

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

**May 13, 2020**

**Via GoTo Meeting and Conference Call**

**BOARD MEMBERS PRESENT**

Marsha Wagstaff  
Pat Prendergast  
Sharon Woodrow  
Jonathan Westendorf  
Kristin Taulbee  
Rahul Gupta  
Jenni Frazer  
Tiffany Mattingly  
Tina Fischer

**STAFF PRESENT**

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

**ABSENT**

Ken Houghtaling  
Rachel Sams  
Sarah Kirby  
Shelley Stanforth

**GUESTS**

Amanda Peterson  
Steve Wessler  
Brad McMonigle  
Angela Johnsen

**CALL TO ORDER**

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

Marsha Wagstaff - here  
Pat Prendergast - here  
Sharon Woodrow - here  
Jonathan Westendorf - here  
Kristin Taulbee - here  
Rahul Gupta - here  
Jenni Frazer - here  
Tiffany Mattingly – here  
Tina Fischer - here

**BOARD MEETING MINUTES**

**20-30** To approve the April 21, 2020 board meeting minutes with the following correction: List Tiffany Mattingly as Absent.

Motion: Westendorf      Second: Prendergast    No opposition.    Motion carried.

**FY19 AUDIT REVIEW**

In accordance with ORC 340.03 (A) (6) MHRB is required to audit at least annually all programs under contract with the board. Per Article 5: Evaluation and Accountability, Section 5.8 Financial Audits of the Contract for Services, all providers are to complete an annual financial and compliance audit conducted by an independent certified public accountant in accordance with generally accepted auditing standards.

Audit results were presented to the board, see attachment #1. Plans of corrective action have been requested from the agency(s) if needed and will be reviewed for compliance.

Provider audit reports have been filed with OhioMHAS, the auditor of both Warren and Clinton Counties and the Auditor of State’s office as required by ORC 340 (A) (6).

**FY20 FINANCIAL STATEMENT – QTR. 3**

The board monitors the financial condition of MHRB on a quarterly basis. The FY20 Quarter 3 Financial Statement was presented to the full board. See attachment #2. Certain items have been accrued in the financial statement for expenditures incurred but not paid and for revenue earned but not received as of March 31, 2020.

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

Category	Difference	Var.	Program	Explanation
State Mental Health	Under Budget (\$334,953)	-10.7%	Mental Health Crisis Stabilization	Under budget (\$31,399). Funding to be used to establish or administer MH Crisis Stabilization Centers. Adjusted to match actual expenses.
			K-12 Prevention	Under budget (\$233,022) thru Q3. Funding specific to K-12 prevention plans not yet put in place.
			Re-Entry/CTP	Under budget (\$59,499). Funding specific to residents released from prison with mental health issues to connect them to local supports. Adjusted to match expenses
			Mental Health Court	Under budget (\$24,916). Funding specific to expenses for clients in the Warren County Mental Health Court. Adjusted to match expenses.
State Substance Abuse (SUD)	Under Budget (\$234,085)	-36.8%	Addiction Treatment Program (ATP)	Under budget (\$119,733). Unused funds rolled over from FY19. Adjusted to match actual expenses.
			SUD Withdrawal Management	Under budget (\$114,352). Funding to be used to establish or administer SUD Withdrawal Management Centers. Adjusted to match actual expenses.
Pass Thru Funds	Over Budget \$51,156	27.2%	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			Jail Psychotropic Drug Program	Under budget (8,844). Actual reimbursement to county jails lower than projected. Revenue = Expense

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

Category	Difference	Var.	Program	Explanation
Community Related	Under Budget (\$77,532)	-13.1%	Promotional & Other Activities	Expenses budgeted quarterly however promotional campaigns cross quarter cutoff - new "MHRB" re-branding campaign in Q3.
Category	Difference	Variance	Program	Explanation
Provider Contract Services*	Under Budget (\$1,272,748)	-18.1%	Solutions CC&RC	Under Budget (\$966,826). Open staff positions in various programs impacts purchase of service units delivered. Grant funded positions/programs are prorated based on actual FTE's available.
* Estimates of services not yet billed			Mental Health America	Under Budget (\$150,380). 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.
			Other Providers	Sojourner under budget (\$25,250) from lower MRSS Hotline services
				Detox - CAT/NOVA under budget (7,500). Services being provided under the SUD withdraw management agreement.
				Probate Services under budget (\$12,363) from lower outpatient competency restoration services and out of county probate services
				ARCS under budget (\$23,098) from actual cost of personnel and travel expenses
				WC Health Department/Tobacco Specialist under budget (\$12,460) for lower actual expenses and certain expenses being covered by another grant.
Sinclair Community College - College Case Manager shared with the Board of DD - under budget (\$12,989) as position has been vacant for part of Q2				

