

BOARD MEETING MINUTES
Tuesday, May 17, 2016 - 6:00 p.m.

Roll Call Board Attendance

Roger Francis	- absent	William E. Frank, Jr.	- absent
Paula Ginther	- present	Jessica Hoff	- absent
Robert Kester	- present	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, 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 JOHN SHAVER TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the April 19, 2016, minutes in the mail or by e-mail. **IT WAS MOVED BY JOHN SHAVER TO APPROVE THE APRIL 19, 2016 MEETING MINUTES. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.** (copy attached)

*Board Member Karen Zonker arrived at 6:05 p.m.

FINANCE

a. PRESENTATION OF BILLS

Bills for the Board system for the month of May were presented totaling \$324,737.91. Ms. McKivitz reviewed the bills for May and noted any new or unusual charges. Providers are being paid for March services. Ms. McKivitz commented there is no Then & Now Certificate for the month of May for invoices dated prior to purchase order dates. **IT WAS MOVED BY TOM ZANI TO ACCEPT PAYMENT OF ALL MAY BILLS TOTALING \$324,737.91. MOTION WAS SECONDED BY JOHN SHAVER AND CARRIED UNANIMOUSLY.** (copy attached)

b. FINANCIAL REPORTS

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2016”, covering expenses through April 30, 2016 for the Board. The budget target is 83.3% and the expenses are under budget at 67.1%. (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 March or current month allocations. She noted that Tri-County Help Center has fully expended their allocation and are aware of the situation with several discussions with agency staff. Crossroads Counseling Services expenditures continue to be lower than anticipated and staff has discussed and met with agency staff. She reported that Southeast, Inc. and Crossroads Counseling Services have not billed to date for the grant. Staff met with both agencies and discussed the billings issues with them. (copy attached)

FY17 BOARD OPERATION BUDGET

Ms. McKivitz presented the FY2017 Budget for Board Operations that covers the period July 1, 2016 to June 30, 2017. Comparison budget statements for FY2016 and FY2017 were discussed. The FY2016 Budget reflects the revised 2016 budget approved by the Board at the April, 2016 Board meeting and not the original FY2016 approved budget. Explanation and highlights of the FY2017 budget line items follows:

- The salary line item an estimated amount which should support any recommendations the Personnel Committee will make for wage and salary increases for staff. PERS and Medicare have been increased to align with salary increases.
- Restructuring the manner in which the County (and sub-units and departments) will be charged by Ohio Worker’s Compensation payments is reflected as an increase in this line item.
- The amount listed under Building Repair/Maintenance is a very rough estimate. We hope to have the railing replaced and the brick work repaired but have to obtain estimates on the cost of repairing the brick.
- Most of the office equipment upgrades and/or replacements have been made in FY2016, thus the FY2017 line item shows a significant decrease.
- Personal Service Contracts in the FY2017 is an increase of \$6,105 from the revised FY2016 budget but is \$2,000 less than original FY2016 Board operations budget.
- Staff development is a new line item proposed to assist staff in acquiring new skills or abilities. It would include training for Excel workshops, web-site maintenance or reimbursement for college courses.
- The total recommended spending budget includes \$109,236 in provider support. \$47,750 is to cover annual fiscal audits for Crossroads Counseling Services and Tri-County Help Center and \$61,486 is to provide claims adjudication and reporting support for Southeast, Inc., Crossroads Counseling Services, Tri-County Help Center, and The Village Network.

IT WAS MOVED BY PAULA GINTHER TO APPROVE THE RECOMMENDED BOARD OPERATIONS BUDGET FOR FY2017 IN THE AMOUNT OF \$464,540 AND PROVIDE SUPPORT IN THE AMOUNT OF \$109,236 FOR A TOTAL BOARD OPERATIONS BUDGET OF \$573,776. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.

