

BOARD MEETING MINUTES

Tuesday, October 18, 2016 - 6:00 p.m.

Roll Call Board Attendance

Margene Angelozzi	- absent	Roger Deal	- present
Roger Francis	- present	William E. Frank, Jr.	- absent
Paula Ginther	- present	Jessica Hoff	- absent
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, 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.

**OATH OF OFFICE -RICHARD SCHENK**

Board Member Thomas Zani administered the Oath of Office to new Board Members, Richard Schenk. Mr. Schenk is appointed by the Monroe County Commissioners. The Board Members introduced themselves.

The meeting agenda was reviewed by Board Members. **IT WAS MOVED BY TOM ZANI TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY JOHN SHAVER AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the September 20, 2016, minutes in the mail or by e-mail. It was pointed out that the September 20, 2016 minutes should be amended to reflect Board Member William E. Frank, Jr.'s dissenting vote to table the discussion regarding the Recovery Housing Capital Application. **IT WAS MOVED BY JOHN SHAVER TO APPROVE THE AMENDED SEPTEMBER 20, 2016 MEETING MINUTES. MOTION WAS SECONDED BY MARSHA McCORT AND CARRIED UNANIMOUSLY.** (copy attached)

**FINANCE**

**a. PRESENTATION OF BILLS**

Bills for the Board system for the month of October were presented totaling \$319,775.63. Ms. McKivitz reviewed the bills for October and noted any new or unusual charges this month. Providers are starting to bill and are being paid for some July and August services. Ms. McKivitz commented there is no Then & Now Certificate for the month of October for invoices dated

prior to purchase order dates. IT WAS MOVED BY PAULA GINTHER TO ACCEPT PAYMENT OF ALL OCTOBER BILLS TOTALING \$319,775.63 MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY. (copy attached)

**b. FINANCIAL REPORTS**

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2017”, covering the Board expenses through September 30, 2016. The budget target is 25.07% and the expenses are under at 22.8%. (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 August for current month expenditures. She noted that in the “Grants and Other” per contract Southeast was paid in September for a one-time payment of \$63,611 for the Community Housing Assistance Program (CHAP). (copy attached)

**c. RECOVERY HOUSING OPERATIONS GRANT**

Ms. Devney explained that on September 15<sup>th</sup>, OhioMHAS Office of Recovery Supports, in a telephone conference with seven boards who reported no recovery housing, announced additional operation funds that would be available to fund recovery housing for FY 2017. Any of the Boards who had no recovery housing were invited to submit a letter of intent to the Department. (Recovery housing is a service that must be in place within a Board area by June 30, 2017 as part of the required continuum of care for opioid users.) Board staff submitted a letter of intent for \$52,305. If approved, the staff proposes contracting with Crossroads Counseling Services for a residence in Bellaire that will house four unrelated adult females who previously used opioids. The residents will likely come from Awakenings (residential treatment) or have been incarcerated. If the MHR Board accepts the funding, we must commit to three years of post-award funding. The Mental Health and Recovery Board approves the submission of the request for \$52,305 to fund recovery housing, and if awarded funding, commits to three years of post-award funding. IT WAS MOVED BY RANDY PROCTOR THAT THE MHR BOARD APPROVES THE SUBMISSION OF THE REQUEST OF \$52,305 TO FUND RECOVERY HOUSING, AND IF AWARDED FUNDING, COMMITS TO THREE YEARS OF POST-AWARD FUNDING. MOTION WAS SECONDED BY ROGER DEAL AND CARRIED UNANIMOUSLY. (copy attached)

