

**MENTAL HEALTH RECOVERY BOARD SERVING  
WARREN & CLINTON COUNTIES  
BOARD MEETING  
March 11, 2020  
212 Cook Road  
Lebanon, OH 45036**

**BOARD MEMBERS PRESENT**

Pat Prendergast  
Marsha Wagstaff  
Sharon Woodrow  
Rachel Sams  
Ken Houghtaling  
Shelley Stanforth  
Jonathan Westendorf  
Kristin Taulbee  
Rahul Gupta  
Jenni Frazer

**ABSENT**

Sarah Kirby  
Tina Fischer  
Tiffany Mattingly

**STAFF PRESENT**

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

**GUESTS**

Julie Knueven  
Amanda Peterson  
Barbara Adams-Marin  
Randy Allman  
Joe Armstrong  
Neil Tilow  
Steve Wessler  
Jim Mason  
Christina Shaynak-Diaz

**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.

**BOARD MEETING MINUTES**

**20-14** To approve the February 12, 2020 board meeting minutes.

Motion: Gupta    Second: Woodrow    Motion carried.

**COMMITTEE REPORTS**

**Executive Committee**

Rahul Gupta reported for the Executive Committee that met on January 8, 2020. The committee recommended that the board of directors' Strategic Plan consist of the board identified strategic goal and the board identified objectives. Any action items should be in a separate internal staff document created by the executive director to give guidance to the MHRB staff on how best to achieve each objective.

**20-15** To approve the Executive Committees recommendation to update the board of director's Strategic Plan to consist of the strategic goal and the board identified objectives, and to make the

action items document into a separate internal staff document.

Motion: Sams      Second: Westendorf      Motion carried.

### **CY19 CASH REPORT**

MHRB is subject to an annual audit by the Auditor of State. Since this audit is performed in conjunction with the audit of the Warren County Auditors Office (MHRB’s fiscal agent), it is completed on a calendar year cash basis of accounting. A copy of the financial report that is presented to the MHRB legislative body is submitted to the Warren County Auditor.

The Statement of Receipts, Disbursements, and Changes in Fund Balances (Regulatory Cash Basis) for the Year Ended December 31, 2019 (un-audited) was presented to the full board on March 11, 2020. (See attachment #1) Since this is a calendar year cash report, differences between calendar year figures are attributable to timing of receipts & disbursements along with differences in the allocations and contract amounts awarded. No accruals for receivables or payables are used in this report.

Highlights of the report include (over \$10,000 and 10% change):

#### **Cash Receipts (Change 10% and >\$10,000)**

<b>Category</b>	<b>Difference</b>	<b>Var.</b>	<b>Program</b>	<b>Explanation</b>
Grants	Increase \$123,755	91.2%	Federal Engage 2.0 Grant	New grant in FY19 so partial year of receipts in CY18 vs full year in CY19. Relates to the MRSS services
Reimbursements	Increase \$47,987	2407.1%	Real Estate Assessment Distribution	Increase \$48,692. The auditors office withholds fees from the real estate taxes that are collected on behalf of MHRB. The Warren County Auditor declared an "excess" in the assessment account and distributed this excess back to the entities it was withheld from.

#### **Cash Disbursements (Change 10% and >\$10,000)**

<b>Category</b>	<b>Difference</b>	<b>Var.</b>	<b>Program</b>	<b>Explanation</b>
Purchased Services	Increase \$189,331	94.9%	Contracts - Professional	Decrease \$18,860 from feasibility study done in CY18 regarding board merger and expenses related to Board of Directors policy review with J.Bohley
			Janitorial Services	Decrease \$12,132 from move to new janitorial service in CY19.
			Promotional Expenses	Increase \$224,815 related to MHRB marketing strategy. Increase due to higher budget for marketing in FY20 vs FY19 plus timing of actual campaigns (scheduled for CY18 but took place in CY19 but within FY19.)
Contract Disbursements - Federal	Increase \$252,664	18.5%	21 Century CURES Funding	Decrease \$300,034. Grant period for these federal funds ended 4/30/19 so only a partial year for CY19 vs full year in CY18.

