

BOARD MEETING MINUTES

Tuesday, July 18, 2017 - 6:00 p.m.

Location: St. Paul’s United Church of Christ, 303 South Main Street, Woodsfield, OH 43793

OATH OF OFFICE -THOMAS FOSTER

Board Member Thomas Zani administered the Oath of Office to new Board Member, Thomas Foster. Mr. Foster is appointed by the Harrison County Commissioners. Mr. Foster was welcomed to the Board. The Board Members introduced themselves.

Roll Call Board Attendance

Margene Angelozzi	- absent	William E. Frank, Jr.	- present
Paula Ginther	- present	Marsha McCort	- present
Randy Proctor	- absent	Deborah Ruffner	- present
Richard Schenk	- present	Bonnie Thomas	
- absent			
Thomas Zani	- present	Karen Zonker	- present

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

Others Present: Bonnie Porter, Monroe County Suicide Coalition

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 RICHARD SCHENK TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY THOMAS ZANI AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the June 20, 2017, minutes in the mail or by e-mail. **IT WAS MOVED BY THOMAS ZANI TO APPROVE THE JUNE 20, 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 July were presented totaling \$335,652.32. Ms. McKivitz reviewed the bills for July and noted any new or unusual charges this month. Ms. McKivitz commented there is no Then & Now Certificate for the month of July. **IT WAS MOVED BY PAULA GINTHER TO ACCEPT PAYMENT OF ALL JULY BILLS TOTALING \$335,652.32. MOTION WAS SECONDED BY RICHARD SCHENK AND CARRIED UNANIMOUSLY.** (copy attached)

b. FINANCIAL REPORTS

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2017”, covering the Board expenses through June. The operating budget target is 100% and the expenses are under at 95.8%. She reported a few individual line items are over budget including those annual expenses already discussed at previous meetings. (copy attached)

Ms. McKivitz then reviewed the FY2017 “Agency Expenditure Report” for Contract Agencies’ Non- Medicaid, Grants and Other Expenditures noting that the targets are based on actual provider billing through May for current month expenditures. Ms. McKivitz commented that Crossroads Recovery Housing grant is fully expended. (copy attached)

Ms. McKivitz reviewed the quarterly report from Partner Solutions (formerly Heartland East) for consumer services for the Board area for FY17 through May 31, 2017. The graphs and charts presented are detailed by demographics and primary diagnosis for adults and children with a breakout of Medicaid and non-Medicaid funded services. The report period represents 4,713 consumers served fiscal year to date.

c. STATE AUDIT

Ms. McKivitz explained that the State Auditor has released the Board’s 2016 Calendar Year Audit. Ms. McKivitz first reviewed the “Schedule of Findings”. The audit opinion was unqualified with no findings. A “Management Letter” was not issued. The financial statements were said to present fairly the Board’s financial position. Also, audit testing disclosed no instances of noncompliance. Ms. McKivitz then reviewed the “Management’s Discussion and Analysis” showing a comparison of 2015 and 2016, and “Statement of Activities - Cash Basis” which reported an \$884,682 “Change in Net Position” for 2016, and a “Statement of Assets and Fund Balance - Cash Balance for the end of calendar year 2016. Ms. McKivitz was commended for the clean audit. Following discussion, IT WAS MOVED BY WILLIAM E. FRANK, JR. TO ACCEPT THE AUDIT PRESENTATION FOR 2016. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY.

MANAGEMENT (QUALITY) REPORTS

a. HOSPITAL UTILIZATION REPORT

Mrs. Krusec reported again that Appalachian Behavioral Health Care is still in the process of transitioning to a new electronic health records system and they are still experiencing difficulties, therefore, no reports have been completed again for this month.

b. ACCESS REPORTS

Mrs. Krusec presented the Access Reports. Mrs. Krusec explained that all agencies are now reporting their required information through June. She explained that the total number of intakes for the month are listed in a table to the left; the wait time for the 1st initial appointment is in (blue) and the wait time between the 1st appointment to the 2nd appointment is in (gray). (copies attached)

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. STUDENT SERVICES ACTIVITY REPORT

Ms. Devney reviewed the Student Services Activity Report for the 2016/2017 School Year with the Board. It was commented, "what a great job Student Services does for a small organization".

c. BOARD MEMBER RECOMMENDATION

Ms. Devney reported that she had the opportunity to meet with Ms. Mary Potter and Ms. Anita Kelly as potential Board Members.

Mary Potter is a resident of Belmont County. Ms. Potter works at Belmont Correctional Institution as Deputy Warden, Special Services. She has twenty years' experience in adult corrections. Ms. Potter is also a licensed chemical dependency counselor in the State of Ohio and has field work experience at both Quest Recovery Services in Canton and Northwood Health Services in Wheeling. She began her career with Student Services working in Harrison County. She is a graduate of Ohio University and Tiffin University.

Anita R. Kelly is an employee of Harrison Community Hospital (Wheeling Hospital) serving as the EMS Director. She is a resident of Harrison County with over 28 years in recovery from both drugs and alcohol. She is a graduate of Shenandoah High School and Trident Tech in South Carolina for her EMS training. IT WAS MOVED BY RICHARD SCHENK TO RECOMMEND TO THE OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES THE APPOINTMENT OF MS. MARY POTTER TO FILL THE AoD CLINICIAN POSITION WITH THE TERM ENDING 06/30/19; AND THE APPOINTMENT OF MS. ANITA KELLY TO FILL THE AoD CONSUMER POSITION WITH THE TERM ENDING 06/30/2020. MOTION WAS SECONDED BY TOM FOSTER AND CARRIED UNANIMOUSLY.

OLD BUSINESS

There was none.

NEW BUSINESS

a. BOARD MEMBER RESIGNATIONS

Ms. Devney referred to the resignation letters received from Roger Deal and Robert Kester enclosed in the Board Packet. IT WAS MOVED BY MARSHA McCORT THAT THE BOARD REGRETFULLY ACCEPTS THE RESIGNATIONS OF ROGER DEAL AS A BOARD MEMBER APPOINTER BY THE BELMONT COUNTY COMMISSIONERS AND ROBERT KESTER AS A BOARD MEMBER APPOINTED BY THE OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY. (copy attached)

b. BOARD COMMITTEE LIST

Chairperson Debbie Ruffner presented a list of the three committees of the Board and asked the Board Members to sign for the committee/s they choose to represent.

PUBLIC COMMENT

There was none.

As there was nothing further to come before the Board, **IT WAS MOVED BY MARSHA McCORT TO ADJOURN THE MEETING. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY.**

Debbie Ruffner, Chairperson

Randy Proctor, Vice-Chairperson