

## Fairfield County ADAMH Board

Minutes of the August 23, 2016, Board meeting held at ADAMH Board office, pursuant to notice mailed to all Board members.

Dr. Erin Roylance, Chairperson, called the meeting to order at 6:27 pm with a quorum present.

### ROLL CALL

#### PRESENT

Jodi Andes, Sam Hurley, Jonathan McCombs, Ph.D., Joe Palmer, Sheri Perry, Erin Roylance, D.O., Joseph Sidon, Jennifer Smith, Jennifer Yancey

#### ABSENT

Jay Bahnsen, Adrienne Brown, Jean Reed

#### STAFF

Rhonda Myers, Maureen Keller, Nadine Carroll, David Stretton, Martha Pool

#### GUESTS

Meghan Arnold, Tessie Swain, Toni Ashton, Trisha Farrar, Tony Motta

Chairperson Roylance asked Jennifer Smith to swear in Jodi Andes as a new board member.

Chairperson Roylance invited guests to introduce themselves.

Chairperson Roylance asked Jim Averill to present information on the Chromebook, which he had researched for possible use for board members to eliminate printing of most material for meetings. He answered questions and the board as a whole thought this was a step in the right direction.

### RESOLUTION NO. 8-23-16-1

**Be it resolved upon motion by J. Sidon and second by J. Palmer to approve the purchase of 15 Chromebooks at a cost of \$309 each and to purchase a wireless router at a cost of \$250, for a total cost of \$4,805. Motion was unanimously approved.**

Chairperson Roylance asked the board members to review the minutes from June 28, 2016. One correction was made changing the amount listed for the contract with the Board Chief Clinical Officer from "between \$12,000 to \$16,000" to "between \$12,000 to \$18,000."

### RESOLUTION NO. 8-23-16-2

**Be it resolved upon motion by S. Perry and second by J. Yancey to approve the corrected minutes from the June 28, 2016, board meeting. Nine members in favor, J. Andes abstained. Motion approved.**

A discrepancy in past board minutes had been found. The allocation amount for Fairfield Mental Health Consumer Group for the SFY 2016 Behavioral Health Navigator Team was correct in the contract that the board approved in April, but the March minutes listed a lower amount.

**RESOLUTION NO. 8-23-16-3**

**Be it resolved upon motion by S. Hurley and second by J. Yancey to amend Resolution No. 3-22-16-27 to read, "Be it resolved upon motion by the MHA Committee to fund the SFY 2016 Behavioral Health Navigator Team for Fairfield Mental Health Consumer Group (FMHCG) in the amount of \$28,375. Motion was unanimously approved." in the March 22, 2016, Board Minutes. Nine members in favor, J. Andes abstained. Motion approved.**

**COMMUNITY RELATIONS COMMITTEE**

Chairperson Palmer summarized the work of the Community Relations Committee on August 11, 2016. He reported on the progress of the group working on the Recovery Conference to be held September 29, 2016. Keynote speaker, CEUs to be offered and advertising were a few of the items still lacking. The Committee approved a budget for the conference.

**RESOLUTION NO. 8-23-16-4**

**Be it resolved upon motion by the Community Relations Committee to approve a budget of \$10,000 for the Recovery Conference. Motion unanimously approved.**

**CONTINUOUS QUALITY IMPROVEMENT (CQI) COMMITTEE**

Chairperson Dr. McCombs summarized the work of the CQI Committee on August 16, 2016. They will be updating the Continuous Quality Improvement Plan that is in the packet and invited suggestions to this plan from other board members. They also looked at the history of OMHAS outcome measures. They will be looking at what outcomes are being collected this current fiscal year but will also be working on what outcomes would be measured in SFY 2018 and having them ready when the SFY 2018 Contract Application is sent out in November. A CQI report will be developed by Maureen Keller, Clinical Care Coordinator, that will be shared with this committee.

**EXECUTIVE COMMITTEE**

Chairperson Royslance shared that the August 1 meeting brought together the Executive Committee and leadership from the Fairfield County Family, Adult & Children First Council and Prevention Works for a Drug Free Community. While the funding for Prevention Works ends on September 30, 2016 the work that Toni Ashton did as director is valuable to continue and so this meeting looked at the possibility of bringing Toni on to the staff of the ADAMH Board and funding some of the work she previously did as well as expanding the prevention & wellness work of the board.

