

BOARD MEETING MINUTES

Tuesday, July 19, 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	- absent	Marsha McCort	- present
Randy Proctor	- absent	Deborah Ruffner	- present
John Shaver	- present	Bonnie Thomas	-
present			
Thomas Zani	- present	Karen Zonker	- present

Board Staff Present: Jayn A. Devney, 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 JOHN SHAVER TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY ROGER FRANCIS AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the June 21, 2016, minutes in the mail or by e-mail. **IT WAS MOVED BY PAULA GINTHER TO APPROVE THE JUNE 21, 2016 MEETING MINUTES. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.** (copy attached)

FINANCE

a. PRESENTATION OF BILLS

Bills for the Board system for the month of July were presented totaling \$120,072.08. Ms. McKivitz reviewed the bills for July and noted any new or unusual charges. Providers are being paid for May services. 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 JOHN SHAVER TO ACCEPT PAYMENT OF ALL JULY BILLS TOTALING \$120,072.08. 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 2016", covering the Board expenses through June 30, 2016. The budget target is 100% and the expenses are under budget at 86.8%. (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 May for current month allocations. (copy attached)

c. TCHC FY2016 CONTRACT AMENDMENT

Ms. Devney reported that as mentioned last month, Tri-County Help Center, Inc. provided enough services to community residents to bill out their FY2016 Contract by mid-March. Even though they had maximized the FY2016 contract amount, the organization continued to provide uncompensated care—both mental health services and shelter care. The total amount of additional mental health service documented as unpaid claims is \$50,034.48.

The MHR Board has some state funding either under contract or allocated for a specific use that was not expended by intended provider or service. Trinity Health Systems has \$32,374 in state funds the MHR Board allocated to under contract with no claims and the Out-of-County Non-Medicaid allocation has \$17,757 in state funds allocated for out of county services with no claims. There is a total of \$50,131 available from these two sources that should be spent on FY2016 services.

It is important that the MHR Board spend all state resources allocated, if and where possible instead of returning them to the State of Ohio. Staff recommend that since Tri-County has provided services above and beyond their FY2016 contract allocation and since the MHR Board has state funds that should be used to support service delivery, that Attachment 4 of the contract between the MHR Board and Tri-County Help Center be amended. IT WAS MOVED BY MARSHA McCORT TO AMEND ATTACHMENT 4 OF THE FY2016 CONTRACT BETWEEN THE MENTAL HEALTH AND RECOVERY BOARD AND TRI-COUNTY HELP CENTER, INC. TO READ “MAXIMUM NON-MEDICAID FUNDING” OF \$398,664 AND TO HONOR ADDITIONAL MENTAL HEALTH CLAIMS IN THE AMOUNT OF \$50,000. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY.

d. TCHC FY2017 BH SERVICES IN MONROE COUNTY SCHOOLS

Ms. Devney explained that in May the MHR Board staff released a five-part “Request for Ideas” for service expansion in the area. The five areas were MAT (medication assisted treatment), neonatal abstinence prevention and intervention, housing supports for individuals with serious and persistent mental illness; prevention and treatment in Monroe County Schools and ambulatory detox. Board staff received three provider responses to the Request for Ideas released in May. Southeast responded to the MAT (medication assisted treatment) and Housing for seriously mentally ill; Tri-County Help Center responded with a proposal for additional prevention and treatment services in the Monroe County Schools; and, Crossroads Counseling Services responded for additional counseling in conjunction with a local private physician (MAT).

Board staff met with staff from all three provider organizations and are recommending that two proposals move forward.

