

BOARD MEETING MINUTES

Tuesday, November 21, 2017 - 6:00 p.m.

OATH OF OFFICE -JEANETTE HISSOM - JAMES LEOS

Board Member Thomas Zani administered the Oath of Office to new Board Members, Jeanette Hissom and James Leos. Ms. Hissom and Mr. Leos are both appointed by the Belmont County Commissioners. Ms. Hissom and Mr. Leos were welcomed to the Board. The Board Members introduced themselves.

Roll Call Board Attendance

Tom Foster	- absent	William E. Frank, Jr.	- present
Paula Ginter	- present	Anita Kelly	- present
Marsha McCort	- present	Mary Potter	- present
Randy Proctor	- present	Deborah Ruffner	- present
Richard Schenk	- absent	Bonnie Thomas	
- absent			
Thomas Zani	- present	Karen Zonker	- present

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

Others Present: Jacquelyn Knight, Dan Milleson

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 ANITA KELLY TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY KAREN ZONKER AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the September 19, 2017, minutes in the mail or by e-mail. **IT WAS MOVED BY MARY POTTER TO APPROVE THE SEPTEMBER 19, 2017 MEETING MINUTES. MOTION WAS SECONDED BY PAULA GINTER AND CARRIED UNANIMOUSLY.** (copy attached)

FINANCE

a. PRESENTATION OF BILLS

Bills for the Board system for the month of November were presented totaling \$366,286.15. Ms. McKivitz reviewed the bills for November and noted any new or unusual charges this month. Ms. McKivitz commented there is a Then & Now Certificate for the month of November for one invoice dated prior to purchase order dates. **IT WAS MOVED BY PAULA GINTER TO ACCEPT PAYMENT OF ALL NOVEMBER BILLS TOTALING \$366,286.15 AND THE THEN AND NOW CERTIFICATE. MOTION**

WAS SECONDED BY ANITA KELLY AND CARRIED UNANIMOUSLY. (copy attached)

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Ms. McKivitz explained that the bills for October were previously approved according to Board Policy by Debbie Ruffner and Randy Proctor signing the individual vouchers. The bills totaled \$151,121.14. Ms. McKivitz commented there was no Then & Now Certificate for the month of October for invoices dated prior to purchase order dates. (copies attached)

b. FINANCIAL REPORTS

Ms. McKivitz also presented the “Budget vs Actual Expenditures for Fiscal Year 2018”, covering the Board expenses through October. The operating budget target is 33% and the expenses are under at 25.8%. (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 September for current month expenditures. Providers are on target for the year. (copy attached)

PERSONNEL AND BOARD MEMBERSHIP COMMITTEE REPORT

a. MEMO RE: STAFF RAISES

Ms. Devney requested clarification on implementing the policy “Staff Compensation”. She explained that at the September 28, 2017 Personnel and Board Membership Committee meeting she was told the staff raises should be awarded following the procedure before revision. However, to do so would be asking her to not follow approved Board procedure. If she is to continue under the old procedure for staff raises, she requested the Board direct her to do so adopting a motion. **IT WAS MOVED BY TOM ZANI THAT THE IMPLEMENTATION OF THE STAFF COMPENSATION POLICY WILL REMAIN WITH THE NEW POLICY AND GO INTO EFFECT AT THE BEGINNING OF FY2019. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY.**

b. POLICY & PROCEDURE REVISIONS

Mr. Proctor explained that the policy with revisions are in the Board Packet. The new revisions are in blue and the revisions from last month are in red.

BOARD’S RELATIONSHIP WITH THE EXECUTIVE DIRECTOR - IT WAS MOVED BY MARSHA McCORT TO APPROVE THE BOARD’S RELATIONSHIP WITH THE EXECUTIVE DIRECTOR POLICY. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY.

CONTENT & ACCESS TO PERSONNEL FILES - IT WAS MOVED BY MARSHA McCORT TO APPROVE THE CONTENT & ACCESS TO PERSONNEL FILES POLICY. MOTION WAS SECONDED BY WILLIAM E. FRANK AND CARRIED UNANIMOUSLY.

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EMPLOYEE DISCIPLINE - IT WAS MOVED BY ANITA KELLY TO APPROVE THE EMPLOYEE DISCIPLINE POLICY. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.

EMPLOYEE GRIEVANCE PROCESS - IT WAS MOVED BY MARSHA McCORT TO APPROVE THE EMPLOYEE GRIEVANCE PROCESS POLICY. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY.

EMPLOYEE PERFORMANCE REVIEW - IT WAS MOVED BY MARSHA McCORT TO APPROVE THE EMPLOYEE PERFORMANCE REVIEW POLICY. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY.

SEPARATION FROM EMPLOYMENT - IT WAS MOVED BY MARSHA McCORT TO APPROVE THE SEPARATION OF EMPLOYMENT POLICY. MOTION WAS SECONDED BY WILLIAM E. FRANK, JR. AND CARRIED UNANIMOUSLY.

