

Ms. McKivitz reviewed the bills that had been paid for December and noted any new or unusual charges. Bills for the Board system for the month of December were previously approved according to Board Policy by Debbie Ruffner and Randy Proctor signing the individual vouchers. The bills totaled \$224,348.45. Ms. McKivitz commented there is no Then & Now Certificate for the month of December for invoices dated prior to purchase order dates. (copies attached)

b. FINANCIAL REPORTS

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2017”, covering the Board expenses through December 31, 2016. The budget target is 50% and the expenses are slightly over at 56.3%. She reported no individual line items that were over budget except those annual expenses already discussed at previous meetings. (copy attached)

Ms. McKivitz then referred to 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 November for current month expenditures. She noted that she has talked with the CFO at Southeast, Inc. because they are 3-4 months behind in their billing. There was a discrepancy in the naming of their files to be submitted to Heartland East and they are now rebilling for past services. Ms. Devney also confirmed that she spoke with the COO at Southeast, Inc. as well. Ms. McKivitz also commented that she and Ms. Devney will be having a meeting with Southeast, Inc. to review the methodology for the Jail Grant to get their billing up to date. Tri County Help Center is also under budget at this time. (copy attached)

c. 2017 COUNTY APPROPRIATIONS

Ms. McKivitz referred to the memo to the Belmont County Commissioners regarding the FY2017 appropriations totaling \$3,856,363 to be assigned to the following line items: (copy attached)

E-2310-S049-S49.002	Salaries	\$
272,000		
E-2310-S049-S50.010	Supplies	\$
6,500		
E-2310-S049-S52.012	Equipment	\$
6,500		
E-2310-S049-S53.000	Contract Repairs	\$
60,000		
E-2310-S049-S54.011	Contract Services	\$
3,285,000		
E-2310-S049-S58.000	Advertising and Printing	\$
1,000		
E-2310-S049-S59.000	Travel and Expenses	\$
13,000		
E-2310-S049-S60.003	PERS	\$

40,000	E-2310-S049-S61.004	Workers' Compensation	\$
6,700	E-2310-S049-S63.000	Other Expenses	\$
161,163	E-2310-S049-S64.005	Medicare	\$
4,500			
		TOTAL	\$ 3,856,363

IT WAS MOVED BY ROGER FRANCIS TO APPROVE THE FY17 BOARD APPROPRIATIONS FOR THE TOTAL AMOUNT OF \$3,856,363 AS SUBMITTED TO THE COUNTY COMMISSIONERS. MOTION WAS SECONDED BY JOHN SHAVER AND CARRIED UNANIMOUSLY.

MENTAL HEALTH and RECOVERY BOARD OF BELMONT, HARRISON, and MONROE COUNTIES			
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PERSONNEL AND BOARD MEMBERSHIP COMMITTEE MEETING

Marsha McCort commented that the Bill Frank would like to hold a Personnel and Board Membership Committee Meeting on Tuesday, January 24, 2017 at 6:00 p.m. to review the Executive Director Evaluations. It was agreed by those present.

Everyone was reminded that the Executive Director Evaluations were to be returned by January 13, 2017. If you haven't returned your evaluation, please send it to Bill Frank, Jr.

DIRECTOR'S REPORT

- a. **WEBSITE INTRODUCTION** - Ms. Devney explained that many more people are using the web and internet to access information. She reported that she, Ms. McKivitz and Ms. Baker had interviewed for a web designer and chose Brandi Patt. Ms. Baker will be doing the necessary updates to the website to keep the information current. Ms. Baker introduced the Board's website to the Board. The presentation was very informative and everyone commented that the website was user friendly. It was suggested that a news release be written announcing the new website to the public. Most users will find it through a search engine of their liking. The website is www.bhmboard.org
- b. **WRITTEN REPORT** - Ms. Devney asked if there were any questions from the written Director's Report. She commented there is a report for December and January. There were no questions or comments.

Recovery Housing - Ms. Devney reported that staff consulted with OhioMHAS staff as a first step for the capital project implementation. We are now awaiting a decision by the Crossroads Counseling Services Board of Directors on whether they will own property which will be paid for by MHR Board funds and State of Ohio capital funds. The CCS Board does not meet until January 18th so the project continues to experience some delays. It is critical that we get the project approved by OhioMHAS before the end of the fiscal year even though the opening may extend into the fall.

OhioMHAS's FY2017-2018 State Budget Plan - Ms. Devney explained, the Department prioritized staff and service levels at the six state hospitals and indicates that meeting

those demands may come at the expense of funding some community based investments. The Department is not recommending any reduction to the Continuum of Care line item (this Board receives \$1,350,540 (in this category) or in Naloxone funding. Some areas targeted for reduction include evidence based prevention strategies, suicide prevention, clinical services for drug court enrollees, recovery housing and for community based services for individuals with drug histories leaving the prison system.

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Board/Committee Meeting Schedule - Ms. Devney updated the Board Members with a schedule showing items/topics to be discussed in the upcoming Board Meetings and what committees would need to meet.

a. 120 DAY NOTICE FOR PROVIDER - CONTRACT AGENCIES

Ms. Devney requested the Board's approval to send 120 Day Notice of Substantial Changes for FY18 to the Board's contract agencies. She informed the notice enables changes to be made to the agencies' contract language and budget allocations. **IT WAS MOVED BY JOHN SHAVER TO SEND THE 120 DAY NOTICE OF SUBSTANTIAL CHANGES FOR FY18 TO THE CONTRACT AGENCIES: CROSSROADS COUNSELING, OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES, SOUTHEAST, INC., STUDENT SERVICES, TRI-COUNTY HELP CENTER, AND THE VILLAGE NETWORK. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.**

a. ANNUAL REPORT

Ms. Devney referred to the FY2016 Annual Report in the Board Packet. **IT WAS MOVED BY RANDY PROCTOR TO ACCEPT THE FY2016 ANNUAL REPORT. 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 FY2017 (blue) and FY2016 (red). She commented that for the month of December the average bed days were at 5.6 this is below 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 second 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 now reporting all of their required information through December. Mrs. Krusec reported that Crossroads Counseling and Southeast, Inc. are the only reports included in the board packet this month. Tri-County Help Center's report was received too late for the Board Meeting, but will be available next month. (copies attached)

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OLD BUSINESS

Marsha McCort explained that she felt there is a need to tape the Board Meetings. She said she felt it would help if there was a question regarding discussions held in the minutes. The Board agreed that the Board Meetings should be taped.

NEW BUSINESS

There was none.

PUBLIC COMMENT

There was none.

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

Debbie Ruffner, Chairperson

Randy Proctor, Vice-Chairperson

