



Delaware-Morrow Mental Health & Recovery Services Board

Supporting Wellness. Building Hope. Transforming Lives.

Finance Committee Meeting Minutes

Thursday, December 15, 2022 5:30 p.m. | In-person

Delaware Area Chamber of Commerce | 2 Troy Road, Delaware, OH 43015

1. **Call to Order:** *Marnie Whaley-Buckel, Finance Committee – Acting Chair*

The meeting was called to order at approximately 5:30pm. Chair Jeremiah Wagner excused.

2. **Roll Call:** *Ian Ferguson, Administrative Assistant*

Roll was called, which determined a quorum was met.

Committee Members Attending: David Black, Zachary Miller, Benjamin Winkler, Trevor Thomas, Marnie Whaley-Buckel

Board Members Attending: Lynnette Cook, Robert Horrocks, Crystal Mazza, Samuel Stahl (5:45pm)

Board Members Excused: Jeremiah Wagner, Kathleen Johnson

Board Members Unexcused: None

Staff Present: Deanna Brant, Ian Ferguson, Kyle Lewis, Rhianna Mattix, Karen Mohr, Kim Bood, Susan Hannahs, Lisa Dooley, Kristan Warren (virtual)

Finance Consultant Present:

Denise Casto (in Person) – Clark Schaefer Hackett

Provider Representatives Present:

- Diane Bricker, (in person) -- Safe Harbor, The Group of Delaware
- Adam Rowan (virtual) – Maryhaven
- Michael Garey (virtual) – PASS
- Wendy Williams (virtual) – Southeast Healthcare
- Matthew Walls (virtual) – Jacob's Way

Guests:

- Eric Penkel – Director, Delaware County Guardianship Services Board

3. **Approval of Agenda:** *Marnie Whaley-Buckel, Finance Committee – Stand-in Chair*

Jeremiah Wagner is out sick, Marnie Whaley-Buckel is acting committee chair. Marnie Whaley-Buckel asked if there were any additions or corrections to the agenda as presented.

Motion:

To accept the Finance Committee Meeting Agenda as presented.

Moved By: David Black

Seconded By: Zach Miller

Motion carried: 5-0

4. FY2023 Finance Reports October and November 2022: Denise Casto, Clark Schaefer Hackett**October**

- Denise Casto provided financial reporting and review of Dashboard and Financial packet for October 2022.
- Most Big 12 Contracts, based on fiscal year, providers trending under budget.
 - Most trending under budget
 - Deanna Brant pointed out that billing gets back logged in July with expected catch up by November and this FY, that has not been the case for most providers.
- Deanna Brant pointed out we are at a 75.7% drawdown from providers YTD. This is pretty good with some legacy numbers being far below that at this point in the fiscal year.

November

- Denise Casto provided financial reporting and review of Dashboard and Financial Packet for November 2022.
 - Big 12 Providers: Big Brothers/Big Sisters and Cornerstone of Hope outgoing payment this month.
 - Added Amended increases to the budget amounts this month.
 - At 80% drawdown in November.
- Deanna Brant pointed out that the Cash Balance YTD at the end of November is 1.13% below the board's reserve minimum dictated by our Cash Reserve Policy. Cash Balance range is due for recalculation in January. It is up to the Finance Committee's discretion as to whether we need a motion to waive the compliance of the Cash Reserve Balance Policy or recalculate in January and see where we stand.
- Zach Miller recalled that we reiterated on the Policy several times and does not remember if the Reserve fell below the minimum amount that it was more of an awareness than taking immediate or prescriptive action.
- Deanna Brant recalled that the board waived the cash balance minimum when the reserve fell below the policy when the board approved the purchase of Stover Drive. That could have been specific to that one purchase not based on compliance with the policy.
- Deanna Brant reviewed the Policy and Zach is correct, policy is meant to be non-binding and not meant to be construed as a dictate. No motion needed if the finance committee agrees.

Motion:

The Finance Committee recommends that the full board accept the October and November 2022 Finance Reports as presented.

