

BOARD MEETING MINUTES
Tuesday, January 19, 2016 - 6:00 p.m.

Roll Call Board Attendance

Roger Francis	- present	William E. Frank, Jr.	- absent
Paula Ginther	- present	Marsha McCort	- present
Randy Proctor	- present	Deborah Ruffner	- present
John Shaver	- present	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 THOMAS ZANI AND CARRIED UNANIMOUSLY.** (copy attached)

*Bonnie Thomas arrived at 6:04 p.m.

Board Members received copies of the November 17, 2015, minutes in the mail or by e-mail. **IT WAS MOVED BY JOHN SHAVER TO APPROVE THE NOVEMBER 17, 2015 MEETING MINUTES. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the December 16, 2015, minutes in the mail or by e-mail. **IT WAS MOVED BY ROGER FRANCIS TO APPROVE THE DECEMBER 16, 2015 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 January were presented totaling \$353,131.86. Ms. McKivitz reviewed the bills for January and noted any new or unusual charges. Providers are being paid for November 2015 services. Ms. McKivitz commented there is no Then & Now Certificate for the month of January for invoices dated prior to purchase order dates. **IT WAS MOVED BY JOHN SHAVER TO ACCEPT PAYMENT OF ALL JANUARY BILLS TOTALING \$353,131.86. MOTION WAS SECONDED BY THOMAS ZANI AND CARRIED UNANIMOUSLY.** (copy attached)

b. FINANCIAL REPORTS

Ms. McKivitz presented to the Mental Health and Recovery Board the “Budget vs Actual Expenditures for Fiscal Year 2016”, covering expenses through December 31, 2015 for the Board. The budget target is 50% and the expenses are under budget at 48%. She commented that the Dues line item is at 94.1% which is related annual payments. (Copy attached)

Ms. McKivitz then referred to the “Agency Expenditure Report” for In-County Agencies’ Non-Medicaid Expenditures noting that the targets are based on actual provider billing through November. She commented that Tri-County Help Center expenditures are higher than anticipated and staff will be meeting with the agency to discuss. She then reviewed the “Grants and Other” section for services provided with grant funds and other board supported services. Most providers are under budget and we are currently meeting with the providers to see what we need to do; why they are underspent; and make sure we meet contract obligations and grant requirements. (Copy attached)

c. 2016 BOARD APPROPRIATIONS

Ms. McKivitz referred to the memo to the Belmont County Commissioners regarding the FY2016 appropriations totaling \$3,798,202 to be assigned to the following line items: (copy attached)

E-2310-S049-S49.002	Salaries	\$ 264,307
E-2310-S049-S50.010	Supplies	\$ 7,924
E-2310-S049-S52.012	Equipment	\$ 12,000
E-2310-S049-S53.000	Contract Repairs	\$ 10,898
E-2310-S049-S54.011	Contract Services	\$ 2,921,498
E-2310-S049-S58.000	Advertising and Printing	\$ 1,000
E-2310-S049-S59.000	Travel and Expenses	\$ 11,813
E-2310-S049-S60.003	PERS	\$ 37,003
E-2310-S049-S61.004	Workers’ Compensation	\$ 2,735
E-2310-S049-S63.000	Other Expenses	\$ 140,847
E-2310-S049-S64.005	Medicare	\$ 3,686
	TOTAL	\$ 3,413,711

IT WAS MOVED BY JOHN SHAVER TO APPROVE THE FY16 BOARD APPROPRIATIONS FOR THE TOTAL AMOUNT OF \$3,413,711 AS SUBMITTED TO THE COUNTY COMMISSIONERS. MOTION WAS SECONDED BY RANDY PROCTOR 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 FY2016 (blue) and FY2015 (red). The graph shows that in FY2016 the trend in comparison to FY2015 had been going up, that is due in large part to a forensic population in the jail requiring hospitalization. However, it has stabilized in the last month or so. The charts reflect the decreased number for number of bed days (based on a three year average) assigned to the Board for the fiscal year. Thus, since our bed day target has decreased, the percent of increase (over utilization) will be higher. She commented that as you can see for the month of December the average bed days were at 6.1, this is slightly above our target of 5.86 which is also lower in comparison to FY2015. (copy attached)

b. ACCESS REPORTS

Mrs. Krusec presented the Access Reports. The agencies will provide the Board with the average number of days an individual has to wait for an appointment for that month. Beginning in January this year the agencies will be reporting additional information for this report including average number of days between intake and 2nd 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. (copies attached)

DIRECTOR'S REPORT

Ms. Devney asked if there were any questions from the written Director's Report that covers many topics and may help prioritize the information that needs to be discussed at the Board meetings.

a. 120 DAY NOTICE FOR PROVIDER - CONTRACT AGENCIES

Ms. Devney requested the Board's approval to send 120 Day Notice of Substantial Changes for FY17 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 FY17 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 MARSHA McCORT AND CARRIED UNANIMOUSLY.**

b. RECOMMENDATION FOR BOARD MEMBERSHIP

Ms. Devney informed that she has had the opportunity to meet with Ms. Jessica Hoff earlier this month. Ms. Hoff is a resident of Monroe County. She is in recovery herself and volunteers and presents her story in the local area. She is a member of the Monroe County Suicide Coalition and provides drug and prevention information for Switzerland of Ohio. She would be appointed by OhioMHAS as an Addiction Consumer and would fill the unexpired term (02/02/2015 to 06/30/2018) of Sheena Robbins. **IT WAS MOVED BY RANDY PROCTOR TO**

RECOMMEND JESSICA HOFF FOR MHR BOARD APPOINTMENT TO OhioMHAS. MOTION WAS SECONDED BY JOHN SHAVER AND CARRIED UNANIMOUSLY.