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FY2017 PROVIDER ALLOCATIONS/CONTRACTS

Ms. Devney explained that allocations this year are based on continuation funding from (OhioMHAS) Ohio Department of Mental Health and Addiction Services (which includes some federal funding), the increasing number of residents enrolled in Medicaid and subsequent decrease in request for funding for mental health and addiction treatment services, and the increase from the recent passage of the Belmont County levy. She presented the Summary of Recommendations below:

	Purchase of Services	Other	Total Contract
Crossroads Counseling Services	\$437,401	\$ 87,557	\$544,956
Southeast	\$875,673	\$ 30,000	\$905,673
The Village Network		\$ 15,000	\$ 15,000
Tri-County Help Center	\$429,675		\$429,675
Student Services		\$ 72,919	
Forensic Center		\$ 6,392	
Cluster		\$160,000	
Out of County		\$ 50,000	

IT WAS MOVED BY JOHN SHAVER TO APPROVE CONTRACTS AND THE AMOUNTS TO THE FOLLOWING AGENCIES: CROSSROADS COUNSELING, POS CONTRACT (\$437,401), PREVENTION PLAN SERVICES (\$87,557); SOUTHEAST, INC. POS CONTRACT FOR (\$875,673), COMMUNITY MEDICATION (\$30,000); THE VILLAGE NETWORK (\$15,000); TRI-COUNTY HELP CENTER, POS CONTRACT (\$429,675); AND STUDENT SERVICES, PREVENTION (72,919). MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.

IT WAS MOVED BY JOHN SHAVER TO ALLOCATE \$160,000 FOR BOARD SHARE OF BELMONT, HARRISON AND MONROE CLUSTER PAYMENTS; \$6,392 FOR FORENSIC SERVICES; AND, \$50,000 FOR OUT OF COUNTY SERVICES PROVIDE TO A RESIDENT OF BELMONT, HARRISON OR MONROE COUNTY. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY.

2017 COUNTY APPROPRIATION BUDGET

Ms. McKivitz reported that each year, the Belmont County Auditor' office requests a line item budget. She explained that the budget is due June 1st for calendar year 2017 expenditures. The appropriations totaling \$3,413,711 are to be assigned to the following line items: (copy attached)

E-2310-S049-S49.002	SALARIES	\$	264,307.00
E-2310-S049-S50.010	SUPPLIES	\$	7,924.00
E-2310-S049-S52.012	EQUIPMENT	\$	12,000.00
E-2310-S049-S53.000	CONTRACTS AND REPAIRS	\$	10,898.00

E-2310-S049-S54.011	CONTRACT SERVICES	\$	
2,921,498.00			
E-2310-S049-S58.000	ADVERTISING AND PRINTING	\$	1,000.00
E-2310-S049-S59.000	TRAVEL AND EXPENSES	\$	
11,813.00			

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E-2310-S049-S60.003	PERS	\$	
37,003.00			
E-2310-S049-S61.004	WORKERS' COMPENSATION	\$	2,735.00
E-2310-S049-S63.000	OTHER EXPENSES	\$	
140,847.00			
E-2310-S049-S64.005	MEDICARE	\$	
3,686.00			

TOTAL \$ 3,413,711.00

IT WAS MOVED BY MARSHA McCORT TO APPROVE THE 2017 COUNTY APPROPRIATION BUDGET TOTALING \$3,413,711.00. MOTION WAS SECONDED BY PAULA GINTHER 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, due in part to less bed days being assigned to the Board. She commented that as you can see for the month of April the average bed days were at 6.97, this is above our target of 5.86. This is still lower in comparison to FY2015. (copy attached)
- b. **ACCESS REPORTS** Mrs. Krusec 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. Mrs. Krusec 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 and Ms. Devney feel 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. (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.

- a. **CROSSROADS COUNSELING SERVICES, INC. HIRES NEW EXECUTIVE DIRECTOR** - Ms. Devney reported that Crossroads' Board of Directors has selected SHANNAN WATSON to become the agency's new Executive Director. Shannan began her duties at Crossroads on Monday, May 9th. She received her Bachelors of Specialized Studies in Social Sciences from Ohio University in 2004 and her Masters of Social Work - Specialized accreditation in administration from Ohio University in 2007. Her experience includes being the Executive Director at Big Brothers Big Sisters of the Upper Ohio Valley, Inc. from 2007-2015.

