

Fairfield County ADAMH Board

Minutes of the April 25, 2017, Board meeting held at ADAMH Board office, pursuant to notice mailed to all Board members.

Erin Roylance, D.O., Chair, called the meeting to order at 6:28 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, Trisha Whetstone, Jennifer Yancey

ABSENT:

Jodi Andes

STAFF

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

GUESTS

Meghan Arnold, Trisha Farrar, Tony Motta, Jonah Mullins, Fred Baughman, Rachel Shafer

Chairperson Roylance asked guests to introduce themselves.

Chairperson Roylance asked the board members to review the March 28, 2017, board minutes.

RESOLUTION NO. 4-25-17-1

Be it resolved upon motion by J. Sidon and second by J. Yancey to approve the corrected minutes from the March 28, 2017, board meeting. Motion was unanimously approved.

POLICY COMMITTEE

Joe Sidon, Chairman, reported that the Policy Committee meeting on April 18 was spent entirely on suggested changes to the boilerplate contract by New Horizons, Mid-Ohio Psychological Services, The Recovery Center, The Lighthouse and Fairfield Mental Health Consumer Group and subsequent staff recommendations. The committee agreed to some of the changes but not all. No formal action came to the board from the committee but to keep the contract moving through various processes, the board decided to go over the changes during the meeting.

RESOLUTION NO. 4-25-17-2

Be it resolved upon motion by J. Sidon and second by T. Whetstone to go through the suggested changes to the boilerplate contract during the meeting. Motion was unanimously approved.

RESOLUTION NO. 4-25-17-3

Be it resolved upon amended motion by T. Whetstone and second by J. McCombs to approve the following language in the SFY 2018 Boilerplate Contract for Section 2.9 contingent upon approval by the Prosecutor's Office.

2.9 Material includes, but is not necessarily limited to, a substantial change in any of the following:

Motion was unanimously approved.

[In order to make copies of a particular document showing the changes in the boilerplate contract (rather than have members follow along on the Chromebooks), at the members' request, the Finance Committee gave their report at this point in the meeting].

FINANCE COMMITTEE

Sheri Perry, Chairperson, presented the March Financials which were reviewed and approved by the Finance Committee when it met on April 10.

RESOLUTION NO. 4-25-17-4

Be it resolved upon motion by the Finance Committee to approve the March 2017 month end financials as presented. Motion was unanimously approved.

The Finance Committee reviewed the 2016 audit for Lutheran Social Services which had been included in the March board packet.

RESOLUTION NO. 4-25-17-5

Be it resolved upon motion by the Finance Committee to acknowledge receipt of the 2016 agency audit for Lutheran Social Services. Motion was unanimously approved.

The Finance reviewed and approved a proposal to apply for a Crisis Text Line Mini Grant.

RESOLUTION NO. 4-25-17-6

Be it resolved upon motion by the Finance Committee to approve the applying for the Crisis Text Line Mini Grant in the amount of \$1,000 contingent upon approval by the Prosecutor's Office. Motion was unanimously approved.

POLICY COMMITTEE (resumed)

RESOLUTION NO. 4-25-17-7

Be it resolved upon motion by J. Yancey and second by S. Perry to approve the following language in the SFY 2018 Boilerplate Contract for Section 2.9.4 contingent upon approval by the Prosecutor's Office.

2.9.4 *Reallocation of Board funding of 5% or more between line items within a program budget or between service procedure codes within a program is permitted excluding between treatment and prevention without prior approval of the Board. Reallocation of dedicated grant funds is prohibited. Please consult Appendix A for reallocation procedures.*

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-8

Be it resolved upon motion by J. Palmer and second by S. Perry to approve the following language in the SFY 2018 Boilerplate Contract by adding a new Section 2.8 contingent upon approval by the Prosecutor's Office.

2.8 *CPT Codes refer to 5-digit codes for Current Procedural Terminology as developed and maintained by the American Medical Association. In 1983 CPT codes were to be used for all Medicare billing. Beginning July 1, 2017, they will be used for billing all behavioral health services in Ohio. For SFY 2018 only, all CPT Codes associated with a service category in the appendix (counseling, assessment, psychiatry) will be accepted when an agency bills that particular service code to the Board.*

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-9

Be it resolved upon motion by J. Reed and second by T. Whetstone to approve the following language in the SFY 2018 Boilerplate Contract for Section 4.7.1 contingent upon approval by the Prosecutor's Office.

