

BOARD MEETING MINUTES
Tuesday, November 17, 2015 - 6:00 p.m.

Roll Call Board Attendance

Roger Francis	- present	William E. Frank, Jr.	- present
Marsha McCort	- present	Randy Proctor	- present
Sheena Robbins	- present	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 ROGER FRANCIS TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY THOMAS ZANI AND CARRIED UNANIMOUSLY.**

Board Members received copies of the October 20, 2015, minutes in the mail or by e-mail. **IT WAS MOVED BY JOHN SHAVER TO APPROVE THE OCTOBER 20, 2015 MEETING MINUTES. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY.**

FINANCE

a. PRESENTATION OF BILLS

Bills for the Board system for the month of November were presented totaling \$328,401.65. Ms. McKivitz reviewed the bills for November and noted any new or unusual charges. Providers are being paid for September 2015 services. Ms. McKivitz commented there is a Then & Now Certificate for the month of November for invoices dated prior to purchase order dates. **IT WAS MOVED BY ROGER FRANCIS TO ACCEPT PAYMENT OF ALL NOVEMBER BILLS TOTALING \$328,401.65 AND THE THEN AND NOW CERTIFICATE. MOTION WAS SECONDED BY THOMAS ZANI AND CARRIED UNANIMOUSLY.** (copy attached)

b. FINANCIAL REPORTS

Ms. McKivitz presented to the Mental Health and Recovery Board the “Budget vs Actual Expenditures for Fiscal Year 2016”, covering expenses through October 31, 2015 for the Board. The budget target is 33.3% and the expenses are under budget at 24%. She commented that the Dues line item is at 94.1% which is related annual payments. (Copy attached)

Ms. McKivitz then referred to the “Agency Expenditure Report” for In-County Agencies’ Non-Medicaid Expenditures noting that the targets are based on actual provider billing through September. She commented that Tri-County Help Center expenditures are higher than usual due to the crisis shelter usage increased significantly for the last two months. She then reviewed the “Grants and Other” section for services provided with grant funds and other board supported services. Each category for the providers are under budget. (Copy attached)

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 is going up, that is due in large part to a forensic population in the jail requiring hospitalization. The charts reflect the decreased number for number of bed days (based on a three year average) assigned to the Board for the fiscal year. With the revised manner of paying for bed days instituted by OhioMHAS, there is no financial penalty for using more days than in previous years. (copy attached)

b. ACCESS REPORTS

Ms. Devney presented the Access Reports. She reminded the Board that the agencies were asked to change the way they report them for FY16. They will provide the Board with the average number of days an individual has to wait for an appointment for that month. She explained she will be discussing these reports with the Agency Directors at their next meeting. (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.

a. LEVY SUMMARY

Ms. Devney informed that our Belmont County levy campaign was successful at 58.5%. She commented that as far as she knew all health and human services levies passed. (copy attached)

b. ASSOCIATE DIRECTOR POSITION

Ms. Devney advised that Randy Cottis has withdrawn his acceptance for the position of Associate Director. She has offered the position to the second choice, Erin Krusec, another very strong contender. She has accepted and will start on December 7th.

c. COMMITTEE MEMBERSHIP

Ms. Devney informed that last month in the Board Packet there was a list of MHR Board Committees for everyone to declare what committees they want to represent. The sign-up sheet was passed around for everyone to choose a committee of interest to them. She requested good committee participation to review several significant items in the next several months, such as the Needs Assessment, the Strategic Plan, and provider contracts.

(copy attached)

Minutes Page 2	MENTAL HEALTH and RECOVERY BOARD OF BELMONT, HARRISON, and MONROE COUNTIES of November 17, 2015
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d. HARRISON LEVY

Ms. Devney commented that using the positive statewide returns on the mental health levies this election as well as the passage of the Harrison Hills Schools Capital Bond issue and the passage of the Harrison County additional millage for the Health Department. She suggested the Board consider requesting the Harrison County Commissioners put a mental health and addiction levy on the ballot in March. She commented that she and Ms. McKivitz have not sat down together to review all of the details. Board Members encouraged her to consider a levy in Monroe County as well. She informed that she and Ms. McKivitz will look into the details and will follow-up at the January Meeting.

