

**MENTAL HEALTH and RECOVERY BOARD  
OF BELMONT, HARRISON, and MONROE COUNTIES  
Minutes of SEPTEMBER 20, 2016  
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**BOARD MEETING MINUTES  
AMENDED**

Tuesday, September 20, 2016 - 6:00 p.m.

**Roll Call Board Attendance**

Margene Angelozzi	- absent	Roger Deal	- absent
Roger Francis	- present	William E. Frank, Jr.	- present
Paula Ginther	- present	Jessica Hoff	- present
Robert Kester	- absent	Marsha McCort	- present
Randy Proctor	- present	Deborah Ruffner	- present
John Shaver	- present	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 TOM ZANI AND CARRIED UNANIMOUSLY.** (copy attached)

Board Members received copies of the August 16, 2016, minutes in the mail or by e-mail. **IT WAS MOVED BY TOM ZANI TO APPROVE THE AUGUST 16, 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 September were presented totaling \$275,807.11. Ms. McKivitz reviewed the bills for September and noted any new or unusual charges this month. Providers are starting to bill and are being paid for some July services. Ms. McKivitz commented there is a Then & Now Certificate for the month of September for invoices dated prior to purchase order dates. **IT WAS MOVED BY PAULA GINTHER TO ACCEPT PAYMENT OF ALL SEPTEMBER BILLS TOTALING \$275,807.11 AND THE THEN AND NOW CERTIFICATE. MOTION WAS SECONDED BY JOHN SHAVER AND CARRIED UNANIMOUSLY.** (copy attached)

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**b. FINANCIAL REPORTS**

Ms. McKivitz presented the “Budget vs Actual Expenditures for Fiscal Year 2017”, covering the Board expenses through August 31, 2016. The budget target is 16.7% and the expenses are slightly over budget at .4% because some of the vendor accounts have been paid in full for the year. (copy attached)

Ms. McKivitz then referred to the FY2016 “Agency Expenditure Report” for Contract Agencies’ Non-Medicaid, Grants and Other Expenditures for the end of FY16. She commented that Southeast, Inc. billings to date are less than expected because of billing system issues. They are not on the scheduled billing cycle and therefore the claims are processing every other month. Crossroads Counseling Services’ billing continues to be less than contracted amount primarily because they have more clients eligible for Medicaid coverage than Non-Medicaid services. (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 July for current month expenditures. She noted that in the “Grants and Other” Southeast was paid a one-time payment of \$63,611 for the Community Housing Assistance Program (CHAP). (copy attached)

**c. STATE AUDIT**

- Acceptance of Audit

Ms. McKivitz explained that the State Auditor has released the Board’s 2015 audit. Ms. McKivitz first reviewed the “Schedule of Findings”. The audit opinion was unqualified with no findings. A “Management Letter” was not issued. The financial statements were said to represent fairly the Board’s financial position. Also, audit testing disclosed no instances of noncompliance. Ms. McKivitz then reviewed the “Management’s Discussion and Analysis” showing a comparison of 2014 and 2015, and “Statement of Activities - Cash Basis” which reported a \$17,739 “Excess of Cash Receipts Over Cash Disbursements” for 2015, and a “Statement of Assets and Fund Balance - Cash Balance for the end of 2015. Ms. McKivitz was commended for the clean audit and the Board Members acknowledged this was her first audit and how appreciative they are since she has taken over the position of fiscal officer. Following discussion, **IT WAS MOVED BY ROGER FRANCIS TO ACCEPT THE AUDIT PRESENTATION FOR 2015. MOTION WAS SECONDED BY TOM ZANI AND CARRIED UNANIMOUSLY.**

**d. MAT CONTRACT WITH SOUTHEAST, INC.**

Ms. Devney explained that Amended Substitute House Bill 483 (SFY 2016-2017 Budget Bill) revised 340 by adding 340.033 which listed required opioid services that must be present in a ADAMH Board’s continuum of care. One of the required services is medication assisted treatment (MAT).

MAT refers to alcohol and drug addiction services that are accompanied by medication approved by the US Food and Drug Administration for the treatment of drug addiction, prevention of relapse of drug addiction, or both. It is also an evidence based practice in addressing addiction issues.

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In May, the MHR Board staff released a Request for Ideas for five initiatives, MAT being one of those. Southeast's response addresses the prescribing of medication (Vivitrol) for individuals who are actively engaged in treatment and/or recovery supports.

Southeast proposes to serve 20 non-Medicaid eligible individuals from October 1, 2016 through June 20, 2017. In addition to the medication (available at a reduced cost through 340b pricing), SE will be providing the physical exam (billed through their primary care center) and all necessary labs and toxicology screens. Proposed program cost is \$79,485 which includes 10% administrative/support costs. **IT WAS MOVED BY TOM ZANI TO CONTRACT WITH SOUTHEAST, INC. FOR MEDICATION ASSISTED TREATMENT (MAT) IN THE AMOUNT OF \$79,845 FOR THE PERIOD OF OCTOBER 1, 2016 THROUGH JUNE 30, 2017. MOTION WAS SECONDED BY RANDY PROCTOR AND CARRIED UNANIMOUSLY.**

**e. STATE AUDITOR AWARD**

Ms. Devney announced the Board has received a "State Auditor Award" from the Auditor of State's office for its 2015 financial audit. Once again, Ms. McKivitz was commended for her exemplary job as the Mental Health and Recovery Board Fiscal Officer. It was noted that out of 53 audits released the same week as ours, thus far only 6 "State Auditor Awards" were presented across the state.

