

BOARD MEETING MINUTES

Tuesday, September 18, 2018 - 6:00 p.m.

LOCATION: HARRISON COUNTY METROPOLITAN HOUSING AUTHORITY
82450 Cadiz-Jewett Road - Cadiz, OH 43907

OATH OF OFFICE - MARY ELLEN GUST

Board Member Mary Potter administered the Oath of Office to new Board Member, Mary Ellen Gust. Ms. Gust is appointed by the Belmont County Commissioners. Ms. Gust 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	- present	Jacquetta Stephen	-
present			
Bonnie Thomas	- present	Debra Yeater	-
present			

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

Others Present: Melissa Powers, Southeast, Inc.

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 BONNIE THOMAS TO APPROVE THE MEETING AGENDA. MOTION WAS SECONDED BY JACQUETTA STEPHEN AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the July 17, 2018, minutes in the mail or by e-mail. **IT WAS MOVED BY MARY POTTER TO APPROVE THE JULY 17, 2018, MEETING MINUTES. MOTION WAS SECONDED BY JAMES LEOS AND CARRIED UNANIMOUSLY.** (copy attached)

FINANCE

a. PRESENTATION OF BILLS

Bills for the Board system for September were presented totaling \$294,210.63. Ms. McKivitz reviewed the bills for September and noted any new or unusual charges this month. There is no Then & Now Certificate for the month of September for invoices dated prior to purchase order dates. **IT WAS MOVED BY JAMES LEOS TO ACCEPT PAYMENT OF ALL SEPTEMBER BILLS TOTALING \$294,210.63. MOTION WAS**

SECONDED BY DEBRA YEATER AND CARRIED UNANIMOUSLY. (copy attached)

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Tom Foster arrived at 6:05 p.m.

b. FINANCIAL REPORTS

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2018”, covering the Board expenses through July. The operating budget target is 100% and the expenses are under at 95.4% (final report). (copy attached)

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2019”, covering the Board expenses through August. The operating budget target is 17% and the expenses are under at 11.6%. (copy attached)

Ms. McKivitz then reviewed the FY2018 (not final) “Agency Expenditure Report” for Contract Agencies’ Non- Medicaid, Grants and Other Expenditures noting that the targets are based on actual provider billings service dates through June 30th. Ms. McKivitz mentioned that FY2018 service claims billing are behind due to the agencies adjustments with BH Redesign. (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 31st for current month expenditures. Ms. McKivitz mentioned that agency claims billing is improving as the agencies work through software billing issues, but are encountering denied claims with submissions. (copy attached)

c. FY18 EXPENDITURE DEMOGRAPHIC REPORT

Ms. McKivitz reviewed the demographic expenditure report for consumer services for the Board area for FY2018 through July 15, 2018. The graphs and charts presented are detailed by demographics and primary diagnosis for adults and children with a breakout of Medicaid and non-Medicaid funded services. The report period represents 4,631 consumers served fiscal year to date.

d. CONTRACT AMENDMENT - STUDENT SERVICES

Ms. Devney explained that the Mental Health and Recovery Board approved contracts with Student Services for Prevention services and supports in all Belmont County public schools and several private elementary schools.

The MHR board staff supports the creation and maintenance of a Drug Abuse Prevention Coalition in Belmont County. However, board staff do not have adequate time to facilitate another coalition, since we cover and/or participate in several other coalitions in all three counties.

Student Services, Director, Wendy Ware is trained in Ohio’s Strategic Prevention Framework and is well equipped to facilitate the creation of a community coalition.

Additional funding is necessary to cover the additional cost of assuming this role. An increase in the FY 2019 contract of \$10,000 will provide the resources for Student Services over the next year to facilitate and support the creation of a drug abuse prevention coalition in Belmont County

In addition, board staff is requesting an additional \$1,950 to support the Youth Led Prevention efforts offered by Student Services. IT WAS MOVED BY DEBRA YEATER TO INCREASE THE CONTRACT BETWEEN STUDENT SERVICES AND THE MENTAL HEALTH AND RECOVERY BOARD IN THE AMOUNT OF \$11,950 TO COVER THE COSTS ATTACHED TO FACILITATING AND SUPPORTING A COUNTY WIDE DRUG ABUSE PREVENTION COALITION AND SUPPORT YOUTH LED PREVENTION EFFORTS. MOTION WAS SECONDED BY TOM FOSTER AND CARRIED UNANIMOUSLY.

e. IT UPGRADE - TRI-COUNTY HELP CENTER

Ms. Devney explained that due the Medicaid behavioral health redesign and the state's decision to discontinue MACSIS as a statewide billing system for non-Medicaid claims has driven IT changes for contract providers. In some cases, this meant the acquisition of an electronic health record. In other cases, it meant the upgrade of current electronic health record. In all cases it required updating the software for claims adjudication for both Medicaid as well as for non-Medicaid claims.

