

## Fairfield County ADAMH Board

Minutes of the August 26, 2014 Board meeting held at the board office pursuant to notice mailed to all Board members.

Pat Marshall, Chairperson, called the meeting to order at 6:33 pm with a quorum present.

### ROLL CALL

#### PRESENT

Caryl Caito, Sam Hurley, Pat Marshall, Robert McDowell, Sheri Perry, Marian Reitano, Erin Roylance, D.O., Cheri Russo, Jennifer Smith, Jennifer Yancey

#### ABSENT

Jay Bahnsen

#### STAFF

Rhonda Myers, Lynn Porter, Nadine Carroll, Patti Waits, Martha Pool

#### GUESTS

Esther Branscome, Tony Motta, Larry Macoskie, Toni Ashton, Becky Edwards, Tessie Swain, Matthew Richardson

Chairperson Marshall asked members to review the minutes from June 24, 2014 and July 24, 2014.

#### RESOLUTION NO. 8-26-14-1

**Be it resolved upon motion by S. Perry and second by S. Hurley to approve the minutes from the June 24, 2014 board meeting. Motion was unanimously approved.**

#### RESOLUTION NO. 8-26-14-2

**Be it resolved upon motion by S. Perry and second by J. Smith to approve the minutes from the July 24, 2014 board meeting. Motion was unanimously approved.**

#### EXECUTIVE COMMITTEE

The Executive Committee convened twice since the last board meeting. Chairperson Marshall reviewed the highlights of the August 12<sup>th</sup> meeting. They discussed the progress of the levy details and discussed ways to address opposition to the ballot. They looked at a draft revision of the board by-laws and an advertisement for ADAMH Board Membership. The committee edited the executive director's job description and SFY 2015 Board Goals and Management Goals. Director Myers shared the main points of the job description for the board as well as going over the Board & Management Goals. There were no motions to take to the board.

Chairperson Marshall also reviewed the July 15 meeting. One of the things not mentioned already was a policy question that concerned an individual requesting permission to do a 50-50 raffle during the Lancaster Art Walk. The committee did not approve this request. Concerning board governance training,

the committee set the annual training for the September board meeting being held at the Fairfield County Utilities building on Lockville Rd. in Carroll. The training would be presented by the Ohio Association of County Behavioral Health Authorities (OACBHA). To fulfill the ethics training requirement, the committee agreed that all board members should take a one-hour webinar by December. Director Myers will send the weblink via email to all board members and board staff. Dr. Roylance finished up the report by highlighting the annual board member attendance report and the schedule for executive committee meetings on the second Tuesday of the month at 6:45 pm as needed.

#### **COMMUNITY RELATIONS COMMITTEE**

Chairperson McDowell shared highlights from the August 18<sup>th</sup> committee meeting. They reviewed the July events that helped bring recognition to the ADAMH Board (July Fourth Parade and Lancaster Art Walk) and also the new rack cards highlighting the ADAMH Network of Care. The committee has been kept apprised of levy updates regularly. The levy paperwork has been filed and campaign coordinator positions have been filled. A possible levy kick-off picnic was discussed for mid-September along with potential opposition to the ADAMH levy and how to be prepared for these issues. Other items discussed were the Recovery Summit at Crossroads Event Center on September 19, upcoming Mental Health First Aid classes on Aug. 22 in Lancaster and Sept. 30 in Pickerington, continuing the anti-gambling campaign with pay-per-click marketing, and the advertisements for New Horizons and The Recovery Center in the Pickerington area in September. For new business, the committee discussed a proposal to partner with FMHCG for a Partners in Recovery Open House on September 24. Budget for this would be \$750 for food and an item to pass out at the event. The committee discussed recruitment of new board members and offered suggestions for the advertisement. Two events coming up in October were a legislative event on October 3 and the booth at the Fairfield County Fair. Board members are welcomed and encouraged to help staff the booth and wear their ADAMH shirts while attending the fair. There were no motions to take to the board.

#### **FINANCE COMMITTEE**

Chairperson Perry reviewed the June Financials, noting below average receipts and above average expenses for the month. The largest expense was money dispersed out of the 507 funds by the end of June. The June financials were approved by the committee.

#### **RESOLUTION NO. 8-26-14-3**

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

Chairperson Perry shared that Mid-Ohio Psychological Services requested payment for bad debt for FY2013. A motion approved by the committee was amended to pay 2% of the allocated amount.

