

BOARD MEETING MINUTES

Tuesday, June 19, 2018 - 6:00 p.m.

Roll Call Board Attendance

John Carr	- present	Tom Foster	- present
William E. Frank, Jr.	- present	Jeanette Hissom	- absent
Anita Kelly	- present	James Leos	- present
Mary Potter	- present	Richard Schenk	-
absent			
Jacquetta Stephen	- absent	Bonnie Thomas	-
present			
Debra Yeater	- present		

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

Others Present: Naomi Kolkedy, Shannan Watson, Pat Felton, Cathy Campbell, Ed Essig

The meeting was called to order by Board Chair Pro-tem Mary Potter. 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 JAMES LEOS TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY TOM FOSTER AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the May 15, 2018, minutes in the mail or by e-mail. **IT WAS MOVED BY BONNIE THOMAS TO APPROVE THE MAY 15, 2018, MEETING MINUTES. MOTION WAS SECONDED BY ANITA KELLY AND CARRIED UNANIMOUSLY.** (copy attached)

PRESENTATION OF FY17 PROVIDER AUDITS

Mary Pockl, CPA, VP, Zeno, Pockl, Lily and Copeland, A.C.

Mary Pockl, Senior Vice-President of Zeno, Pockl, Lilly and Copeland, A.C. presented the FY2017 audits of Crossroads Counseling Services, Inc. and Tri County Help Center, Inc.

The audit reports were distributed to Board members, and the financial information from the audits were presented for each agency.

Ms. Pockl reviewed the “Report to the Board of Directors” and the audit. It was noted that there were findings and a Management Letter for both of the audited agencies. Ms. Pockl discussed the issues and provider management actions toward

corrections. Ms. McKivitz acknowledged the work of the agency directors during the audits and working toward addressing issues and thanked Ms. Pockl for presenting the audits to the MHR Board.

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FINANCE

a. PRESENTATION OF BILLS

Bills for the Board system for June were presented totaling \$150,716.85. Ms. McKivitz reviewed the bills for June and noted any new or unusual charges this month. Ms. McKivitz commented there is no Then & Now Certificate for the month of June for invoices dated prior to purchase order dates. **IT WAS MOVED BY JAMES LEOS TO ACCEPT PAYMENT OF ALL JUNE BILLS TOTALING \$150,716.85. MOTION WAS SECONDED BY DEBRA YEATER AND CARRIED UNANIMOUSLY.** (copy attached)

b. FINANCIAL REPORTS

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2018”, covering the Board expenses through May. The operating budget target is 92% and the expenses are under at 81.3%. (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 April for current month expenditures. In the past several months we have discussed the billing situation, and there has been little change. Ms. McKivitz mentioned that Southeast and Tri-County Help Center are still working on the new billing requirements in their software systems. She commented that she is working with them on a weekly basis and their software providers are working on their billing issues. Ms. McKivitz also explained in the Grant & Other section the Children’s Residential billing is behind due to billing delays. (copy attached)

c. FY2019 PROVIDER CONTRACTS

i. SOUTHEAST, INC. - TRI-COUNTY HELP CENTER

Ms. Devney presented staff recommendations for contracts with Southeast, Inc. and Tri-County Help Center. These recommendations include both allocation amounts for provider contracts and other payments that may be made on behalf of residents of Belmont Harrison and Monroe Counties.

Last month FY 2019 contracts were recommended and approved for Crossroads Counseling Services, The Village Network, and Student Services along with allocations for the Forensic Center, Children Clusters, and out-of-network providers.

This month we are recommending the following FY 2019 Provider Purchase of Service Contracts.

	Medicaid Comparable Services	Non-Medicaid Comparable Services/Supports	Total Contract
Southeast, Inc.	\$ 428,588	\$ 527,047	\$ 955,635
Tri-County Help Center	\$ 349,501	\$ 96,547	\$ 446,048

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IT WAS MOVED BY JAMES LEOS TO APPROVE CONTRACTS AND THE AMOUNTS TO THE FOLLOWING AGENCIES: SOUTHEAST, INC.; CONTRACT AMOUNT (\$955,635); TRI-COUNTY HELP CENTER, INC., CONTRACT AMOUNT (\$446,048). MOTION WAS SECONDED BY JOHN CARR AND CARRIED UNANIMOUSLY.

ii. CROSSROADS - REVISION

Ms. Devney explained that one of the projects requested for CURES funding from the Ohio Department of Mental Health and Addictions services was the deployment of a crisis response individual(s) to four emergency rooms in Belmont County Hospitals. The purpose is to talk to individuals who have been revived with naloxone (NARCAN) to aggressively engage them in treatment. The approved funding of \$50,000 will be split between Southeast and Crossroads Counseling Services to support the enhanced crisis response. The resources allocated to Southeast are included as part of their FY 2019 contract including the enhanced crisis response system coming from the discussions on redesigning the crisis system.

