

## Fairfield County ADAMH Board

Minutes of the February 28, 2017, Board meeting held at ADAMH Board office, pursuant to notice mailed to all Board members.

Erin Roylance, D.O., Chairperson, called the meeting to order at 6:35 pm with a quorum present.

### ROLL CALL

#### PRESENT

Jonathan McCombs, Ph.D., Joe Palmer, Sheri Perry, Jean Reed, Erin Roylance, D.O., Joseph Sidon, Jennifer Smith, Jennifer Yancey

#### ABSENT

Jodi Andes, Sam Hurley, Trisha Whetstone

#### STAFF

Rhonda Myers, Nadine Carroll, Patti Waits, David Stretton, Ph.D., Maureen Keller, Toni Ashton, Martha Pool

#### GUESTS

Lisa Wells, Janet Crabtree, Kristin Ankrom, Kim Devitt, Tessie Swain, Trisha Farrar, Kenton Beachy, Marla Hurst, Meghan Arnold, Suzanne Capitini, Miranda Zircher, Tony Motta

Chairperson Roylance asked guests to introduce themselves.

Presentations to give board members an overview of agencies from which we currently purchase services were made by the following agency representatives:

Janet Crabtree – representing Lutheran Social Services

Kristin Ankrom – Executive Director of 211/Information & Referral

Marla Hurst – representing Tyler's Light

Chairperson Roylance asked the board members to review the January 24, 2017, board minutes.

### RESOLUTION NO. 2-28-17-1

**Be it resolved upon motion by J. Palmer and second by J. Sidon to approve the minutes from the January 24, 2017, board meeting. Motion was unanimously approved.**

#### FINANCE COMMITTEE

Chairperson Perry reported that the committee reviewed and approved the month end financials for December 2016.

### RESOLUTION NO. 2-28-17-2

**Be it resolved upon motion by the Finance Committee to approve the December 2016 month end financials as presented. Motion was unanimously approved.**

Chairperson Perry shared that the committee discussed the board office budget. Concerns were shared concerning finding replacements for the work that Nadine Carroll currently provides after she retires in September. Human Resources Consultant James Kemper is also reviewing all the personnel policies/procedures and it was noted that some of the reimbursement rates for non-travel items have not been updated for many years.

**RESOLUTION NO. 2-28-17-3**

**Be it resolved upon motion by the S. Perry and second by J. Reed to approve the SFY 2018 Board Office Budget contingent upon final numbers from Human Resources Consultant. Motion was unanimously approved.**

Chairperson Perry shared that the committee reviewed and approved the SFY 2018 System Budget, which is based on Option 4 that the board approved in December and called for a reduction of \$574,032 to balance the budget. The committee heard the strategies that board staff used to come up with their recommendations. Chairperson Perry also mentioned a contingency line item of \$300,000 for unplanned opportunities that come to the board during the year that would help keep the budget balanced.

**RESOLUTION NO. 2-28-17-4**

**Be it resolved upon motion by the Finance Committee to approve the SFY 2018 System Budget as presented. Motion was unanimously approved.**

Chairperson Perry reported that Director Myers updated the committee concerning the search for a CPT Code consultant to work with the Network of Care agencies. The committee also reviewed Contract Modification from 211 for the purpose of typing the remaining Youth Survey Reports.

**RESOLUTION NO. 2-28-17-5**

**Be it resolved upon motion by the Finance Committee to approve SFY 2018 Contract Modification for 211/Information & Referral in the amount of \$360 for the purpose of typing the remaining Youth Survey reports contingent upon approval by the Prosecutor's Office. Motion was unanimously approved.**

The Finance Committee reviewed and approved the unit rates for SFY 2018.

**RESOLUTION NO. 2-28-17-6**

**Be it resolved upon motion by the Finance Committee to approve the Unit Rates as presented. Motion was unanimously approved.**

The Finance Committee reviewed the Sliding Fee Scale and since there were no changes in the federal poverty rates, the committee approved leaving the Sliding Fee Scale for SFY 2018 as it currently is.

**RESOLUTION NO. 2-28-17-7**

**Be it resolved upon motion by the Finance Committee to approve the SFY 2018 Sliding Fee Scale as requested. Motion was unanimously approved.**

The Finance Committee reviewed the boilerplate contract language. Changes were made to it after the MHA Committee met to reflect the program decisions that came from their meeting. Changes were also made by board legal staff as they reviewed it. These changes had been sent out prior to the board meeting.