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

Category	Difference	Variance	Program	Explanation
Grants & Other Miscellaneous	Under Budget (\$631,918)	-42.1%	Misc Other-Drug Court/ATP	Under budget (\$20,399). Medication, treatment and recovery supports for clients in Drug Court.
			Misc Other-Mental Health Court	Under budget (\$24,916) - treatment services primarily Medicaid. Recovery supports covered by MH Court Funds. Expense low based on client needs as determined by the court.
			Misc Other-Special Projects & Training	Under budget (\$17,696). Training for Good Behavior Games, Trauma Informed Care, CIT and Prevention are on hold for remainder of FY20.
			Grant - Re-Entry from Prison	Under budget (\$12,445). Grant funds specific to clients being discharged from prison to connect them to services.
			Grant - State K-12 Prevention Planning	Under budget (\$233,022). 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 (\$99,085). 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 (\$131,071). Regional funding in FY19 rolled to MHRB in FY20. Working with Beckett Springs on Crisis related inpatient for MH/SUD services. Payment based on actual days purchased.
			Grant-Mini Grants	Under budget (\$46,500). Most mini grants awarded by end of Q3. Due to COVID no mini grants requested in Q3.
			Grant-Envision Case Management	Under budget (\$17,968). Case management collaborative with Board of DD - slow start in Fall, 2019 for new project. Open position effective 2/2020.

### FINANCIAL

On June 8, 2016 official board action was taken to approve an increase in the Reserve Balance Account to a flat amount of \$6,000,000.

With the expansion and reallocation of services in FY21 and an anticipated decrease in the state and local funds for services in the light of the impact of the COVID-19 pandemic, MHRB is asked to consider redefining the reserve into two categories:

- 1) Restricted Reserve \$5,000,000

2) Unrestricted/flexible Reserve \$1,000,000

The current circumstances which involve changing delivery of services, expansion of service providers for client choice, and the unknown financial impact of the COVID-19 pandemic on the funding streams for behavioral health services, the reserve was established for such a time as this. It is unknown how a mental health “surge” will impact available services, create the need for new services, increase the need for prevention, early intervention, communication, and education related to areas such as suicide and recovery relapse. The demand for school aged services are likely to increase due to the residual and on-going stress and anxiety of dealing with the trauma related to the abrupt cessation of school. The future of return to school is unknown so alternate delivery methods of care may require the need to invest in additional technology.

Financial flexibility will be key in making timely decisions and responses. By allowing for this unrestricted reserve amount to be accessed, MHRB will not be required to amend the Reserve Policy each time change is needed.

**20-31** To amend the Board of Directors policy D-2 (#3) Financial Planning and Condition to read as follows: "Reduce fixed amount reserve of \$6 million to a restricted reserve amount of \$5 million. An additional unrestricted/flexible reserve of \$1million may be accessed without the need for changes to this policy." All use of this unrestricted reserve amount must follow Board of Directors' policy D-3 Asset Protection. Any and all use of these unrestricted funds will be reported in the quarterly financial reports provided to the Board of Directors.

Motion: Westendorf            Second: Fischer

Roll Call Vote:

Marsha Wagstaff - for  
Pat Prendergast - against  
Sharon Woodrow - for  
Jonathan Westendorf - for  
Kristin Taulbee - for  
Rahul Gupta - against  
Jenni Frazer - against  
Tiffany Mattingly – against  
Tina Fischer - for

**FY21 CIT GRANT**

In the earlier part of the year ,Officer Wally Stacy, Shelby Murphy and Jeff Rhein applied for a grant from the State of Ohio through Northeast Ohio Medical (NEOMED) who is the OhioMHAS sponsored grantee and center of excellence in criminal justice and behavioral health, called CIT Support and Expansion. On March 23 they notified MRHB that we have been selected to work alongside NEOMED to expand CIT locally. The notification also indicated the sub-award to be in the amount of \$40,000.