At the regular August 16, 2016, meeting of the Executive Committee, the SFY 2016 Board Member Attendance and Training Reports were reviewed along with board member applications. They approved Trisha Whetstone filling one of the vacant positions. She will be leading board training at the September Board Meeting.

The Executive Committee reviewed the Board Mission, Vision, and Values Policy and the Board By-Laws. They will continue work on these policies in September. The committee also heard updates on the expansion of Promise House, which is on hold until a zoning issue is resolved; news of The Recovery Center's Pickerington Office closing at the end of August; moving to an all-electronic format for board and committee meetings via the use of Chromebooks; and the "soft start" for Maryhaven in Fairfield County.

**RESOLUTION NO. 8-23-16-10**

**Be it resolved upon motion by the Finance Committee to approve the contract modification for revised SFY 2017 New Horizon's grants billing and reporting schedule contingent upon approval by the Fairfield County Prosecutor's Office. Motion was unanimously approved.**

The Finance Committee reviewed and approved the SFY 2017 Intensive Home-Based Therapy Program Contract. It was noted that this contract is roughly \$20,000 less than New Horizons requested in its application to the ADAMH Board. The Board approved the full amount in New Horizons contract contingent upon the Board receiving additional funding from the Family, Adult, and Children First Council Multi-System Youth Pooled Funding.

**RESOLUTION NO. 8-23-16-11**

**Be it resolved upon motion by the Finance Committee to approve the Family, Adult & Children First Council SFY 2017 Intensive Home-Based Therapy contract in the amount of \$50,000. Motion was unanimously approved.**

The Finance Committee reviewed and approved a contract with First United Methodist Church for use of the Crossroads Event Center for a Harold Rogers Grant Celebration this fall.

**RESOLUTION NO. 8-23-16-12**

**Be it resolved upon motion by the Finance Committee to approve a contract with First United Methodist Church for use of Crossroads Event Center contingent upon approval by the Fairfield County Prosecutor's Office. Nine members in favor, J. Palmer abstained. Motion was approved.**

The Finance Committee reviewed a contract modification with The Recovery Center to subcontract with Family, Adult & Children First Council and Lancaster-Fairfield Community Action Agency to provide parenting classes in the amount of \$75,400. The Finance Committee requested that the administrative fee be divided proportionately between the amounts for the two agencies so that the total would remain within the original budget. This would make the total contract awarded to The Recovery Center \$65,000. Upon review by board legal counsel, a few changes were also made in the contract modification language.

**RESOLUTION NO. 8-23-16-13**

**Be it resolved upon motion by S. Perry and second by J. Yancey to approve the contract modification for SFY 2017 for The Recovery Center to administer the Parenting Prevention Programs at the Family, Adult & Children First Council (FACFC) and Lancaster-Fairfield Community Action Agency (LFCAA) in the amount of \$65,000 with The Recovery Center's 16% administrative fee (\$9,000) proportionately deducted from each FACFC's and LFCAA's allocations and with modified language proposed by John Snider, contingent upon approval by the Fairfield County Prosecutor's Office. Motion was unanimously approved.**

**POLICY & PROCEDURE COMMITTEE**

Chairperson Joe Sidon reported for the Policy and Procedure Committee which met August 16, 2016. The committee looked at the first section of policies on Governance. Some clarifications are needed on

The SFY 2017 Board Goals were reviewed and approved by the Executive Committee. Two motions were brought to the full board for approval.

**RESOLUTION NO. 8-23-16-5**

**Be it resolved upon motion by the Executive Committee to approve the SFY 2017 Board Goals. Motion unanimously approved.**

**RESOLUTION NO. 8-23-16-6**

**Be it resolved upon motion by S. Perry and second by J. Palmer to approve the first reading of the preliminary changes to 01.01 Board By-Laws and 01.03 Board Mission, Vision, and Values with the understanding additional work will be completed by the Executive Committee prior to the Board's second reading next month. Motion unanimously approved.**

**FINANCE COMMITTEE**

The Finance Committee met August 18, 2016, and reviewed and approved the May 2016 Financials. No unusual revenue or expenses were noted. The preliminary June 2016 Financials were reviewed also, but they will not be brought for approval until September.