The allocation for Crossroads Counseling likewise needs to be included in their FY 2019 contract which was approved last month by the MHR Board. Staff recommends amending the contract between the MHR Board and Crossroads Counseling Services to add the CURES funding available for crisis response.

IT WAS MOVED BY ANITA KELLY TO AMEND ATTACHMENT 3 OF THE FY2019 CONTRACT BETWEEN THE MHR BOARD AND CROSSROADS COUNSELING SERVICES TO INCLUDE AN ADDITIONAL \$25,000 IN CURES FUNDS FOR CRISIS RESPONSE. THE REVISED CONTRACT AMOUNT WILL BE \$602,199.00. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.

iii. CROSSROADS - TREATMENT NAVIGATOR

Ms. Devney explained that another one of the projects requested for CURES funding from the Ohio Department of Mental Health and Addictions services was to provide a treatment and support navigator program that will serve as a bridge between the family and the Harrison County Common Pleas Court, Juvenile Division; the Harrison County Job and Family Services; and, service providers. The role of the navigator will be to help parents and/or custodial others to adhere to the joint case plan established to prevent the removal of children from the home or to shorten the length of time children are in out of home placement.

Staff recommends contracting with Crossroads Counseling Services to provide the staff necessary to support the intent of the program funding. The contract will be an amount not to exceed \$65,000. **IT WAS MOVED BY ANITA KELLY TO APPROVE**

CONTRACTING WITH CROSSROADS COUNSELING, FOR AN AMOUNT NOT TO EXCEED \$65,000, TO IMPLEMENT THE TREATMENT AND SUPPORT NAVIGATOR PROGRAM FOR HARRISON COUNTY. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.

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d. STATE AUDIT

Ms. McKivitz explained that the State Auditor has released the Board's 2017 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 2016 and 2017, and "Statement of Activities - Cash Basis" which reported a \$1,242,025 "Change in Net Position" for 2017, and a "Statement of Assets and Fund Balance - Cash Balance for the end of calendar year 2017. Ms. McKivitz was commended for the clean audit. Following discussion, IT WAS MOVED BY BONNIE THOMAS TO ACCEPT THE AUDIT PRESENTATION FOR 2017. MOTION WAS SECONDED BY WILLIAM E. FRANK, JR. AND CARRIED UNANIMOUSLY.

MANAGEMENT (QUALITY) REPORTS

a. ACCESS REPORTS (May)

Mrs. Krusec presented the Access Reports. Mrs. Krusec explained that all agencies are now reporting their required information through May. 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). Mrs. Krusec commented that the discrepancy with last months reporting ended up being at the fault of the MHR Board. Crossroads faxed their report to the Board office and it was misplaced upon receipt. (copies attached)

b. COMPENSATORY TIME REPORT

Ms. Hanse presented compensatory time report. She explained that the report is for (2) two pay periods May 12, 2018 through June 9, 2018. She noted that everyone's balance is at 0.

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.

CURES Grants: Ms. Devney reported that Board staff applied for and received CURES funding for opioid related programs and services. As a result of this funding, one project is designed to coordinate services (primary care, behavioral health care, social

supports, education, and medication assisted treatment) for pregnant and post-partum women who are using opioids or are in recovery. A second project targets Harrison County with a treatment navigator working with the Harrison County Common Pleas Court, Juvenile Division, child welfare through the Department of Job and Family Services; treatment providers and recovery supports. CURES resources will also be used to fund crisis response teams deployed to four Belmont County Hospitals to talk to individuals who have been revived with naloxone (NARCAN) to aggressively engage them in treatment. The fourth part of the CURES grant will be used to expand medication

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treatment by adding suboxone and Subutex the medications available for individuals with opioid use disorder.

- b. **MONROE COUNTY BOARD MEETING (JULY)** - Ms. Hanse reminded the Board Members that we plan to hold our July 17th Board Meeting in Woodsfield. The meeting will be at St. Paul's United Church of Christ at 6:00 p.m. She commented there are directions to the church in the Board Packet. She reminded everyone to record their mileage to the meeting. In September, our Board Meeting will be held in Harrison County.

PERSONNEL AND BOARD MEMBERSHIP

- a. **Minutes - May 10, 2018**

Committee Member William E. Frank, Jr. referred to the May 10, 2018 minutes in the Board Packet for review.

- b. **Slate of Officers**

Committee Member William E. Frank, Jr. informed that the Personnel and Board Membership Committee met and reviewed the terms of all Board Members and presents the slate of Officers for FY19:

Richard Schenk - Chairperson
Tom Foster - Vice-Chairperson
Mary Potter - Secretary/Treasurer

- c. **Election of Officers**

On behalf of the Committee, William E. Frank, Jr. recommends the election of the slate of officers as nominated.