**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 September the average bed days were at 4.8 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 2<sup>nd</sup> 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 September. (copies 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.
- b. **HEARTLAND REPORTS** - Ms. Devney explained that attached are three reports generated by Heartland East summarizing the number of clients serviced by Board contract providers in FY 2016. (This is based on billing data submitted to date by providers.) **Report A** shows total number of clients who received a service paid for either by Medicaid or MHR Board funds. **Report B** shows the number of individuals receiving a Medicaid reimbursed service and **Report C** shows the number of individuals that received a non-Medicaid (MHR Board) reimbursed service. Some highlights from these reports are: (copies attached)
  - Board providers served 2,908 adults and/or children in FY 2016 with either a Medicaid service or an MHR Board funded service. Of the total served, 2,329 received a Medicaid service and 815 received an MHR Board service.
  - The average cost of treating someone with schizophrenia was slightly over \$3,500 due in part to the housing cost subsidized by the MHR Board.
  - Interestingly, persons with bipolar disorders on Medicaid received about one half as much service (by average cost) as a person with bipolar disorder who received MHR Board funded services.
  - The number of individuals engaging in the system for opioid use disorder is 4 times that of cannabis and nearly twice the number presenting for alcohol use disorder.
  - The predominate diagnostic group for children is attention deficit/disruptive behavior followed by adjustment disorder, bipolar disorder, and conduct disorders. Childhood depression and anxiety are much further down on the list.
  - There remains a large portion of MHR Board reimbursed services that are not reported through the MACSIS billing system and thus are not included here.
- c. **CROSSROADS UPDATE** - Ms. Devney referred to the letter sent to Shannan Watson, Director at Crossroads, with notice to their Board President. expressing concern over the timeliness of financial reports and operations, the Board's support for Crossroads' continued success and the offer of the MHR Board staff to assist in meeting MHR Board's expectations. Ms. Devney also referred to the letter in return sent to the Board from the Board President of Crossroads, Daniel Gichevski. MHR Board Members discussed the letter from Crossroads Board President and commented that the MHR Board's concerns have been answered and they are satisfied with the responses. Crossroads' was able to

submit their federal grant program information on September 28, 2016, meeting that deadline. The MHR Board asked the Executive Director to respond that there is no need for the MHR Board Chairperson and Executive Director and Crossroads' Board President and Director to meet at this time, adding agency directors and their board members are always welcome to attend the MHR Board Meetings.

## OLD BUSINESS

- a. **CAPITAL PROJECT APPLICATION** - Ms. Devney explained that the Ohio Department of Mental Health and Addiction Services solicited needs in September of 2015 from ADAMH Boards and providers for capital projects to be included in the FY 2017-2018 Capital Budget.

In June of 2016, OhioMHAS requested Board's submit their priority for funding. After review of the necessary timing, the requirement for recovery housing, and staff capacity necessary for both projects, staff recommended that only the capital project to purchase and renovate a facility for recovery housing go forward. That priority was submitted to the Department by the June 30, 2016 deadline.

On September 15<sup>th</sup>, Board staff were informed that our capital project to purchase and renovate recovery housing had been selected by the Department to go forward. Staff is requesting the MHR Board commit to the capital project so the approved project can move forward. IT WAS MOVED BY ROGER FRANCIS TO APPROVE THE APPLICATION FOR THE RECOVERY HOUSING CAPITAL PROJECT WITH AN ASSURANCE OF AN INTENT TO SUPPORT THE PROGRAM CONSISTENT WITH THE APPLICATION AND, IN ADDITION, TO ANNUALLY MONITOR THE PROGRAM AND OPERATIONS OF THE FACILITY TO ASSURE COMPLIANCE. FURTHERMORE, THE EXECUTIVE DIRECTOR IS AUTHORIZED TO SIGN AND SUBMIT THE APPLICATION IN A TIMELY MANNER. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.

- b. **PLANS FOR BOARD DECEMBER MEETING** - Ms. Devney explained that we have already changed our December Board Meeting to the 13<sup>th</sup> of December. Board Members were asked if they wanted to have a regular meeting at the Board Office with food catered in or if they wanted to meet elsewhere. It was the consensus of the Board to have dinner at Undo's in conjunction with the December Meeting.
- c. **COMMITTEE MEMBERSHIP** - Board Chairperson, Debbie Ruffner explained that there are some Board Members that are not presently signed on the Board Committee Membership list. The list was passed around for everyone to review and either remain on the same committee or add themselves to a new committee.

## NEW BUSINESS

- a. **PERSONNEL & BOARD MEMBERSHIP COMMITTEE MEETING** - Ms. Devney reported the need for a Personnel and Board Membership Committee Meeting to be held prior to our November Board Meeting. Not able to determine a convenient date and with some

committee members absent Ms. Devney reported that she would contact them and schedule a meeting date and time.

<b>Minutes</b> <b>Page 5</b>	<b>MENTAL HEALTH and RECOVERY BOARD</b> <b>OF BELMONT, HARRISON, and MONROE COUNTIES</b> <b>of</b> <b>OCTOBER</b> <b>18,</b> <b>2016</b>
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- b. **RECORD RETENTION & DISPOSITION COMMITTEE MEETING** - Ms. Devney suggested that because of the time spent planning the Personnel and Board Membership Committee Meeting a date for this meeting could take place next month.

**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.**

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Debbie Ruffner, Chairperson

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Randy Proctor, Vice-Chairperson