Moved By: David Black

Seconded By: Zach Miller

Motion carried: 5-0

5. CY2023 Delaware County Guardianship Services Board Renewal, Deanna Brant, Executive Director/Eric Penkal, Director GSB

- Deanna Brant reviewed that this is an agreement between DMMHR SB, the Delaware County Probate Court and Delaware County Board of Developmental Disabilities for shared funding with the Guardianship Services Board for adults that need guardianship in Delaware County. DMMHR SB passed a resolution as in September 2021 to issue partial funding to the Guardianship Board in the amount of \$35,176. They have requested \$44,027 in CY2023, an increase of approximately 25% which was expected. DMMHR SB has one board member appointed to the Guardianship Board for a 3-year term.
- Two recommendations for Year 2:
 - Increase in shared funding up to \$50,000 for CY2023. This exceeds the request by \$5,973 but will allow some cushion in a year 2 pilot program.
 - Change the appointment term of the board member appointed by DMMHR SB to end December 31, 2024.
- Comments from Eric Penkal, Director of Guardianship Services Board who started October 3. "Building a new public program." The GSB has offered a position to their first social worker. She has tentatively accepted and is supposed to start January 9, 2023. The GSB first day in court will be on January 13, 2023 and will also be the first day taking clients. Eric thanks this board for their support. There are about 12 Guardianship boards across the state right now. This program is modeled after Franklin County's Guardianship Services Board. The need for this Board comes out of volume of cases, restrictions on the number of cases that a guardian may oversee and a history in another county of mismanagement of guardianships by attorneys.
- Deanna Brant pointed out there is a great need for this service.
- Robert Horrocks asked about the caseload and growth potential.
 - Eric Penkal said in his interview with the Judge for the position, the judge indicated there could be 20 cases on day one. He said they will have as many clients/wards as is necessary and as the community partners will help us fund. Per social worker that will be 35-40 and by the end of calendar year 2023 he expects to have 75-100 cases.
- Deanna Brant stated that this is a shared funding model. The board provides the GSB funding, then they draw it down as needed proportionate to cases that are within behavioral health.

Motion:

The Finance Committee recommends that the full Board authorize the renewal of the CY2023 Delaware County Guardianship Services Board Renewal Contract.

Moved By: David Black

Seconded By: Benjamin Winkler

Motion carried: 5-0

Motion:

The Finance Committee recommends the termination of the Delaware-Morrow Mental Health and Recovery Services Board current Guardianship Services Board appointment of Adam Moore on 12/31/2024.

Moved By: Benjamin Winkler
Second: David Black
Motion carried: 5-0

6. DMMHRSB CY2021 Board Audit: *Deanna Brant, Executive Director*

- Deanna Brant explained we have shared the findings in prior Board meetings, so no new information. Staff can answer any questions and we also need a Finance Committee Motion to accept the DMMHRSB CY2021 Audit Report.
- Marnie Whaley-Buckel asked for a recap.
- Deanna Brant explained we had to address two things.
 - We had to change how we classified revenue coming from our shared agreements and reached a threshold where we could no longer classify them as miscellaneous. We made this change before the end of the Audit, and still had a management letter regarding that.
 - And there was a reporting function we had to update related to 90% capacity in our SUD providers. This had also been corrected before the end of the audit.

Motion:

The Finance Committee agrees to accept the DMMHRSB CY2021 Board Audit, as presented from the December 15, 2022 Finance Committee.

Moved By: Benjamin Winkler
Seconded By: Zach Miller
Motion carried: 5-0

7. CY2023 Appropriations Budget: *Denise Casto, Finance Consultant/Deanna Brant, Executive Director*

- Denise Casto: Pages 59-60 of the Finance Board packet is the CY2023 Appropriations Budget that will be submitted to the County as our Calendar Year Annual Budget.
- Highlights of this budget are:
 - CY2022 budget vs. CY2023 budget
 - Revenue:
 - Reviewed dollar amount coming in from Revenue
 - Increase in Real Property Tax related to increase in Levy Amount, first payment increase is expected in Feb/March payment
 - Federal grants based on OhioMHAS standard allocations
 - SOR has not been awarded by the state yet, but they've given us the anticipated amount; that is included in budget revenue
 - Revenue estimate based on standard grants received.
 - Expenses: largest part of the increase is Compensation; Deanna Brant to review
 - Decrease in Contracted Professional line item
 - Coalition Coordinator – Drug Free Delaware compensation moved from Contracted Professional to salary expense
 - Software and Computer Services/Rental/Utilities Expense increase relates to consideration for potential new office space

- David Black asked about comparing the Actual FY2023 budget vs the CY Appropriation budget
- Denise Casto replied she took the form from last year and updated it. Deanna said we can consider this revision.
- David Black commented it would be helpful going forward to have a breakdown of the client services line item because that's the biggest expense.
- David Black commented that if you're asking us to approve this today then we don't have that information.
- Deanna Brant commented that will be included to a certain extent in the revised Board Budget that is coming back to the Board in January.
- Denise Casto commented that since this is for the calendar year, it becomes a little difficult in that we estimate the amount we're getting from the state for FY2024. We're estimating that amount for ½ a year and there are a lot of assumptions made. If we're doing calendar year, we may have to adjust Appropriations budget after June.
- Deanna Brant replied that yes, sometimes we do adjust the appropriations budget if we come close to exceeding one of these line items.
- Zack Miller commented that this is what the county requires us to provide and appreciates that this is our best guess.
- Denise Casto explained that these amounts are a stopgap meaning that we can't create another Purchase Order over the amount of each line item.

