

**BOARD MEETING MINUTES**

Tuesday, October 16, 2018 - 6:00 p.m.

**OATH OF OFFICE - NAOMA KOLKEDY**

Board Member Mary Potter administered the Oath of Office to new Board Member, Naoma Kolkedy. Ms. Kolkedy is appointed by the Ohio Department of Mental Health Services. Ms. Kolkedy was welcomed to the Board.

**Roll Call Board Attendance**

|                          |           |                   |           |
|--------------------------|-----------|-------------------|-----------|
| John Carr                | - present | Tom Foster        | - present |
| Jeanette Hissom          | - present | Anita Kelly       | - absent  |
| James Leos               | - present | Mary Potter       | - present |
| Richard Schenk<br>absent | - present | Jacquetta Stephen | -         |
| Bonnie Thomas<br>present | - present | Debra Yeater      | -         |

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

Others Present: Shannan Watson, Crossroads Counseling Services

The meeting was called to order by Board Chairperson Richard Schenk. He stated 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 MARY POTTER TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY TOM FOSTER AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the September 18, 2018, minutes in the mail or by e-mail. **IT WAS MOVED BY MARY POTTER TO APPROVE THE SEPTEMBER 18, 2018, MEETING MINUTES. MOTION WAS SECONDED BY JAMES LEOS AND CARRIED UNANIMOUSLY.** (copy attached)

**FINANCE**

**a. BUDGET AND FINANCE COMMITTEE REPORT**

- i. **Revision of FY 2019 Board Budget**—Ms. McKivitz presented a revised FY 2019 MHR Board operating budget. She explained that the revision is being requested to include: 1) the additional support for Tri-County Help Center to upgrade their electronic health record and billing software as approved by the MHR Board; 2) the unplanned expenditure to replace the office air conditioning unit; and, 3) the legal costs associated with local probate hearings. Ms. McKivitz explained that FY 19 MHR Board budget was not

increased over FY2018 but we are unable to absorb these additional expenses. The budget increase will be funded from available Board reserves. IT WAS MOVED BY DEB YEATER TO APPROVE THE REVISED FY2019 BOARD OPERATING BUDGET AS PRESENTED. MOTION WAS SECONDED BY MARY POTTER AND CARRIED UNANIMOUSLY.

**b. 2018 ADDITIONAL COUNTY APPROPRIATION**

Ms. McKivitz reported that an additional appropriation is needed for the 2018 County budget for the Contracts and Repairs fund for \$4,500 in relation to the board operating budget revision. IT WAS MOVED BY DEB YEATER TO APPROVE THE ADDITIONAL APPROPRIATION TO THE 2018 COUNTY BUDGET FOR THE CONTRACTS AND REPAIRS FUND, E-2310-S049-S53.000, FOR \$4,500. MOTION WAS SECONDED BY JOHN CARR AND CARRIED UNANIMOUSLY.

**c. PRESENTATION OF BILLS**

Bills for the Board system for October were presented totaling \$390,137.39. Ms. McKivitz reviewed the bills for October and noted any new or unusual charges this month.. Ms. McKivitz commented there is a Then & Now Certificate for the month of October for an invoice dated prior to purchase order dates. IT WAS MOVED BY JOHN CARR TO ACCEPT PAYMENT OF ALL OCTOBER BILLS TOTALING \$390,137.39 AND THE THEN AND NOW CERTIFICATE. MOTION WAS SECONDED BY TOM FOSTER AND CARRIED UNANIMOUSLY. (copy attached)

**d. FINANCIAL REPORTS**

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2019”, covering the Board expenses through September. The operating budget target is 25% and the expenses are under at 19.5%. (copy attached)

Ms. McKivitz then reviewed the FY2018 (final) “Agency Expenditure Report” for Contract Agencies’ Non- Medicaid, Grants and Other Expenditures noting that the targets are based on actual provider billing service dates through June. (copy attached)

Ms. McKivitz then reviewed the FY2019 “Agency Expenditure Report” for Contract Agencies’ Non- Medicaid, Grants and Other Expenditures noting that the targets are based on received provider billing through August for current month expenditures. Ms. McKivitz mentioned that agency claims billing is improving as the agencies work through software billing issues (copy attached)

**PERSONNEL AND BOARD MEMBERSHIP COMMITTEE**

**a. Committee Report and Recommendations**

Evaluation Tool for Executive Director - Committee Chair Tom Foster presented the evaluation tool that the committee has created and is recommending full Board approval. It was pointed out that page 3 "Section 4:" is missing the "Exceeds Expectations" under "Description". That will be corrected. IT WAS MOVED BY MARY ELLEN GUST TO APPROVE THE FY19 EXECUTIVE DIRECTOR EVALUATION TOOL AS

