

**MENTAL HEALTH RECOVERY SERVICES  
OF WARREN AND CLINTON COUNTIES  
BOARD MEETING  
November 13, 2019  
212 Cook Road  
Lebanon, OH 45036**

**BOARD MEMBERS PRESENT**

Pat Prendergast  
Marsha Wagstaff  
Tiffany Mattingly  
Sharon Woodrow  
Kristin Taulbee  
Rahul Gupta  
Jenni Frazer  
Rachel Sams  
Sarah Kirby

**ABSENT**

Ken Houghtaling  
Tina Fischer  
Shelley Stanforth

**STAFF PRESENT**

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

**GUESTS**

Amanda Peterson  
Joe Armstrong  
Jill Huyhn  
Victoria Taylor

**CALL TO ORDER**

The board meeting for Mental Health Recovery Services (MHRS) of Warren and Clinton Counties was called to order by chairperson, Marsha Wagstaff at 6:00 p.m.

**BOARD MEETING MINUTES**

**19-63** To approve the October 9, 2019 board meeting minutes.  
Motion: Frazer Second: Woodrow Motion carried.

**COMMITTEE REPORTS**

**Board Development Committee**

Committee members discussed the responsibilities of the Board Development Committee and agreed to recommend a change in committee name to the Board Linkage Committee and to add review of the MHRS' Communication Plan and participation in new board member orientations as a new responsibility. The committee is also recommending moving the review of provider contracts and funding to the Assurance Committee. Committee members reviewed Policy B-14 Ownership Linkage, updated the Professional Training Matrix and discussed the single Clinton County Commissioner opening on the board.

**AdHoc Name Change Committee**

Since its inception in the late 1960s, Mental Health Recovery Services of Warren & Clinton Counties has operated under a variety of names. The current name has been in place since 2001. For the past several months, an Ad Hoc committee of MHRS staff and board members has

researched a potential name change for the board. The Ad Hoc committee reviewed the current names of Ohio boards, as well as boards around the country. The committee also discussed several reasons why a name change may be warranted. After some initial research the Ad Hoc committee tested names with various stakeholders via MHRS staff and board members.

The process concluded in a decision to place a resolution before the board to change the operating name as of January 2020.

**19-64** To approve a change in operating name from Mental Health Recovery Services of Warren & Clinton Counties to Mental Health Recovery Board Serving Warren & Clinton Counties, and authorize the executive director to make all notifications and changes necessary to reflect the new name.

Motion: Gupta Second: Kirby Motion carried.

### **THE CHARACTER EFFECT – FRANKLIN SCHOOLS**

MHRS currently funds The Character Effect (TCE) in a single school in Lebanon. TCE is a flexible, new developmental framework launched by Beech Acres Parenting Center (BAPC) in seven schools throughout Greater Cincinnati during the 2017-2018 school year and in FY20 expanded to Warren County. BAPC has been working closely with Franklin Schools on a number of projects, including incorporating TCE to the entire district. MHRS has received \$24,800 from OhioMHAS for the expansion of both community and school evidence-based prevention efforts. MHRS is interested in funding some startup training and professional development in FY20 to prepare Franklin Schools for district-wide implementation in FY21.

**19-65** To authorize the executive director to sign a contract amendment not to exceed \$11,800 for the expenditure of OhioMHAS Prevention Expansion funds with Beech Acres Parenting Center to fund The Character Effect for the fiscal year ending 6/30/2020.

Motion: Gupta Second: Prendergast Motion carried.

### **FY20 WARREN COUNTY COURT ASSESSMENT SERVICES**

Warren County Common Pleas court and probation have had a partnership with MHRS since FY15 through a contract with Talbert House to have an “in house” assessment specialist to quickly facilitate the connections and referrals the court orders involving assessments. Over the years, volume has increased, and recently the judges, approached MHRS to increase the investment towards this by funding an additional or portion of a staff member. Since there is sufficient carryover of FY19 funding there is ample to cover the costs of this project.

**19-66** To authorize the executive director to sign a contract amendment with Talbert House for additional assessment services at the Warren County Common Pleas Court in the amount of \$20,000 for the period of 11/1/2019- 6/30/ 2020.

Motion: Gupta Second: Kirby Motion carried.

### **FY20 SOR FUNDING – YEAR 2**

OhioMHAS issued a Request for Proposals (RFP) for year 2 of SOR funding for the renewal of most of the programs funded in SOR Year 1. As a result, MHRS submitted an application spanning both FY20 and FY21 based on utilization in Year 1, with the exception of the housing projects that did

not meet all criteria, and instead funding was increased to the peer services with the Mental Health Association.

The revenues and expenses for the following services were not included in the FY20 budgets approved on June 12, 2019, by the MHRS board.

Amount	Agency	Purpose
\$80,000.00	Lindner Center of HOPE	MAT access
\$90,000.00	Beckett Springs/ Heroin Hopeline	Care Coordination
\$10,000.00	Sugar Run Transportation	Funding was reduced and shifted to Lindner
\$158,479.52	MHA	Peer recovery support staff
<b>\$338,479.52</b>	<b>TOTAL</b>	

**19-67** To approve the receipt of the Ohio MHAS SOR Year 2 Grant funds in the amount of \$338,479.52 and authorize the executive director to sign agreements for the additional expenditures not to exceed \$338,479.52.