Motion:

The Finance Committee recommends that the full Board approve adoption of the projected revenue and expenditures for the CY2023 Board Appropriations, as presented from the December 15, 2022 Finance Committee.

Moved By: Zach Miller

Seconded By: David Black

Motion carried: 5-0

8. CY2023 Schedule A Tax Collection and Estimated Revenues: *Deanna Brant, Executive Director*

- Deanna Brant stated that once a year, the Board is asked by the County Auditor to pass a Resolution that authorizes them to collect property taxes on behalf of the Board at the millage rate that is in the current levy. The Resolution is included in the board packet with the Schedule A that determines what the level of revenue that will be generated by the collection of this levy.
- Staff recommends that the full Board adopt the resolution for the collection of the Board's 1.5 Mill property tax, for the Calendar Year 2022 tax year, to be collected in Calendar Year 2023.

Motion:

The Finance Committee recommends that the full Board approve the resolution for the collection of the Board's 1.5 Mill property tax, for the Calendar Year 2022 tax year, to be collected in Calendar Year 2023.

Moved By: Benjamin Winkler

Seconded By: David Black

Motion carried: 5-0

9. First Quarter FY2023 Special Services Report: *Rhianna Mattix, Associate Director*

- Rhianna Mattix reviewed the First Quarter FY2023 Special Services Report. Report timeline is FY2019 through the end of September 2022. To ensure provision of services during Twin Valley's limited admissions during the pandemic, OhioMHAS is still providing reimbursement for individuals requiring hospitalization. To date in FY2023, this agreement allowed the Board to secure 90 bed days for 17 indigent patients without expending levy dollars.
- We did expend our allowance for indigent hospitalization through the end of this calendar year, so we have earmarked all of those currently involved covered by those funds except three patients that we've covered for an estimated 14 bed days through today. Part of the shortfall is that several patients have had longer stays than were anticipated.
- FY2022 looked a little short, because there is an additional \$27,480 for a shared agreement for Youth Services in FY2022 between April and the end of June. That amount was added to FY2022 that was offset from OhioMHAS. We are still under budget for last Fiscal Year.
- Deanna Brant commented that if we bring the Appropriations budget back for adjustment one thing that may change in CY2023, if the Board approves the shared funding agreement with FCFC for youth placements, it will shift down the special services budget by that amount because those expenses will be accounted for elsewhere in the budget.

Motion:

The Finance Committee agrees to accept the First Quarter FY2023 Special Services Report, as presented from the December 15, 2022 Finance Committee.

Moved By: Benjamin Winkler

Seconded By: Zach Miller

Motion carried: 5-0

10. 2nd Half FY2023 – Access Ohio Master Residential Agreement: *Deanna Brant, Executive Director*

- Deanna Brant stated that we have a master agreement that covers our contract relationship with ACCESS Ohio to allow preauthorized adult admissions to the STAR Center Type I Residential. The per diem rate is still \$250.56. This appears on the agenda twice a year because there have been occasions when we have challenges with this facility. We review the agreement more frequently than we review other residential master agreements. Staff are asking for that to be approved for January 1, 2023 through June 30, 2023.
- This master agreement does not authorize anyone individual admission -- a specific adult that's been referred for admission will have a single case agreement, the exact dollar amount and time frame are included, and staff signs off on those.

Motion:

The Finance Committee recommends renewal of the Second Half FY2023 Master Agreement with ACCESS Ohio at a rate of \$250.56 per diem, with the condition that such admissions be pre-approved by the Associate Director or designee.