MHRB has been part of and sponsored local CIT for a number of years. This program has historically been funded with board levy dollars and has therefore limited the size of the program. This grant will allow MHRB to expand CIT by having department liaisons, offer stipends to department staff for the time spent in training and also applying reporting standards amongst the departments.

For this funding application, the funding period will cover FY21, but MHRB will also be able to use the funding for some approved CIT related expenses from January 1, 2020 thru June 30, 2020.

**20-32** To approve the receipt of CIT Expansion grant funds and authorize the executive director to sign contracts/agreements for the expenditure of the funds not to exceed the award amount of \$40,000.

Motion: Gupta Second: Frazer

Roll Call Vote:

Marsha Wagstaff - for

Pat Prendergast - for

Sharon Woodrow - for

Jonathan Westendorf - for

Kristin Taulbee - for

Rahul Gupta - for

Jenni Frazer - for

Tiffany Mattingly - for

Tina Fischer – (left meeting)

## **FY21 HEALTH OFFICERS**

Chapter 5122: Hospitalization of Mentally Ill of the Ohio Revised Code requires alcohol, drug addiction and mental health services boards to have “Health Officers.” A health officer is a trained individual authorized by Mental Health Recovery Services (MHRS) board to perform the duties of a health officer under this chapter.

If a Health Officer has reason to believe that the person is a mentally ill person subject to hospitalization and represents a substantial risk of physical harm to self or others and if allowed to remain at liberty pending examination the person shall be transferred to a hospital. A written statement shall be given to such hospital stating the circumstances and the reasons for the transfer. In moving forward with a new provider for crisis services, MHRB wanted to get current BBHS staff approved to be health officers for Warren & Clinton County, in the event that they are needed to respond locally before (and after) July 1, 2020. It is planned that the list will be updated regularly as BBHS takes over the crisis contract and therefore the board will receive updates when individuals have completed the necessary training. Also due to the nature of our coverage at the local jails, there will be a total of three providers involved in care for those facilities- it is also deemed appropriate for those staff from Talbert House and Solutions that are licensed to also become health officers to better coordinate transfer to the state hospital when there is a need for that.

Health Officer training consists of lethality assessments, mental status exams, and crisis assessments. Other topics are how to fill out a pink slip, contact hospitals for disposition, and how to pre-certify for those with insurance. Health Officers are also trained in required paperwork, including Client Right’s notification, safety plans, duty to protect and required admission paperwork. There is an on-call supervisor every night, and the Health Officers are to call them prior to hospitalizing anyone or for consultation if they are not sure what they are seeing.

**20-33** The Board of Directors of Mental Health Recovery Services of Warren & Clinton Counties hereby approves the list below of trained Health Officers and authorizes them to perform their duties as defined in Chapter 5122 of the Ohio Revised Code.

Motion: Prendergast Second: Woodrow

Roll Call Vote:  
 Marsha Wagstaff - for  
 Pat Prendergast - for  
 Sharon Woodrow - for  
 Jonathan Westendorf - for  
 Kristin Taulbee - for  
 Rahul Gupta - for  
 Jenni Frazer - for  
 Tiffany Mattingly - for

<b>Clinician</b>	<b>Licensure</b>	<b>Position</b>
Adalicia Carrillo	LPCC-S	FT Crisis
Carissa Piper	LSW	FT Crisis
Donna Waller	LPC	FT Crisis
Dylan Benjamin	LPC	FT Crisis
Jocelyn Bialk	LPCC-S	After Hours Crisis
Linda Kokenge	LISW-S	After Hours Crisis
Margie Braunstein	LISW-S	After Hours Crisis
Tina Blackwell	LPC	After Hours Crisis
Rebecca Tuck	LPCC-S	FT MRSS
Emily Green	LSW	FT MRSS
Judith Rapport	LSW	FT MRSS
Kayla Albright	LSW	PT MRSS
Alicia Collins	LSW	After Hours MRSS
Nora Banks	LPC	After Hours MRSS
Michelle Spangenberg	LSW	After Hours MRSS
Muriel Suttles	LSW	After Hours MRSS
Kimberly Harris	LSW	After Hours MRSS
Kerstin Carroll	LSW	After Hours MRSS
Erica Kavalasuskas	LSW	After Hours MRSS

**MOVING EXPENSES**

MHRB’s administrative offices will be moving form 212 Cook Rd, Lebanon, to 201 Reading Rd., Mason Ohio.

