred to the memo to the Belmont County Commissioners regarding the CY2018 appropriations totaling \$3,971,500 to be assigned to the following line items: (copy attached)

E-2310-S049-S49.002 Salaries	\$ 278,000
E-2310-S049-S50.010 Supplies	\$ 5,400
E-2310-S049-S52.012 Equipment	\$ 3,000
E-2310-S049-S53.000 Contract Repairs	\$ 13,000
E-2310-S049-S54.011 Contract Services	\$ 3,397,000
E-2310-S049-S58.000 Advertising and Printing	\$ 500
E-2310-S049-S59.000 Travel and Expenses	\$ 13,000
E-2310-S049-S60.003 PERS	\$ 39,000
E-2310-S049-S61.004 Workers’ Compensation	\$ 3,500
E-2310-S049-S63.000 Other Expenses	\$ 215,000
E-2310-S049-S64.005 Medicare	\$ 4,100
TOTAL	\$ 3,971,500

**IT WAS MOVED BY PAULA GINTHER TO APPROVE THE CY18 BOARD APPROPRIATIONS FOR THE TOTAL AMOUNT OF \$3,971,500 AS SUBMITTED TO THE COUNTY COMMISSIONERS. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.**

**d. FY18 CONTRACT AMENDMENTS**

Ms. Devney explained that The Ohio Department of Mental Health and Addiction Services released additional prevention funds from its FY 2018 state budget allocation. The additional funds come as two supplemental allocations. One is in the amount of \$9,800 for evidence based practices in schools and the second allocation of \$15,000 is for general evidence based practices. The funds are to be expended by June 30, 2018.

In discussion with the prevention certified providers, (Student Services, Crossroads, and Tri-County) staff recommends that each of these organizations receive additional funding and that all the prevention funds be directed to school based prevention services.

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The amount of additional allocation recommended for each provider contract and EBP services is shown below.

- Student Services--\$9,800 additional for EBP (Too Good for Drugs) to 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades in five private grade schools in Belmont County.
- Crossroads--\$10,000 additional for EBP (Life Skills) to Harrison Hills Middle School grades.
- Tri-County--\$5,000 additional for EBP (Too Good for Drugs) to 5<sup>th</sup> and 6<sup>th</sup> grades in Little Switzerland of Ohio School System.

**IT WAS MOVED BY RANDY PROCTOR TO AMEND THE FY2018 CONTRACTS BETWEEN THE MENTAL HEALTH AND RECOVERY BOARD AND STUDENT SERVICES, CROSSROADS COUNSELING SERVICES, AND TRI-COUNTY HELP CENTER TO INCLUDE THE ADDITIONAL FUNDING. MOTION WAS SECONDED BY RICHARD SCHENK AND CARRIED UNANIMOUSLY.**

**e. SMARTCARE IMPLEMENTATION**

Ms. McKivitz explained that in the Spring of 2016 the MHR Board began searching for a new claims/billing software system. OhioMHAS announced that they were going to sunset the current MACSIS billing system and we joined the Partner Solutions Group (Heartland East) to implement a new system that would include coding changes and billing structure. Ms. McKivitz pointed out that she and Ms. Devney are both on the Governance Committee at Partner Solutions Group which is the governing body that discusses the SmartCare software implementation plan and operational needs between agencies and the Board. The software implementation was to begin July 1<sup>st</sup> with Ohio BH Re-Design but did not occur until January 1, 2018.

January 1<sup>st</sup> was the go live date and the system is now using SmartCare with minimal issues. Ms. McKivitz discussed the current status of our contract provider billing status and will continue with updates throughout the process. All providers are working to fully utilize the software with their vendors.

Staff is working with Tri-County Help Center through an alternate method to work through their claims until their software is compatible with SmartCare. Ms. Devney commented that the Board staff has offered support, and also offered to ask the Board for help in purchasing new software. They have declined the offer thus far.

**MANAGEMENT (QUALITY) REPORTS**

**a. HOSPITAL UTILIZATION REPORT**

Mrs. Krusec pointed out the two graphs for the Hospital Bed Days for November and December. She explained that ABH has taken 8 beds offline due to a fire hazard involving gaps in the door frames in the hallway. In regards to the 8 beds offline that serve that region of the hospital, any civil admissions or jail admissions will be sent to Heartland Psychiatric Hospital. This began January 29<sup>th</sup> and is expected to last 12 weeks. (copy attached)

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**b. ACCESS REPORTS**

Mrs. Krusec presented the Access Reports. Mrs. Krusec explained that all agencies are now reporting their required information through January; however, except Tri-County has yet to submit their data for the month. She explained that the total number of intakes for the month are listed in a table to the left; the wait time for the initial appointment is in (blue) and the wait time between the initial appointment to the second appointment is in (gray). (copies attached)

**c. COMPENSATORY TIME REPORT**

Ms. Hanse presented the new requirement recommended in the Personnel Policy "that compensatory time transaction including balance accrued shall be reported at each Board meeting and shall include, but not be limited to, date amount." She explained that at this time the report is for (4) four pay periods November 25, 2017 through February 16, 2018.

