

DELAWARE-MORROW MENTAL HEALTH & RECOVERY SERVICES BOARD

Minutes of Board Meeting
December 8, 2016

Board Office
Delaware, Ohio

1.) ROLL CALL: *Del Robeson, Chair*

Board Members Present:

| | |
|------------------|----------------------|
| Melinda Burgeson | Kathleen Schnipke |
| Linda Gordon | Carolyn Slone |
| Lynn Stacy | Cynthia Tizzano |
| Vanessa Marks | Marnie Whaley-Buckel |
| Adelbert Robeson | |
| John Schiller | |

Board Members Excused:

| | |
|-------------|---------------|
| Brian Smith | Stephen Serio |
| Jane McCray | |

Staff Present:

| | |
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| Steve Hedge | Paul Damron |
| Amy Hill | |
| Shirley Robinson | |

Guests Present:

Jim Wilson, Del-Mor Dwellings Corp.
Dawn Kuhn, Southeast/COVA
Sue Scott, Safe Harbor
Cindy Ison, Southeast/COVA
Sue Hanson, HelpLine
Rich Steele, Maryhaven
Shawn Crosbie, Central Ohio Mental Health Center
Beth Kantner, Central Ohio Mental Health Center Board Member
Sandy Stephenson, Southeast/ COVA
Steve Atwood, Southeast/COVA
Bill Lee, Southeast/COVA
Julie Erwin Rinaldi, Syntero
Stephanie Patrick, Syntero
Sara Harrison-Mills, Syntero

2.) INTRODUCTIONS & PUBLIC COMMENTS: *Del Robeson*

There were no public comments.

3.) APPROVAL OF AGENDA: *Del Robeson*

There were no additions or corrections made to the Agenda for the December 8, 2016, Board meeting. Approval was requested.

MOTION Carolyn Slone moved that the Agenda for the December 8, 2016, Board Meeting be approved as presented. Seconded by Vanessa Marks. Motion carried.
16.12.01

- 4.) **MINUTES OF THE PREVIOUS BOARD MEETING:** *Kathleen Schnipke, Secretary*
Minutes of the October Board meeting were included in the Board packet. There were no additions or corrections made to these minutes. Acceptance was requested.

MOTION Lynn Stacy moved that the minutes of the October 13, 2016, Board Meeting be accepted as presented. Seconded by Mindy Burgeson. Motion carried.
16.12.02

- 5.) **MONTHLY REPORTS:** *Shirley Robinson, Finance Director*
Monthly Reports for the months of October and November, 2016, were included in the Board packet.

October, 2016:

A. Receipts & Disbursements:

We began the month of October with a balance of \$13,001,377.04. We received \$96,713.35 and disbursed \$745,216.97 during the month; giving us an ending balance of \$12,352,873.42.

B. Board Expense Report:

In the Percent Budget column where we are over 100% (8.3%/month), we are over budget in that particular expense. The Board is currently at 4.57%. The Providers are at 7.56%. Total year-to-date expenses for the month of October are at 20.54%. Line items 51-109 represent what the Providers have not earned in their FY 2016 contracts as of October 31, 2016 (5th column). Shirley pointed out that during the month of October, 93% of funding went to Providers and 7% to Board administration and support services.

C. Review of List of Bills :

Total on the List of Bills for October was \$745,216.97. The following items were addressed as out of the ordinary for the month: Gan2Fair Investments, cost of food and Room Rental for the annual meeting.

D. Provider Contract Services Report:

Shirley did not include a Provider Contract Services Report for the month of October, 2016. .

November, 2016:

A. Receipts & Disbursements:

We began the month of November with a balance of \$12,352,873.42. We received \$451,400.26 and disbursed \$639,448.02 during the month; giving us an ending balance of \$12,164,825.66. There was no further discussion on this report.

B. Board Expense Report:

In the Percent Budget column where we are over 8.3% (8.3%/month), we are over budget in that particular expense. The Board is currently at 5.92%. The Providers are at 6.16%. Total year-to-date expenses for the month of November are at 4.73%. Shirley pointed out that during the month of November, 91% of funding went to Providers and 9% to Board administration and support services.

C. Review of List of Bills :

Total on the List of Bills for November was \$639,448.02. The following items were addressed as out of the ordinary for the month: Morrow County Job & Family Services Respite Services Grant.

D. Provider Contract Services Report:

The "Blue" report gives a snapshot of where each of the Providers is year-to-date in their contract by dollar and percentage (Non-Medicaid). In FY 2017 Year-to-Date percentages for

each Provider are as follows: HelpLine is at 35% of their contract ; RPR is at 16% of their contract; COMHC is at 30% of their contract; Del-Mor Dwellings is at 31% of their contract; Turning Point is at 54% of their contract ; The Group of Delaware is at 30% of their contract; Southeast/COVA is at 18% of their contract; Maryhaven is at 23% of their contract; Opening Doors is at 27% of their contract.