**RESOLUTION NO. 2-28-17-8**

**Be it resolved upon motion by S. Perry and second by J. Palmer to approve SFY 2018 Boilerplate Contract Language contingent upon approval by the Prosecutor's Office. Motion was unanimously approved.**

**EXECUTIVE COMMITTEE**

Chairperson Royslance reported that Director Myers updated the committee on the Ohio Association of Community Behavioral Health Authorities' Budget Platform for the State of Ohio SFY 2018-2019 Biennial budget and the process that the Ohio Department of Mental Health and Addiction Services has adopted for distributing CURE funds. Director Myers also facilitated visioning process for what the ADAMH Board needs to do in the future to best meet the needs of residents in the areas of wellness, prevention, intervention and treatment as it relates to community mental health and addiction services. This discussion will be continued in a subsequent month.

**POLICY COMMITTEE**

Chairperson Sidon shared that the committee reviewed and approved the second reading, waiving the third reading, of 03.18 Credit/Vendor Card Policy.

**RESOLUTION NO. 2-28-17-9**

**Be it resolved upon motion by the Policy Committee to approve the second reading, waiving the third reading, of 03.18 Credit/Vendor Card Policy. Motion was unanimously approved.**

The committee reviewed the corresponding procedure a second time and had no further suggestions for 03.18.01 Credit/Vendor Card Procedure. The Board also had no further suggestions for 03.18.01 Credit/Vendor Card Procedure.

The committee reviewed the stakeholder proposed language changes for sections 7.4 in the Boilerplate Contract Language and had no suggestions for changes. They also reviewed section 5.1 in which there had been additional stakeholder changes suggested. The committee did not approve those changes.

**RESOLUTION NO. 2-28-17-10**

**Be it resolved upon motion by the Policy Committee to recommend the language for Section 5.1 remain as originally approved by the Policy Committee at its January 23, 2017 meeting. Motion was unanimously approved.**

### **MENTAL HEALTH & ADDICTION COMMITTEE**

Chairperson Smith shared that Toni Ashton, Prevention Coordinator, had given an update on prevention/education activities to the committee. Then Director Myers gave a detailed explanation of the strategies used to determine program recommendations by the board staff for SFY 2018. David Stretton, Fiscal Officer, gave a brief summary of the System Budget that the Finance Committee approved earlier in the week. The committee then worked through programs, one agency after another, looking at staff recommendations. For the most part, the committee approved those recommendations. The exceptions were as follows: FMHCG would be awarded an additional \$29,500 to keep the Peer Support Person that was added in SFY 2017 as part of the Behavioral Health Navigator Program, MOPS units of service increased to \$50,000 (instead of \$46,618) and Teens for Tots would remain at \$21,508.

#### **RESOLUTION NO. 2-28-17-11**

**Be it resolved upon motion by the MHA Committee to approve SFY 2018 Schedule of ADAMH Board programs to be funded per staff recommendations with the change of an additional \$29,500 being awarded to FMHCG, the Behavioral Health Navigator eliminated, MOPS' units of service total amount be increased to \$50,000 rather than the \$46,618 and Teens for Tots remain at \$21,508 and not incur a 10% decrease as proposed. Motion was unanimously approved.**

Following the committee meeting, board staff completed the agency specific language (Attachment 3) to reflect the committee's decisions.

#### **RESOLUTION NO. 2-28-17-12**

**Be it resolved upon motion by S. Perry and J. Sidon to approve the final draft of the SFY 2018 Agency Specific Contract Language for 211/Information & Referral, Big Brothers Big Sisters, Fairfield County Family, Adult & Children First Council, Fairfield Mental Health Consumer Group (pending review by Board Legal Counsel), Lancaster-Fairfield Community Action Agency, The Lighthouse, Lutheran Social Services, Mental Health America of Franklin County, Mid-Ohio Psychological Services, New Horizons Mental Health Services, The Recovery Center and Tyler's Light. Motion was unanimously approved.**

### **COMMUNITY RELATIONS COMMITTEE**

Chairperson Palmer shared that the Communications Plan was finalized without further prioritizing target audiences, the Events/Media log was updated, and plans about the Recovery Conference were shared. Due to printing/postage costs the committee decided to switch from brochure to double-sided sheet to mail to all households in Fairfield County to advertise the ADAMH Network of Care.

Concerning the Annual Dinner, Joe Palmer created an online survey to get board members and staff opinions on the menu which Director Myers has sent out. The committee also looked at all the agencies' promotional materials and noted omissions of ADAMH funding acknowledgement. This led to recommending changes to the Section 5.3 in the Boilerplate Contract Language. (These changes were applied to the version included in under the Finance Committee.)