4.7.1 *Services shall not be subcontracted without prior written approval of the ADAMH Board, subject to such conditions as the ADAMH Board may determine in its sole discretion.*

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-10

Be it resolved upon motion by T. Whetstone and second by J. Yancey to approve the following language in the SFY 2018 Boilerplate Contract for Section 6.2.5 contingent upon approval by the Prosecutor's Office.

6.2.5 *Quality Improvement Committee Reports within 45 days of the meeting are available onsite at the Provider's agency if requested by the Board.*

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-11

Be it resolved upon motion by S. Perry and second by J. Smith to approve the following language in the SFY 2018 Boilerplate Contract for Section 6.3 contingent upon approval by the Prosecutor's Office.

6.3 *Format. Except for information or reports detailed in Section 6.23 and 6.24, including electronic publication on agency website, any information or report which is required under this Contract shall be submitted in the format prescribed or approved by the ADAMH Board.*

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-12

Be it resolved upon motion by J. Palmer and second by J. Reed to approve the following language in the SFY 2018 Boilerplate Contract for Section 6.5 contingent upon approval by the Prosecutor's Office.

6.5 Notice of Material Changes. Provider shall provide notice of any material changes to the ADAMH Board in any matters affecting services provided under this Contract.

Motion was unanimously approved.

At this point the order of the day suspended the meeting until after the Board Ethics and Governance training was conducted by Christiana Shaynak-Diaz.

RESOLUTION NO. 4-25-17-13

Be it resolved upon motion by J. Palmer and second by S. Perry to approve the following language in the SFY 2018 Boilerplate Contract for Section 6.6 contingent upon approval by the Prosecutor's Office.

6.6 Performance of Service over Contract Year. Unless otherwise agreed by both parties to this agreement in writing in advance, the services to be rendered pursuant to this agreement will be, more or less, evenly provided to consumers at the service over the course of the entire term of this agreement.

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-14

Be it resolved upon motion by J. Yancey and second by J. Palmer to approve the following language in the SFY 2018 Boilerplate Contract by adding a new Section 6.8 contingent upon approval by the Prosecutor's Office.

6.8 To meet Provider reporting requirements, the Board will provide a list of services and the source of funds used to pay for those services. Such list will be provided by January 15 and July 15.

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-15

Be it resolved upon motion by J. Yancey and second by T. Whetstone to approve the following language in the SFY 2018 Boilerplate Contract for Section 7.1 contingent upon approval by the Prosecutor's Office.

7.1 General. The Provider shall cooperate with the ADAMH Board in all monitoring activities, including, but not limited to program reviews, utilization review, audits and other program/clinical/fiscal monitoring. The parties shall work together cooperatively to comply with the requirements of OMHAS and other funders. Requests for information shall be made in accordance with the requirements of Section 6.1.

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-16

Be it resolved upon motion by T. Whetstone and second by J. Yancey to approve the following language in the SFY 2018 Boilerplate Contract for Section 7.4.5 contingent upon approval by the Prosecutor's Office.

7.4.5 The ADAMH Board may request a meeting with the Provider's independent certified public accountant, whom the Provider will be financially responsible for paying, and the Provider, and the ADAMH Board shall arrange such a meeting. A qualified opinion on the financial statements shall be accepted by the ADAMH Board if the ADAMH Board determines that the qualifications do not adversely affect the Provider's ability to perform its obligations under this Contract. In the event the audit contains findings in the Schedule of Findings and Questioned Costs, exceptions, or the event the Provider's records are deemed not auditable, then:

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-17

Be it resolved upon motion by S. Perry and second by J. Reed to approve the following language in the SFY 2018 Boilerplate Contract for Section 10.1 contingent upon approval by the Prosecutor's Office.

10.1 Reimbursement Rate. The ADAMH Board reimbursement rate for services provided hereunder by Provider will be established by the ADAMH Board. It is the intent of the Board to pay the Medicaid rates and abide by Medicaid guidelines associated with the behavioral health redesign for all services covered by Medicaid. Unit rates for non-Medicaid services are contained in the financial appendix.

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-18

Be it resolved upon motion by S. Perry and second by J. Yancey to approve the following language in the SFY 2018 Boilerplate Contract for Section 10.5 contingent upon approval by the Prosecutor's Office.

10.5 Budget Revision Requests. The Provider and the ADAMH Board shall work cooperatively to process requests for budget revisions in a timely manner. The Provider shall submit complete and accurate information in writing to support the agency initiated request no more than one (1) per quarter, and the ADAMH Board shall process requests as soon as possible and within 60 days upon receipt. Budget revision requests for services purchased under this contract must be made no later than June 30. Please see Appendix A to this contract that describes the contract modification process.

