

BOARD MEETING MINUTES

Tuesday, June 20, 2017 - 6:00 p.m.

Roll Call Board Attendance

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

Board Staff Present: Jayn A. Devney, Erin Krusec, Wendy McKivitz, Anita Baker, Judi Hanse

Others Present: There were 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 the meetings are being taped.

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

Board Members received copies of the May 16, 2017, minutes in the mail or by e-mail. **IT WAS MOVED BY MARSHA McCORT TO APPROVE THE MAY 16, 2017 MEETING MINUTES. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY.** (copy attached)

FINANCE

a. PRESENTATION OF BILLS

Bills for the Board system for the month of June were presented totaling \$227,612.08. Ms. McKivitz reviewed the bills for June and noted any new or unusual charges this month. Ms. McKivitz commented there is no Then & Now Certificate for the month of June. **IT WAS MOVED BY PAULA GINTHER TO ACCEPT PAYMENT OF ALL JUNE BILLS TOTALING \$227,612.08. MOTION WAS SECONDED BY RICHARD SCHENK AND CARRIED UNANIMOUSLY.** (copy attached)

William E. Frank, Jr. arrived at 6:06 p.m.

b. FINANCIAL REPORTS

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2017”, covering the Board expenses through May. The operating budget target is 91.7% and the expenses are under at 83.2%. She reported a few individual line items are over budget including those annual expenses already discussed at previous meetings. A budget revision is being presented later in the meeting for consideration. (copy attached)

Ms. McKivitz then reviewed 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 May for current month expenditures. Ms. McKivitz commented that Tri-County Help Center expenses are lower than budgeted and the agency and the board staff has discussed the contract expenditures. (copy attached)

FY2017 BOARD OPERATIONS BUDGET (revised)

Ms. McKivitz reviewed the proposed line item budget changes in the FY2017 Board Operations Budget and board discussion followed. IT WAS MOVED BY RICHARD SCHENK TO APPROVE THE REVISED FY2017 BOARD OPERATIONS BUDGET. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY.

EASTERN ALLIANCE COG - FY18CONTRACT

Ms. Devney explained that 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 County 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, 2017 to June 30, 2018 and there are no changes from the current contract to the one proposed. IT WAS MOVED BY MARSHA McCORT TO APPROVE THE FY18 CONTRACT BETWEEN THE STATE OF OHIO, 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, 2017 TO JUNE 30, 2018 WITH THE EXECUTIVE DIRECTOR AUTHORIZED TO SIGN CONTRACT AS PRESENTED. MOTION WAS SECONDED BY RICHARD SCHENK AND CARRIED WITH ONE DISSENTING VOTE.

STATE AUDIT - WAIVER OF PRESENTATION

Ms. McKivitz presented an update on the Board’s calendar year 2016 audit. There were no findings, no instances of questioned costs and no management letter was issued. The State Audit office has asked if the Board would like to waive the post audit presentation or have it presented. Following discussion, IT WAS MOVED BY RICHARD SCHENK TO WAIVE THE POST AUDIT PRESENTATION FOR 2016. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY.

MANAGEMENT (QUALITY) REPORTS

a. HOSPITAL UTILIZATION REPORT

Mrs. Krusec reported that the Appalachian Behavioral Health Care is in the process of transitioning to a new electronic health records system and they are currently experiencing difficulties, therefore, no reports have been completed again for this month

b. ACCESS REPORTS

Mrs. Krusec presented the Access Reports. She commented that with Ms. McKivitz's help they have revised the reports to Reports from Crossroads and Tri-County Help Center, Inc. were received. Mrs. Krusec explained that all agencies are now reporting their required information through May. She explained that the total number of intakes for the month are listed in a table to the left; the wait time for the 1st initial appointment is in (blue) and the wait time between the 1st appointment to the 2nd appointment is in (gold). (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. It was suggested that in the Community Partnership Meetings section of the written report that the dates of the Community Partnership Meetings be included.
- b. **COMMUNITY PLAN UPDATE APPROVAL** - Ms. Devney explained the submission of the Community Plan by each ADAMH Board in the state is required by the Ohio Revised Code and implemented through administrative code. The Community Plan provides the Ohio Department of Mental Health and Addiction Services with comprehensive information on local planning. OhioMHAS uses the Boards' Community Plans to align local, state, and federal priorities as a basis for future department initiatives and as a necessary component of its annual SAMSHA application. In June of last year, the Board approved submitting the MHR Board's FY 2017 Community Plan which received OhioMHAS approval. The FY 2018 Community Plan required by OhioMHAS is an update of last year's plan, and is primarily a report on the current status of FY 2017 Community Plan priorities and any new FY 2018 Board established priorities. She commented that Ms. Krusec has completed the Community Plan for submission. (see copies) **IT WAS MOVED BY PAULA GINTHER TO APPROVE THE SUBMISSION OF THE FY2018 COMMUNITY PLAN TO THE OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY.**
- c. **MEDICAID BH DESIGN - LOCAL IMPACT** - Ms. Devney updated the status of the Medicaid BH Design with the Board. She presented a document explaining the steps to Medicaid Behavioral Healthcare Redesign in Ohio.

