

**MENTAL HEALTH RECOVERY BOARD SERVING  
WARREN & CLINTON COUNTIES  
BOARD MEETING  
December 11, 2019  
212 Cook Road  
Lebanon, OH 45036**

**BOARD MEMBERS PRESENT**

Pat Prendergast  
Marsha Wagstaff  
Sharon Woodrow  
Rahul Gupta  
Jenni Frazer  
Rachel Sams  
Sarah Kirby  
Ken Houghtaling  
Tina Fischer  
Shelley Stanforth  
Jonathan Westendorf

**ABSENT**

Kristin Taulbee  
Tiffany Mattingly

**STAFF PRESENT**

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

**GUESTS**

Amanda Peterson  
Randy Allman  
Jill Huyhn  
Victoria Taylor  
Emily Scharfenberger  
Sharon Yockey

**CALL TO ORDER**

The board meeting for Mental Health Recovery Board (MHRB) Serving Warren & Clinton Counties was called to order by chairperson, Marsha Wagstaff at 6:00 p.m.

**OATH OF OFFICE**

Jonathan Westendorf of Franklin, Ohio was sworn in as a board member of MHRB by Kelley Brown, Notary Public.

**BOARD MEETING MINUTES**

**19-71** To approve the November 13, 2019 board meeting minutes.  
Motion: Gupta Second: Woodrow Motion carried.

**COMMITTEE REPORTS**

**ED Evaluation Committee (Executive Committee)**

Rahul Gupta reported for the ED Evaluation Committee that met on October 17, 2019. During the committee meeting members voted to recommend changing the committee name to the Executive Committee. They also reviewed Governance Policies C1-D9 and voted to recommend revisions to the full board effective December 11, 2019.

**Assurance Committee (Compliance Committee)**

Rahul Gupta reported for the Assurance Committee that met on December 4, 2019. During the

committee meeting members voted to change the name of the committee to the Compliance Committee. They also reviewed Governance Policies B1-B15 and voted to recommend revisions to the full board effective December 11, 2019.

### **MHRS/MHRB NAME CHANGE – LEGAL REQUIREMENTS**

On November 13, 2019, the board of Mental Health Recovery Services of Warren and Clinton Counties approved a change in operating name from Mental Health Recovery Services of Warren and Clinton Counties to Mental Health Recovery Board Serving Warren & Clinton Counties, and authorized the executive director to make all notifications and changes necessary to reflect the new name. In the process of performing these duties, the executive director has consulted with legal counsel for an outline of legal necessities to complete this task.

An additional resolution is required to complete the name change that recognizes that this is only a name change and not a change in purpose or function.

**19-72** The Board of Directors acknowledges that the entity known as Mental Health Recovery Services of Warren and Clinton Counties and the organization known as Mental Health Recovery Board serving Warren & Clinton Counties are one and the same entity and that all of its previous and current rights and obligations remain unaffected by the name change.

Motion: Stanforth                      Second: Houghtaling                      Motion carried.

### **STRATEGIC PLAN REVISIONS**

Draft revisions to the 2018-2020 Strategic Plan were presented to the board of directors.

**19-73** The board voted to table any discussion until the February board meeting to allow for a cross walk of the listed “action” items with current policy or legal requirement.

Motion: Gupta                      Second: Woodrow                      Motion carried.

### **TALBERT HOUSE FORGIVABLE GRANT**

Talbert House has been a contract provider in Warren and Clinton Counties since FY2010. Their team presented to the MHRB staff on October 10, 2019 about a request for funding to purchase and renovate a new office in Wilmington, upgrades to their Franklin office and a staff retention and recruitment package. The MHRB team reviewed the request and concluded that funding of a 20 year forgivable grant for renovations at the Wilmington office located at 602 S. South Street in the amount of \$150,000 would be recommended to the board. Talbert House will keep the property in service for the business of providing mental health and addiction services to Warren and Clinton County Residents in need of treatment for a period of twenty (20 years).

The reasons for this recommendation are twofold. The first is that the demand for services, and stakeholder feedback, suggests that additional resources are needed in Clinton County and MHRB must prepare for redundancy in the delivery of services.

The OhioMHAS capital funding office was contacted and there are no available funds for this fiscal year, however there are FY19 carryover dollars available for this project.

**19-74** To authorize the executive director to sign a contract for a 20 year forgivable grant not to

exceed \$150,000 for Talbert House’s Wilmington office expansion and fund this agreement with FY19 carryover funds.

Motion: Gupta      Second: Houghtaling      Motion carried.

**K-12 PREVENTION FUNDS**

Under the leadership of Ohio Governor Mike DeWine and the Recovery Ohio initiative, the Ohio Department of Mental Health and Addiction Services and the Ohio Department of Education will collaborate to distribute \$18 million dollars included in the SFY 2020 budget to support prevention education for K-12 students. This state partnership will empower local communities in their efforts to help children build resiliency and reduce risk factors that contribute to the development of behavioral health conditions. This critical investment will assist communities with the ultimate goal of providing evidence-informed prevention services for every child, in every grade, in every school.