Richard Schenk - Chairperson
Tom Foster - Vice-Chairperson
Mary Potter - Secretary/Treasurer

IT WAS MOVED BY WILLIAM E. FRANK, JR. TO ACCEPT THE SLATE OF OFFICERS AS PRESENTED. MOTION WAS SECONDED BY TOM FOSTER AND CARRIED UNANIMOUSLY.

OLD BUSINESS

a. **Board Training**

Ms. Devney reported that she previously sent out an e-mail that she received confirmation from the Ohio Department of Mental Health and Addiction Services that if the Board Members and staff complete the online Ethics training (information shared at the last board meeting) it will meet the required annual training for Board members. She thought this might be a more

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convenient option this year to meet the required training since we are rather tight on time at the regular board meetings. The link for the Ohio Ethics Commission is: <http://www.ethics.ohio.gov/education/elearning/ecourses.html>. She requests if members have not done so, they need to complete the training soon.

NEW BUSINESS

Board Chair ProTem Mary Potter informed that sadly this is William E. Frank, Jr.'s last board meeting as he has chosen not to renew for another 4 year term. She commented that since she has been on the MHR Board she has learned a lot from him and thanked him for his guidance since she volunteered as Chair ProTem.

Mr. Frank proceeded to thank the Board. He commented that he is just one voice and our Board has many voices. He commented that his tenure spans over 15 years. He believes that the need and demand for Board Members on the MHR Board has become more apparent than it was when he began a decade and a half ago. He expressed his concern over all of the traumatic school shootings, the seriousness of the suicides happening each day, the gun violence across America and the ever increasing opioid crisis throughout the U.S. He thanked the Board Members for their service. He welcomed the Board and staff to call on him if they wish to address what the Board has done in the past on this issue or any issue.

Board Member Tom Foster requested the Board go in to Executive Session to discuss personnel matters. **IT WAS MOVED BY TOM FOSTER TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE EXECUTIVE DIRECTOR'S EVALUATION. MOTION WAS SECONDED BY JAMES LEOS AND CARRIED UNANIMOUSLY WITH THE FOLLOWING ROLL CALL VOTE. THE BOARD ENTERED THE EXECUTIVE SESSION AT 8:05 P.M.**

John Carr	- yes	Tom Foster	- yes
William E. Frank, Jr.	- yes	Anita Kelly	- yes
James Leos	- yes	Mary Potter	- yes
Bonnie Thomas	- yes	Debra Yeater	- yes

IT WAS MOVED BY BONNIE THOMAS TO RETURN TO OPEN SESSION. MOTION WAS SECONDED BY TOM FOSTER AND CARRIED UNANIMOUSLY. THE BOARD RETURNED TO OPEN SESSION AT 8:59 P.M.

IT WAS MOVED BY WILLIAM E. FRANK, JR. THAT THE EVALUATION PROCESS BE CONCLUSIVELY TABULATED AND TO KEEP ALL COMMENTS FROM IT CONFIDENTIAL, PROVIDING A SUMMARY OF THE DATE TO THE EXECUTIVE DIRECTOR FOR A MEANINGFUL

OPPORTUNITY TO REVIEW. SINCE THE EXECUTIVE DIRECTOR INDICATED THAT SHE WILL NOT SEEK COMPENSATION WITH THIS EVALUATION, THAT COMPENSATION BE CONSIDERED WITH THE NEXT EVALUATION. THIS WILL BE CLOSURE FOR THE EVALUATION THAT WAS BEGUN AND CONCLUDED. MOTION DIED FOR LACK OF A SECOND.

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IT WAS MOVED BY ANITA KELLY TO ACCEPT THE EXECUTIVE DIRECTOR'S EVALUATION PRESENTED AS A POSITIVE EVALUATION WITHOUT ADDITIONAL COMMENTS, AND THAT MS. DEVNEY BE GIVEN A COPY OF THE CALCULATED RESULTS. IN ADDITION, AS A RESULT OF THE POSITIVE EVALUATION, A ONE-TIME PAYROLL PAYMENT OF 3 PERCENT OF HER ANNUAL SALARY BE AWARDED. THE ONE-TIME PAYMENT SHALL NOT BE CONSIDERED AS PART OF THE BASE SALARY FOR THE EXECUTIVE DIRECTOR. MOTION WAS SECONDED BY JAMES LEOS AND CARRIED UNANIMOUSLY.

Chair ProTem Mary Potter requested a roll call vote on the motion.

John Carr	- yes	Tom Foster	- yes
William E. Frank, Jr.	- yes	Anita Kelly	- yes
James Leos	- yes	Mary Potter	- yes
Bonnie Thomas	- yes	Debra Yeater	- yes

As there was nothing further to come before the Board, IT WAS MOVED BY DEBRA YEATER TO ADJOURN THE MEETING. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.

Mary Potter, Chair ProTem

Board Member