**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 August 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 reporting most of the required information. Southeast, Inc. is reporting everything that is required. Tri-County Help Center and Crossroads Counseling Services have begun reporting everything this fiscal year. Crossroads Counseling Services has also begun to include their required residential (Awakenings and New Outlook) in their reporting for August. (copies attached)

**c. JAIL SERVICES YEAR END REPORT**

Mrs. Krusec presented the year end 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 year of the two-year funding period. (copy attached)

**d. ANNUAL CONTRACT COMPLIANCE REPORT**

Ms. Krusec presented the Annual Contract Compliance Report for FY16. She explained that within the MHR Board Contract there are several required elements or items that the Provider Agencies must report upon. The requirements are summarized in the Provider Reporting requirements attached to the contract. While these have been in place for several years, this is the first time Board staff has reported the results to the MHR Board. Any agency that is identified as having issues will receive the necessary technical assistance to make systematic changes to meet the reporting expectation. The report shows that Tri-County Help Center and Student Services have met 100% of their overall contract compliance reporting and Crossroads Counseling, Inc. and Southeast, Inc. have met 92% of their contract compliance reporting. (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.
- b. **CROSSROADS REPORTING** - Ms. Devney explained that the MHR Board has been notified that Crossroads Counseling Services has not submitted mid-year and year end reports for FY 2016 (July 1, 2015 to June 30, 2016) to OhioMHAS as required for the federal funding they receive. Prompts were provided for both the mid-year and year end reporting. (Last year Board staff arranged for them to be re-trained by OhioMHAS.) Also, Crossroads has not entered program and service information for this fiscal year into the state reporting system (GFMS). While they have until September 30<sup>th</sup> to do so, the MHR Board cannot draw any money down for the agency until that information is submitted, reviewed, and approved for drawdown by the Board. Thus, some services for FY 2017 will not be reimbursed until CCS meets this requirement. The Board Members were very concerned how this would affect the financial health of the agency. After further discussion, members directed the MHR Board Executive Director to write a letter to the Crossroads Director with notice to their Board President expressing concern over the timeliness of financial reports and operations, their support for Crossroads' continued success and the offer of the MHR Board staff to assist in resolving any concerns.

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- c. **RECOMMENDATION FOR BOARD MEMBERSHIP - RICHARD SCHENK** - Ms. Devney reported that she has had the opportunity to meet with Mr. Richard Schenk earlier this month. Mr. Schenk is a resident of Woodsfield located in Monroe County. He would be recommended to the Monroe County Commissioners for appointment to the Mental Health and Recovery Services Board. Mr. Schenk would fill the board seat previously held by Gary Hudson. If appointed, all of the Monroe County Commissioner appointees have been made. Mr. Schenk is a teacher in the Switzerland of Ohio Local School District. Mr. Schenk has previously served four terms on the MHR Board beginning in 1978 and ending June 30, 1996. **IT WAS MOVED BY WILLIAM E. FRANK, JR. TO RECOMMEND RICHARD SCHENK FOR MHR BOARD APPOINTMENT THROUGH THE MONROE COUNTY COMMISSIONERS. MOTION WAS SECONDED BY ROGER FRANCIS AND CARRIED UNANIMOUSLY.**
- d. **RECOVERY HOUSING CAPITAL APPLICATION** - Ms. Devney reported that the ORC through Amended Substitute House Bill 483 added recovery housing for opioid addiction to each Board area's required continuum of care. It also specifies that the recovery housing cannot be board-operated unless it operated it prior to passage of the bill or the board determines there is an emergency that requires board ownership.
- On September 15<sup>th</sup>, Board staff were informed that our capital project to purchase and renovate recovery housing in conjunction with Crossroads Counseling Services had been selected by the Department to go forward. The MHR Board needs to approve the application for the recovery housing capital project with an assurance of 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. **IT WAS MOVED BY MARSHA McCORT TO TABLE THIS DISCUSSION IN REGARDS TO APPLYING FOR THE RECOVERY HOUSING CAPITAL PROJECT WITH CROSSROADS UNTIL THE OCTOBER BOARD MEETING. MOTION WAS SECONDED BY ROGER FRANCIS. MOTION PASSED WITH WILLIAM E. FRANK, JR. DISSENTING.**
- e. **DECEMBER BOARD MEETING (move date)** - Ms. Devney updated that the December Board Meeting date is December 20, 2016. She asked the Board if they wanted to keep that date or move the Board Meeting date to the previous Tuesday, December 13, 2016. **IT WAS MOVED BY MARSHA McCORT TO CHANGE THE DECEMBER BOARD MEETING DATE TO TUESDAY, DECEMBER 13, 2016. MOTION WAS SECONDED BY ROGER FRANCIS AND CARRIED UNANIMOUSLY.**

**UPCOMING EVENTS:**

Ms. Devney presented the following upcoming events in the community.

- 27<sup>th</sup> Annual Recovery Rally - September 21<sup>st</sup> - St. Clairsville Memorial Park - 11 a.m. - 1 p.m. sponsored by Crossroads Counseling Services, Inc.
- Open House - Southeast, Inc. Primary Care - September 27<sup>th</sup> - Southeast, Inc. - 9 a.m. - 12 p.m.

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- Board Member Jessica Hoff mentioned she will be doing a Drug & Alcohol Awareness presentation next week at the Switzerland of Ohio School District locations on Monday, Tuesday and Wednesday.
- Monroe County Town Hall Meeting - October 25<sup>th</sup> - Monroe Central High School - 5:30 p.m. - 7 p.m.

**OLD BUSINESS**

There was none.

**NEW BUSINESS**

There was none.

**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 THOMAS ZANI AND CARRIED UNANIMOUSLY.**

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Debbie Ruffner, Chairperson

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Randy Proctor, Vice-Chairperson