

BOARD MEETING MINUTES

Tuesday, August 16, 2016 - 6:00 p.m.

Roll Call Board Attendance

Margene Angelozzi	- absent	Roger Deal	- present
Roger Francis	- present	William E. Frank, Jr.	- present
Paula Ginther	- present	Jessica Hoff	- absent
Robert Kester	- present	Marsha McCort	- present
Randy Proctor	- present	Deborah Ruffner	- present
John Shaver	- absent	Bonnie Thomas	-
present			
Thomas Zani	- present	Karen Zonker	- present

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 that board meetings are recorded.

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

Board Members received copies of the July 19, 2016, minutes in the mail or by e-mail. **IT WAS MOVED BY ROGER DEAL TO APPROVE THE JULY 19, 2016 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 August were presented totaling \$199,986.82. Ms. McKivitz reviewed the bills for August and noted any new or unusual charges. Providers are being paid for June services. Ms. McKivitz commented there is a Then & Now Certificate for the month of August for invoices dated prior to purchase order dates. **IT WAS MOVED BY MARSHA MCCORT TO ACCEPT PAYMENT OF ALL AUGUST BILLS TOTALING \$199,986.82 AND THE THEN AND NOW CERTIFICATE. MOTION WAS SECONDED BY ROGER FRANCIS 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 July 31, 2016. The budget target is 8.3% and the expenses are slightly over budget at 9.1% because the dues to the Association have been paid in full for the year. (copy attached)

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2016”, covering the Board expenses through June 30, 2016. The budget target is 100% and the expenses are under budget at 88.5%. (copy attached)

Ms. McKivitz then referred to the “Agency Expenditure Report” for In-County Agencies’ Non-Medicaid, Grants and Other Expenditures noting that the targets are based on actual provider billing through June for current month allocations. She commented that Southeast, Inc. is slightly low in billing because they switched from MACSIS billing to GOSH and SHARES billing systems and they are working on issues within their billing system. Crossroads Counseling Services continues to be underbilled, and they report that they have more Medicaid services than Non-Medicaid services provided. (copy attached)

**c. STATE AUDIT**

i. Waiver of presentation - Ms. McKivitz explained that the State Auditors have been working on the audit field work since the beginning of July and have requested various materials required for the audit. Ms. McKivitz explained that the State Auditors released the Board’s calendar year 2015 audit. There were no findings and no instances of questioned costs. No Management Letter was issued. The auditors asked if the Board wanted to waive the post audit presentation, and if so she will present it to the Board. The Board Members complimented Ms. McKivitz for receiving a clean audit. Following discussion, **IT WAS MOVED BY THOMAS ZANI TO WAIVE THE POST AUDIT PRESENTATION FOR 2015. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.**

**d. HEARTLAND EAST IMPLEMENTATION UPDATE**

Ms. McKivitz reported that the Heartland East billing transition has went smoothly. All of the providers were able to use the system using MACSIS. The providers were very helpful in the transition. Heartland East has also been very responsive with any questions or any processes that we set up and we will continue to work with them on the next phase which is the new billing system

**PERSONNEL AND BOARD MEMBERSHIP COMMITTEE REPORT**

**a. EXECUTIVE DIRECTOR POSITION DESCRIPTION**

Marsha McCort explained that the committee has heard Ms. Devney’s request for a revised position description. The Executive Director’s position description had not been revised since 1993. Over the last twenty-three years there has been significant changes in ORC 340.03 and other legislation that should be reflected in the position description. The current position

description and her suggested revision were provided to the committee for this meeting. Ms. Devney requested consideration and approval of the revised position description. Following some questions from Board Members, IT WAS MOVED BY MARSHA McCORT TO ADOPT THE RECOMMENDED POSITION DESCRIPTION FOR THE POSITION OF EXECUTIVE DIRECTOR. MOTION WAS SECONDED BY THOMAS ZANI AND CARRIED UNANIMOUSLY. (copy attached)

**b. POLICY & PROCEDURES**

Marsha McCort explained the committee reviewed three new and four revised policies and procedures coming from staff review to assure that they are current and relevant to the work at hand. Ms. McCort introduced each policy and procedure separately to the Board to allow for questions and discussion. The Board reviewed the following policies: Staff Resignation; Professional (Staff) Development; Personal Leave; Compensatory Time; Expense Reimbursement; Unanticipated Closings of Board Office; Staff Compensation. Committee Members shared some of the discussion and changes the committee made in their review. Board Member Bill Frank questioned the change made in awarding staff raises, noting previously individual staff raises were approved by the Board. He expressed some concern over this responsibility now placed with the director and questioned what controls were in place. Committee Members identified the controls and spoke about the process in other organizations. After discussion, IT WAS MOVED BY MARSHA McCORT TO APPROVE THE FOLLOWING POLICIES: STAFF RESIGNATIONS; PROFESSIONAL (STAFF) DEVELOPMENT; PERSONAL LEAVE; COMPENSATORY TIME; EXPENSE REIMBURSEMENT; UNANTICIPATED CLOSINGS OF BOARD OFFICE; STAFF COMPENSATION. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY. (copy attached)