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-19

Be it resolved upon motion by T. Whetstone and second by J. McCombs to delete Sections 10.5 Service Caps and Article 16 and to approve the following language in the SFY 2018 Boilerplate Contract for Section 2.15, 4.5.1, 6.2.3, 6.2.4, 6.2.6, 11.3.5a, 13.1 and 13.1.7 contingent upon approval by the Prosecutor's Office.

2.15 Publicly funded means funded in whole or in part by any funds administered by the ADAMH Board from Federal, State or Local governmental sources or from local levy or match paid by another public entity. This contract excludes Medicaid funding.

4.5.1 Residents of Fairfield County, as defined under O.R.C. 5122.01(S), shall be eligible for services of the Provider under this contract.

6.2.3 Draft Meeting Minutes from Provider's Governing Board within 45 days of meeting.

6.2.4 Quarterly or monthly Agency Financials within 45 days of quarter's or month's end, based upon an agency's public release of information.

6.26 Professional Services Plan within 45 days of any material change.

11.3.5a Accurate billing information. The Board and the Provider will work in good faith and make every effort to mutually accommodate ADAMH funded billing issues associated with the behavioral health redesign to be implemented in SFY 2018.

13.1 Dispute resolution procedures under this Article 13 shall apply to disputes arising out of the termination, renewal or non-renewal of this Contract, disputes arising out of services or programs covered by this Contract as well as all disputes, claims or disagreements arising from or relating to this Agreement or breach thereof. Disputes arising out of clinical issues which involve client care shall be resolved under Section 13.2. All other disputes shall not be subject to any requirement for dispute resolution under this Contract and may be pursued by the parties under applicable law.

13.1.7 The status quo shall be maintained during the pendency of the review by OMHAS through final decision by the ADAMH Board.

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-20

Be it resolved upon motion by T. Whetstone and second by J. Sidon to approve the following language in the SFY 2018 Boilerplate Contract for Section 3.5 contingent upon approval by the Prosecutor's Office.

3.5 Conflicts of Interest. The parties agree that conflicts of interest and additional agreements and/or contracts by either party, which in any way may impact either party's performance of this contract, will be presented with the agreement prior to any said project that involves an employee or Board member of each party's organization. Before any employee or Board member of either party conducts work for the other party, the party intending to hire the person shall be given 30 days prior written notice.

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-21

Be it resolved upon motion by T. Whetstone and second by J. Yancey to disapprove adding Section 11.1.8 to the SFY 2018 Boilerplate Contract as suggested by Provider agencies.

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-22

Be it resolved upon motion by S. Perry and second by J. Sidon to approve the following language in the SFY 2018 Boilerplate Contract for Section 11.2.3 contingent upon approval by the Prosecutor's Office.

11.2.3 The ADAMH Board cannot process invoices during the Fairfield County Auditor's year-end closure lasting roughly 4 weeks. At the discretion of the ADAMH Board, the Board may pre-pay Provider for services during the year-end Fairfield County Auditor closure for cash flow purposes.

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-23

Be it resolved upon motion by J. Palmer and second by T. Whetstone to approve the following language in the SFY 2018 Boilerplate Contract for Section 11.9 contingent upon approval by the Prosecutor's Office.

11.9 Block Grant Payments. Block grants shall be administered in accordance with the conditions of the grant.

Motion was unanimously approved.

RESOLUTION NO. 4-25-17-24

Be it resolved upon motion by J. Smith and second by J. Reed to approve the following language in Appendix A (Provider Contract Modification Procedure) in the SFY 2018 Boilerplate Contract for Section 3A & 3B contingent upon approval by the Prosecutor's Office.

3A If the amount of change is LESS than 5% between programs or between services within a program, the Fiscal Officer will adjust budget in GOSH.

3B If the amount of change is MORE than 5% between programs or between services within a program, the Fiscal Officer and the Program Coordinator in consultation with other program staff (Clinical Care Coordinator and Prevention Coordinator) will forward the contract modification request with a recommendation to the Executive Director that the reallocation be approved or not approved. The Executive Director will approve or meet with the Board Team to further discuss. The contract modification will be presented to the appropriate committee(s) with a recommendation from Board staff to approve or not approve.

Motion was unanimously approved.

