

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

**October 14, 2020**

**Via GoToMeeting/Conference Call**

**BOARD MEMBERS PRESENT**

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

**ABSENT**

Tina Fischer  
Shelley Stanforth

**STAFF PRESENT**

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

**GUESTS PRESENT**

Angela Johnsen  
Amanda Peterson  
Jill Huynh  
Scott Gehring

**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  
Rahul Gupta - here  
Jonathan Westendorf - here  
Tracy Hopkins - here  
Ken Houghtaling - here  
Tiffany Mattingly - here  
Jenni Frazer - here  
Kristin Taulbee - here  
Sarah Kirby - here

**BOARD MEETING MINUTES**

**20-75** To approve the September 9, 2020 board meeting minutes.

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

## **EXECUTIVE SESSION**

**20-76** To move into Executive Session to conference with the board's attorney about pending or imminent court action.

Motion: Westendorf      Second: Gupta

Roll Call Vote:

Marsha Wagstaff - yes

Pat Prendergast - yes

Sharon Woodrow - yes

Rahul Gupta - yes

Jonathan Westendorf - yes

Tracy Hopkins - yes

Ken Houghtaling - yes

Tiffany Mattingly - yes

Jenni Frazer - yes

Kristin Taulbee - yes

Sarah Kirby - yes

Board members adjourned Executive Session and came back onto the record. Rachel Sams joined the meeting during Executive Session.

## **COMMITTEE REPORTS**

### **Compliance Committee**

Jenni Frazer presented the revisions to Governance Policies B-10, B-12 and B-13 that were suggested by the Compliance Committee that met on September 3, 2020.

**20-77** To accept the recommended revisions to Governance Policies, B-10 Discipline, B-12 Agenda Planning, and B-13 Cost of Governance as recommended by the Compliance Committee.

Motion: Gupta      Second: Hopkins      No opposition      Motion carried.

## **MORTGAGE TRANSFER TO 204 COOK ROAD**

The board was asked to authorize the transfer of the mortgage balance through the Ohio Department of Mental Health and Addiction Services (OHMHAS) for the board owned property at 201 Reading Road, Mason, Ohio to the board owned property at 204 Cook Road, Lebanon, Ohio. The request is made so MHRB can be in compliance with the "use of facility" for the behavioral health services clause in the mortgage. The transfer is required since the administrative offices of MHRB moved to the 201 Reading Road location in order to allow both buildings on the Cook Road campus to be used for behavioral health services.

Both the 204 Cook Road and 201 Reading Road properties were vacated by the tenant as of February 28, 2020. The new tenant at 204 Cook Road signed a lease effective July 1, 2020, therefore 4 months of the mortgage need to be recaptured since the properties were empty. MHRB worked with OHMHAS to calculate the balance of the mortgage as of March 1, 2020. This amount of \$45,537.56, upon approval, will be transferred from one property to the other. The balance will be forgiven at a rate of \$479.34 per month for the remaining 96 months of the loan. In addition, 4 months will be added to the length of the mortgage to account for the empty property. The new mortgage will expire on June 1, 2028.

**20-78** To authorize the executive director to sign the mortgage and note to transfer the balance of \$45,537.26 on March 1, 2020 from the 201 Reading Road, Mason, Ohio property (MH342R) to the

204 Cook Road, Lebanon, Ohio property (MH342R-1) effective July 1, 2020. The mortgage and note will expire on June 1, 2028.

Motion: Frazer      Second: Prendergast      No opposition      Motion carried.

**FY21 BUDGET REVISION 1**

The board was asked to approve a budget revision (see attachment #1) to the FY21 operating budget initially approved on June 10, 2020. A majority of the updates to revenue are due to budget cuts that MHRB projected in June due to COVID-19 issues that were left at FY20 levels. Allocations from OHMHAS were not received until July, 2020. See the narrative below regarding the updates made to the FY21 budget based on current information.

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

Category	Difference	Change	Program	Explanation
Levy	Increase \$598,587	10.0%	N/A	Increase to projected levy proceeds for CY21 per Warren County Budget Commission revised projections in August, 2020.
State Mental Health	Increase \$470,516	11.0%	Overall Funding	Increase for most State Mental Health funds due to allocations back to FY20 level - original budget reduced for COVID projection.
			421 Local Gov't Funding	Increase \$24,545 - allocation received 10/9/20. Increase to offset decrease in 5TZ0 general funding.
			643 5TZ0 General Funding	Increase \$8,740 from original reduced estimate-allocation received 10/9/20- decrease of \$14,075 from FY20 level of funding.
			5TZ0 Crisis Infrastructure	Increase \$146,472 - new crisis allocation for FY21 from OMHAS.
			Crisis Stabilization Funds	Decrease \$72,994. Reduction in allocation to the SW Ohio Region for MH crisis stabilization.
			CTP- ReEntry Funding	Decrease \$24,000. No allocation for FY21 funding - Offset by increase of \$24,439 from FY20 rollover funding to FY21.

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

Category	Difference	Change	Program	Explanation
State Substance Abuse (SUD)	Increase \$96,405	16.0%	Overall Funding	Increase for most State Substance Abuse funds due to allocations back to FY20 level - original budget reduced for COVID projection.