- d. **JULY BOARD MEETING - MONROE COUNTY** - Ms. Hanse reminded the Board Members that we plan to hold our July 18th Board Meeting in Woodsfield. The meeting will be at St. Paul's United Church of Christ at 6:00 p.m. She reminded everyone to record their mileage to the meeting. There was discussion about carpooling to Woodsfield.

OLD BUSINESS

There was none.

NEW BUSINESS

- a. **ELECTION OF OFFICERS** - Chairperson of the Personnel and Board Membership Committee, William E. Frank, Jr. informed the existing slate of officers have been nominated:

Debbie Ruffner - Chairperson

Randy Proctor - Vice-Chairperson

Marsha McCort - Secretary/Treasurer

IT WAS MOVED BY RICHARD SCHENK TO ACCEPT THE SLATE OF OFFICERS AS PRESENTED. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.

- b. **RECOMMENDATION - BOARD MEMBER/HARRISON COUNTY** - Ms. Devney reported that she had the opportunity to meet with Mr. Tom Foster, a resident of Freeport. Mr. Foster currently serves as the Administrator of Rolling Hills Rehabilitation and Care Center in Bridgeport. He has been working in long term care since 2012 serving various homes in the local geographic area. Prior to becoming a licensed administrator, Mr. Foster was a forensic case manager for Southeast, Inc. in Tuscarawas County and was a social worker/investigator with the Harrison county Department of Job and Family Services. Mr. Foster is a Veteran of the US Army serving from 1986 to 1994 where his final assignment was within the US Army Criminal Investigation Division.

Mr. Foster has worked with children, the elderly, adults with mental illness and individuals of all ages who are experiencing substance abuse disorders. He feels that as a member of the Board he could use this experience to benefit the people in the county where he lives (Harrison) as well as the county where he works (Belmont). **IT WAS MOVED BY RICHARD SCHENK THAT MR. TOM FOSTER, A RESIDENT OF HARRISON COUNTY, BE RECOMMENDED FOR APPOINTMENT TO THE HARRISON COUNTY COMMISSIONERS. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.**

PUBLIC COMMENT

There was none.

EXECUTIVE SESSION

a. PERSONNEL

IT WAS MOVED BY MARSHA McCORT TO ENTER INTO EXECUTIVE SESSION UNDER ORC.121 IN ORDER TO DISCUSS PERSONNEL. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY WITH THE FOLLOWING ROLL CALL VOTE. THE BOARD ENTERED THE EXECUTIVE SESSION AT 7:50 P.M.

William E. Frank, Jr.	- yes	Paula Ginther	- yes
Robert Kester	- yes	Marsha McCort	- yes
Randy Proctor	- yes	Deborah Ruffner	- yes
Richard Schenk	- yes	Bonnie Thomas	- yes
Thomas Zani	- yes	Karen Zonker	- yes

AT THE CONCLUSION OF THE EXECUTIVE SESSION, IT WAS MOVED BY MARSHA McCORT TO EXIT THE EXECUTIVE SESSION. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY WITH THE FOLLOWING ROLL CALL VOTE. THE BOARD EXITED THE EXECUTIVE SESSION AT 9:52 P.M.

William E. Frank, Jr.	- yes	Paula Ginther	- yes
Robert Kester	- yes	Marsha McCort	- yes
Randy Proctor	- yes	Deborah Ruffner	- yes
Richard Schenk	- yes	Bonnie Thomas	- yes
Thomas Zani	- yes	Karen Zonker	- yes

b. PERSONNEL

IT WAS MOVED BY MARSHA McCORT TO ENTER INTO EXECUTIVE SESSION UNDER ORC.121 IN ORDER TO DISCUSS PERSONNEL. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY WITH THE FOLLOWING ROLL CALL VOTE. THE BOARD ENTERED THE EXECUTIVE SESSION AT 9:55 P.M.

William E. Frank, Jr.	- yes	Paula Ginther	- yes
Robert Kester	- yes	Marsha McCort	- yes
Randy Proctor	- yes	Deborah Ruffner	- yes
Richard Schenk	- yes	Bonnie Thomas	- yes
Thomas Zani	- yes	Karen Zonker	- yes

AT THE CONCLUSION OF THE EXECUTIVE SESSION, IT WAS MOVED BY MARSHA McCORT TO EXIT THE EXECUTIVE SESSION. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY WITH THE FOLLOWING ROLL CALL VOTE. THE BOARD EXITED THE EXECUTIVE SESSION AT 10:56 P.M.

William E. Frank, Jr.	- yes	Paula Ginther	- yes
Robert Kester	- yes	Marsha McCort	- yes
Randy Proctor	- yes	Deborah Ruffner	- yes

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	OF BELMONT, HARRISON, and MONROE COUNTIES			
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Richard Schenk	- yes	Bonnie Thomas	
- yes			
Thomas Zani	- yes	Karen Zonker	- yes

As there was nothing further to come before the Board, **IT WAS MOVED BY PAULA GINTHER TO ADJOURN THE MEETING. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.**

Debbie Ruffner, Chairperson

Randy Proctor, Vice-Chairperson