

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

BOARD MEETING

December 9, 2020

Via GoToMeeting/Conference Call

BOARD MEMBERS PRESENT

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

STAFF PRESENT

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

GUESTS PRESENT

Amanda Peterson
Jill Huynh

ABSENT

Rachel Sams

CALL TO ORDER

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

Roll Call:

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

MEETING MINUTES

20-92 To approve the board meeting minutes from November 11, 2020.

Motion: Woodrow Second: Houghtaling No opposition Motion carried

EXECUTIVE SESSION

20-93 To move into Executive Session to conference with the board’s attorney about pending or imminent court action.

Motion: Gupta Second: Fischer

Roll Call Vote:

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

20-94 To adjourn Executive Session and go back on record.

Motion: Woodrow Second: Frazer No opposition Motion carried

To approve the Settlement Agreement and authorize the executive director to take actions to execute and implement said agreement.

Motion: Gupta Second: Prendergast No vote – motion was amended as follows:

20-95 To approve the Settlement Agreement with Solutions Community Counseling and Recovery Centers and authorize the executive director to take actions to execute and implement said agreement.

Motion: Gupta Second: Woodrow No opposition Motion carried

SIGNATURE AUTHORITY

Clarification of the authority delegated to the executive director by MHRB’s board of directors 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-2: “The executive director will retain all authority to direct staff...” #4 “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-4 #3 gives role of “establish current compensation and benefits for staff”

20-96 WHEREAS, the board of Mental Health Recovery Board Serving Warren and 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 board of Mental Health Recovery Board Serving Warren and 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 budget amendments (supplemental appropriations) after board approval, budget transfers (appropriation adjustments), revenue and expense adjustments, and intra-county transfers in addition to the accounting and payroll functions noted above within the limitations placed on the executive director by written policy.

Motion: Fischer Second: Hopkins No opposition Motion carried

SOR 1.0 NCE

In late 2018 State Opioid Response funds were released to the state. This was a funding stream with federal roots stemming from the CARES Act. It allowed boards to explore new projects for opioid use disordered (OUD) individuals. Boards were encouraged to apply regionally for projects in the early part of 2019, though the project began October 1, 2018. When the second year came around, boards were allowed to apply directly to OhioMHAS for the projects they wanted to continue on with.

In August 2020 OhioMHAS announced that SOR 2.0 Requests for Proposals (RFP) would be coming but were delayed. In order to not furlough employees, and stop payment on programs continuing after the end date of September 29, 2020, OhioMHAS put forward a No Cost Extension (NCE) application. The department preapproved 60 days (1/6) of what had been the budget for the second year of SOR 1.0, which equated to \$56,256.08 for MHRB. MHRB has two projects continuing to provide services: MHA Peer services for individuals with OUD and additional staffing for the Hopeline, contracted through Beckett Springs.

20-97 To approve acceptance of the SOR 1.0 NCE of \$56,256.08 and authorize the executive director to create contracts for services using these funds.

Motion: Gupta Second: Frazer No opposition Motion carried

SOR 2.0

In October and November, OhioMHAS released the criteria for the SOR 2.0 application, which MHRB submitted for a November 20th date. One new provision is that funds can be used for methamphetamine/stimulant use disorder in addition to the Opioid/opiate use disorder.

The application focuses on expansion of access to MAT, engagement of clients through outreach/care navigation services and creating some new partnerships (some focused directly at Clinton County).

OhioMHAS plans to inform boards about their application/award starting Friday December 11, 2020.

20-98 To approve acceptance of the SOR 2.0 (anticipated) maximum of the requested \$731,566 and authorize the executive director to create contracts for services using these funds.

Motion: Frazer Second: Gupta No opposition Motion carried

EXPENSE APPROVAL

The Board is 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	Beckett Springs	SOR1.0 NCE/ One City Care Coordinator	\$20,000.00
4255-5400	Lamar	SAPC-DFC Grant Billboard	\$3,000.00
4255-5400	Solutions CC&RC	Settlement Payment	\$80,000.00
4210-5400	Ohlman Group	Promotional Campaign-Internet	\$11,000.02
4210-5400	Ohlman Group	Promotional Campaign-Radio	\$16,755.00

20-99 To authorize the Warren County Auditor to process the voucher(s) above based on the Then & Now Certificate(s) as noted.

Motion: Fischer Second: Houghtaling No opposition Motion carried

CY20 BUDGET AMENDMENT

Budget amendments (previously supplemental appropriations) move funds out of current available unappropriated certification and make it available to write purchase orders for expenses. Budget transfers (previously appropriation adjustments) move funds between accounts and do not impact the amount available in cash.