### **CONTINUOUS QUALITY IMPROVEMENT COMMITTEE**

Chairperson McCombs reported that they continued the review of outcomes for the agencies and made suggestions for SFY 2018 which were approved by the committee.

Following the committee meeting, board staff completed the Outcomes Reports (Attachment 4) to reflect the committee's decisions.

#### **RESOLUTION NO. 2-28-17-13**

**Be it resolved upon amended motion by the Continuous Quality Improvement Committee to approve the final draft SFY 2018 Agency Specific Outcomes Reports for: 211/Information & Referral, Big Brothers Big Sisters, Fairfield County Family, Adult & Children First Council, Fairfield Mental Health Consumer Group, Lancaster-Fairfield Community Action Agency, The Lighthouse, Lutheran Social Services, Mental Health America of Franklin County, Mid-Ohio Psychological Services, New Horizons Mental Health Services, The Recovery Center, and Tyler's Light. Motion was unanimously approved.**

### **DIRECTOR'S REPORT**

Director Myers thanked board members, agency personnel and board staff who worked hard to complete the contracting process up to this point. The final drafts of SFY 2018 Agency Financial Appendices have been included with the packet of meeting materials and Director Myers asked the board to approve these final pieces for the contract.

#### **RESOLUTION NO. 2-28-17-14**

**Be it resolved upon motion by J. Smith and seconded by J. Reed to approve the final draft of the SFY 2018 Contract Exhibit A – Provider Financial Appendices for: 211/Information & Referral, Big Brothers Big Sisters, Fairfield County Family, Adult & Children First Council, Fairfield Mental Health Consumer Group, Lancaster-Fairfield Community Action Agency, The Lighthouse, Lutheran Social Services, Mental Health America of Franklin County, Mid-Ohio Psychological Services, New Horizons Mental Health Services, The Recovery Center, and Tyler's Light. Motion was unanimously approved.**

Director Myers asked the board to approve a contract between PPS and the Erie-Ottawa County Mental Health and Recovery Services Board so they can obtain help with GOSH. This would provide revenue to offset some of the costs borne by the four participating PPS Boards.

#### **RESOLUTION NO. 2-28-17-15**

**Be it resolved upon motion by J. Yancey and seconded by J. Palmer to approve a contract for PPS Services for Mental Health and Recovery Services Board of Erie and Ottawa Counties at \$75/hr up to the amount of \$4,999 contingent upon approval by the Prosecutor's Office.**

Director Myers shared the rest of the contracting process that included sending out 120-day letters (attachments: the boilerplate contract language, agency-specific contract language, agency-specific outcomes, and agency-specific financial appendix) to agencies for final suggestions.

There are two grants we are working on. One is a federal grant that we are working with the Reentry Coalition, the Common Pleas and Municipal Courts, New Horizons, and The Recovery Center to develop a reentry center. This would allow us to provide IDDT (integrated dual-diagnosis treatment), which NH has done in the past, but it is very expensive. The second grant would fund an overdose response team comprised of a person from the Major Crimes Unit, the Pickerington/Violet Township Fire Department, New Horizons, and the Recovery Center along with prevention/education efforts.

**CHAIRPERSON'S REPORT**

Chairperson Roylance announced a free self-defense program called Free to Fight Back, open to all women, the last Saturday of each month from 10 am to 12 pm at True Fit Athletics on South Ewing Street in Lancaster.

**COMMENTS FROM GUESTS**

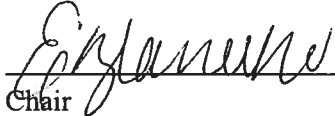
Trisha Farrar shared that she had referred someone to Breaking Point, new drug detox center in Whitehall that Dr. Roylance mentioned at the last board meeting, and the person gave a great review of the program.

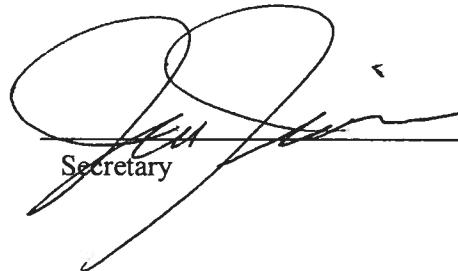
**ADJOURNMENT**

**RESOLUTION NO. 2-24-17-16**

**Be it resolved upon motion by J. Palmer and second by J. Sidon to adjourn the meeting. Motion was unanimously approved.**

The Board meeting adjourned at 7:39 pm.

  
Chair

  
Secretary