MHRB places client care at the forefront. It is important that clients have accessible services both

through the provider services but also in physical locations. The executive director has evaluated and determined that in the best interest of clients, that the MHRB owned sites of 204 Cook Rd. and 212 Cook Rd. are in fact the most accessible for clients.

Currently 201 Reading Rd. has an OhioMHAS forgivable mortgage with an approximate balance of \$40,000. This mortgage has terms that include that the mortgaged property provides behavioral health direct services. OhioMHAS allows for transfers of these mortgages to unmortgaged property that is providing direct behavioral health services. A request for transfer to the 204 Cook Rd. property is the best option.

The MHRB administrative offices are rarely accessed by clients. The administrative nature of the board’s business allows it to be conducted in many settings. Although smaller in footprint, the location at 201 Reading Rd. will be adequate for daily operations. MHRB will retain the use of 1200 sq. ft. at the 212 Cook Rd. location to hold large meetings, board meetings and trainings. There are costs associated with the move. Some of these costs are specified below and there will be others that are yet to be known.

Item	Approximate cost
Movers	\$ 4,500
Upgrade to lighting	\$ 2,000
Security System and additional data wiring	\$ 10,000
Miscellaneous potential costs (phone move, copier and computer moves, signage, and other items)	\$ 13,500

**20-34** To authorize the Executive Director to approve expenditures up to \$30,000 for the administrative office move to 201 Reading Rd., Mason, OH.

Motion: Woodrow Second: Frazer

Roll Call Vote:

- Marsha Wagstaff - for
- Pat Prendergast - for
- Sharon Woodrow - for
- Jonathan Westendorf - for
- Kristin Taulbee - for
- Rahul Gupta - for
- Jenni Frazer - for
- Tiffany Mattingly - for

**20-35** To authorize the Executive Director to sign a request for mortgage transfer from the property at 201 Reading Rd., Mason, OH to 204 Cook Rd. Lebanon, OH and to sign any documents related to completing the transfer.

Motion: Frazer Second: Woodrow

Roll Call Vote:

- Marsha Wagstaff - for
- Pat Prendergast - for
- Sharon Woodrow - for
- Jonathan Westendorf - for
- Kristin Taulbee - for
- Rahul Gupta - for



Jenni Frazer - for  
Tiffany Mattingly - for

**LEASE AGREEMENTS 204/212 COOK ROAD**

Board approval was sought for lease agreements with provider agencies occupying board owned properties.

Mental Health Recovery Services (MHRS) owns three office buildings in Warren County. 204 Cook Road, Lebanon, Ohio will be leased by Talbert House and 212 Cook Rd., Lebanon, Ohio will be leased by Butler Behavioral Health Services.

The following rent will be charged:

<u>Location</u>	<u>Sq Footage</u>	<u>Cost/Foot</u>	<u>Monthly</u>	<u>Fair Market Rent</u>
204 Cook Road, Lebanon	4,728	\$14.24/sq ft	\$5,611	\$67,332*
212 Cook Road, Lebanon,	4,004	\$16.03/sq ft	\$5,348	\$64,176**

The lease agreement is an annual term with the accrual of rents paid on the first of each month. To terminate tenancy, the procedures are included in the lease terms. If tenant plans to leave on or after the (1<sup>st</sup>) first of any month, they are responsible for that month's full fixed minimum monthly rent.

\*This rate is inclusive of security system, lawncare and snow removal, water and trash,

\*\*This rate is inclusive of security system, lawncare and snow removal, water and trash and internet.

