

**MENTAL HEALTH RECOVERY BOARD SERVING
WARREN & CLINTON COUNTIES**

**BOARD MEETING
February 10, 2021
Via GoToMeeting/Conference Call**

BOARD MEMBERS PRESENT

Marsha Wagstaff
Pat Prendergast
Sharon Woodrow
Rahul Gupta
Jonathan Westendorf
Tracy Hopkins
Jenni Frazer
Kristin Taulbee
Shelley Stanforth
Tiffany Mattingly
Sarah Kirby
Rachel Sams

STAFF PRESENT

Colleen Chamberlain
Kelley Brown
Karen Robinson
Patti Ahting
John Cummings
Jeff Rhein
Tommy Koopman
Reija Huculak

GUESTS PRESENT

Amanda Peterson
Jill Huynh

ABSENT

Ken Houghtaling
Tina Fischer

CALL TO ORDER

The board meeting for Mental Health Recovery Board (MHRB) Serving Warren & Clinton Counties was called to order with a roll call by chairperson, Marsha Wagstaff at 5:30 p.m.

Roll Call:

Marsha Wagstaff - here
Pat Prendergast - here
Sharon Woodrow - here
Rahul Gupta - here
Jonathan Westendorf - here
Tracy Hopkins - here
Jenni Frazer - here
Kristin Taulbee - here
Shelley Stanforth - here
Tiffany Mattingly - here
Sarah Kirby – here
Rachel Sams - here

MEETING MINUTES

21-01 To approve the board meeting minutes from December 9, 2020.

Motion: Gupta Second: Frazer No opposition Motion carried

COMMITTEE REPORTS

Linkage Committee

Kristin Taulbee reported for the Linkage Committee that met on January 13, 2021 for the Mission, Vision, Values work session.

Compliance Committee

Jenni Frazer reported for the Compliance Committee that met on January 28, 2021 to review Governance Policies B1-B7 and to discuss a recommendation for MHRB’s Tax Levy.

21-02 To approve the revisions as recommended to Governance Policies, B1, B4, B5, B6 and B7.
Motion: Woodrow Second: Prendergast No opposition Motion carried

RESOLUTION OF NECESSITY FOR OPERATING LEVY

A board resolution is needed to request a “Certificate of Estimated Property Tax Revenue” from the county auditors as the first step in requesting a levy on the ballot this fall.

The Ohio Constitution and Revised Code limit un-voted property taxes to 10 mills. Those 10 mills are collected every year and shared by the overlapping subdivisions with the authority to collect un-voted property taxes. Generally, this sharing is pursuant to a statutory formula and is among the overlapping county, municipality, township, and school district. Alcohol, Drug and Mental Health (ADAMH) districts are not part of this constitutional/statutory scheme. Accordingly, an ADAMH district collection or levy is "in excess of the 10 mill limitation" and must be voted on. Mental Health Recovery Board Serving Warren and Clinton Counties’ levy is time-limited and will expire unless renewed.

The attachment #1 to these minutes is resolution **21-03** a “resolution of necessity”. The resolution requests the auditor of Warren County to certify the anticipated tax revenue that would result from the passage of a one mill renewal property tax levy.

120 DAY NOTICE TO PROVIDERS

As per the Ohio Revised Code, section 340.036 (D), in order to have the discretion to change contracts as needed for the period 7/1/21-6/30/22; current addiction, mental health and facility service provider agencies must be given a 120-day notice. Without this notice, Mental Health Recovery Board Serving Warren & Clinton Counties could be bound to maintain current contracts.