MOTION
16.12.03 Marnie Whaley-Buckel moved that the Board receive the Monthly Financial Reports for the months of October & November, 2016, as read. Seconded by Vanessa Marks. Motion carried.

6.) **OLD BUSINESS:**

A. **Committee Reports:**

Executive Committee: Del Robeson

The Executive Committee met on December 5, 2016. There was no verbal report. The meeting will be discussed in Executive Session.

Joint MH/AOD Planning/Finance Committee: Vanessa Marks, Planning Committee Chair

Minutes from the October 13, 2016, Joint Planning/Finance Committee meeting were included in the Board packet. The verbal report was given and Board action was previously taken on the required items at the October Board meeting.

Acceptance of the written minutes from the October 13, 2016, Joint Planning/Finance Committee meeting was requested.

MOTION
16.12.04 Lynn Stacy moved that the Board accept the minutes from the October 13, 2016, Joint Planning/Finance Committee meeting as written. Seconded by Melinda Burgeson. Motion carried.

Joint MH/AOD Planning/Finance Committee: Vanessa Marks, Planning Committee Chair

The Joint Planning/Finance Committee met prior to the December Board meeting. The following items were discussed:

A request to make a CY 2016 Delaware County appropriation transfer of \$5,000 to benefits, in order to cover the additional benefit costs for the part-time, temporary employees.

A request to approve the CY 2017 Delaware County budget and appropriations for submission to the Delaware County Auditor.

Two agencies were presented for consideration in expanding the provider network to increase and enhance services. One is Syntero who submitted a proposal to provide treatment services for children, adolescents and families. The other is Southeast who submitted a proposal to provide treatment services for adults with severe and persistent mental illness. Both agencies gave a presentation about their agency and their proposal.

A request for approval of a portion of the funding (\$3,300) for the Youth Risk Behavior Survey (YRBS) to be given to Delaware County School Districts in partnership with the Districts, Delaware General Health District, and Drug-Free Delaware.

A request for approval of a standardized agreement to be used for adults with severe and persistent mental illness who are Board funded to live in specific adult care facilities (ACF).

A request for approval of the annual renewal of the agreement with Health Factors for the MyOutcomes subscription that is used by provider agencies in implementing Feedback-Informed Treatment (FIT).

A request for approval of the FY 2017 Board Budget as revised to cover increased personnel costs and the expansion of the provider network.

Updates on the status of Central Ohio Mental Health Center were presented and discussed.

It was noted that FY 2016 provider audits are either completed or being completed and will be given to the Board for review in January or February 2017.

(For additional information, see the minutes from the December 8, 2016 Joint Planning/Finance Committee Meeting.)

The following motions resulted from the December Joint Planning/Finance Committee Meeting:

A resolution to join the Planning and Finance Committee Meetings into a joint session.

- The Joint Committee recommends that the Board approve the transfer of \$5,000 from Object Code 71952501-5800 (Transfers) to Object Code 71952501-5100 (Benefits) for the Board's CY 2016 appropriations.
- The Joint Committee recommends that the Board adopt the projected revenues and expenditures for the Calendar Year 2017 Board Appropriations, as presented by Board staff, and submit the Board Appropriations to the Delaware County Auditor.
- The Joint Committee recommends that the full Board accept the Syntero proposal for Youth and Family Services and enter into a contract for the balance of FY 2017 in the funding amount of \$126,781.
- The Joint Committee recommends that the full Board accept the Southeast proposal for expanded mental health services and to increase funding in the FY 2017 Southeast contract by \$185,258 for a FY 2017 total contract amount of \$ 700,173.
- The Joint Committee recommends that the Board approve \$3,300 for the DMMHRS Board's share of the Delaware County YRBS survey project.
- The Joint Committee recommends that the Board adopt the revised adult care facility (ACF) agreement format and procedure for ACF placements and fiscal arrangements. The Joint Committee recommends that the Board authorize the Executive Director to enter into the ACF agreement with Fairview Adult Group Home, Buckeye Family Residential Care Facilities, Oasis Community Home, and Thatcher Establishments for the period January 1, 2017 thru June 30, 2017.
- The Joint Committee recommends that the Board authorize the Executive Director to renew the 1-year agreement with Health Factors in the amount of \$7,803 for the MyOutcomes web-based subscriptions that supports FIT.

Approval of the above motions from the December 8, 2016, Finance Committee meeting was requested.

MOTION
16.12.05

Marnie Whaley-Buckel moved that the above motions be approved by the full Board as approved by the Joint Committee at their meeting on December 8, 2016. Seconded by Lynn Stacy. Motion carried.

Acceptance of the verbal report from the December 8, 2016, Joint Committee meeting was requested.

MOTION
16.12.06

The Committee moved that the Board accept the verbal report from the December 8, 2016 Joint Committee Meeting as stated. Seconded by Melinda Burgeson. Motion carried.

