

BOARD MEETING MINUTES

Tuesday, July 17, 2018 - 6:00 p.m.

The MHR Board Meeting was scheduled to meet in Woodsfield at St. Paul's United Church of Christ, but due to a lack of quorum, the meeting was changed to the MHR Board Office in St. Clairsville.

Roll Call Board Attendance

John Carr	- absent	Tom Foster	- present
Jeanette Hissom	- absent	Anita Kelly	- present
James Leos	- present	Mary Potter	- present
Richard Schenk	- present	Jacquetta Stephen	-
present			
Bonnie Thomas	- absent	Debra Yeater	-
absent			

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

Others Present:

The meeting was called to order by Board Chairperson Richard Schenk. He stated that a quorum was established, notice of the meeting was appropriately published and the meetings are being taped.

Mr. Schenk also thanked everyone for electing him as Chairperson of the Board.

The meeting agenda was reviewed by Board Members. **IT WAS MOVED BY JAMES LEOS TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY MARY POTTER AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the June 19, 2018, minutes in the mail or by e-mail. **IT WAS MOVED BY MARY POTTER TO APPROVE THE JUNE 19, 2018, MEETING MINUTES. MOTION WAS SECONDED BY JACQUETTA STEPHEN AND CARRIED UNANIMOUSLY.** (copy attached)

FINANCE

a. PRESENTATION OF BILLS

Bills for the Board system for July were presented totaling \$229,860.17. Ms. McKivitz reviewed the bills for July and noted any new or unusual charges this month. Ms. McKivitz commented there is no Then & Now Certificate for the month of July for invoices dated prior to purchase order dates. **IT WAS MOVED BY TOM FOSTER TO ACCEPT PAYMENT OF ALL JULY BILLS TOTALING \$229,860.17. MOTION WAS SECONDED BY ANITA KELLY 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 June. The operating budget target is 100% and the expenses are under at 93.3%. (copy attached)

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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 May for current month expenditures. In the past several months the billing situation has been discussed. Ms. McKivitz mentioned that Southeast has caught up on some of their billing using the new billing codes and they are still working through some errors, but have started to have some claims processed. Tri-County Help Center is still working on the new billing requirements in their software systems. She hopes that next month she will see more claims come through the billing system. (copy attached)

**c. CONTRACTS - COUNTRY GARDEN MANOR/LIBERTY MANOR**

Ms. Devney explained the Eastern Alliance, a Council of Government formed by three boards (Jefferson, Muskingum Area, and Belmont, Harrison and Monroe), purchases staffing for Liberty Manor and Country Garden Manor from the State of Ohio. These two licensed adult care facilities provide services to 32 individuals from the three board areas. Thus, the State of Ohio is a contract provider of this board necessitating a contract be in place. The service contract runs from July 1, 2018 to June 30, 2019. The MHR Board share for the Liberty Manor Home is \$409,630 and the cost for Country Garden Manor is \$197,982. Other than the increased service cost, there are no changes from the current contract to the one proposed.

She commented for new board members, our board area has not needed all the bed capacity negotiated in the original COG agreement. Thus, our board “sells” one of our four beds at Country Garden Manor to Jefferson County ADAMH Board and two of our eight beds at Liberty Manor to Muskingum Area ADAMH Board. We have used these funds to expand prevention, treatment, and support services in both Monroe and Harrison Counties. This will be the third year for this financial arrangement. **IT WAS MOVED BY TOM FOSTER TO APPROVE THE FY2019 CONTRACT BETWEEN THE STATE OF OHIO AND THE MENTAL HEALTH AND RECOVERY SERVICES BOARD SERVING BELMONT, HARRISON AND MONROE COUNTIES, THE JEFFERSON COUNTY PREVENTION AND RECOVERY BOARD, AND THE MUSKINGUM AREA BOARD OF MENTAL HEALTH AND RECOVERY SERVICES. THE PERIOD COVERED BY THE CONTRACT WILL BE JULY 1, 2018 TO JUNE 30, 2019 WITH THE EXECUTIVE DIRECTOR AUTHORIZED TO SIGN CONTRACT AS PRESENTED. MOTION WAS SECONDED BY JACQUETTA STEPHEN AND CARRIED UNANIMOUSLY.**

**d. SOUTHEAST CARE COORDINATOR CONTRACT**

Ms. Devney stated that one of the projects requested for CURES funding from the Ohio Department of Mental Health and Addictions services was to fund a Nurse Care Coordinator to assist opioid dependent pregnant and postpartum women, as well as their children in obtaining support and services designed to aid them in maintaining sobriety and recovery. The Nurse Care Coordinator activities are intended to promote maternal health, improve birth outcomes, and

accomplish a more comprehensive approach that takes multiple intervention opportunities into account.