21-04 To authorize the executive director to inform Mental Health Recovery Board Serving Warren & Clinton Counties’ contract providers of addiction, mental health and facility services that contracts dated 7/1/20 – 6/30/21 will not be renewed and may be substantially changed effective 7/1/21.
Motion: Woodrow Second: Gupta No opposition Motion carried

FY20 FINANCIAL REPORT – QTR. 4 – FINAL

The board monitors the financial condition of MHRB on a quarterly basis. The FY20 Quarter 4-Final Financial Report (See attachment #2) was reviewed by the full board on February 10, 2021. Certain items have been accrued in the financial statement for expenditures incurred but not paid and for revenue earned but not received as of June 30, 2020.

Revenues (Change 10% and >\$10,000)

Category	Difference	Var.	Program	Explanation
----------	------------	------	---------	-------------

State Mental Health	Under Budget (\$633,795)	- 14.8%	Mental Health Crisis Stabilization	Under budget (\$54,153). Funding to be used to establish or administer MH Crisis Stabilization Centers. Adjusted to match actual expenses. Roll to FY21.
			K-12 Prevention	Under budget (\$466,045). Funding specific to K-12 prevention plans not yet put in place. Roll to FY21
			Re-Entry/CTP	Under budget (\$83,305). Funding specific to residents released from prison with mental health issues to connect them to local supports. Adjusted to match expenses. Roll to FY21.
			Mental Health Court	Under budget (\$26,112). Funding specific to expenses for clients in the Warren County Mental Health Court. Adjusted to match expenses. Roll to FY21.
State Substance Abuse (SUD)	Under Budget (\$294,782)	36.9%	Addiction Treatment Program (ATP)	Under budget (\$150,019). Funding specific to expenses for clients enrolled in Drug Court. Adjusted to match actual expenses. Roll to FY21.
			SUD Withdrawal Management	Under budget (\$148,943). Funding to be used to establish or administer SUD Withdrawal Management Centers. Adjusted to match actual expenses. Roll to FY21.
Pass Thru Funds	Over Budget \$63,735	25.1%	Specialized Docket Funding	Over budget \$60,000. New funding in FY20 for WC Common Pleas Court and WC Veterans Court.

Revenues (Change 10% and >\$10,000) - Continued

Category	Difference	Var.	Program	Explanation
Pass Thru Funds, continued			Forensic Evaluation Svcs Center	Over budget \$14,175. New pass thru allocation to the Forensic Evaluation Services Center for additional competency to stand trial (CST) services.
			Jail Psychotropic Drug Program	Under budget (\$10,440). Actual reimbursement to county jails lower than projected. Revenue = Expense
Other Revenue	Under Budget (\$20,599)	5.0%	Rental Income	Under budget (\$28,948). 204 Cook Road and 201 Reading Road were vacant starting March 1, 2020 so lower rental income for FY20.
			Grant - Engage 2.0	Under budget (\$18,298). Lower actual billing for MRSS program through 6/30/20. Federal funding period ends 9/30/20.
			Misc Other - Rebill	Over budget by \$22,866. Relates to reimbursements for expenses - example is advertising campaign run by MHRB & reimbursed by RAB partners

			Donation	Over budget \$3,000. Donation received from Dr Graham to assist with costs associated with COVID-19 PPE.
--	--	--	----------	--

Expenses (Change 10% and >\$10,000)

Category	Difference	Var.	Program	Explanation
Admin-Community Related	Under Budget (\$54,030)	- 12.4%	Promotional Activities	Under budget (51,780). Expenses related to billboard cut back due to low return on investment. Certain activities cancelled due to COVID in Spring, 2020
Capital	Over Budget \$23,254	36.4%	Capital Purchases	Over Budget \$23,254. Paint/carpet/repairs at 204 Cook and 201 Reading related to new tenants. Security system at 212 Cook & 201 Reading Rd, windows at 212 Cook Rd, computer upgrade for Office 365.
Provider Contract Services	Under Budget (\$1,583,151)	- 16.8%	Solutions CC&RC	Under Budget (\$1,353,110). Open staff positions in various programs impacts purchase of service units delivered. Grant funded positions/programs are prorated based on actual FTE's available. Certain services were discontinued in the Spring, 2020. COVID related decline in service delivery.
			Mental Health America	Under Budget (\$166,933). Certain services budgeted for MHRS funding are being billed under the State Opioid Response Grant instead. In addition, some peer positions are vacant causing purchase of service units to be lower. COVID related decline in service delivery.