OhioMHAS will distribute the \$18 million dollars to eligible applicants based on a formula calculating the number of school districts in each county and their K-12 enrollment. Based on this formula, MHRB will be receiving \$466,045. For districts to be eligible to receive these funds, they must complete a district self-assessment. Once the self-assessments are completed, action plans are required to be completed.

MHRB’s role in this funding is to act as “convener”. Boards have been asked to put together community prevention teams consisting of prevention providers and others with knowledge in prevention. These community prevention teams will assist the boards in providing assistance to the districts to complete the action plans.

**19-75** To approve the receipt of the Ohio MHAS K-12 Prevention funding in the amount of \$466,045 and authorize the executive director to sign agreements for the additional expenditures not to exceed \$466,045.

Motion: Gupta      Second: Kirby      Motion carried.

**SIGNATURE AUTHORITY**

Clarification of the authority delegated to the executive director by the MHRB board of director’s is updated each year to satisfy the Warren County Auditor.

The following delegated responsibilities require clarification:

<u>Issue</u>	<u>Authorization</u>
Authority of the Executive Director to delegate responsibility to the Chief Fiscal Officer to sign appropriation adjustments, revenue and expense adjustments and various accounting and payroll functions	Policy C-4, #5 - “the executive director is empowered to ... deploy staff... and organize and delegate for results as the executive director deems appropriate”
Authority of the Executive Director to establish a salary schedule	Policy D-7 gives role of “establish current compensation and benefits for staff”

**19-76** WHEREAS, the Mental Health Recovery Board Serving Warren & Clinton Counties has previously delegated responsibility to the executive director to perform administrative duties including development and maintenance of a salary schedule and delegation to staff: and

WHEREAS, the Mental Health Recovery Board Serving Warren & Clinton Counties monitors the use of this authority by the executive director through various monitoring activities, approval of the fiscal year annual budget and calendar year appropriations,

THEREFORE, the board affirms the executive director’s authority to perform the following in accordance with executive limitation policies:

Approve the “Signature Authorization Form for Accounting Functions” and the “Signature Authorization Form for Payroll Functions.” Develop, maintain and carry out a salary schedule. Delegate to the chief fiscal officer the authority to sign supplemental appropriations after board approval, appropriation adjustments, revenue and expense adjustments, in addition to the accounting and payroll functions noted above within the limitations placed on the executive director by written policy.

Motion: Prendergast      Second: Woodrow      Motion carried.

**FY20 BUDGET REVISION #1**

The board was asked to approve a budget revision to the FY20 budget. (See attachment #1)

The board approved the FY20 operating budget on June 12, 2019. See the narrative below regarding the updates made to the FY20 budget based on current information.

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

Category	Difference	Change	Program	Explanation
Levy	Increase of \$100,000	2.0%	N/A	Adjustment based on the 8/19 budget commission hearing.
State Mental Health	Increase of \$969,670	30.0%	Strong Families Safe Communities	Increase of \$289,000. Revenue was not budgeted at 6/30/19 as the grant had not yet been awarded. Includes rollover funds of \$4,000 for training in August.
			Crisis Flex Funds	Increase of \$132,114. New allocation for wrap around services to clients in crisis.
			Crisis Stabilization Funds	Increase of \$54,153. New funds for Mental Health Crisis Services, includes FY19 rollover funds from the collaborative.
			K-12 School Prevention	Increase of \$466,045. New allocation for prevention services in schools.
			CTP-ReEntry Funding	Increase of \$30,000. New allocation of funding for prison re-entry services.

State Substance Abuse (SUD)	Increase of \$219,302	36.0%	Addiction Treatment Program (ATP)	Increase of \$56,484. Adjust to actual FY19 rollover funds plus additional \$20,000 allocation for FY20.
			Crisis Withdrawal Management	Increase \$161,918. New funds for Substance Abuse related crisis withdrawal management services, includes FY19 follover funds from the collaborative.
Federal Substance Use Disorder	Increase of \$211,592	26.0%	FFY19/FFY20 State Opioid Response (SOR)	Increase of \$218,931. Adjust FFY19 funds to actual thru 9/29/19. FFY20 new funds estimated for 9 months of allocation from 9/30/19-6/30/20.