**c. WAGE & SALARY SCHEDULE**

Ms. Devney explained that when reviewing the staff compensation policy, she found that several of the wage and salary scales had not been revised within the framework provided by the policy and procedure. In reviewing the salary scales and preparing any recommended changes she considered these areas: the two last wage and salary reviews done by the OACBHA (2014 and 2016), other regional boards, the last five executive's hired by other boards, review of provider salaries when shared, and changes (added responsibilities or decreased responsibilities) of MHR Board staff. She also tried to develop some parity between the steps for all positions. After discussion, IT WAS MOVED BY MARSHA McCORT TO APPROVE THE WAGE & SALARY SCHEDULE FOR MHR BOARD POSITIONS. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY. (copy attached)

**d. EXECUTIVE DIRECTOR COMPENSATION**

Ms. Devney explained that the Board is responsible to set the salary for the Executive Director. She requested the committee recommend the salary amount for the position effective on her anniversary date (January 1<sup>st</sup>) and after a positive evaluation. Since the new scale is slightly different than the old scale and since the current salary does not match the current scale, after

discussion the committee recommended to move the salary to Step 4 upon the anniversary date. After discussion, IT WAS MOVED BY MARSHA McCORT TO SET THE SALARY FOR THE EXECUTIVE DIRECTOR AT STEP 4 UPON THE ANNIVERSARY DATE WITH COMPLETION OF THE ANNUAL EVALUATION. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY. (copy attached)

#### 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 FY2017 (blue) and FY2016 (red). She commented that as you can see for the month of July the average bed days were at 6.7 this is above our target of 5.86. (copy attached)

b. **ACCESS REPORTS**

Mrs. Krusec presented the Access Reports. The agencies are to provide the Board with the average number of days an individual has to wait for an appointment for that month. The agencies are asked to provide additional information for this report including average number of days between intake and 2<sup>nd</sup> scheduled appointment; average number of days for new adult and youth client to be scheduled with a psychiatrist; percentage of clients completing their program for recovery supports/residential services that continue with outpatient or another level of care within 7 days. Mrs. Krusec explained that the agencies are reporting most of the required information. Southeast, Inc. is reporting everything that is required. Tri-County Help Center and Crossroads Counseling Services have begun reporting everything this fiscal year, although Crossroads Counseling Services also needs to include their residential (Awakenings and New Outlook) in their reporting. (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. Ms. Devney reported that tomorrow evening (Wednesday, August 17<sup>th</sup>) the Board staff is having a Criminal Justice Collaborative in Belmont County to discuss the ways that the criminal justice system intersects with the behavioral health care system. She commented they will be looking for areas where we can work more effectively together to improve the safety and well-being of the community.
- b. **RESOURCE MODERNIZATION REPORT** - Ms. Devney explained that In August, 2015 the Executive Committee of the Ohio Association of County Behavioral Healthcare Authorities (OACBHA) established the Resource Modernization Workgroup with the mission, "To develop a resource strategy for implementing Recovery Oriented Systems of Care (ROSC) at the local level." The project scope was to determine the resources necessary for Ohio to become a dynamic, sustainable, and integrated ROSC with success defined as "a methodology for funding a complete ROSC for all individuals and family members."

OACBHA retained consultants to assist the Resource Modernization Workgroup in identifying available resources, identifying access, service, and resource gaps, developing a strategy for procuring additional funding, and in developing a process for allocating funding. The consultants final report was released last month. Ms. Devney added that she is a member of this committee and would send a copy of this report to any Board Member who would like to review it.

The consultants did not develop a long-term strategy for procuring additional funding nor develop a process for allocating funding. This work will be left to the OACBHA workgroup.

Since the input into the FY 18-19 state budget cycle begins with OhioMHAS this fall, OACBHA membership has approved these initiatives for the upcoming budget cycle (short term strategy).

1. Request funding for a subset of critical services: crisis services/detoxification and inpatient, residential, outpatient, and medication.
2. Clean up the continuum of care language
3. Update current statute to ensure funding goes to through the Boards.

The Resource Modernization Workgroup has identified determining the average cost of services across the state, identifying current funding for services (by type and amount) and identifying gaps and lack of resources to support a statewide ROSC as its next area of work.

- c. **PREVENTION GRANT (Strategic Prevention Framework Partnership for Success)** - Ms. Devney explained the Board staff will be submitting a prevention grant funding request to OhioMHAS for SAMHSA funding. If approved the grant would provide a year of funding to select evidence based programs, practices, policies, and strategies to address the prevention or reduction of consequences of underage drinking for persons aged 12 to 20 and the reduction of prescription drug misuse and abuse among persons aged 12 to 25. Funding of up to \$80,000 per county is available.

## **OLD BUSINESS**

Board Chairperson, Debbie Ruffner referred to a letter received by Tri-County Help Center's Board, Staff and consumers "expressing their gratitude to the MHR Board for the reimbursement of additional mental health claims in the amount of \$50,000. \_

## **NEW BUSINESS**

There was none.

## **PUBLIC COMMENT**

There was none.

**MENTAL HEALTH and RECOVERY BOARD**  
**OF BELMONT, HARRISON, and MONROE COUNTIES**  
**Minutes of AUGUST 16, 2016**  
**Page 6**

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

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Debbie Ruffner, Chairperson

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Randy Proctor, Vice-Chairperson