Expenses (Change 10% and >\$10,000) - Continued

Category	Difference	Variance	Program	Explanation
Grants & Other Miscellaneous	Under Budget (\$1,310,824)	-57.5%	Misc Other-Drug Court/ATP	Under budget (\$160,641). Medication, treatment and recovery supports for clients in Drug Court. Most clients are Medicaid eligible. Roll to FY21.
			Misc Other-Mental Health Court	Under budget (\$26,112) - treatment services primarily Medicaid. Recovery supports covered by MH Court Funds. Expense low based on client needs as determined by the court. Roll to FY21.
			Misc Other-Special Projects & Training	Under budget (\$30,383). Training for Good Behavior Games, Trauma Informed Care, CIT and Prevention were cancelled for the remainder of FY20.

			Grant - Re-Entry from Prison	Under budget (\$83,305). Grant funds specific to clients being discharged from prison to connect them to services. Some COVID impact on in-reach services. Roll to FY21.
			Grant - State K-12 Prevention Planning	Under budget (\$466,045). Funding specific to schools prevention plans. Currently on hold for FY20. Plan to roll funding & expenses to FY21.
			Grant - State Crisis Flex Funds	Under budget (\$132,114). New funding in FY20. Using to offset current costs for transitional housing and hotline services vs a separate expense for new services.
			Grant - Crisis Stabilization and Withdrawal Management Centers	Under budget (\$203,097). Regional funding in FY19 rolled to MHRB in FY20. Additional funding in FY20. Working with Beckett Springs on Crisis related inpatient for MH/SUD services. Payment based on actual days purchased. Roll to FY21.
			Grant-Mini Grants	Under budget (\$56,500). Most mini grants awarded by end of Q3 for prevention related activities. Due to COVID no mini grants requested in Q3/Q4.
			Grant - State Opioid Response (SOR)	Under budget (\$52,371). Transportation provider ended service in March, 2020. Peer services lower due to staffing. Roll to FY21.
			Grant - Respite Services, Camp Joy	Under budget (\$12,000). Overnight camp services suspended due to COVID-19. Funding transferred to other services.

Expenses (Change 10% and >\$10,000) - Continued

Category	Difference	Variance	Program	Explanation
Grants & Other Miscellaneous, continued			Grant - Warren County Educational Service Center	Under budget (\$55,439). The Substance Abuse Prevention Coalition received a Drug Free Coalition Grant on 12/31/19 that paid the coordinator salary and other costs originally budgeted as MHRB expense.
			Grant-Envision Case Management	Under budget (\$30,468). Case management collaborative with Board of DD - slow start in Fall, 2019 for new project. Open position effective 2/2020.
Pass Thru Funds	Over Budget \$63,735	25.1%	All Items	See discussion under Pass Thru Revenue

Fiscal Agent Expenses	Over Budget \$34,876	293.8%	Substance Abuse Prevention Coalition WC	Over budget \$45,483. The SAPC Coalition received a Drug Free Communities Grant on 12/31/19 for \$125,000 for up to 5 years. This grant was not budgeted for FY20.
-----------------------	-------------------------	--------	---	--

Net impact is a decrease to the reserve balance of (\$239,850) due to expenses in excess of revenues. MHRB budgeted an original net loss of (\$2,301,763) so the final net loss is much lower than anticipated. Revenues are lower primarily from specific service revenue which is budgeted to be spent in the current year, however, unused funds are being rolled over to FY21. Provider contracts and some grant type contracts are lower due to open positions. Some expenses were lower in Spring, 2020 due to events cancelled, lower services due to complications of COVID-19. Support was given to larger contracted agencies to assist with COVID-19 related service delivery issues and personal protective equipment was purchased when possible and distributed to provider agencies.