MENTAL HEALTH and RECOVERY BOARD OF BELMONT, HARRISON, and MONROE COUNTIES				
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Ms. Devney informed that she also had the opportunity to meet with Mr. Robert Kester earlier this month. Mr. Kester is a resident of Belmont County. He is an ordained minister, an employee of the Belmont County Sheriff's Department, and a parent of a young adult who has struggled since adolescence with mental health issues. Mr. Kester was referred to the Board by my current Board Member Roger Francis. He would be appointed by OhioMHAS as a Mental Health Family Member, and would fill a longstanding vacancy last held by Kathy Keilich and his term would be through 06/30/2016, and he would be eligible for two subsequent full terms. **IT WAS MOVED BY ROGER FRANCIS TO RECOMMEND ROBERT KESTER FOR MHR BOARD APPOINTMENT TO OhioMHAS. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY.**

Ms. Devney added that at present we need to fill 1 Belmont County vacancy; 2 Harrison County vacancies; 1 Monroe County vacancy; a Mental Health Consumer and an AOD Clinician to complete our 18 MHR Board Membership.

c. NEEDS ASSESSMENT

Ms. Devney explained that she has been working on a Needs Assessment and once completed she will be sending it out via mail to all Board Members to review.

EXECUTIVE DIRECTOR'S EVALUATION

Chairperson Debbie Ruffner informed that she has finalized the results for the Executive Director's Evaluation. There was a 73% response rate from staff, Board Members and Directors of the contract agencies. She added that two of those responses were returned blank as the individuals involved felt they were too new to the Board to complete and the other an agency director that also was new to the system and had not communicated with Ms. Devney enough to provide an appropriate evaluation. Ms. Ruffner commented that out of a potential total score of 5.0, Ms. Devney received an average score of 4.0. The Board was impressed with the results and complimented Ms. Devney in regards to the outcome.

OLD BUSINESS

a. FORMAL ACCEPTANCE OF SHEENA ROBBINS' RESIGNATION

Ms. Devney informed that at a meeting last week, held by the Association, she, Mrs. Krusec, and Ms. McKivitz attended and they were provided with an updated Behavioral Handbook for MHR Boards to use as a reference guide. In that handbook it refers to a Board Member's resignation and that it should be formally accepted. Since Ms. Robbins' just resigned from the Board last month, it is felt that we should formally accept her resignation. **IT WAS MOVED BY MARSHA McCORT TO FORMALLY ACCEPT THE RESIGNATION OF SHEENA ROBBINS. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY.**

b. ADULT CARE FACILITY AND FOX RUN - UPDATE

Ms. Devney commented that they are still working with Hillcrest the Adult Care Facility in Monroe County. They have a 2nd notice of compliance from the state and the state is monitoring their performance. We have eleven clinets housed there. The past issues of Fox Run still come in, but are of minimal significance.

NEW BUSINESS

a. PLANNING AND PROGRAM COMMITTEE MEETING DATE

Ms. Devney suggested that the Planning and Program Committee Meeting will need to schedule a meeting within the first couple of weeks in February and then again in March as we go through the services that are being proposed this year and what we recommend in terms of service design. The second committee meeting might be in conjunction with the Budget and Finance Committee so that they can look at the programs and services from the program perspective and the Budget Committee can look at the recommendations for the money and then have a discussion about the recommendation to the Board. Those members on the Planning and Program Committee are: William E. Frank, Jr., Paula Ginther, Randy Proctor, John Shaver and Tom Zani. Staff will be in contact with those members with that date.

b. MEETING SCHEDULE (see Director's Report)

Ms. Devney commented in reference to the Director's Report (section F) this time of year is very busy with reviewing contracts and if needed contract extensions, she has listed a schedule of what work will be needed and the committees involved in that process and will be scheduling committee meetings.

c. FILLING OFFICE OF SECRETARY/TREASURER

Ms. Devney commented that since Sheena Robbins has resigned from the MHR Board, she was elected as Secretary/Treasurer in July. Ms. Devney also commented that in the bylaws there is no protocol for the nomination-election when a member resigns from an office, but nominations can be made from the Board Members during a meeting. IT WAS MOVED BY PAULA GINTHER TO NOMINATE AND ELECT MARSHA McCORT TO FILL THE REMAINING TERM AS SECRETARY/TREASURER OF THE MHR BOARD. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.

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 MARSHA McCORT AND CARRIED UNANIMOUSLY.

Debbie Ruffner, Chairperson

Randy Proctor, Vice-Chairperson