OLD BUSINESS

a. ADULT CARE FACILITY AND FOX RUN - UPDATE

In following up from Board Members request for follow-up information, Ms. Devney stated that since the last Board Meeting there has been 8 unusual incident filings with OhioMHAS from Fox Run. Four were resident suicide attempts, two were resident aggression with staff restraints, one was as reported staff assault/abuse while in restraint, and one was a restraint that appears unjustified.

The Department of Mental Health and Addiction Services (Department) reviewed the POC submitted by Fox Run and, based on substantial progress towards compliance, removed the probationary status and restored full license status effective October 9, 2015. However, several elements of the Plan of Correction required additional response and in letter of October 29th several areas seem to require additional response or clarification. OhioMHAS indicates they will make a follow-up visit in the next couple months to ensure implementation and ongoing adherence to required changes.

Hillcrest ACF is working on its POC for its residential license. SE reports that they have 10 of 11 overdue resident plans of care done and submitted to SE. They are also correcting deficits in staff training requirements. She commented that there is a general lack of available training for the Adult Care Facilities. She thought that in the future, possibly held once a year, the Board could offer the appropriate training for the Adult Care Facilities. (copies attached)

b. CHRISTMAS PARTY - DECEMBER 16, 2015 - BELMONT HILLS COUNTRY CLUB

Ms. Devney reminded everyone that our Christmas Party is planned for Wednesday, December 16, 2015 at the Belmont Hills Country Club at 6:00 p.m. There will be a brief Board Meeting held at 6:00 p.m. We will be getting the information out to everyone. **IT WAS MOVED BY ROGER FRANCIS TO PROPOSE THAT OUR REGULAR BOARD MEETING BE CHANGED TO WEDNESDAY, DECEMBER 16, 2015 AND BE HELD AT THE BELMONT HILLS COUNTRY CLUB BEGINNING AT 6:00 P.M.. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.**

NEW BUSINESS

a. BELMONT COUNTY BOARD MEMBER RECOMMENDATION

Ms. Devney informed that she has had the opportunity to meet with Ms. Paula Ginther earlier this month. Ms. Ginther is a Shadyside resident and is probably best known for her years of contribution as a news reporter for the The Times Leader. She would be appointed by the Belmont County Commissioners and would fill the unexpired term (07/01/2015 to 06/30/2019) of Pam Benedetta. **IT WAS MOVED BY JOHN SHAVER TO RECOMMEND PAULA GINTHER FOR MHR BOARD APPOINTMENT TO THE BELMONT COUNTY COMMISSIONERS. MOTION WAS SECONDED BY WILLIAM E. FRANK, JR. AND CARRIED UNANIMOUSLY.**

b. DIRECTOR'S EVALUATION

Ms. Devney requested the Board conduct her annual evaluation. According to the By-Laws the Personnel and Board Membership Committee is entrusted with conducting the performance review of the Executive Director. She asked whether the Board are following the process identified in the By-Laws, or will be using some other method of conducting her annual performance review. Ms. Devney attached the evaluation form previously used for the director's evaluation. It was suggested that Board Staff and Agency Director's be included in the evaluation as there are sections in the evaluation that pertain just to them that the Board Members could not answer respectively. It was also suggested that since Ms. Devney's hire date is in January that the evaluations be sent out in December. The completed evaluations will be mailed to Board Chairperson Debbie Ruffner to process the results and present them at the January, 2016 Board Meeting. **IT WAS RECOMMENDED BY THOMAS ZANI TO INCLUDE THE AGENCY DIRECTORS' AND BOARD STAFF IN THE MHR BOARD DIRECTOR'S EVALUATION AS THERE IS INFORMATION IN THE EVALUATION THAT PERTAINS TO THOSE INDIVIDUALS. MOTION WAS SECONDED BY WILLIAM E. FRANK, JR. AND CARRIED UNANIMOUSLY.**

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