			Addiction Treatment Program (ATP)	Decrease \$10,256 no allocation of these funds for FY21 from OMHAS, lower amount carried over from FY20 to FY21.
Federal Mental Health	Increase \$55,642	21.0%	COVID Emergency Crisis Grant	Increase \$36,094 from new funding in FY20 rolled over to FY21 and additional allocation for FY21 for crisis services related to COVID issues.
			FEMA Grant-RSP	Increase \$20,000 for new FY21 grant for education & awareness of BH services promotional campaign.
Pass Thru Funds	Increase \$14,175	5.0%	Forensic Evaluation Service Center	Increase \$14,175 for new allocation of Federal Mental Health Block Grant funds to support additional competency evaluations for Common Pleas Courts.
Other Revenue	Increase \$56,297	11.0%	Rental Income	Decrease \$11,894 for adjustment to actual lease amount and waiver of rent on 204 Cook Road for July.
			Grant-Federal Engage FFY19	Increase \$26,817 for additional allocation of FFY19 funds not originally spent and re-allocated for FFY20.
			Grant - Interact for Health	Decrease \$10,000 for Cordata software license fee paid in year 3 directly to Cordata by OMHAS grant.
			Other/ Reimbursements	Increase \$47,500 for promotional campaign reimbursement for the RAB - MHRB acting as fiscal agent for the campaign.

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

Category	Difference	Change	Program	Explanation
Administration	Decrease \$27,297	3.0%	Personnel	Decrease \$52,697 for salary and related benefit costs of staff. Based on time study moved cost from administration to community services expense. Includes 3% staff increase and market adjustments.
			Professional	Increase \$23,000 for additional legal fees
Community Related	Increase \$152,941	21.0%	Other Activities-Personnel	Increase \$93,251 for salary and related benefit costs of staff. Based on time study moved cost from administration to community services expense. Includes 3% staff increase and market adjustments.
			Promotional	Increase \$20,000 for promotional campaign costs for the new RSP/FEMA grant.

			Other Activities	Decrease \$10,000 for license fee to Cordata, paid directly by OMHAS in FY21.
			Other Activities	Increase \$47,500 for promotional campaign costs for the RAB-MHRB acting as fiscal agent for the campaign.

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

Category	Difference	Change	Program	Explanation
Contract Services - Provider Contracts:	Increase \$112,500	15.0%	Other Providers	Increase in Abuse Rape Crisis Shelter (ARCS) contract for Warren & Clinton collective impact consulting services.
Other Services:	Decrease \$169,979	-5.0%	Grant-K12 Prevention Expenses	Decrease \$112,500 - transfer expense to ARCS contract for Collective Impact Consultation - using K12 prevention funds for this cost.
			Grant - Crisis Stabilization - (MH/SUD)	Decrease \$31,223 for reduction in allocation for FY21 crisis stabilization funds for MH and SUD inpatient services.
			Other & Misc Services	Decrease \$18,655 in projected ATP/Medication expenses due to reduction in FY21 allocation and FY20 carryover.
Pass Thru Services	Increase \$14,175	5.0%	Forensic Evaluation Service Center	Increase \$14,175 for new allocation of Federal Mental Health Block Grant funds to support additional competency evaluations for Common Pleas Courts.

Overall decrease in net loss from \$1,876,194 to \$673,630 due mainly to increased revenue. MHRB projected 10-20% less due to unknown impact COVID would have on both Levy projections and OHMHAS allocations.

**20-79** To approve the proposed budget revision #1 to the Operating, Capital and Contract Budget for the period 7/1/20-6/30/21.

Motion: Gupta      Second: Woodrow      No opposition      Motion carried.

**CY20 APPROPRIATION ADJUSTMENTS**

Adjustments in MHRB appropriations shown at the Warren County Auditor's office are needed to cover expenditures in excess of original estimates based on the calendar year budget. These differences are due mainly to timing differences between MHRB's regular fiscal year budget and the calendar year budget done for the county.

Appropriations are approved each fall by the board to coincide with the County's January - December fiscal year. Supplemental appropriations move funds out of "current available unappropriated certification" and make it available to write purchase orders for expenses. Appropriation adjustments move funds between accounts and do not impact the amount available in cash.

**20-80** To authorize the appropriation adjustment/budget amendment below for CY 2020:

<u>Fund/Function</u>	<u>Description</u>	<u>Incr/(Decr) Change</u>
99544210-5102	Salaries	\$ 100,000.00
99544210-5811	PERS	\$ 7,000.00
99544210-5820	Insurance	\$ 14,000.00
99544210-5871	Medicare	\$ 1,500.00
99544210-5400	Purchased Services	\$ 50,000.00
99544210-5910	Dues & Fees	\$ 10,000.00
99544220-5400	SAPC – purchased services	\$ 430.00
99544255-5400	Contract Services	<u>\$(182,930.00)</u>
Total		0.00

Motion: Frazer    Second: Houghtaling    No opposition    Motion carried.

Sarah Kirby left the meeting.

### **REPORTS**

Colleen Chamberlain presented her Executive Director Report dated October 14, 2020 to the board of directors.

Patti Ahting presented the FY20 year-end KPI report.

### **ADJOURNMENT**

**20-81** To adjourn the October 14, 2020 board of directors meeting.

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

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Secretary

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Chairperson