

**MENTAL HEALTH RECOVERY BOARD SERVING  
WARREN & CLINTON COUNTIES  
BOARD MEETING  
September 9, 2020  
Via GoToMeeting/Conference Call**

**BOARD MEMBERS PRESENT**

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

**STAFF PRESENT**

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

**GUESTS PRESENT**

Angela Johnsen  
Amanda Peterson

**ABSENT**

Tina Fischer

**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. Due to technical difficulties with the link to the August board meeting, which may have resulted in excluding members of the public, certain items of business will be re-discussed, deliberated and voted on by the board during the September meeting.

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

## **BOARD MEETING MINUTES**

The July 8, 2020 and August 12, 2020 board meeting minutes were reviewed. No changes were recommended.

**20-60** To approve the July 8, 2020 board meeting minutes.

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

**20-61** To approve the August 12, 2020 board meeting minutes.

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

## **EXECUTIVE SESSION**

**20-62** To move into Executive Session to conference with the board's attorney about pending or imminent court action, and to discuss compensation of employees.

Motion: Westendorf Second: Gupta

Roll Call Vote:

Marsha Wagstaff - yes

Pat Prendergast - yes

Sharon Woodrow - yes

Rachel Sams - yes

Shelley Stanforth - yes

Kristin Taulbee - yes

Rahul Gupta - yes

Jonathan Westendorf – yes

Sarah Kirby – yes

Tracy Hopkins – yes

Ken Houghtaling – yes

Tiffany Mattingly – yes

Jenni Frazer – yes

**20-63** To adjourn Executive Session.

Motion: Gupta Second: Frazer No opposition Motion carried.

**20-64** To approve a market salary adjustment in the amount of \$4000 for the Executive Director effective October 1, 2020 and to approve a cost of living adjustment of 3% for the Executive Director effective October 1, 2020.

Motion: Gupta Second: Houghtaling No opposition Motion carried.

**20-65** To approve an increase in the Executive Director's vacation accrual rate to 9.2 hours (reference ORC 124.134) per pay period effective January 1, 2021.

Motion: Gupta Second: Stanforth No opposition Motion carried.

## **COMMITTEE REPORTS**

### **Executive Committee**

Rahul Gupta reported for the Executive Committee that met on September 2, 2020. Among the committee's discussion was changing section 6. of Governance Policy D-3 to be in line with the ORC by changing *facility expenditures to operational*.

**20-66** To approve changing Governance Policy D-3 to read: *6. Make any purchase or commit the organization by contract to any service or operational expenditure greater than \$25,000 as per ORC 340.03 F1, without prior Board of Directors approval.*

Motion: Hopkins Second: Stanforth No opposition Motion carried.

### **Linkage Committee**

Kristin Taulbee reported for the Linkage Committee that met on September 1, 2020. The committee made recommendation to the full board for the approval of the FY21-22 Community Plan and the timeline for the board's next strategic planning.

### **COMMUNITY PLAN**

MHRB is required by Ohio law to annually prepare and submit a Community Plan to the Ohio Department of Mental Health and Addiction Services (OhioMHAS). The Community Plan is considered an application for funding from OhioMHAS, therefore funding is contingent upon its approval. Board approval and submission to OhioMHAS is required by September 15, 2020

This year OhioMHAS is particularly interested in areas identified as priorities for Recovery Ohio, including: (1) Recovery oriented systems of care (2) COVID related impacts (3) Crisis services (4) Substance Use Disorder services including children with SUD parents and (5) Inpatient hospital services. Additionally, OhioMHAS is asking for a completed service inventory which shows a board's ability to meet the ORC requirements of the Continuum of Care.

**20-67** To approve the submission of all components of the SFY 2021-2022 Community Plan including signature page to the Ohio Department of Mental Health and Addiction Services within established timeframes.

Motion: Woodrow Second: Frazer No opposition Motion carried.

### **STRATEGIC PLAN EXTENSION**

MHRB's current strategic plan is scheduled to end December 31, 2020. The strategic plan is usually completed prior to the expiration of the existing plan, however due to the unprecedented circumstances of the COVID pandemic and virtual board meetings, both the Board Linkage Committee and the strategic planning process facilitator are suggesting this type of planning would best be done in person. Their recommendation is to extend the current strategic plan until the end of FY21 with final reporting being given at that time.