#### **RESOLUTION NO. 8-26-14-4**

**Be it resolved upon motion by S. Perry and second by S. Hurley to approve paying Mid-Ohio Psychological Services two percent of their SFY 2013 contract allocation for SFY 2014 bad debt payment policy which equals \$5,092.42. Motion was unanimously approved.**

Chairperson Perry reviewed the proposed budget for the Athens Behavioral Healthcare Hospital Region SFY 2015 507 funds: Project Dawn, Prenatal Care Coordination, Recovery Management Training, Enhance Current Emergency Services Capacity, Increase Access to Medication Assisted Treatment, Increase Access to Detoxification Treatment & Consultation and Planning for State-of-the-Art Crisis Intervention and Crisis Stabilization.

**RESOLUTION NO. 8-26-14-5**

**Be it resolved upon motion by the Finance Committee to the budget for the Athens Behavioral Healthcare Hospital Region SFY 2015 507 Funds: Project Dawn, \$10,000; Prenatal Care Coordination, \$10,000; Recovery Management Training (Regional), \$2,000; Enhance Current Emergency Services Capacity: New Horizons Mental Health Services - \$105,800 & 211/Information & Referral - \$10,000; Increase Access to Medication Assisted Treatment: Fairfield Community Health Center (start-up/operating) - \$41,000 & Medication (vendors to be identified) - \$21,500; Increase Access to Detoxification Treatment, \$10,000; and Consultation and Planning for State-of-the-Art Crisis Intervention and Crisis Stabilization, \$35,000. This comes to a total of \$245,300 contingent upon approval from OMHAS. Motion was unanimously approved.**

Chairperson Perry talked about the Central Pharmacy funds used when a client can't afford their medicine. This year's allocation is divided between New Horizons (via Central Pharmacy), The Recovery Center (Medicated Assisted Treatment) and a reserve.

**RESOLUTION NO. 8-26-14-6**

**Be it resolved upon motion by the Finance Committee to approve the Fairfield County proposed plan for using SFY 2015 Central Pharmacy dollars: New Horizons Mental Health Services, \$15,000; The Recovery Center, \$6,000, and Reserve, \$5,777. Motion was unanimously approved.**

Chairperson Perry talked about the Community Capital Plan which includes three potential projects: Project 1, Transitional Housing, \$250,000 with a \$250,000 match for SFY 17-18; Project 2, rehab of The Lighthouse apartments, \$24,000 with a \$24,000 match hopefully from Fairfield County Foundation for SFY 15-16; and Project 3, renovation of Orchard Place, Cherry Gardens & Ault Manor, \$200,000 with a match of \$200,000 for SFY 17-18.

**RESOLUTION NO. 8-26-14-7**

**Be it resolved upon motion by the Finance Committee to raise the Housing Reserve to \$250,000 to use as match for capital grant projects. Motion was unanimously approved.**

Chairperson Perry shared that the need to relocate men out of the E. Main St. houses so the houses can be made into transitional housing has created some expenses to be covered.

**RESOLUTION NO. 8-26-14-8**

**Be it resolved upon motion by the Finance Committee to approve \$4,362.45 for moving expenses for men currently in the men's East Main Street house. Motion was unanimously approved.**

Chairperson Perry reported on the 2015 Hot Spot Funding budget. Since the demand for Next Day Crisis services was not as robust as we thought last year, these funds have been reduced for the remainder of the year and will be billed on an as needed basis. Wrap-around and Inpatient (Adults & Kids) funds will be administered by the Board Clinical Care Coordinator.

**RESOLUTION NO. 8-26-14-9**

**Be it resolved upon motion by the Finance Committee to approve the Fairfield County proposed plan for using SFY 2015 Hot Spot dollars: Next Day Crisis Clinical Services, \$40,000; Wrap-Around, 75,000; and Inpatient – Adult and Kids, 48,495.52. Motion was unanimously approved.**

Chairperson Perry shared that some of the agencies that received allocated 507 monies for FY 2014 but were not able to complete the project due to a short window to spend that money, they wish to complete the projects in FY 2015.

