

MENTAL HEALTH and RECOVERY BOARD
OF BELMONT, HARRISON, and MONROE COUNTIES
of MAY 16,

2017

BOARD MEETING MINUTES

Tuesday, May 16, 2017 - 6:00 p.m.

Roll Call Board Attendance

Margene Angelozzi	- absent	Roger Deal	- present
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	-
present			
Bonnie Thomas	- present	Thomas Zani	-
present			
Karen Zonker	- absent		

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

Others Present: Dr. Robert Miller

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 suggested to move # IV. Section c, d, e and f after # VI Director's Report, as Marsha McCort chairperson of the Joint Program and Planning & Budget and Finance Committee will be arriving later. **IT WAS MOVED BY JOHN SHAVER TO APPROVE THE MEETING AGENDA AS AMENDED. MOTION WAS SECONDED BY ROBERT KESTER AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the April 18, 2017, minutes in the mail or by e-mail. **IT WAS MOVED BY ROGER DEAL TO APPROVE THE APRIL 18, 2017 MEETING MINUTES. MOTION WAS SECONDED BY JOHN SHAVER AND CARRIED UNANIMOUSLY.** (copy attached)

FINANCE

a. PRESENTATION OF BILLS

Bills for the Board system for the month of May were presented totaling \$236,571.91. Ms. McKivitz reviewed the bills for May and noted any new or unusual charges this month. Ms. McKivitz commented there is no Then & Now Certificate for the month of May. **IT WAS MOVED BY JOHN SHAVER TO ACCEPT PAYMENT OF ALL MAY BILLS TOTALING \$236,571.91. MOTION WAS SECONDED BY TOM ZANI 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 April 30, 2017. The operating budget target is 83.3% and the expenses are under at 73.9%. She reported no individual line items that were over budget except those annual expenses already discussed at previous meetings. Ms. McKivitz commented that the State Auditors are still currently working on the calendar year 2016 audit. (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 March for current month expenditures. (copy attached)

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 for this month

Marsha McCort arrived at 6:15 p.m.

b. ACCESS REPORTS

Mrs. Krusec presented the Access Reports. Reports from Crossroads and Tri-County Help Center, Inc. were received. No report from Southeast, Inc. for the month of April were received to date. Mrs. Krusec explained that all agencies are now reporting their required information through April. (copies attached)

c. COMMUNITY INNOVATIONS GRANT - QUARTERLY REPORT (3rd Quarter)

Mrs. Krusec presented the FY2017 - Third Quarter report for the Community Innovations project which is better known as the Jail Services grant. She explained that the intent of the funding project is to increase the amount and type of services offered to the inmates at the Belmont County Jail. She wanted to point out that one of the major goals they wanted to achieve with this project was to lessen the referrals/admissions to Appalachian Behavioral Health and this too has been accomplished. She reported that the number of clients assessed has increased from 55 inmates last quarter to 93 inmates served. The reason for the increase may be attributed to a change in jail staff personnel, especially with Southeast. The attached report shows system performance for the third quarter of FY2017 for the two-year funding period. Mrs. Krusec discussed a recent meeting with Crossroads, Southeast and the jail administrator, Brent Carpenter. Mr. Carpenter explained that the day shift is a busy time for the inmates: it is when the attorneys come to see the inmates, the clients may also have their court dates, medications are distributed, it makes it hard for the inmates to also have counseling during these hours’, so not trying to schedule all appointments on day shift for the inmates may increase inmate access to treatment and clinician productivity. (copy 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.

Cluster Partner Meeting - Ms. Devney reported that on Wednesday, May 10, 2017, she and Mrs. Krusec met with the Director of the BHN Alliance; the Director of DJFS; and Judge Costine, Belmont County Juvenile and Probate Court Judge and a member of the judges staff. Ms. Devney explained that it was a fruitful meeting and everyone explained the way each entity approaches cluster and approach the opportunity to share our resources to make sure the children get placed in the appropriate level of care. It was communicated that we do consider appropriate level of care and we don't want to pay for residential treatment if it is not indicated by the clinical side of the equation. We have to balance clinical, financial and custody issues a little differently than the court does. We agreed that the MOU needs to be updated as the last one was signed several years ago. She felt it was a positive meeting and it was agreed to touch base with each other every so often. It was also agreed that the information be provided in advance for each party to review before agreeing to financial arrangements. Mrs. Krusec will be present during the clinical team meetings. It was asked if the tone of the meeting seemed to be of the same tone as the letter. She felt that the meeting was warm and positive, and did not match the tone of the letter that was sent.

Ms. Devney reported that there was an overdose at the Sober Living house in Bellaire today. The individual was drug tested on Friday; tested clean, and since then elected to use. She commented that there have been several overdoses in the Bellaire area lately.

- b. **Nomination of Officers** - Ms. Devney reported that the Nomination of Officers is to be discussed and the Election of Officers will take place in June. Personnel and Board Membership Chairperson, William E. Frank, Jr. reported that the committee will be polling the membership or call for a formal meeting might be needed. The Election of Officers will be presented in June.

Back to the "Finance" section that was moved.