**DIRECTOR'S REPORT**

**a. WRITTEN REPORT**

Ms. Devney asked if there were any questions from the written Director's Report. There were no questions or comments.

**b. 120 DAY NOTICE**

Ms. Devney explained that the Board has always sent a 120-day notice as a precautionary measure to contract providers of mental health and addiction services. According to Article 15, Section 15.6 said notice shall include:

- 1) A summary of the rationale for the proposed contract change, non-renewal, or termination;
- 2) A summary of the following: the nature and approximate timing of the change and a reasonably approximate estimate of the financial impact of the projected change.
- 3) The content of the notice is to be based on information that is reasonably available at the time of the notice and may be supplemented by information after the date of the notice.

Although staff does not see any changes in the provider network for contracting, nor much change in the fiscal impact, the impending integration of mental health and addiction services into the Medicaid benefit, contracted with managed care plans on July 1, 2018 is a prudent reason to make sure it is addressed in the notice. **IT WAS MOVED BY RICHARD SCHENK TO SEND THE 120-DAY NOTICE OF SUBSTANTIAL CHANGES FOR FISCAL YEAR 2019 TO CONTRACT PROVIDER AGENCIES INCLUDING: SOUTHEAST, CROSSROADS COUNSELING SERVICES, TRI-COUNTY HELP CENTER, OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES, THE VILLAGE NETWORK AND STUDENT SERVICES. MOTION WAS SECONDED BY ANITA KELLY AND CARRIED UNANIMOUSLY.**

**c. PLANNING & PROGRAMMING AND BUDGET & FINANCE COMMITTEE MEETING**

Ms. Devney reminded the MHR Board that a Planning & Programming and Budget & Finance Committee Meeting has been scheduled for next week, Tuesday, February 27, 2018 at 6:00 p.m. A tentative agenda and some information was circulated for that committee meeting.

**PERSONNEL AND BOARD MEMBERSHIP COMMITTEE**

**a. LETTER OF RESIGNATION – KAREN ZONKER**

Chairperson Debbie Ruffner referred to a letter in the Board Packet dated January 9, 2018, from Karen Zonker in regards to her resignation. She has served on the Board since July, 2015. She was commended for her tenure on the Board and best wishes on her new endeavor. **IT WAS MOVED BY MARY POTTER TO ACCEPT MS. KAREN ZONER’S LETTER OF RESIGNATION AND TO WISH HER WELL ON HER NEW ENDEAVOR. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.**

**b. BOARD MEMBER RECOMMENDATION**

Ms. Devney reported that she had the opportunity to meet with Ms. Jacquetta Stephen as a potential Board Member. Ms. Stephen’s is a resident of Belmont County. She works as a Quality Assurance analyst at WesBanco. Ms. Stephen would fill the vacancy last held by Robert Kester to the Ohio Department of Mental Health and Addiction Services with the term ending 06/30/2020. **IT WAS MOVED BY MARSHA McCORT TO RECOMMEND TO THE OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES THE APPOINTMENT OF MS. JACQUETTA STEPHEN TO FILL THE MH FAMILY MEMBER POSITION WITH THE TERM ENDING 06/30/20. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY.**

**c. EXECUTIVE SESSION – PERSONNEL**

**IT WAS MOVED BY MARSHA McCORT TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY WITH THE FOLLOWING ROLL CALL VOTE. THE BOARD ENTERED THE EXECUTIVE SESSION AT 6:50 P.M.**

Paula Ginther	- yes	Anita Kelly	- yes
Marsha McCort	- yes	Mary Potter	- yes
Randy Proctor	- yes	Deborah Ruffner	- yes
Richard Schenk	- yes	Bonnie Thomas	- yes

At 7:50 p.m. three Board Members left. The Board returned to open session and invited the Executive Director to join them.

As there was nothing further to come before the Board, **IT WAS MOVED BY PAULA GINTHER TO ADJOURN THE MEETING. MOTION WAS SECONDED BY ANITA KELLY, WITH ONLY 5 BOARD MEMBERS REMAINING AT THIS TIME, A QUORUM IS NO LONGER CONSTITUTED AND THE MEETING WAS CONCLUDED.**

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Debbie Ruffner, Chairperson

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Randy Proctor, Vice-Chairperson