FY21 FINANCIAL REPORT – QTR. 2

The board monitors the financial condition of MHRB on a quarterly basis. The FY21 Quarter 2 Financial Report (See attachment #3) was reviewed by the full board on February 10, 2021. Certain items have been accrued in the financial statement for expenditures incurred but not paid and for revenue earned but not received as of 12/31/20.

Revenues (Change 10% and >\$10,000)

Category	Difference	Var.	Program	Explanation
State Substance Use Disorder	Under Budget (\$44,716)	-15.6%	Addiction Treatment Program (ATP)	Under budget (\$20,055). Funds on hand are adjusted to match actual expenses. Unused funds rolled forward to next year.
			SUD Crisis Withdrawal Management	Under budget (\$24,660). Funds on hand are adjusted to match actual expenses. No inpatient hospitalizations in Q2 for substance use issues.
Federal Substance Use Disorder	Under Budget (\$65,985)	-15.2%	State Opioid Response (SOR 1.0)	Under budget (\$65,985). Actual revenue is based on actual expenses billed & reimbursed. SOR 1.0 ended 9/29/21 - see detailed note at expenses.
Fiscal Agent Revenue	Over Budget \$17,113	27.4%	Substance Abuse Prevention Coalition of WC	Over budget \$17,113. Actual revenue is based on actual expenses billed & reimbursed. See expenses for detail of SAPC expenses.

Expenses (Change 10% and >\$10,000)

Category	Difference	Var.	Program	Explanation
Administration	Over Budget \$58,986	12.1%	Professional Services	Over Budget \$74,230 for settlement payment of \$80,000 made in Q2 not budgeted.

Community Related	Over Budget \$57,124	12.8%	Promotional Activities	Over Budget \$37,141. Several campaigns being run in early FY21, including an anti-stigma campaign in conjunction with the RAB.
-------------------	----------------------	-------	------------------------	---

Expenses (Change 10% and >\$10,000) - Continued

Category	Difference	Variance	Program	Explanation
Provider Contract Services* * Estimates of services not yet billed	Under Budget (\$643,187)	14.9%	Butler Behavioral Health	Under Budget (\$167,704). Some new services have not yet been fully staffed.
			Talbert House	Under Budget (\$211,969). Expansion of services with additional staff have not all been hired.
			Beech Acres Parenting Center	Under Budget (\$163,492). Transfer of Intensive Home Based Services for SED youth funded by the Strong Families Grant. New programs not fully integrated.
			Mental Health America	Under Budget (\$48,532). COVID related decline in service delivery based on current staffing.
Grants & Other Miscellaneous	Under Budget (\$252,756)	49.3%	Misc Other-Drug Court/ATP	Under budget (\$14,088). Medication, treatment and recovery supports for clients in Drug Court. Most clients are Medicaid eligible.
			Misc Other - SUD Medication	Under budget (\$26,000). SUD medications for clients not in drug court needing vivitrol. Most clients are Medicaid eligible after a few months.
			Misc Other-Central Pharmacy	Under budget (\$15,947) - MH medications for SPMI adults to bridge the gap in/out of treatment or hospital until they get other coverage.
			Grant - Training	Under budget (\$12,949). Crisis Intervention Training (CIT) scheduled for fall was cancelled due to COVID.
			Grant - State Opioid Response (SOR)	Under budget (\$84,151). Transportation provider ended service in March, 2020. Peer services lower due to staffing. Funds were rolled from FY20.
			Grant - Re-Entry from Prison	Under budget (\$6,370). Grant funds specific to clients being discharged from prison to connect them to services. Referrals from State to use these funds.
			Grant - Crisis Stabilization and Withdrawal Management	Under budget (\$40,793). Funds rolled from FY20 have been utilized for mental health inpatient. Limited allocation for FY21, but primarily SUD inpatient

			Grant-Mini Grants	Under budget (\$37,218). Most mini grants are awarded to schools for prevention type activities which are limited during COVID.
			Grant - Respite Services	Under budget (\$7,375). Overnight camp services suspended due to COVID-19. Funding transferred to other services equine therapy.

