

BOARD MEETING MINUTES

Tuesday, November 15, 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	- absent	Jessica Hoff	- absent
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, 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.

The meeting agenda was reviewed by Board Members. **IT WAS MOVED BY ROGER FRANCIS TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY RICHARD SCHENK AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the October 18, 2016, minutes in the mail or by e-mail. It was pointed out that the October 18, 2016 minutes should be amended to reflect the motion for Recovery Housing was seconded by Roger Deal and carried unanimously. **IT WAS MOVED BY ROGER DEAL TO APPROVE THE AMENDED OCTOBER 18, 2016 MEETING MINUTES. MOTION WAS SECONDED BY THOMAS ZANI AND CARRIED UNANIMOUSLY.** (copy attached)

FINANCE

a. PRESENTATION OF BILLS

Bills for the Board system for the month of November were presented totaling \$76,375.97. Ms. McKivitz reviewed the bills for November and noted any new or unusual charges this month. Providers are starting to bill and are being paid for some September and October services. Ms. McKivitz commented there is no Then & Now Certificate for the month of November for invoices dated prior to purchase order dates. **IT WAS MOVED BY WILLIAM E. FRANK, JR. TO ACCEPT PAYMENT OF ALL NOVEMBER BILLS TOTALING \$76,375.97. MOTION WAS SECONDED BY THOMAS ZANI AND CARRIED UNANIMOUSLY.** (copy attached)

MENTAL HEALTH and RECOVERY BOARD
OF BELMONT, HARRISON, and MONROE COUNTIES

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b. **FINANCIAL REPORTS**

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2017”, covering the Board expenses through October 31, 2016. The budget target is 33.3% and the expenses are under at 29.4%. She reported no individual line items that were over budget except those annual expenses already discussed at previous meetings. (copy attached)

Ms. McKivitz then referred to 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 September for current month expenditures. She noted that Southeast, Inc. has not submitted their billing claims in a timely manner. She plans to contact the CFO at Southeast, Inc. to discuss this issue along with the need for Southeast, Inc. to bill the Jail Grant in a timely manner. Tri County Help Center has also had some billing submission issues in regards to their services provided in the Monroe County Schools. She expects this will be corrected by the December processing. (copy attached)

PERSONNEL AND BOARD MEMBERSHIP COMMITTEE MEETING

William E. Frank, Jr., Chairperson of the Personnel and Board Membership Committee reported that the committee met on Thursday, November 3, 2016. The following policies were discussed.

- a. Policy Administration - This is a revision of the policy last reviewed in 2013 which defines the Board’s mechanism for developing and revising Board’s official policies and procedures.
- b. Family and Medical Leave Act - This policy was last reviewed in 2013. This policy has been revised to include procedural steps to assure compliance with federal law.
- c. Bereavement Leave - This policy was last reviewed in 2013. This policy has been revised to be more reflective of current industry practices by allowing for Bereavement leave that is not counted against vacation or sick leave.
- d. Compensatory Time - This policy was last reviewed in 1997. This policy has been revised to meet the current changes in the federal law that becomes effective December 1, 2016.
- e. Executive Secretary position - The committee agrees to revise the current position description of the Secretary to Executive Secretary to reflect the title of the position Ms. Hanse has been referred to during her employment with the Board.

Mr. Frank also mentioned that at the committee meeting there was some discussion regarding a revised process and tool for the Executive Director’s annual evaluation. It was agreed by the committee to discuss this at another Personnel and Board Membership Committee Meeting scheduled for November 17, 2016 at 6:00 p.m. **IT WAS MOVED BY WILLIAM E. FRANK, JR. TO APPROVE THE FOLLOWING MHR BOARD POLICIES AS REVISED: POLICY ADMINISTRATION; FAMILY AND MEDICAL LEAVE ACT;**

BEREAVEMENT LEAVE; COMPENSATORY TIME; AND TO RETITLE THE POSITION OF SECRETARY TO EXECUTIVE SECRETARY TO REMAIN THE SAME. MOTION WAS SECONDED BY ROGER DEAL AND CARRIED UNANIMOUSLY. (copies attached)

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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 FY2017 (blue) and FY2016 (red). She commented that as you can see for the month of October the average bed days were at 5.54 this is below our target of 5.86. (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. The agencies are asked to provide additional information for this report including average number of days between intake and second 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 explained that the agencies are now reporting all of their required information through October. Mrs. Krusec reported that Crossroads Counseling and Southeast, Inc. are the only reports included in the board packet this month. Tri-County Help Center's report was received to late for the Board Meeting, but will be available next month. (copies attached)

c. **FY2017 JAIL SERVICES (First Quarter)**

Mrs. Krusec presented the FY2017 - First 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. The attached report shows system performance for the first quarter of FY2017 for the two-year funding period. (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.

Continuum of Care - Ms. Devney reported the Ohio Association of County Behavioral Health Authorities (OACBHA) is still discussing with Representative Sprague changes to the continuum of care language that was to be effective in September of 2016 but has now been delayed until July 1, 2017.

OhioMHAS is reviewing each Board's community plan submission as to where there are deficiencies in meeting the continuum of care noted in the 040 Fiscal Report. Initial review of the BHM MHRB plan submission listed the following services as needed for the continuum of care language to be met: ambulatory detox, sub-acute detox, peer mentoring, recovery housing, and mental health residential

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treatment. Board staff is working with Crossroads, Ohio Hills, and Barnesville Hospital for ambulatory detox. The Board has already approved funding recovery housing. Crossroads has a peer specialist on staff and that may count. Sub-acute detox is not available locally but can be purchased outside the area. Board staff will determine why mental health residential is on the list because it is not a required service under the continuum of care. However, the MHRB purchases quite a bit of mental health residential service for children whose service needs are managed through the clusters in each of the three counties and this may meet the requirement for residential.

- b. **RECOVERY HOUSING CONTRACT** - Ms. Devney reported that Board staff applied, and received approval from OhioMHAS, for grant funding to finance recovery housing. Contract approval is necessary to use those resources to reimburse Crossroads Counseling Services for operating a four-bed recovery (Sober Living) house. **IT WAS MOVED BY RICHARD SCHENK TO CONTRACT WITH CROSSROADS COUNSELING SERVICES TO LEASE, FURNISH, OPERATE AND STAFF A FOUR BED RECOVERY (SOBER LIVING) HOME. THIS FUNDING IS FOR THE PERIOD OF NOVEMBER 1, 2016 TO JUNE 30, 2017. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.**

- c. **RECOVERY HOUSING CAPITAL** - Ms. Devney reported that the capital project will be a 5 bedroom

house for men and needs to get underway since the required completion is by July 1, 2017. Ms. Devney asked the Board if they had a preference for a location in Belmont County and to remember that the location needs to be close to a treatment facility, a medical doctor and opportunities for employment. Several members expressed interest in St. Clairsville but felt transportation may be a problem. She also asked if anyone had any affiliations with the local realtors in Belmont County to avoid a conflict of interest. She thanked members for sharing their thoughts.

OLD BUSINESS

Ms. Hanse reminded the Board that the December Meeting will be held at Undo's/St. Clairsville on Tuesday, December 13, 2016 at 6:00 p.m. She shared the menu selections from Undo's for Board Members to review, confirm their attendance and choose their meal choice.

NEW BUSINESS

There was none.

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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 ROGER DEAL AND CARRIED UNANIMOUSLY.**

Debbie Ruffner, Chairperson

Randy Proctor, Vice-Chairperson