Staff recommends contracting with Southeast, Inc. to provide the staff and activities necessary to support the intent of the program and CURES funding. The contract will be an amount not to exceed \$70,000. IT WAS MOVED BY MARY POTTER TO APPROVE CONTRACTING WITH SOUTHEAST, INC. FOR AN AMOUNT NOT TO EXCEED \$70,000 TO IMPLEMENT THE NURSE CARE COORDINATOR LEAD PROGRAM FOR THE THREE COUNTY AREA.

e. **CONTRACT AMENDMENT - SE - MAT**

Ms. Devney explained that one of the projects requested for CURES funding from the Ohio Department of Mental Health and Addictions services was the expansion of medication assisted treatment including the use of buprenorphine (Suboxone/Subutex) in conjunction with counseling and other recovery services. In the MHR Board's approved request, \$25,000 was identified to add these medications to the area's medication assisted treatment approaches.

Only Southeast responded to staff's request for proposals to support individuals in counseling with medical services and medical administration as components of a MAT program.

Staff recommends amending the contract between the MHR Board and Southeast to add the CURES funding available for medication assisted treatment. IT WAS MOVED BY MARY POTTER TO AMEND ATTACHMENT 3 OF THE FY2019 CONTRACT BETWEEN THE MHR BOARD AND SOUTHEAST, INC. TO INCLUDE AN ADDITIONAL \$25,000 IN CURES FUNDS TO COVER MEDICAL SERVICES, MEDICAL TESTS, MEDICATION, AND MEDICATION ADMINISTRATION. THE REVISED CONTRACT AMOUNT WILL BE \$908,635.00. MOTION WAS SECONDED BY JACQUETTA STEPHEN AND CARRIED UNANIMOUSLY.

**MANAGEMENT (QUALITY) REPORTS**

a. **HOSPITAL UTILIZATION REPORT (May - June)**

Ms. Devney presented the graphs for the Hospital Bed Days for May and June. The next chart in the Board Packet is the FY18 Access Summary for the fiscal year. (copy attached)

b. **ACCESS REPORTS (June)**

Ms. Devney presented the Access Reports. Ms. Devney explained that all agencies are now reporting their required information through June. 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 compensatory time report. She explained that the report is for (2) two pay periods June 9, 2018 through July 7, 2018. She noted that everyone's balance is at 0.

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**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 stated that she and Ms. McKivitz are continuing to monitor the billing trends for Crossroads, Southeast, Inc. and Tri County. The agencies are struggling with the changes to the new state coding system, and to bill Medicaid appropriately, and they are also struggling with the Board's non-Medicaid electronic billing system as well. Crossroads is the most successful at all levels. Ms. Devney explained that the agencies are doing a good job, it is just too many variables have changed all at the same time.

**Provider Agencies Presentations to MHR Board:** Following the suggestion that the Board would like to hear presentations from the contract providers, the following schedule has been set:

- **August 2018**—Tri-County Help Center
- **September 2018**—Southeast
- **October 2018**—Crossroads Counseling Services
- **November 2018**—Student Services

**b. Recommendation - Board of Directors**

Ms. Devney stated that she has met with two prospective Board Members and would like to share their interests in being appointed to the MHR Board:

Ms. Mary Ellen Gust is a resident of Bridgeport and has worked in the behavioral health field for over 19 years. She is currently the Utilization Manager for West Virginia Title XIX Waiver Program for Northwood Health Systems. Ms. Gust is also a part-time

employee of Kendal Behavioral Solutions in Martins Ferry serving as their Director of Operations.

Ms. Naomi Kolkedy attended the MHR Board's June meeting to find out more about the organization in preparation for seeking board membership. Ms. Kolkedy is a Belmont County resident of Rayland.

She is very active in community service. She is a member of the Warren Township Lions, Kiwanis, Methodist Church, and she recently left the Buckeye Local School Board after serving many terms.

**IT WAS MOVED BY MARY POTTER TO RECOMMEND THE APPOINTMENT OF MARY ELLEN GUST TO THE BELMONT COUNTY COMMISSIONERS TO FILL THE TERM ENDING ON 06/30/19, AND TO RECOMMEND THE APPOINTMENT OF NAOMI KOLKEDY TO THE OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES TO FILL THE MEMBER SEAT WITH THE TERM FROM JULY 1, 2018 THROUGH JUNE 30, 2022.**

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**OLD BUSINESS**

Board Member Tom Foster stated that he has finalized the tally of Ms. Devney's evaluation and he would like to present the results. It was confirmed that she has met all expectations. There were no comments to be discussed in regards to this evaluation. It was asked if a new evaluation tool has been established. Mr. Foster commented that the committee will be working on a new evaluation tool. It was also suggested that the Personnel and Board Membership Committee schedule a set date to hold their meetings within the year. Mr. Foster also commented that it has been suggested that the committee review some of the personnel policies.

**NEW BUSINESS**

There was none.

**PUBLIC COMMENT**

There was none.

As there was nothing further to come before the Board, **IT WAS MOVED BY JACQUETTA STEPHEN TO ADJOURN THE MEETING. MOTION WAS SECONDED BY TOM FOSTER AND CARRIED UNANIMOUSLY.**

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Richard Schenk, Chairperson

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Tom Foster, Vice-Chairperson