Nearly two years ago, MHR Board staff recognized the potential impact these clinical and fiscal requirements on contract agencies and offered to be of assistance. Such assistance could include review of software upgrades or could include financial investment in software and/or hardware. Board staff began an open dialogue with contract providers on their abilities to meet the changing claims adjudication process and how the MHR Board might support them.

In the past two years, both Southeast has upgraded their billing systems and Crossroads Counseling Services has purchased EHR software and upgraded its Billing systems. Tri-County Help Center did not, and now is using billing software that is no longer supported by the vendor. With all the difficulty the agency had in configuring the current software to the new Medicaid billing and the new non-Medicaid billing, they have become more aware of the threat to the financial health of the agency without updated software that is supported by the vendor.

The agency is asking the MHR Board to reimburse the agency for the cost of one year of software support and maintenance, one year of software hosting for 10 users, and implementation and data conversion expenses. The quoted terms for the first two areas are \$10,580 and the cost for implementation and data conversion is \$11,120. Total cost for one for the upgrade and conversion is \$21,700.

The overall financial health of the agency has declined in the past year in part due to its inability to bill both Medicaid and non-Medicaid in a timely manner. The agency would further deplete its diminished cash resources if it were forced to pay for the upgrades without additional support.

After much discussion, IT WAS MOVED BY MARY ELLEN GUST TO COMPENSATE TRI-COUNTY HELP CENTER THE AMOUNT OF \$21,700 FOR EXPENSES RELATED TO THE UPGRADE OF THE CURRENT CLIENT RECORD AND BILLING SOFTWARE AND FOR IMPLEMENTATION AND DATA CONVERSION. MOTION WAS SECONDED BY BONNIE THOMAS AND CARRIED UNANIMOUSLY.

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MANAGEMENT (QUALITY) REPORTS

a. QUALITY MANAGEMENT REPORT

Mrs. Krusec reported that Board staff are committed to working with the contract providers to make quality a system-wide endeavor. As stated previously, the intent of the Quality Management Workgroup is to define the vision, ongoing efforts, and expectations of the Board's collaboration with the community and its provider organizations in its ongoing assessment.

Focus was given to the importance of collaboration to ensure quality measurements and improvement initiatives for a local quality system of care (financial, consumer, learning & growth, and internal process). We are confident that we have created a matrix that would accommodate both mental health and addictions perspectives rather than force-fit one onto the other.

What is attached is our continued efforts evaluating the system results. The potential exists for using aggregated data to make comparisons between providers, and some improvement is noted as well with data collection. Data collected provide the Quality Management Workgroup with objective information for planning, quality improvement, and extension of best practices to assist the providers with meeting MCP quality expectations.

John Carr arrived at 6:37 p.m.

b. ACCESS REPORTS (August)

Mrs. Krusec presented the Access Reports. Ms. Devney explained that all agencies are now reporting their required information through August. 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)

c. COMPENSATORY TIME REPORT

Ms. Hanse presented compensatory time report. She explained that the report is for (2) two pay periods August 4, 2018 through September 1, 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.

Ms. Devney reported that there is a Suicide Coalition in Monroe and Belmont Counties and there is a Drug Abuse Prevention Coalition in Harrison and Belmont Counties.

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b. NOVEMBER BOARD MEETING

Ms. Devney explained that our November Board Meeting is scheduled for Tuesday, November 20th which is the same week as Thanksgiving. She asked if the Board Members would be able to attend or would it be best to change the meeting to Tuesday, November 13th. Everyone agreed that Tuesday, November 13, 2018 would be the best date for the November meeting.

c. COMMITTEE MEETING SCHEDULE

Ms. Devney explained that the Board Chairperson Richard Schenk has named board members to chair each committee. Ms. Devney asked each of the committees, in following the By-Laws schedule regular committee meetings to address the work of the Board. Following discussion, the members of the Personnel and Board Membership Committee should meet at least annually. Tom Foster, chairperson of the Personnel and Board Membership Committee agrees on the 2nd Tuesday of the month beginning in October 9th. Mary Potter, chairperson of the Planning and Program Committee reported committee members agreed to hold meetings on the 1st Tuesday of the month as needed. Debra Yeater, chairperson of the Budget and Finance Committee reported that she would contact Wendy McKivitz, our Fiscal Officer to discuss what months within the year are the best time to hold meetings and then the committee could choose a date best for all to attend.

Also included in the Board Packet was a listing of all current members with their e-mail address and contact phone numbers.

OLD BUSINESS

Board Member Tom Foster stated that he has updated the Executive Director's Evaluation for the Board Members to review and make any additions or corrections to the evaluation and to contact him by October 2nd so he can make any necessary changes to the evaluation. He would like for the Executive Director's Evaluation to go out in a timely manner for the results to be reviewed closer to Ms. Devney's anniversary date.

NEW BUSINESS

Melissa Powers, Regional Director for Southeast, Inc. gave a presentation on all services that Southeast, Inc. provides in Belmont, Harrison and Monroe Counties.

PUBLIC COMMENT

There was none.

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

Richard Schenk, Chairperson

Tom Foster, Vice-Chairperson