B. Staff Reports:

Executive Director's Report: Steve Hedge, Executive Director

Board Members were thanked, especially the co-chairs, for all their hard work in the successful levy campaign.

BH Re-Design continues to move forward. There have been some rate changes for physicians and nurses, increasing their rates.

The state budget will be revealed at the end of January.

In January there is a statewide BH Conference sponsored by OHMAS and OACBHA. Information will be sent out to Board Members in case they are interested in attending.

The FY 2017 DMMHRSB Community Plan was approved by OHMAS. The DMMHRSB Continuum of Care met the requirements. This Board was only one of thirteen Boards in the state that met the requirements.

Recruitment to fill the vacated membership of Jerry Seaman has begun. It was noted that his wife passed away last week.

The Public Records Committee is scheduled to meet in two weeks to review the current records retention schedule for updating.

The DMMHRSB new website is under development. Currently it is down due to switching sites which caused a conflict between the site vendor and the GOSH system.

The DMMHRSB received a \$200 private donation in appreciation of the efforts to treat opiate addiction. A thank you was sent. The donor wishes to remain anonymous.

A brief update on Missy's status and Board staffing was given, as well as a thank you to staff.

The next Board Meeting is scheduled for January 12, 2017. There will be a work session prior to the meeting with the focus on succession planning and training.

The Warming Center is opening tonight for the first time this winter due to the cold temperatures.

The Re-Entry Initiative is moving forward with good collaboration and no government funding.

Care Management Director's Report: Paul Damron, Care Management Director

The Care Management Director's Report for FY 2017 through the month of November, 2016, was in the Board packet.

The Board's Specialized Services Fund (transport/inpatient/adult residential/kid care) has \$225,170 of \$371,256 remaining in FY 2017. In the TVBH (other State Hospitals) bed day area the Board has used approximately 628 of the 1,500 days in FY 2017 year -to- date. Detox used 135 of 300 days and SUD Residential used 70 of 160 days in FY 2017 year -to- date.

7.)

NEW BUSINESS: Membership

This was the first reading of the changes to the personnel policies.

8.) **EXECUTIVE SESSION: Del Robeson**

MOTION Marnie Whaley-Buckel moved that the Board adjourn into Executive Session at 9:08 P.M. to discuss staff issues. Seconded by Carolyn Slone. Motion carried with the following roll call vote:
16.12.07

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| Melinda Burgeson | Yes | Kathleen Schnipke | Yes |
| Linda Gordon | Yes | Carolyn Slone | Yes |
| Vanessa Marks | Yes | Lynn Stacy | Yes |
| Adelbert Robeson | Yes | Cynthia Tizzano | Yes |
| John Shiller | Yes | Marnie Whaley-Buckel | Yes |

MOTION Mindy Burgeson moved that the Board reconvene from Executive Session at 9:55 P.M. Seconded by Vanessa Marks. Motion carried with the following roll call vote:
16.12.08

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|------------------|-----|----------------------|-----|
| Melinda Burgeson | Yes | Kathleen Schnipke | Yes |
| Linda Gordon | Yes | Carolyn Slone | Yes |
| Vanessa Marks | Yes | Lynn Stacy | Yes |
| Adelbert Robeson | Yes | Cynthia Tizzano | Yes |
| John Shiller | Yes | Marnie Whaley-Buckel | Yes |

As a result of the executive session, approval of the following motions was requested:

MOTION Carolyn Slone moved that the Board authorize a **3%** base salary increase for all permanent staff positions except the executive director position effective January 1, 2017. Seconded by John Schiller. Motion carried.
16.12.09

MOTION Marnie Whaley-Buckel moved that the Board adopt the Ohio Public Employees Retirement System (OPERS) vacation conversion plan for all eligible Board staff up to a maximum of **80 hours** of vacation leave to be effective for Calendar Year 2017. Seconded by Vanessa Marks. Motion carried.
16.12.10


MOTION Cynthia Tizzano moved that the Executive Director be authorized to contract with a temporary employee(s) and/or add additional hours for the office manager to fulfill the duties of the administrative assistant during the period January 1, 2017 through March 7, 2017, if needed. Seconded by Lynn Stacy. Motion carried.
16.12.11


9.) **Approval of Revised FY 2017 Board Budget**
MOTION Marnie Whaley-Buckel moved that the Board revise the FY 2017 Board budget to reflect the recent Board actions. Seconded by Lynn Stacy. Motion carried.
16.12.12

10.) **ADJOURNMENT: Lynn Stacy**
MOTION Lynn Stacy moved that the December 8, 2016, Board meeting be adjourned at 10:15 P.M. Seconded by Vanessa Marks. Motion carried.
16.12.13

Respectfully Submitted,

Amy S. Hill
Associate Director


Adelbert Robeson, Chair


Kathleen Schnipke, Secretary

NEXT BOARD MEETING: January 12, 2017, 7:30 P.M., DMMHRSB Office, Delaware