			State Opioid Response (SOR)	Increase \$344,968. New federal grant starting spring, 2019 so partial funding in CY19, however Lindner Center billed out their year 2 funds of \$90,000 in CY19.
			Engage 2.0 Grant	Increase \$130,823. New grant in FY19 so partial year of expenses in CY18 vs full year in CY19. Relates to the MRSS services
Contract Disbursements - State	Decrease \$507,962	-12.1%	State Hospital Bed Days	Decrease \$234,935. In FY19 MHRB recorded actual vs budget bed days, however in FY20 we are recording budget days since we do not pay for additional days.
			Addiction Treatment Program (ATP), Mental Health Court and Prison Re-Entry Funds	Decrease of \$65,284. These funds are specific to a population and expenses are paid based on billing for clients that are eligible for these funding sources. Billing for all three groups has been low in FY20/CY19.
			Strong Families Safe Communities Grant	Decrease \$45,391. Grant was renewed in FY20 for 2 years after the fiscal year had started so certain expenses were not included until funding was awarded. Services were expanded to a new provider who was slow to begin billing.
			Recovery Housing	Decrease \$25,600. Billing issue by the provider caused FY20 services to be paid in CY20 vs CY19.
			Special Board Funds/5TZ0	Decrease \$80,094. New funds in FY18 at \$75,000 per county paid out mainly in CY18. In FY19 allocated to pay out evenly over the year. In FY20 the allocation was reduced and paid out as billed by the agencies.
			Various	Miscellaneous differences due to timing of payments between CY18 and CY19.

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

Category	Difference	Var.	Program	Explanation
Contract Disbursements - Local	Decrease \$369,983	-6.2%	Local Levy	Overall decrease in contract expenses of all types of \$625,281. Local Levy and carryover funds are used last - after federal and state funds. Amount changes based on timing of expenses paid.
			Other Local Funds	Increase \$63,491. One time refund of proper tax assessments by Warren County in CY19 (see reimbursements) left additional "other funds" to be used for expenses in CY19.

Capital & Equipment	Increase \$25,885	113.5%		CY19: New Computers due to get all staff current with new software. Painting at 212 Cook Rd and 201 Reading Road. Security System at 212 Cook Rd. New Windows at 212 Cook Rd.
				CY18: A/C units replaced at Mason, Landscaping at Cook Road facilities, Brick Tuck Pointing
Dues, Fees, Travel & Other	Increase \$17,719	13.4%	Dues	New Regional Affiliate Board (RAB) dues paid in CY19. Promotional sponsorships and events moved to this category in FY19/CY19.
			Travel	New Executive Director traveling more to meet W/C stakeholders. Out of town conferences attended by staff (some paid by coalition or engage funds)

Overall increase in Fund Cash Balance of \$372,017 as of December 31, 2019.

**20-16** To approve the filing of the Statement of Receipts, Disbursements and Changes in Fund Balances (Regulatory Cash Basis) for the year ended December 31, 2019 (un-audited) with the Auditor of State’s Office.

Motion: Prendergast      Second: Taulbee      Motion carried.

**FY20 CONTRACT AMENDMENTS**

MHRB has received requests from three (3) contracted providers for service contract amendments for FY20.

The executive directors of Talbert House, Butler Behavioral Health Services, and Beech Acres Parenting Center have each requested an amendment to their current service contract with MHRB to increase the scope of their service provisions in Warren and Clinton Counties.

A variety of contracted providers are currently delivering services to our communities. MHRB’s funding has been closely tied to historical contracting with little expansion in providers or services. Current projected contracted services reflect actual costs of services delivered through the first half of FY20 to be approximately \$600,000 under the allocation. There is no indication that these services and funds are not needed for clients, but rather it indicates that these funds are being underutilized, and services to clients may not be readily available. To broaden access for clients, and to increase client choice in providers, the following services and funding amounts are being recommended for the board’s consideration.

Contract amendment consideration for Talbert House includes prison re-entry, hospital care navigation, Clinton County jail prescriber, community-based prevention, crisis intervention team training, MHOP, SUD, SPMI, and SED services.

Contract amendment consideration for Butler Behavioral Health Services includes additional IHBT services, SED, SUD, MHOP and SPMI services, mobile crisis and crisis intervention team training.

Contract amendment consideration for Beech Acres Parenting Center includes additional universal school-based prevention, SED services and crisis intervention team training.

**20-17** To approve service contract amendments with Talbert House in an amount not to exceed

\$280,000, with Butler Behavioral Health Services in an amount not to exceed \$225,000 and Beech Acres Parenting Center in an amount not to exceed \$110,000 for FY2020, July 1, 2019 through June 30, 2020. Total budget increase not to exceed \$615,000.

Motion: Westendorf            Second: Gupta            Motion carried.

### **FY20 CLINTON COUNTY CONSULTANT AGREEMENT**

During this current fiscal year, MHRB has increased focus on prevention efforts in Clinton County. Prevention work in Clinton County has been slower due to many factors, including a lack of community readiness within the county. MHRB, with the assistance of Solutions, attempted to establish a prevention coalition in Clinton County; however, the coalition was unsuccessful in gaining traction within the community and recruiting key stakeholders to help sustain the work.