**RESOLUTION NO. 8-26-14-10**

**Be it resolved upon motion by the Finance Committee to approve the remaining "up to" balances to be used in SFY 2015 for prior approved, but unfinished, SFY 2014 507 projects. Motion was unanimously approved.**

Chairpersons Perry shared that the board asked for more details and Mid-Ohio Psychological Services is still setting up meetings with the courts so additional time is needed to complete an MOU for court services expenses.

**RESOLUTION NO. 8-26-14-11**

**Be it resolved upon motion by the Finance Committee to extend the September 1, 2014, deadline in MOPS' contract until November 30, 2014 for meetings with the courts to occur and MOU to be completed. Motion was unanimously approved.**

Chairperson Perry said the committee had a request from one of the women who is trying to move out of the E. Main St. house. She has some unpaid bills that need paid before she can leave. Community Action is willing to pay \$500. The Finance Committee approved her request.

**RESOLUTION NO. 8-26-14-12**

**Be it resolved upon motion by the Finance Committee to approve an additional \$616 for moving expenses for one of the women currently in the women's E. Main St. house. Motion was unanimously approved.**

Chairperson Perry reported that New Horizons was requesting funds for the Teen Screen program that was not fully funded by United Way. The committee approved the request for \$18,000. Chairperson Perry amended this motion to \$18,500.

**RESOLUTION NO. 8-26-14-13**

**Be it resolved upon motion by S. Perry and second by Dr. Royslance to approve SFY 2015 Teen Screen funding for New Horizons in the amount of \$18,500. Motion was unanimously approved.**

**POLICY & PROCEDURE COMMITTEE**

Chairperson Caito presented the following policies and procedures, which received a first reading in the Policy and Procedure Committee, and are now presented to the board for a first reading:

- Affirmative Action Program
- Bylaws Review and Revision 01.02
- Mission, Vision, and Values 01.03
- Continuous Quality Improvement Policy and Continuous Quality Improvement Plan 02.50
- Board Provider Contracting Policy 03.61
- Provider Requests for Contract Modification Procedure 03.61.02 with Attachment A Provider Contract Modification Request Form
- Inspection & Release of Public Records 07.02.01 and Attachment A Poster for Inspection and Release of Public Records

**RESOLUTION NO. 8-26-14-14**

**Be it resolved upon motion by the Policy Committee to approve the first reading of the Affirmative Action Program, 01.02 Bylaws Review and Revision, 01.03 Mission, Vision and Values, 02.50 Continuous Quality Improvement Policy and Continuous Quality Improvement Plan, 03.61 Board Provider Contracting Policy, 03.61.02 Provider Requests for Contract Modification Procedure with Attachment A Provider Contract Modification Request Form, 07.02.01 Inspection & Release of Public Records and Attachment A Poster for Inspection and Release of Public Records. Motion was unanimously approved.**

Chairperson Caito presented the following policies and procedures, which received a second reading and waived the third reading in the Policy and Procedure Committee, and are now presented to the board for a second reading and final reading:

- Board Level of Financial Reserves Policy 03.03
- COOP Plan Policy 03.92
- 03.92.01 COOP Plan Procedure
- 04.02 Communicating with Federal, State and Local Officials

**RESOLUTION NO. 8-26-14-15**

**Be it resolved upon motion by the Policy Committee to approve the second reading and final reading of 03.03 Board Level of Financial Reserves Policy, 03.92 COOP Plan Policy, 03.92.01**

**COOP Plan Procedure and 04.02 Communicating with Federal, State and Local Officials. Motion was unanimously approved.**

### **MHA COMMITTEE**

Chairperson Roylance asked Lynn Porter to share information about the new outpatient commitment law that goes into effect in September which includes some major changes to the probate process and allows families to file an affidavit of mental illness of someone they are concerned about. The judges will be able to order treatment if warranted. Lynn will be developing a policy/procedure for keeping track of these individuals who will be committed to the ADAMH Board.

Chairperson Roylance reviewed the Ohio Revised Code expectations for Boards to expand the services delivered to persons with opiate addiction. The committee discussed how much actual/future reserve monies should be used to develop the expanded continuum of care. The committee approved dedicating 1 million dollars of Board Reserves, to the extent funds are verified to be available, so that creative solutions may be developed.