Moved By: Benjamin Winkler
Seconded By: David Black
Motion carried: 5-0

11. FY2023 Southeast Healthcare Re-Entry Coalition Proposal: *Deanna Brant, Executive Director*

- Deanna Brant explained the proposal. Delaware County had a Re-Entry Coalition that was housed at Adult Court Services here in Delaware. After 10 years of that Coalition being administered by the courts, the coalition coordinator left to work at Safe Harbor. The board staff are members of the Coalition, not the administrator or the fiscal agent, but a 1 vote member. The Coalition met several times had multiple discussions with the court and various other parties about where this Coalition would then live, the court chose not to continue at that point. Diane Bricker in her new role sought a community partner for whom this program would be good fit. Ultimately, in FY2023 the board had asked Southeast Healthcare to integrate some of our otherwise outside funded reentry services into their contract and they did so. At that point, Southeast proposed picking up the hosting of the Coalition. The Coalition worked; they have the ability to do some work in Morrow County. The Coalition had written a grant right before the departure of the coordinator. That grant, from the Ohio Dept. of Rehabilitation and Correction, required expansion into Morrow County. The board is incredibly invested in having that occur. We made a case to the state that these services make sense to be in both places and wanted that to be the outcome. Southeast Healthcare is invested and willing with a long history of reentry service provision. Unfortunately, the result was the ODRC chose not to issue that funding. The proposal is for persons who is already working in Morrow County who already do reentry work and will add the additional time for this.
- Wendy Williams commented “We already tied in with Coalition work that would be able to take this on quickly. We are not adding new staff it’s just adding to a role.”
- Deanna Brant commented this is cost effective because they are integrating it into other re-entry services that they have.
- Staff are recommending that the Coalition be hosted by Southeast at the cost listed.

Motion:

The Finance Committee recommends the approval of the FY2023 Southeast Healthcare Re-Entry Coalition Proposal, as presented in the December 15, 2022 Finance Committee.

Moved By: David Black
Seconded By: Trevor Thomas
Motion carried: 5-0

12. CY2023 Delaware County Family and Children First Council – Shared Funding: *Deanna Brant, Executive Director*

- Deanna Brant stated that the Board had annually allocated about \$10,000 to the Delaware County Family and Children First Council for purposes around personnel and service coordination. We did not present a funding agreement yet for FY2023. Instead, staff are recommending a shared funding agreement.
- When a youth needs a higher level of care that goes in front of Family and Children First Council for consideration for funding, board staff are part of that funding process. We have

to draft an agreement, sometimes have counsel review, then send to all parties for execution and discussion about how funding will work. It is an inefficient process. We did some research about how shared or pooled funding works in other communities. Some larger counties do pooled funding. The board give a fixed amount to their FCFC every year and then FCFC draws against that pooled funding for each behavioral health case. If board approved, the approval protocol will remain in place with our liaison to those committees approving funding. The projected board share will become \$89,663.82. This will be a shift of dollars from special services for which we are currently paying for individual case agreements. Job and Family Services in Delaware County will track and report on the funding and the board staff will have outcomes.

- Zach Miller commented that the expenses in the funding are easily identifiable for shared funding agreements but questioned how the service coordination amount was calculated -- to the penny.
- Deanna Brant stated that JFS did a percentage calculation of the total number of service coordination hours now that are related to mental health cases. It is an estimate and the expenses were far exceeding our allocation for the service coordination time for mental health cases. This is Year 1 and in the same way the Guardianship Services Board calculated our share of that pooled funding, if this projection is off, we can adjust at that time.
- Zach Miller asked if this is a case in which we give the full allocation early, then draw down and Deanna Brant said it is. JFs will track the spend down accordingly.

Motion:

The Finance Committee recommends the approval of the CY2023 Delaware County Family and Children First Council – Shared Funding Agreement, as presented from the December 15, 2022 Finance Committee.

Moved By: Benjamin Winkler

Seconded By: David Black

Motion carried: 5-0

13. FY2023 Delaware County Jail MAT Program Proposal: *Deanna Brant, Executive Director*

- Deanna Brant stated that in FY2022 the board applied for State Opioid Response funding to fund addiction medication for Delaware County jail inmates. A program was developed and approved for about \$88,000 in funding. The jail then reportedly paused the medical staff capacity to do the edibility screening and the dollars were not spent. For FFY2023, the jail has appropriate staffing capacity and have requested that once approved by OhioMHAS, this program would be fully funded by State Opioid and Stimulant Response funds for \$179,569.41. We are recommending an agreement that would allow them to draw down those finds for medication assisted treatment medication and services in the Jail.
- Denise Casto commented another psychotropic drug reimbursement program has opened up in MAT, is any of that going to be used. Deanna Brant responded that they may bill that first. This will be for nonallowable expenses under that.

Motion:

The Finance Committee recommends the approval of the FY 2023 Delaware County Jail MAT Program Proposal, as presented from the December 15, 2022 Finance Committee.

Moved By: David Black
Seconded By: Zach Miller
Motion carried: 5-0

14. Adjournment: *Marnie Whaley-Buckel, Finance Committee – Acting Chair*

Marnie Whaley-Buckel asked if there any other business the Board wished to conduct and hearing none, the meeting was adjourned at approximately 6:24 by unanimous consent.



Susan Hannahs, Fiscal Specialist



Marnie Whaley-Buckel
Finance Committee Chair – Acting