**RESOLUTION NO. 8-23-16-7**

**Be it resolved upon motion by the Finance Committee to approve the May 2016 Financials. Motion was unanimously approved.**

The Finance Committee reviewed a proposal prepared by David Stretton, Board Fiscal Officer, weighing the merits of the "Cloud" and standalone version of MIPS. Board Staff recommended to use the "Cloud" version of MIPS, financial software that would be helpful to connect GOSH and MUNIS which is currently not happening. Funding for MIPS was included in the Board Office Budget approved in June 2016.

**RESOLUTION NO. 8-23-16-8**

**Be it resolved upon motion by the Finance Committee to approve using the "Cloud" version of MIPS. Motion was unanimously approved.**

The Finance Committee approved a correction to the Fairfield Mental Health Consumer Group's SFY 2017 allocation for the Behavioral Health Navigator Team in the amount of \$6,000.

**RESOLUTION NO. 8-23-16-9**

**Be it resolved upon motion by the Finance Committee to approve the contract modification to increase the SFY 2017 Fairfield Mental Health Consumer Group (FMHCG) Behavioral Health Navigator allocation by \$6,000. Motion was unanimously approved.**

The Finance Committee reviewed and approved a request from New Horizons to bill monthly but to report quarterly on their grant programs.

the current list and will be researched. The policies in Section 1 that have not been reviewed in five years were reviewed. Policy 03.66 Prepayment of Services was also reviewed and there were changes made to it.

**RESOLUTION NO. 8-23-16-14**

**Be it resolved upon motion by the Policy & Procedure Committee to approve the first reading of 03.66 Prepayment of Services Policy. Motion was unanimously approved.**

**RESOLUTION NO. 8-23-16-15**

**Be it resolved upon motion by J. Sidon and second by J. Andes to approve first reading of**  
**01.04 ADAMH Mission, Vision, and Values (Review) – no changes;**  
**01.05 ADAMH Board Member Conflict of Interest – changes;**  
**01.06 ADAMH Board Member Vacancy – Notifying Appointing Authorities – changes;**  
**01.07 ADAMH Board Member Recruitment – no changes;**  
**01.09 ADAMH Compliance with Lobbying Regulations – changes;**  
**01.10 ADAMH Board: Public Health Policy – no changes;**  
**01.12 ADAMH Board: Policy and Procedure Development Policy – changes;**  
**01.30 Board Member Definition of Board Member Duties & Responsibilities – no changes;**  
**01.33 Board Member Attendance – changes;**  
**01.34 Board Member Training – changes;**  
**01.60 ADAMH Board & Executive Director – Delegating Duties to the Executive Director – no changes;**  
**01.61 ADAMH Board & Executive Director – Recruiting, Hiring & Setting the Compensation of the Executive Director – changes;**  
**01.62 ADAMH Board & Executive Director – Evaluating the Executive Director – no changes;**  
**01.63 ADAMH Board & Executive Director – Removal of Executive Director – no changes;**  
**01.64 ADAMH Board & Executive Director – Communications – no changes;**  
**01.65 ADAMH Board & Executive Director – Informing the Board about Public Policy Issues – changes;**  
**01.66 ADAMH Board & Executive Director – Educating Board & Staff re Ethics/COI – changes;**  
**01.67 ADAMH Board and Executive Director – Child Fatality Review Board – no changes;**  
**01.12.01 ADAMH Policy and Procedure Development Procedures – changes – for advise/consent only.**

**Motion was unanimously approved.**

**DIRECTOR'S REPORT**

Director Myers asked the board to approve the Memorandum of Understanding between ADAMH, The Recovery Center, Fairfield County Family, Adult & Children First Council and Lancaster-Fairfield Community Action Agency for parenting classes that had some revisions made to it by board legal counsel.

**RESOLUTION NO. 8-23-16-16**

**Be it resolved upon motion by S. Perry and second by J. Palmer to approve the Memorandum of Agreement for the SFY 2017 Parenting Prevention classes among the ADAMH Board, The Recovery Center, the Family, Adult & Children First Council (FACFC) and Lancaster-Fairfield Community Action Agency (LFCAA) contingent upon approval by the Prosecutor's Office.**

Director Myers asked the board to approve a contract modification with Target Business Services to conduct a phone survey as part of the Harold Rogers Grant.