Tri-County Help Center proposes to deliver prevention, intervention, consultation and treatment services to two high schools in the Switzerland of Ohio School District (Monroe County). The proposal calls for a full time licensed clinician to be present in Monroe Central and Swiss Hills Career Center. TCHC also proposes to contract with Student Services for evidence based prevention in addition to what the clinical staff person would provider. TCHC proposes to serve 65 students with counseling services, deliver 109 hours of direct prevention to the student body, provide 109 hours of consultation to school staff, and 146 hours of intervention (crisis) to students. The requested amount is \$62,011. IT WAS MOVED BY WILLIAM E. FRANK, JR. TO ENTER THE CONTRACT FOR THE PURPOSE OF PROVIDING PREVENTION, INTERVENTION, CONSULTATION, AND COUNSELING SERVICES TO MONROE COUNTY YOUTH STUDENTS OF THE SWITZERLAND OF OHIO SCHOOL DISTRICT. THE CONTRACT TO BE WITH TRI-COUNTY HELP CENTER IN THE AMOUNT OF \$62,011. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY.

e. **SOUTHEAST, INC. COMMUNITY HOUSING ASSISTANCE PROGRAM (CHAP)**

Ms. Devney presented the other proposal for recommendation. Southeast, Inc. proposes for Housing Supports for Individuals (Community Housing Assistance Program - CHAP). This proposal is to provide financial assistance for start-up housing, such as first month's rent and deposit, utility deposit and household goods as needed. The CHAP also proposes to provide financial assistance for people at risk of eviction or utility shut-off, including rent and utility arrearage payments and short-term rent subsidy. The program anticipates serving up to 30 individuals with serious and persistent mental illness who are recipients of mental health services through Southeast. The requested amount is \$63,611. IT WAS MOVED BY TOM ZANI TO CONTRACT WITH SOUTHEAST, INC. IN THE AMOUNT OF \$63,611 TO PROVIDE FINANCIAL ASSISTANCE FOR START-UP HOUSING AND FINANCIAL ASSISTANCE TO AVOID EVICTION OR UTILITY SHUT-OFF. ASSISTANCE UNDER THIS CONTRACT WILL BE FOR BELMONT COUNTY INDIVIDUALS WHO HAVE SERIOUS AND PERSISTENT MENTAL ILLNESS AND WHO ARE RECEIVING MENTAL HEALTH SERVICES FROM SOUTHEAST, INC. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.

MANAGEMENT (QUALITY) REPORTS

a. **HOSPITAL UTILIZATION REPORT**

Ms. Devney 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. She commented that as you can see for the month of June the average bed days were at 6.13 this is above our target of 5.86. (copy attached)

b. ACCESS REPORTS

Ms. Devney 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. Beginning in January the agencies were asked to provide 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. Ms. Devney commented that 1 out of 3 of the providers are reporting this information. She has had several conversations with the agency providers and they seem to struggle to capture the information needed or they are not sure how to calculate this information. She feels this in part may be a lack of electronic records. They plan to meet with the agency directors to discuss this compliance concern. Southeast, Inc. is reporting this information, as required. The chart for Southeast, Inc. shows January through June number of clients for the month and the number of days the consumer may wait from their initial call; and the number of days until their 2nd appointment; along with the number of days until they see the psychiatrist. William E. Frank, Jr. commented that he felt this particular information is important to him and other Board Members, and asked if the Access Reports could continue to be presented on a monthly basis instead of changing to a quarterly reporting. He also asked if there could also be a report reflecting the number of days for immediate crisis calls and how promptly they are handled. After discussion it was agreed that this could be done. (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. There were no questions or comments. Ms. Devney explained that when the wiring was done for the new computer server it was mentioned that the lights were insufficiently wired, the new lighting in the board meeting room has been completed. Ms. Devney presented an "Orientation Manual" for anyone interested in having one, any new Board Member will receive the manual once appointed to the MHR Board.

- a. **STATE AUDITOR (update)** - Ms. McKivitz explained that the State Auditors have been here since the beginning of the month and have requested the various materials required for the audit. It is a clean audit and is now with the state auditor review team checking over the audit and she feels confident that the final audit will be available next month.

OLD BUSINESS

There was none.

NEW BUSINESS

PERSONNEL AND BOARD MEMBERSHIP COMMITTEE MEETING - Ms. Devney reported that a Personnel and Board Membership Committee Meeting has been scheduled here at the Board Office on Tuesday, July 26, 2016 at 6:00 p.m. Those individuals on the committee are: Marsha McCort, John Shaver, Tom Zani, Robert Kester and Roger Deal. Chairperson, Debbie Ruffner also expressed interest in attending the meeting.

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