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

Category	Difference	Change	Program	Explanation
Administrative	Decrease of (\$24,886)	-2.0%	Personnel Costs	Decrease of \$10,381. Adjust expenses for actual staff benefit changes as of 1/1/20 and for actual Deputy Director of SPMI hours/rate. (Hired 8/2019)
			Professional Services	Decrease of \$10,000. Increase consulting expenses for new Network provider and change to cloud based system. Decrease consulting expenses for legal issues related to merger research.
Capital	Increase of \$31,090	92.0%	Capital related costs	Increase of \$31,090. Security issues addressed - new windows, security cameras/front door access, downstairs chime. Painting at both Cook Rd & Mason facilities, new computers to comply with technology requirements, exterior sign for new MHRB name/logo,
Contract Services - Provider Contracts:	Increase of \$175,739	2.0%	Butler Behavioral Health	Increase of \$90,939. Adjustment of the SFY20 budget based on the revised FFY20 allocation from the Engage 2.0 grant for the MRSS program for youth (mobile response & stabilization services). See also revenue adjustments.
			Other Adjustments	Other changes are individually small but relate to items approved by the board via memo's from July-December.

Other Services:	Increase of \$1,180,297	40.0%	Other Grants - State Opioid Response (SOR)	Increase of \$218,931. Adjustment of FFY19 expense to actual through 9/29/19 in addition to new FFY20 award of \$253,860 (prorated for 9 months thru 6/30/20). See also revenue adjustments
			Grant - K-12 School Prevention	Increase of \$466,045. New allocation for prevention services to the K-12 school population based on school assessment of needs. See also new revenue
			Grant - Crisis Funding	Increase of \$348,186. New allocation for crisis services for MH stabilization, SUD withdrawal management and wrap around services. See also new revenue
			Grant - Talbert House Facility	Increase of \$150,000. New expense for Talbert House facility in Wilmington.
			Grant - Engage 2.0	Decrease of \$65,968. Adjustment of FFY19 expense to actual through 9/29/19. New FFY20 expenses are included in individual provider board contracts in FY20
			Other Adjustments	Other changes to individual grant expenses based on adjustments to actual revenue carried over from FY19 (mental health court/Re-Entry) or new allocation of funds for FY20. (Re-Entry).

**19-77** To approve the proposed budget revision #1 to the Operating, Capital and Contract Budget for the period 7/1/19-6/30/20.

Motion: Stanforth

Houghtaling

Motion carried

## EXPENSE APPROVAL

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

<u>FUND</u>	<u>VENDOR NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
4255-5400	Lindner Center of Hope	FFY20 SOR Y2 services	\$54,533.67
4255-5400	State of Ohio	11/19 Central Pharmacy	\$4,861.98

**19-78** To authorize the Warren County Auditor to process the voucher(s) above based on the Then & Now Certificate(s) as noted.

Motion: Gupta                      Second: Houghtaling                      Motion carried.

## EXECUTIVE DIRECTOR REPORT

Colleen Chamberlain presented her Executive Director Report dated December 11, 2019 to the board of directors.

Colleen reported that she continues to meet with Solutions Community Counseling and Recovery Centers' (SCCRC) executive director and has made some recommendations for her to consider. She has requested additional financial information and asked to meet with the SCCRC' board of directors. SCCRC' executive director has reported that a few changes have been made internally with payroll, a billing consultant and a change team to address a long-term staffing plan.

Executive Director's Next steps:

1. Prepare for termination of the Cook Road lease. Evaluate Mason lease.
2. Meet with attorney to draw up letter of termination/partial termination of Solution's contract.
3. Serve termination letter in January 2020.
4. Meet with willing providers at bidders' conference for RFPs of priority service lines.
5. Assist in facilitation of warm handoff of clients for discontinued programs. (Consider hiring care navigators to assist clients in making transitions to new providers).
6. Continue development of system redundancy.
7. Monitor agency's financial situation and provide enough support to make client care viable until other services are up and running (target date June 30).
8. Continue to encourage meeting with agency's board.
9. Consider offering consultants support with signed agreement that agency will accept and implement consultant recommendations for viable business operations including recommended personnel and service line changes or eliminations.
10. Prepare communications pieces to address the transitions that may occur in contracting and provider changes for clients and key stakeholders.
11. Prepare a budget for costs related to termination/transition.

**19-79** To support the MHRB executive director's efforts as she moves forward with next steps including, but not limited to the above list in order to provide continuity of care for the clients served by Solutions Community Counseling and Recovery Centers.

Motion: Woodrow                      Second: Stanforth                      Motion carried.

Colleen also asked for the MHRB's consideration in supporting the policy changes recommended by both the ED Evaluation Committee and the Assurance Committee as reported earlier in the meeting.

**19-80** To approve both the ED Evaluation Committee and the Assurance Committee's recommendations for policy revisions as indicated in their reports to the board of directors.  
Motion: Gupta                      Second: Frazer                      Motion carried.

**ADJOURNMENT**

**19-81** To adjourn the December 11, 2019 board of directors meeting.  
Motion: Houghtaling                      Second: Westendorf                      Motion carried.

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Secretary

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Chairperson