The Linkage Committee has suggested that the Mission, Vision, and Values statement be reviewed and drafted in virtual meetings beginning in January with a facilitator and then elevated to the full board for final revisions.

**20-68** To approve the process to review and revise the Mission, Vision and Values statements virtually, extend the current Strategic Plan until the end of FY21, eliminate reporting on the current plan until the final report, and begin the strategic planning process for fiscal years 22, 23, and 24 as soon as feasible in the current environment.

Motion: Gupta Second: Hopkins No opposition Motion carried.

### **Compliance Committee**

Jenni Frazer reported for the Compliance Committee that met on September 3, 2020. During their meeting the committee reviewed the opinion of the Warren County Budget Commission and is making recommendation to the full board to accept it.

### **WARREN COUNTY BUDGET COMMISSION ACCEPTANCE**

MHRB held a tax budget hearing on June 10, 2020 and forwarded the tax budget to the Warren County Budget Commission. The Commission met on August 26, 2020 to consider whether or not

MHRB had adequately demonstrated the need to collect property taxes for alcohol, drug addiction and mental health services for 2021.

Ohio Revised Code section 5705.34, 35 requires the Budget Commission on or before the 1<sup>st</sup> day of September to "certify its action to the taxing authority, together with an estimate by the county auditor of the rate of each tax necessary to be levied by the taxing authority." In turn, as a taxing authority, MHRB by resolution is to "authorize the necessary tax levies and certify them to the county auditor before the first day of October in each year or at such later date as is approved by the tax commissioner".

The 2<sup>nd</sup> half of the CY20 taxes have been collected and they are still at the same level as before COVID. The Warren County Auditor had previously recommended a reduction in the MHRB budget due to the uncertainty of the impact from COVID. Based on the new tax collection information, the estimated levy collections has been raised from \$5,761,413 to \$6,360,000.

**20-69** RESOLVED, by the Board of Mental Health Recovery Board Serving Warren and Clinton Counties, Warren County, Ohio in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding year commencing January 1st 2021 and WHEREAS, the Budget Commission of Warren County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it RESOLVED, by the Board of Mental Health Recovery Board Serving Warren and Clinton Counties, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further RESOLVED, that there be and is hereby levied on the tax duplicate of Mental Health Recovery Board Serving Warren and Clinton Counties the rate of each tax necessary to be levied within and without the ten mill limitation as follows: 1.0 mill outside the 10 mill limitation.

**SCHEDULE A  
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX  
APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR’S ESTIMATED TAX  
RATES**

FUND	Amount Approved by Budget Commission Inside 10M Limitation	Amount to Be Derived from Levies Outside 10M Limitation	County Auditor’s Estimate of Tax Rate to Levied	
			Inside 10M Limit	Outside 10M Limit
	Column I	Column II	Column III	Column IV
General Fund		\$6,360,000.00		1.00
TOTAL		\$6,360,000.00		1.00

**SCHEDULE B  
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

	Maximum	County Auditor’s
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FUND	Rate Authorized to Be levied	Estimate of Yield of Levy (Carry to Schedule A, Column II)
GENERAL FUND:		
Current Expense Levy authorized by voters on November 08, 2016 not to exceed 5 years	1.00	\$6,360,000.00
SPECIAL LEVY FUNDS:		
None		

and be it further RESOLVED, that the Chairperson of this Board be and is hereby directed to certify a copy of this resolution to the County Auditor of said County.

Motion: Gupta      Second: Houghtaling      No opposition      Motion carried.

**HEALTH OFFICERS**

Chapter 5122: Hospitalization of Mentally Ill of the ORC 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 Board (MHRB) to perform the duties of a health officer under this chapter.

If a health officer has reason to believe that a person is mentally ill 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 Butler Behavioral Health Services (BBHS) staff approved to be health officers for Warren & Clinton Counties 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.

**20-70** The Board of Directors of Mental Health Recovery Board Serving 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: Frazer      Second: Prendergast      No opposition.      Motion carried.

BBH Crisis and MRSS additional staff:

- Eric Haas
- Nicole Stils
- Emily Bolen
- Alexis Phillips
- Margie Braunstein
- Erin Brown
- Melisa Gilliam

**SUPPLEMENTAL APPROPRIATION ADJUSTMENT**

Adjustments in board appropriations shown at the Warren County Auditor's office are needed to cover expenditures more than original estimates based on the calendar year budget.