MHRB currently acts as the fiscal agent for the Substance Abuse Prevention Coalition of Warren County (SAPC). Effective December 31, 2019 the SAPC was awarded a Drug Free Communities (DFC) grant by Substance Abuse and Mental Health Services Administration (SAMHSA) for \$125,000. This is a federal grant that is paid on a reimbursement basis whereby MHRB pays the expenses and then draws the funds down for reimbursement.

SAMHSA transferred control of the DFC grant to the Centers for Disease Control and Prevention (CDC) effective October 1, 2020. As part of that transition, MHRB was required to estimate expenses from July 1, 2020 to September 30, 2020 and draw those funds down by June 30, 2020. This then gave MHRB a balance in the DFC account. In accordance with federal law, MHRB is required to have the Warren County Treasurer calculate the interest earned on these funds and transfer that amount into the MHRB fund at the county.

20-100 To authorize the budget amendment below for CY 2020:

<u>Fund/Function</u>	<u>Description</u>	<u>Incr/(Decr) Change</u>
99544220-5910	Dues Fees & Other	\$102.55

Motion: Fischer Second: Houghtaling No opposition Motion carried

CRISIS TEXT LINE GRANT

On various occasions over the past several years, OACBHA has made available to each board mini-grants that are dedicated to promoting the Crisis Text Line. These funds can be used for most any means of promotion, from printing and distributing fliers to purchasing print and/or broadcast advertising space. In the past, MHRB has used the same grants to purchase ads on social media and to promote to specific audiences in targeted media.

MHRB was informed that OACBHA will again award a \$1,500 grant to each board wishing to receive the grants. The Deputy Director of Communications will utilize this grant award from OACBHA to promote the Crisis Text Line via advertising in social media, print or broadcast media by June 2021.

20-101 To authorize the executive director to accept and expend grant funds from OACBHA in the amount of \$1,500 for the purpose of promoting the Crisis Text Line to residents of Warren and Clinton Counties.

Motion: Hopkins Second: Frazer No opposition Motion carried

WC HEALTH DISTRICT TOBACCO PREVENTION POSITION

At the start of FY21, MHRB signed a six-month contract with the Warren County Health District for a 1 FTE Tobacco/Nicotine Prevention Specialist. This position has been funded since FY18 and has been housed at the Warren County Health District since FY20.

The board had previously contracted for this position operating under the assumption that county health districts were exempt from OhioMHAS certification since they were independently certified.

After questions to OhioMHAS, the board was told that the health district must be certified by OhioMHAS for prevention, and, if in process of applying for certification could continue to contract if a deadline was set. This decision came in late June, at a point too close to FY21 contracting to make an immediate change. Therefore, the board offered the health district a six-month contract to give the health district some time to apply for OhioMHAS certification by December 31, 2020. Based on conversations and written confirmation from the health department, the health district is on track to have the application submitted by the deadline.

20-102 To authorize the Executive Director to enter into another six-month contract with the Warren County Health District upon verification of the application submission to OMHAS for prevention certification for the time period 1/1/2021 to 6/30/2021 for 1 FTE for the Tobacco/Nicotine Prevention Specialist at a cost not to exceed \$40,000.

Motion: Prendergast Second: Westendorf No opposition Motion carried

CY21 BUDGET AMENDMENT

MHRB is currently the fiscal agent for the Substance Abuse Prevention Coalition's (SAPC) Drug Free Communities (DFC) grant with the Centers for Disease Control (CDC), and would like to transfer this duty to Talbert House effective December 31, 2020 for year two of the award. At this time, it is unclear if the transfer will be completed by the CDC before 12/31/20.

In November the board approved the CY21 budget for the Warren County Auditor's office. This budget included \$6,200 for the DFC grant in case there were invoices that needed to be paid in January. If the CDC does not get the fiscal agent transferred by 12/31/20 MHRB may be required to continue to pay bills until the transfer is completed. Therefore the CY21 budget for ORG 4220 needs revised should MHRB need to continue as fiscal agent.

20-103 To authorize the budget amendment below for CY 2021:

<u>Fund/Function</u>	<u>Description</u>	<u>Incr/(Decr) Change</u>
99544220	Reverse prior budget	(\$6,200.00)
99544220	Revised SAPC-DFC Grant budget	<u>\$30,000.00</u>
	Net increase	<u>\$23,800.00</u>

Motion: Woodrow Second: Mattingly No opposition Motion carried

EXECUTIVE DIRECTOR'S REPORT

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

ADJOURNMENT

20-104 To adjourn the December 9, 2020 board of directors meeting.

Motion: Woodrow Second: Frazer No opposition Motion carried

Secretary

Chairperson