Maintenance responsibilities and operating expenses under the lease are further defined as follows:

foundations, roof, and structure	landlord
keys	tenant
light maintenance	landlord
public liability insurance	tenant
casualty insurance	landlord
janitorial	tenant

**20-36** To authorize the executive director to sign a lease with Talbert House for the property at 204 Cook Rd., Lebanon, Ohio, for the amount listed above for the period of June 1, 2020 to June 30, 2021.  
Motion: Gupta      Second: Taulbee

Roll Call Vote:

Marsha Wagstaff - for  
Pat Prendergast - for  
Sharon Woodrow - for  
Jonathan Westendorf - for  
Kristin Taulbee - for  
Rahul Gupta - for  
Jenni Frazer - for  
Tiffany Mattingly - for

**20-37** To authorize the executive director to sign a lease with Butler Behavioral Health Services for the property at 212 Cook Rd., Lebanon, Ohio, for the amount listed above for a period the period of June 1, 2020 to June 30, 2021.  
Motion: Frazer      Second: Gupta

Roll Call Vote:

Marsha Wagstaff - for

Pat Prendergast - for

Sharon Woodrow - for

Jonathan Westendorf - for

Kristin Taulbee - for

Rahul Gupta - for

Jenni Frazer - for

Tiffany Mattingly - for

### **FEMA CCP GRANT**

MHRB has applied through a combined grant application with other ADAMHS boards in Ohio through OhioMHAS for funds to provide service related crisis counseling, information and referral and education dissemination to the general population related to the impacts of COVID-19 on mental health and substance abuse. OhioMHAS will in turn submit an aggregated grant to FEMA summarizing all of the local requests. The combined grant request will be submitted to FEMA on May14, 2020. These grant funds will be active for 60 days. Following the 60 day period, there will be an opportunity to apply for an additional grant that is broader in scope and lasts for 9 months.

MHRB has incurred expenses related to information and referral during this pandemic. For example, a campaign that will be launched to address the projected increase in suicides and recovery relapse, flyers for schools, food pantries, and other efforts. These funds would offset the local costs. The grant period is broken into two parts, a pre-award period (January 20-May14) and a grant period. (starting date is the day the state receives the approval and ends exactly 60 days later). We are asking for funds for each of these periods with a total request of \$57,979.

**20-38** To approve the receipt of FEMA CCP funds in the amount of \$57,979 and authorize the executive director to sign agreements for the additional expenditures not to exceed \$57,979.

Motion: Prendergast

Second: Westendorf

Roll Call Vote:

Marsha Wagstaff - for

Pat Prendergast - for

Sharon Woodrow - for

Jonathan Westendorf - for

Kristin Taulbee - for

Rahul Gupta - for

Jenni Frazer - for

Tiffany Mattingly - for

### **EXECUTIVE DIRECTORS REPORT**

Colleen Chamberlain presented her Executive Director Report dated May 13, 2020 to the board of directors.

### **EXECUTIVE SESSION**

**20-39** To move into Executive Session to conference with the board's attorney about pending or imminent -court action and to discuss the executive director's evaluation.

Motion: Frazer    Second: Woodrow

Roll Call Vote:

Marsha Wagstaff - for  
Pat Prendergast - for  
Sharon Woodrow - for  
Jonathan Westendorf - for  
Kristin Taulbee - for  
Rahul Gupta - for  
Jenni Frazer - for  
Tiffany Mattingly - for

The adjourned from Executive Session and back onto the record.

**20-40** The MHRB Executive Director is directed to communicate with Solutions Community Counseling and Recovery Centers Executive Director that as per previous board discussions, the board of directors will make a decision at their June 10<sup>th</sup> board meeting as to whether Solutions Community Counseling and Recovery Centers has sufficiently been able to “Cure.”

Motion: Gupta          Second: Westendorf

Roll Call Vote:

Marsha Wagstaff - for  
Pat Prendergast - for  
Sharon Woodrow - for  
Jonathan Westendorf - for  
Kristin Taulbee - for  
Rahul Gupta - for  
Jenni Frazer - for  
Tiffany Mattingly - for

**ADJOURNMENT**

**20-41** To adjourn the May 13, 2020 board of directors meeting.

Motion: Westendorf          Second: Gupta          No opposition. Motion carried.

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Secretary

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Chairperson