CONTINUOUS QUALITY IMPROVEMENT (CQI) COMMITTEE

Jonathan McCombs, Ph.D., Chairman, gave a summary of the work of the CQI Committee which met April 10. Most of their time was spent reviewing the second quarter outcomes reports. There were no action items from the committee.

MENTAL HEALTH & ADDICTION (MHA) COMMITTEE

Jennifer Smith, Chairperson, summarized the work of the MHA Committee which met April 13. In order to provide mental health and addiction services to Fairfield County students in Canal Winchester Schools an agreement with Franklin County ADAMH Board has been reviewed and approved by the MHA Committee.

RESOLUTION NO. 4-25-17-25

Be it resolved upon motion by the MHA Committee to approve the SFY 2018 contract with Franklin County ADAMH Board and Canal Winchester Schools in the amount of \$5,000 contingent upon approval by the Prosecutor's Office. Motion was unanimously approved.

The committee reviewed and approved changes to the agency specific language for the Family, Adult & Children First Council.

RESOLUTION NO. 4-25-17-26

Be it resolved upon motion by the MHA Committee to approve the revised FACFC SFY 2018 Agency-Specific Language contingent upon approval by the Prosecutor's Office. Motion was unanimously approved.

The MHA Committee also reviewed and approved on an advise/consent basis applying for the Crisis Text Line Mini Grant. The committee reviewed and approved a contract modification for The Recovery Center for moving funds from gambling treatment into screenings and prevention line items and adding additional funds for gambling screenings.

RESOLUTION NO. 4-25-17-27

Be it resolved upon motion by the MHA Committee to approve the SFY 2017 Contract Modification #6 for The Recovery Center contingent upon approval by the Prosecutor's Office. Motion was unanimously approved.

The MHA Committee reviewed the 2nd Quarter Outcome Reports from the agencies.

COMMUNITY RELATIONS COMMITTEE

Joe Palmer, Chairman, reported briefly on the committee meeting held April 18. The upcoming annual dinner being held on May 23 at the Wagnall's Memorial in Lithopolis and he asked board members to send in their reservations as indicated on the invitation at each of their places. There were no action items from the committee.

EXECUTIVE COMMITTEE

Dr. Roylance, Chairperson, reported that potential board member applications were reviewed and two candidates were approved to be forwarded to the appointing authorities. Dr. Roylance would appoint board members to serve with her on a Nominations Committee at the board meeting. She also reported on the development of a salary schedule for both the IT Director and an upgraded Programmer position for existing staff. There were no action items from the committee.

DIRECTOR'S REPORT

Director Myers reported that a contract needs to be finalized to hire HW Co. | CPA Advisors to provide CPT Coding consultation to New Horizons, Mid-Ohio Psychological Services, The Lighthouse and The Recovery Center. She requested a motion to allow her to execute that contract.

RESOLUTION NO. 4-25-17-28

Be it resolved upon motion by S. Perry and second by J. Reed to authorize the Executive Director to execute a consultant contract with HW Co. | CPA Advisors to provide CPT Coding Consultation Services (Phase I & II) to New Horizons Mental Health Services, Mid-Ohio Psychological Services, The Lighthouse, and The Recovery Center for no more than \$6,000 per agency and no more than a grand total of \$24,000 contingent upon approval by the Prosecutor's Office. Motion was unanimously approved.

Since there was no board meeting in May and the board would not meet until the end of June, Director Myers asked that the Executive Committee be given authority to act on the board's behalf during the interim period.

RESOLUTION NO. 4-25-17-29

Be it resolved upon motion by J. Palmer and second by J. Yancey to approve delegating to the Executive Committee authority to take action on behalf of the ADAMH Board between now and the June 2017 Board Meeting. Motion was unanimously approved.

Director Myers also indicated that we have been awarded the Crisis Text Line Mini Grant from Ohio Association of County Behavioral Health Authorities and have received the money already.

CHAIR'S REPORT

Chairperson Roylance asked for volunteers to join her on the Nomination Committee and Jean Reed, Jennifer Smith and Jennifer Yancey were thusly appointed.

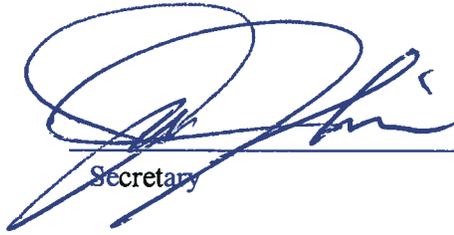
ADJOURNMENT

RESOLUTION NO. 4-25-17-30

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

The Board meeting adjourned at 9:32 pm.


Chair


Secretary