**20-71** To authorize the supplemental appropriation/budget transfer below for CY 2020:

Fund/Function	Description	Incr/(Decr) Change
99544210-5400	Purchased Services	\$ 100,000.00
99544255-5400	Contract Services	\$ 900,000.00

Motion: Frazer Second: Woodrow No opposition. Motion carried.

**EXPENSE APPROVALS**

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

FUND	VENDOR NAME	REASON	AMOUNT
4255-5400	Central Clinic Outpatient	6/20 Therapeutic Mentoring Svc	\$3,895.50
4255-5400	Forensic Evaluation Svc Center	FY20 Add'l Pass Thru Funding for Competency Evaluations	\$14,175.00
4255-5400	Talbert House	Medication Assisted Treatment Services, ATP funded	\$4,666.47
4255-5400	Beckett Springs Hospital	MH Crisis Stabilization	\$20,930.00

**20-72** 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 No opposition. Motion carried.

**FY20 FINANCIAL REPORT – QUARTER 4**

The FY20 Quarter 4-draft Financial Report was reviewed by the full board. (See attachment 1)  
A final report will be issued after FY20 expenses have been finalized.

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

Category	Difference	Var.	Program	Explanation
State Mental Health	Under Budget (\$633,795)	-14.9%	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	Under Budget	-35.8%	Addiction Treatment	Under budget (\$150,019). Unused funds rolled over from FY19. Adjusted to match

Abuse (SUD)	(\$294,782)		Program (ATP)	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 \$60,331	23.8%	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 (13,844). Actual reimbursement to county jails lower than projected. Revenue = Expense
Other Revenue	Under Budget (\$50,919)	-12.4%	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 \$28,386. Lower actual billing for MRSS program through 6/30/20. Federal funding period ends 9/30/20.
			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 (\$51,780)	-11.9%	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%	Promotional & Other Activities	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 (\$1,449,492)	15.4%	Solutions CC&RC	Under Budget (\$1,449,492). 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.

* Estimates of services not yet billed			COVID related decline in service delivery.
	Talbert House		Over Budget \$94,174. Expansion of services in Spring, 2020 - purchase of service units and grant positions.
	Mental Health America		Under Budget (\$166,933). Certain services budgeted for MHRF 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 (\$1,332,603)	-58.4%	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 (\$31,927). 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 related 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 (\$55,281). 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**

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.

Net impact is an increase to the reserve balance by \$1,917,226 due to overall lower expenses. Revenues related to specific services will be rolled over to FY21 due to lower actual expenses in FY20. Provider contracts and some grant type contracts are lower due to open positions. Some expenses were lower in Spring, 2020 due to events cancelled and 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 purchased when possible and distributed to provider agencies.

**ARCS – WARREN COUNTY COLLECTIVE IMPACT CONSULTATION**

ARCS has been a contract prevention provider in the MHRB system since FY19. As part of MHRB’s strategic plan, ARCS has been working with MHRB and other agencies to align prevention services across Warren County through a group called *Warren County Connect*. This group has been meeting for two years to examine prevention services across agencies, both inside and outside the MHRB system. This work has also been led by outside consulting from Strategic Innovations Group. The consultant has been instrumental in leading the group to develop a logic model for prevention services and a comprehensive list of prevention programs that are occurring across agencies within the county. *Warren County Connect* has also developed several committees

aimed at promoting prevention efforts across the counties, developing a comprehensive youth wellness survey, and developing/implementing evidence-based prevention efforts. As part of their work this fiscal year, Strategic Innovations Group will also be expanding work and partnership in Clinton County.

*Warren County Connect* is requesting to continue the work of aligning and advancing prevention services across Warren County. These additional funds to ARCS would be to cover the cost of the additional consulting from Strategic Innovations Group for FY21 for continuing the work in Warren County and expansion into Clinton County.

**20-73** To authorize the Executive Director to sign a contract amendment with ARCS for an additional \$112,500.

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

### **EXECUTIVE DIRECTOR REPORT**

Colleen Chamberlain presented her Executive Director Report dated September 9, 2020 to the board of directors.

### **ADJOURNMENT**

**20-74** To adjourn the September 9, 2020 board of directors meeting.

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

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Secretary

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Chairperson