Expenses (Change 10% and >\$10,000) - Continued

Category	Difference	Variance	Program	Explanation
Fiscal Agent Expense	Over Budget \$17,113	27.4%	Substance Abuse Prevention Coalition of Warren County	Over Budget \$17,113. New Drug Free Communities Grant effective 12/31/19. Due to COVID, shift expenses out of travel/training to advertising/promotional in second half of grant year (not spent evenly over CY20).

Overall Revenue in excess of expenses. Expanded services to new providers still under budget due to staffing and start up time. In addition, certain revenues have been re-directed to current services vs new/additional services.

EXPENSE APPROVAL

The Board was asked to approve the Then & Now Certificate(s) as noted below.

FUND	VENDOR NAME	REASON	AMOUNT
4255-5400	Talbert Services	7/20 Transitional Housing	\$12,500.00
4255-5400	Pillar of Fire (WGRR)	12/20 Radio Promotion Adv	\$4,885.00

21-05 To authorize the Warren County Auditor to process the voucher(s) above based on the Then & Now Certificate(s) as noted.

Motion: Frazer Second: Gupta No opposition Motion carried

FY21 MRSS HOTLINE AMENDMENT

The Substance Abuse and Mental Health Services Administration (SAMHSA) awarded a 4-year Systems of Care grant to OhioMHAS for the period of Federal Fiscal Years 10/1/17-9/30/21 called Engage 2.0. As part of the identified Southwest Ohio Region, MHRB has an opportunity to secure funds from this grant for hotline functions, mobile response, and peer services.

The Engage 2.0 target populations are youth ages 0-21 and their families. The planned outcomes of this grant are to: 1) create and sustain a full array of mobile responsive, assessment, early intervention and treatment services; 2) integrate child serving systems that keep the family at the center of service planning, 3) maintain children in their homes and communities while reducing reliance on high cost of out of home placement and intensive services. For the purposes of this grant, OhioMHAS developed two regions of the state to implement the planned services. The Southwest Ohio region was designated to include the counties of Warren, Clinton, Butler, Preble and Clermont.

Sojourner is providing the hotline service which is the front door for access to the mobile services. Butler Behavioral Health Services is providing the mobile response and stabilization services (MRSS) as well as Peer Services.

The FFY21 Engage 2.0 grant allocation for Warren and Clinton Counties is \$263,674.03. This was a reduction from prior allocations as OhioMHAS required part of the regional funds to be designated for incentive payments to the MRSS provider. These funds have been converted to SFY to coincide with MHRB's contracting cycle.

While it appears the funding amount for BBHS will be adequate, the Sojourner Hotline allocation (for enhanced hotline capacity) was cut to \$15,000 (from \$25,000 in FY20). It is projected that Sojourner's FY21 budget amount will be fully expended by the end of March (cost reimbursement basis). Thus, an additional allocation is being requested for the remainder of the FY. Levy funds or other new sources of funding will be used to make up any shortfall.

21-06 To authorize the executive director to sign a FY21 contract amendment with Sojourner Recovery Services for an additional \$5,000, total contract amount not to exceed \$288,500, to extend the availability of enhanced hotline capacity.

Motion: Gupta Second: Westendorf No opposition Motion carried

EXECUTIVE DIRECTOR'S REPORT

Colleen Chamberlain presented her Executive Director Report dated February 10, 2021 to the board of directors.

ADJOURNMENT

21-07 To adjourn the February 10, 2021 board of directors meeting.

Motion: Westendorf Second: Gupta No opposition Motion carried

Secretary

Chairperson