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| <b>MENTAL HEALTH and RECOVERY BOARD<br/>OF BELMONT, HARRISON, and MONROE COUNTIES</b> |           |                |            |             |
| <b>Minutes</b>  | <b>of</b> | <b>OCTOBER</b> | <b>16,</b> | <b>2018</b> |
| <b>Page 3</b>   |           |                |            |             |

PRESENTED BY THE PERSONNEL AND BOARD MEMBERSHIP COMMITTEE WITH THE ABOVE NOTED CORRECTION. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.

Policy and Procedure Revision for "Board's Relationship with the Executive Director" - The revised policy and procedure "Board's Relationship with the Executive Director" was presented with the corrections noted in red for the Board Members to review. It was questioned that Section C. 3. reads, performance evaluation forms will be mailed to Board Members, and in this instance, performance evaluation forms are being provided to the Board Members, should that be corrected in the procedure? It was agreed to make that change. IT WAS MOVED BY JAMES LEOS TO APPROVE THE REVISED POLICY AND PROCEDURE "BOARD'S RELATIONSHIP WITH THE EXECUTIVE DIRECTOR". MOTION WAS SECONDED BY MARY POTTER AND CARRIED UNANIMOUSLY.

#### **MANAGEMENT (QUALITY) REPORTS**

**a. ACCESS REPORTS (September)**

Mrs. Krusec presented the Access Reports. Mrs. Krusec explained that all agencies are now reporting their required information through September. She explained that the total number of intakes for the month are listed in a table to the left; the wait time for the initial appointment is in (blue) and the wait time between the initial appointment to the second appointment is in (gray). (copies attached)

**b. COMPENSATORY TIME REPORT**

Ms. Hanse presented the compensatory time report. She explained that the report is for (2) two pay periods September 16, 2018 through October 13, 2018 and all balances are zero.

#### **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.

The Faith Based MH 1<sup>st</sup> Aid Training that was scheduled for October 12<sup>th</sup> was cancelled due to a low number of participants. Ms. Devney said efforts to hold this training will be scheduled for the spring.

Included in the Director's Report is a list of what times of the month or quarter the committees plan to meet.

**b. OACBHA - STATEMENT ON ISSUE 1**

**State Issue 1:** Ms. Devney referred to several documents in the Board Packet in regards to State Issue 1. Enclosed is the Ohio Association of County Behavioral Health Authorities statement on Issue 1 as well as several newspaper articles.

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|---------------------------------|--|----------------|------------|-------------|
| <b>Minutes</b><br><b>Page 4</b> | <b>MENTAL HEALTH and RECOVERY BOARD</b><br><b>OF BELMONT, HARRISON, and MONROE COUNTIES</b><br><b>of</b> | <b>OCTOBER</b> | <b>16,</b> | <b>2018</b> |
|---------------------------------|--|----------------|------------|-------------|

According to the measure’s text, State Issue 1 was designed to reduce the number of people in state prisons for low-level, non-violent crimes such as drug possession and non-criminal probation violations.

The initiative would make the possession, obtainment, and use of drugs no more than a misdemeanor, with sentences not exceeding probation for a 1<sup>st</sup> or 2<sup>nd</sup> offense. Issue 1 would not change the classification of 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> degree drug-related felonies, such as the sale, distribution, or trafficking of drugs. The initiative would also allow individuals serving convictions higher than a misdemeanor for possession, obtainment, and use of drugs to petition the court for re-sentencing.

Courts would be prohibited from ordering that persons on probation for felonies be sent to prison for non-criminal probation violations.

The ballot initiative would require the state funds saved due to a reduction of inmates, resulting from the implementation, be spent on substance abuse treatment programs, crime victim programs, probation programs, and other rehabilitative programs.

**OLD BUSINESS**

There was none.

**NEW BUSINESS**

Shannan Watson, Executive Director for Crossroads Counseling Services gave a presentation on all services that Crossroads Counseling Services provides in Belmont, Harrison and Monroe Counties.

**PUBLIC COMMENT**

There was none.

As there was nothing further to come before the Board, **IT WAS MOVED BY MARY POTTER TO ADJOURN THE MEETING. MOTION WAS SECONDED BY TOM FOSTER AND CARRIED UNANIMOUSLY.**

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Richard Schenk, Chairperson

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Tom Foster, Vice-Chairperson