**RESOLUTION NO. 8-23-16-17**

**Be it resolved upon motion by J. Andes and second by J. Yancey to approve Contract Modification #2 for Our Fifth Street LLC dba Target Business Services in the amount of \$2,145 contingent upon approval by the Prosecutor's office. Motion was unanimously approved.**

Director Myers asked the board to approve a contract modification with Fairfield Mental Health Consumer Group (FMHCG) for expenses associated with the Recovery Conference.

**RESOLUTION NO. 8-23-16-18**

**Be it resolved upon motion by J. McCombs and second by S. Hurley to approve Contract Modification #2 for the Fairfield Mental Health Consumer Group (FMHCG) in the amount of \$2,067 contingent upon approval by the Prosecutor's Office. Motion was unanimously approved.**

**DIRECTOR'S REPORT**

Director Myers mentioned that at the September board meeting, Trisha Whetstone, a healthcare attorney for the Licking County Memorial Hospital, will be conducting board training on healthcare parity, which will be similar to a workshop she offered in June at the state Recovery Conference.

The ADAMH Board did receive roughly \$30,000 in Respite funds. Contracts to allocate those funds will be brought to the Mental Health & Addiction Committee meeting in September. \$50,000 was also received in Reentry funds and the MHA Committee will make decisions on allocating those funds, too.

During the various committee meetings held in August, committee meetings were set for September. If board members cannot be at those meetings, please let Martha Pool know so alternate dates/times can be arranged.

**CHAIR'S REPORT**

Chairperson Roylance again welcomed Jodi Andes to the board.

The board moved into executive session.

**RESOLUTION NO. 8-23-16-19**

**Be it resolved upon motion by J. Palmer and second by J. Sidon to go into Executive Session pursuant to Ohio Revised Code 121.22 (G)(4) for the consideration of hiring and compensation of personnel. Roll call vote: Andes, aye; Hurley, aye; McCombs, aye; Palmer, aye; Perry, aye; Roylance, aye; Sidon, aye; Smith, aye; Yancey, aye. Motion was unanimously approved.**

**RESOLUTION NO. 8-23-16-20**

**Be it resolved upon motion by S. Perry and second by J. Andes to adjourn the Executive Session. Motion was unanimously approved.**

Two motions were made following the Executive Session.

**RESOLUTION NO. 8-23-16-21**

**Be it resolved upon motion by J. Sidon and second by J. Yancey to approve the transfer of Toni Ashton from the Fairfield County Family, Adult & Children First Council to the ADAMH Board in the newly created position of Prevention Coordinator as described in the attached job description at a salary range to be determined by Dr. Jim Kemper, Human Resource Consultant, and final salary as agreed upon by Rhonda Myers, ADAMH Board Executive Director and Dr. Kemper. It is understood that the Prevention Works Coalition will also be transferred to the ADAMH Board in a new advisory capacity role as shown and described on the attached flowchart. To effect this transfer, the Executive Director will work with John Snider and the Prosecutor's Office to draft a written agreement between FACFC and ADAMH. Approval of the written agreement will be delegated to the Board Chair. Motion was unanimously approved.**

**RESOLUTION NO. 8-23-16-22**

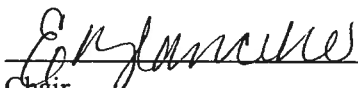
**Be it resolved upon motion by S. Perry and second by J. Palmer to approve the first reading of 08.13 Performance Evaluations. Motion was unanimously approved.**

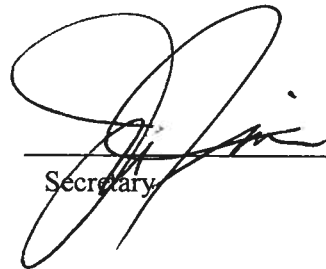
**ADJOURNMENT**

**RESOLUTION NO. 8-23-16-23**

**Be it resolved upon motion by S. Perry and second by J. Smith to adjourn the meeting. Motion was unanimously approved.**

The Board meeting adjourned at 8:05 pm.

  
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Chair

  
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Secretary