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- b. **OHIO HOUSE PASSED MEDICAL MARIJUANA BILL** - Ms. Devney reported that the Ohio House Passed Medical Marijuana Bill (HB523) with a 71-26 vote. The bill calls for the creation of a Commission on Medical Marijuana that would oversee the regulations for medical marijuana in Ohio. The bill now heads to the Ohio Senate where hearings are expected to start this week.
- c. **RECOMMENDATION - BOARD MEMBER/HARRISON COUNTY** - Ms. Devney reported that she had the opportunity to meet with Ms. Margene Angelozzi, a resident of western Harrison County. She is a mother of two sons, one who was tragically killed in a 2014 accident on the family farm. Since that time, Ms. Angelozzi has worked (and is still working) her way through the effects of this life changing event upon her own emotional health and the effects on her family. She has shared her story with others in the local community and now would like the opportunity to help others by working to assure that services are available and that community members are aware of how to access them. She would be appointed by the Harrison County Commissioners. Ms. Angelozzi would fill the member slot previously held by Tiffany Stock for a term beginning upon appointment and ending on June 30, 2019. **IT WAS MOVED BY MARSHA McCORT TO RECOMMEND MARGENE ANGELOZZI FOR MHR BOARD APPOINTMENT TO THE HARRISON COUNTY COMMISSIONERS. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.**

OLD BUSINESS

OHIO'S 2016 RECOVERY CONFERENCE JUNE 1st or JUNE 2nd - Ms. Devney reminded the Board that OACBHA will be hosting Ohio's 2016 Recovery Conference for ADAMH Board Members serving in the client and family positions as well as other Board Members that openly identify as an individual in recovery from a mental illness and/or addiction, or as a family member of an individual with a mental illness and/or addiction. This day-long session will focus on empowering individuals in recovery and family members to be strong advocates in their role as ADAMH Board Members. This will also include education on the roles, rights, and responsibilities of ADAMH Boards; ADAMH Board Governance; ADAMH Board funding; first-hand experience from current ADAMH Board Members from throughout the state; and more. This

conference is held on June 1st or June 2nd at the Hyatt Regency - Columbus, 350 N. High Street from 10:00 a.m. - 4:30 p.m. Anyone wishing to attend will need to register in advance.

NEW BUSINESS

a. NOMINATING COMMITTEE

Ms. Devney explained that according to our Bylaws the election of officers for the Board are to be held annually in June with nominations in May. Ms. Devney explained that the Personnel and Board Membership Committee is responsible for nominations of officers. Committee Member Tom Zani asked if the committee could meet after the Board Meeting to nominate slate of officers. Ms. Devney explained that could not happen since all committee and Board Meeting dates had to be published. Board Member John Shaver questioned if the present officers are eligible for another term. Ms. Devney explained the current officers have been in these positions for one year, the Chairperson can serve two years, and the

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positions of Vice Chairperson and Treasurer/Secretary have no limits. Following discussion, **IT WAS MOVED BY JOHN SHAVER THAT THE BOARD ACTING AS A WHOLE, NOMINATE THE EXISTING SLATE OF OFFICERS: DEBBIE RUFFNER, CHAIRPERSON; RANDY PROCTOR, VICE-CHAIRPERSON; MARSHA McCORT, SECRETARY/TREASURER FOR STATE FISCAL YEAR 2017. MOTION WAS SECONDED BY PAULA GINTHER AND CARRIED UNANIMOUSLY.**

PUBLIC COMMENT

Board Member Tom Zani requested a moment to give a presentation in regards to Fair Housing. He is currently an attorney for Southeastern Ohio Legal Services. They currently have a grant through Fair Housing. Part of this grant is to provide outreach to community groups. He explained a situation which has recently occurred at his job. He commented that most people who have physical needs, their needs are visible to the community, but a person with mental illness their needs aren't visible. The presentation concluded with a voluntary attendance signature sheet that Tom provided to all Board Members that were present.

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

Debbie Ruffner, Chairperson

Randy Proctor, Vice-Chairperson