FINANCE (resumes as per amended agenda)

- c. **Joint program and Planning & Budget and Finance Minutes**
Committee Chairperson, Marsha McCort asked if everyone had a chance to read the minutes of the Joint Committee meetings held on March 27, 2017 and April 27, 2017. The following budgets and provider allocation contracts for FY18 were presented:

FY2018 COUNTY APPROPRIATION BUDGET

Ms. McKivitz referred to the “Comparative Projected Revenue for FY18 to FY17”; the “Departmental Budget - Calendar Year”; and the “Projected Revenue and Expenditures”. She explained that the Board operates on a fiscal year July 1 through June 30 and the County operates on a calendar year January 1 through December 31. She reviewed the Budget Line Items to be presented to the Belmont County Auditor for Calendar Year 2018. IT WAS MOVED BY MARSHA McCORT TO APPROVE THE 2018 COUNTY APPROPRIATION BUDGET TOTALING \$3,970,567.00. MOTION WAS SECONDED BY RICHARD SCHENK AND CARRIED UNANIMOUSLY.

Ms. McKivitz referred to the CY2018 Anticipated Revenues, and explained the report as revenues grouped as federal, state and local funding.

FY18 BOARD OPERATION BUDGET

Ms. McKivitz then presented and explained the FY2018 Board Operations Budget (July 1, 2017 through June 30, 2018). She also referred to the “Fiscal Year 2018 Budget” sheet and reviewed that the proposed FY2018 and FY2017 budget is level funded for the two consecutive years. IT WAS MOVED BY ROGER DEAL MOVED TO APPROVE THE RECOMMENDED BOARD OPERATIONS BUDGET FOR FY2018 IN THE AMOUNT OF \$463,065 INCLUDING PROVIDER SUPPORT I THE AMOUNT OF \$109,300 FOR A TOTAL BOARD OPERATIONS BUDGET OF \$572,365. MOTION WAS SECONDED BY JOHN SHAVER AND CARRIED UNANIMOUSLY.

FY18 PROVIDER ALLOCATION CONTRACTS

Ms. McKivitz referred to the “Board Provider Allocations and System of Care Allocations” contract allocations. Ms. McKivitz reviewed the funding for each agency with the Board. IT WAS MOVED BY JOHN SHAVER TO APPROVE CONTRACTS AND THE AMOUNTS TO THE FOLLOWING PROVIDER AGENCIES: CROSSROADS COUNSELING, CONTRACT AMOUNT INCLUDING BELMONT COUNTY DRUG COURT \$560,565; SOUTHEAST, INC. CONTRACT AMOUNT \$905,673; THE VILLAGE NETWORK, CONTRACT AMOUNT \$10,000 AND \$49,082; TRI-COUNTY HELP CENTER, CONTRACT AMOUNT \$491,686; AND STUDENT SERVICES CONTRACT AMOUNT \$117,660. MOTION WAS SECONDED BY ROGER DEAL AND CARRIED UNANIMOUSLY.

IT WAS MOVED BY JOHN SHAVER TO ALLOCATE \$240,000 FOR BOARD SHARE OF BELMONT, HARRISON, MONROE CLUSTER PAYMENTS; \$6,392 FOR FORENSIC SERVICES; AND, \$65,000 TO OUT OF NETWORK PROVIDERS FOR RESIDENTS OF BELMONT, HARRISON OR MONROE COUNTY. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY.

OLD BUSINESS

There was none.

NEW BUSINESS

BOARD TRAINING - DR. ROB MILLER, PhD

Dr. Rob Miller presented information in regards to Trauma Informed Care; Evidence Based Practice Models; and Contracting for Service for our FY2017 Annual Board Training.

PUBLIC COMMENT

There was none.

EXECUTIVE SESSION/PERSONNEL

IT WAS MOVED BY ROGER DEAL TO ENTER INTO EXECUTIVE SESSION UNDER ORC.121 IN ORDER TO DISCUSS PERSONNEL. MOTION WAS SECONDED BY WILLIAM E. FRANK, JR. AND CARRIED UNANIMOUSLY WITH THE FOLLOWING ROLL CALL VOTE. THE BOARD ENTERED THE EXECUTIVE SESSION AT 8:10 P.M.

Roger Deal	- yes	William E. Frank, Jr.	- yes
Paula Ginther	- yes	Robert Kester	- yes
Marsha McCort	- yes	Randy Proctor	- yes
Deborah Ruffner	- yes	Richard Schenk	- yes
John Shaver	- yes	Bonnie Thomas	- yes
Thomas Zani	- yes		

AT THE CONCLUSION OF THE EXECUTIVE SESSION, IT WAS MOVED BY ROGER DEAL TO EXIT THE EXECUTIVE SESSION. MOTION WAS SECONDED BY WILLIAM E. FRANK, JR. AND CARRIED UNANIMOUSLY WITH THE FOLLOWING ROLL CALL VOTE. THE BOARD EXITED THE EXECUTIVE SESSION AT 8:28 P.M.

Roger Deal	- yes	William E. Frank, Jr.	- yes
Paula Ginther	- yes	Robert Kester	- yes
Marsha McCort	- yes	Randy Proctor	- yes
Deborah Ruffner	- yes	Richard Schenk	- yes
John Shaver	- yes	Bonnie Thomas	- yes
Thomas Zani	- yes		

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

Debbie Ruffner, Chairperson

Randy Proctor, Vice-Chairperson