Motion: Woodrow      Second: Sams      Motion carried.

**FY20 FINANCIAL REPORT – QUARTER 1**

The FY20 Quarter 1 Financial Report was presented to the board on November 13, 2019. (See attachment #1)

**CY20 APPROPRIATIONS**

Permanent appropriations for MHRS for CY20 are required by the Warren County Auditor in order to encumber funds and pay bills effective January 1, 2020.

The appropriation request is based on MHRS’ CY20 Tax Budget which was approved by the board on June 12, 2019 and presented to the Budget Commission on August 28, 2019. Adjustments have been made for actual receipts and items approved by the board since the original budget. Other adjustments to the appropriations will be made as necessary during the year. The permanent appropriation request does not affect the FY20 accrual board budget. This request is necessary only as it relates to the timing of receipts and expenses with the County Auditor, which operates on a calendar year cash basis.

<b>Revenues:</b>		
<b>Category</b>	<b>Change</b>	<b>Explanation</b>
Value Based Taxes	Increase \$250,000	Projection from CY20 Budget Commission Acceptance of Projected Estimated Resources from the County Auditors Office
MHS Re-Entry Funds	Increase \$30,000	New funds in FY20 to be used with carryover funds received in CY18

MHS 5TZ0 - Crisis Flex Funds	Increase \$132,114	New funds in FY20 to support crisis stabilization for MH/SUD or for recovery supports if needed. 2 year funds
<b>Category</b>	<b>Change</b>	<b>Explanation</b>
MHS 504 SFSC Grant	Increase \$153,500	CY19 figure through 6/30/19 only. New 2 year grant award amount of \$285,000.
ADS 422 ATP (Addiction Treatment Program)	Increase \$20,000	New funds in FY20 to be used with carryover funds received in prior years.
MHS Recovery Housing Grant	Increase \$45,900	New funds in prior year of \$48,000 that were not in CY19 budget. Change actually decrease of \$2,100
ADS 406 Prevension Expansion	Increase \$24,800	Original award of new funds in FY18/CY17 as "one time" funds so they were not budgeted in CY19 to be received, however have been awarded in FY19 and FY20.
ADF SPF-PFS Substance Abuse Prevention Coalition Grant	Decrease \$59,989	Grant ended 9/30/19.
ADF CURES & Collective Impact	Decrease \$122,148	Grant ended 4/30/19.
ADF SOR (State Opioid Response)	Increase \$253,872	FFY19 SOR funds were not budgeted in CY19 as they were new in Spring, 2019. Projection for CY20 is based on Year 2 SOR grant.
<b>Expenses:</b>		
<b>Category</b>	<b>Change</b>	<b>Explanation</b>
<b>Administrative 9954-4210</b>		
5400 Purchased Services	Increase \$67,114	Additional amounts budgeted in promotional activities for FY20/CY20
5490, 5911, 5922 Transfer accounts and meal fringe accounts	Reclassify \$15,000	Not new expenses but new required accounts at the county to identify intercounty transfer funds and food related expenses for tax purposes. Amounts were reclassified from their original expense line.
<b>Contract Services 9954-4255</b>		
5317, 5330 Capital purchases	Decrease \$6,710	Capital expenditures in Fall, 2019 for Security related items at 212 Cook Road (downstairs chime, windows, security cameras) In addition to

		replacement computers for Windows 10
<b>Category</b>	<b>Change</b>	<b>Explanation</b>
5400, 5490 Contract Services and Transfers	Decrease \$1,364,084	Due to the way the new MUNIS system accounts for purchase orders opened in CY19 and closed in CY20 we will have to re-appropriate those funds mid-year to use them for FY21 contracts once FY20 contracts are closed.

The beginning balance of unencumbered cash as of January 1, 2019 has been revised to actual. The beginning balance anticipates that all funds appropriated will be spent. MHRS' estimates include having funds available to open purchase orders for multiple years at one time which will be encumbrances released as unused at the end of the following year.

An estimate has been used for encumbrances included in appropriated expenses that will release blanket PO's etc. PO's opened in CY19 for FY20 contracts will roll over to CY20.

**19-68** To approve the calendar year 2020 permanent appropriations for submission to the Warren County Auditor as follows:

4210	\$	841,973	Object 102 Salaries
4210	\$	6,946,168	Other General & Administrative Expenses (incl reserve)
4255	\$	<u>12,839,237</u>	Capital and Contract Service Expenses
Total	\$	20,627,378	

Motion: Frazer Second: Woodrow 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	Talbert House	FY19 Contract Payment	\$6,022.73
4255-5400	New Housing Ohio	FY19 SOR services	\$66,619.43
4255-5400	New Housing Ohio	FY20 SOR services	\$18,502.07

**19-69** To authorize the Warren County Auditor to process the voucher(s) above based on the Then & Now Certificate(s) as noted.

Motion: Kirby Second: Mattingly Motion carried.

### EXECUTIVE DIRECTOR REPORT

Colleen Chamberlain presented her Executive Director Report dated November 13, 2019 to the board of directors. During her report, Colleen updated the board on the status of the provider agency that is having some financial difficulties.

### ADJOURNMENT

**19-70** To adjourn the November 13, 2019 board of directors meeting.  
Motion: Gupta Second: Taulbee Motion carried.

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Secretary

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Chairperson