STAFF COMPENSATION - After discussion, it was agreed that this policy will need to be revisited, for now, IT WAS MOVED BY MARSHA McCORT TO APPROVE THE STAFF COMPENSATION POLICY. MOTION WAS SECONDED BY ANITA KELLY AND CARRIED UNANIMOUSLY.

c. LETTER OF RESIGNATION - TOM ZANI

Several Board Members commented about Mr. Zani's long tenure on the MHR Board and how his time served on the Board has been much appreciated. He was congratulated on his new position, and the Board expressed much regret on his resignation from the Board. He has been on the MHR Board since December, 2005. IT WAS MOVED BY MARSHA McCORT TO ACCEPT MR. THOMAS ZANI'S LETTER OF RESIGNATION AND TO WISH HIM WELL ON HIS NEW ENDEAVOR. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY.

MANAGEMENT (QUALITY) REPORTS

a. HOSPITAL UTILIZATION REPORT

Mrs. Krusec pointed out the two graphs for the Hospital Bed Days, the bottom graph shows a comparison of FY2018 (blue) and FY2017 (red). She commented that for the month of October the average bed days were at 6.5 this is over our target of 5.86. She commented that the average length of stay has increased. Ms. Krusec then reviewed the new chart that covers the length of stay, County of Residence, Admission Status and Gender for admissions from July, 2018 through September, 2018. Everyone agreed that the information from the new chart covers more needed information and is better understood. (copy attached)

b. ACCESS REPORTS

Mrs. Krusec presented the Access Reports. Mrs. Krusec explained that all agencies are now reporting their required information through October. Crossroads Counseling Services turned in their reporting information, just not in time for this report. 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 (2) two pay periods September 17, 2017 through October 14, 2017 and October 15, 2017 through November 11, 2017.

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.

There was a question/comment about the list of Community Partnership Efforts held within the three county area and if this list could be shared prior to the event so that Board Members may attend.

b. CIT TRAINING

The third CIT Training event for local law enforcement and first responders was held on October 25th, 26th, and 27th. Eleven area law enforcement officers were graduated representing the following: Belmont County Sheriff Department, Barnesville Police Department, St. Clairsville Police Department, Bethesda Police Department, Flushing Police Department, and the Belmont County EMA. Evaluations on the speakers and the accommodations were very positive. Ms. Devney thanked Ms. Krusec and Ms. Baker for the amount of work that went into this local effort for first responders.

c. BRIDGES OUT OF POVERTY - The Family and Children First Council in Harrison County, along with the MHR Board, and the Belmont County Health Department is sponsoring a *Bridges Out of Poverty*_Training on January 24th, 2018. The *Bridges Out of Poverty* training addresses ways we think about poverty at the individual, organizational and community levels. This is especially critical since poverty is considered a type of trauma calling for agencies to implement trauma informed practices. Board members are welcome to attend. The sponsorship supports several strategies from our strategic plan: 1) Promote collaborations and expanded relationships...to generate and share savings and enhance quality; and 2) Leverage resources to strengthen collaboration to promote health and wellness; and 3) Invest in a competent workforce that is

ready to meet emerging health and behavioral health changes; and 4) Provide knowledge and learning opportunities. Board members are encouraged to attend and can do so by contacting our office.

d. BH RE-DESIGN PRESENTATION

Ms. Devney explained that in the Board Packet is a power point of Medicaid and BH Redesign. She presented the highlights of the power point. She suggested that the Program and Planning Committee meet after the first of the year to discuss what is changing in the way we approach our contracting and the way we approach services. Some services have been added and we will have to choose whether to add some new services and/or no longer provide some services. There might also be some new ways to monitor our outcomes. Most of the impact will be felt by the providers, but there will also be some impact on the Board.

e. DECEMBER BOARD MEETING

Ms. Devney explained that the County Auditor's Office closes their book of operations for the year end earlier in the month. They have asked the departments within the County to have their bills turned in by December 6th. Therefore, the December bills will need to be approved according to the alternate method of two Board Members signing the bills. Ms. Devney reported that there will be little to no business to report in the month of December; therefore, if there is no objection, the December Board Meeting will be cancelled. We will resume business on Tuesday, January 16, 2018.

OLD BUSINESS

Once again thanks were shared with Tom Zani who will be leaving the MHR Board.

NEW BUSINESS

There was none.

PUBLIC COMMENT

Jacqueline Knight, Crossroads Counseling Services

Dan Milleson, who is running for State Representative of the 95th District, shared his desire to become more familiar with the operations of the MHR Board and how we help the community. He said he will probably be at future meetings just to be more involved.

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As there was nothing further to come before the Board, **IT WAS MOVED BY THOMAS ZANI TO**

ADJOURN THE MEETING. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.

Debbie Ruffner, Chairperson

Randy Proctor, Vice-Chairperson