With this in mind, MHRB would like to look at ways to increase community readiness for prevention work within Clinton County. To do so, MHRB could contract with You Thrive Training and Consulting. You Thrive would be tasked with conducting a community readiness assessment, planning with MHRB and key community stakeholders around the results of the assessment, and providing training to the community around prevention, community readiness, and coalition work.

You Thrive Training and Consulting is led by Andrea Hoff who is the former Director of Prevention and Early Intervention at Montgomery County ADAMHS. Andrea has many years of experience in prevention and community work.

In the past, these types of prevention activities have been done in partnership with staff at Solutions. Generally, staff at Solutions have had a broad range of prevention knowledge and expertise and have been more than willing to assist with these types of requests. However, the prevention staff at Solutions is down several positions and this request cannot be handled by the current staff.

**20-18** To authorize the Executive Director to sign agreements with You Thrive Training and Consulting, LLC not to exceed \$6,500 for the period ending June 30, 2020.

Motion: Gupta            Second: Taulbee            Motion carried.

### **FY19 ENGAGE 2.0 GRANT**

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 had the opportunity to secure funds from this grant for hotline functions, mobile response, peer services and other systems of care enhancements.

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. The fiscal agent for the region is Butler County ADAMHS board who has subcontracted with Butler County Educational Service Center (BCESC) to manage the regional process.

As part of this project, Sojourner is providing the hotline service which is the front door for access

to the mobile services. Butler Behavioral Health Services was selected to provide the mobile response and stabilization services (they also provide this service in Butler & Preble Counties) and Beech Acres Parenting Center currently provides the peer component. The FFY20 grant allocation for Warren and Clinton Counties is up to \$273,656, which increased from the FFY19 allocation of \$265,719.

There were unexpended funds at the end of FFY19 (ending 9/30/19) by the region. A request was made by BCESC in December to carry these funds over into FFY20. The regional grant director was notified in February that a portion of this request was granted by SAMHSA and the state grant director. There are some specific regional projects proposed with these funds and the remainder are to be utilized by each county board for service delivery costs, system of care enhancements, training, marketing, etc.

**20-19** To approve the receipt of the Engage 2.0 FFY19 Carryover grant funds in the amount of up to \$39,819.60 (on a reimbursement basis) and authorize the executive director to sign contracts/agreements for receipt and expenditure of the funds through 9/30/20 for up to the contracted amount.

Motion: Woodrow      Second: Stanforth      Motion carried.

### **EMERGENCY PLANNING AND ALLOCATIONS**

In response to the planning for emergency preparedness for the potential of a COVID-19 outbreak in our local communities, the State of Ohio and its departments, including OhIOMHAS, are working under an Executive Order of emergency issued by Governor DeWine. In an effort to anticipate potential system issues related to the provision of mental health and substance abuse services, MHRB's Executive Director requested authorization to expend any necessary funds to provide needed services to clients in a safe manner.

MHRB contracts with outpatient providers, residential and group home facilities. Congregate living arrangements may need to seek alternative settings for self-quarantine. All clients may need to have services delivered in an alternative way (telehealth, telephonically) by personnel who might require Personal Protective Equipment (PPE). Added communication may also be needed to the public regarding the anxiety and stress of the current and evolving situation.

**20-20** To authorize the executive director to increase the FY20 budget for necessary expenditures to ensure necessary services and precautions for clients, MHRB staff, and contracted agency staff up to \$100,000 through 6/30/20.

Motion: Frazer      Second: Woodrow

#### Roll Call Vote:

Gupta - for the motion  
Woodrow - for the motion  
Stanforth - against the motion  
Westendorf - for the motion  
Wagstaff - for the motion  
Frazer - for the motion  
Taulbee - for the motion  
Prendergast - for the motion  
Houghtaling - for the motion  
Sams - for the motion

## **EXECUTIVE SESSION**

**20-21** To move into Executive Session to conference with the board's attorney about pending or imminent court action.

Motion: Sams      Second: Prendergast

Roll Call Vote:

Gupta - yes

Woodrow - yes

Stanforth - yes

Westendorf - yes

Wagstaff - yes

Frazer - yes

Taulbee - yes

Prendergast - yes

Houghtaling - yes

Sams - yes

The board of directors adjourned from Executive Session to their regular meeting and back on the record.

**20-22** To approve Path 2 with an amended date of June 10, 2020.

Motion: Gupta      Second: Stanforth      Motion carried.

## **ADJOURNMENT**

**20-23** To adjourn the March 11, 2020 board of directors meeting.

Motion: Gupta      Second: Frazer      Motion carried.

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Secretary

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Chairperson