### **RESOLUTION NO. 8-26-14-16**

**Be it resolved upon motion by S. Perry and second by S. Hurley to approve that the Board be fiscally responsible by dedicating 1 million dollars of Board reserves, to the extent funds are verified to be available, for the purpose of expanding the continuum of care. Motion was unanimously approved.**

Chairperson Roylance shared that discussion of Hot Spot funds, 507 funds and Capital Plans occurred during the committee meeting and did not need further discussion now. She asked Patti Waits to talk about the proposal that Lutheran Social Services made to FMHCG concerning a possible interest in purchasing their building.

### **DIRECTOR'S REPORT**

The minutes of June 25, 2013 omitted the first reading of 03.03 Board Reserve Policy.

### **RESOLUTION NO. 8-26-14-17**

**Be it resolved upon motion by C. Caito and second by Dr. Roylance to amend the June 25, 2013 ADAMH Board minutes to include the following resolution:**

#### **RESOLUTION NO. 06-25-13-12A**

**Be it resolved by a motion out of the Finance Committee to accept the first reading of the Board Reserve Policy (Policy 03.03) which states that the Board will maintain reserves equal to the sum of two (2) months of expenditures and the following specific amounts and for the purposes served as follows: Community Disaster Reserve (\$50,000), Guaranteed Employee Benefits (\$25,000), Seed Money (\$100,000), Capital Asset Reserve (\$50,000), and Community Housing Reserve (150,000). Motion was unanimously approved.**

**Motion was unanimously approved.**

There are a number of contracts/contract modifications that are in process and Director Myers asked the board to approve the following contract modifications with the understanding that they still needed to be approved by board legal counsel and/or the assistant prosecuting attorney.

**RESOLUTION NO. 8-26-14-18**

**Be it resolved upon motion by S. Perry and second by C. Caito to approve the Sound Communications Mega Meeting Contract. Motion was unanimously approved.**

Director Myers shared one change to the MOPS' Technology Grant Contract Modification advised by board legal counsel. That change was to replace wording of "reasonable" time frame to "90 day" time frame in Section D.

**RESOLUTION NO. 8-26-14-19**

**Be it resolved upon motion by Dr. Roylance and second by J. Smith to approve MOPS SFY 2014 Contract Modification #7 Technology Grant. Motion was unanimously approved.**

Director Myers asked the board to approve a contract modification mentioned in the 120-day letter of May 1, 2014 1) that all agencies that would name the ADAMH Board as assured in all insurance coverages covered in the contract and 2) the automatic renewal of the contract if new contract is not renewed by July 1. There are total of ten contract modifications.

**RESOLUTION NO. 8-26-14-20**

**Be it resolved upon motion by Dr. Roylance and second by R. McDowell to approve SFY 2015 Contract Modification #1 for New Horizons Mental Health Services, The Lighthouse, Mid-Ohio Psychological Services, The Recovery Center, Big Brothers Big Sisters, 211/Information and Referral, Lutheran Social Services, Fairfield Mental Health Consumer Group, Grace Haven, and the Family, Adult & Children First Council. Motion was unanimously approved.**

Director Myers asked the board to approve Contract Modification #2 for TRC, NH & MOPS for next day crisis services (hot spot money) on a bill as needed basis for the remainder of the fiscal year.

**RESOLUTION NO. 8-26-14-21**

**Be it resolved upon motion by Dr. Roylance and second by S. Perry to approve SFY 2015 Contract Modification #2 for TRC, NH and MOPS for next day crisis services (hot spot). Motion was unanimously approved.**

Director Myers said that we applied and received re-entry grant money for SFY 2015 and asked the board to approve Contract Modification #3 for New Horizons who will be continuing to provide these services.

**RESOLUTION NO. 8-26-14-22**

**Be it resolved upon motion by S. Perry and second by J. Smith to approve the NH SFY 2015 Contract Modification #3 Re-Entry Grant. Motion was unanimously approved.**

Director Myers ask the board to approve The Lighthouse Contract Modification #2 which will continue the Trauma Informed Care project, that was started in the spring, into this fiscal year.

**RESOLUTION NO. 8-26-14-23**

**Be it resolved upon motion by Dr. Roylance and second by C. Russo to approve The Lighthouse SFY 2015 Contract Modification #2 Trauma Informed Care. Motion was unanimously approved.**

Director Myers asked the board to approve the New Horizons Contract Modification #4 which provides the amended amount of \$18,500 for the Teen Screen Program.

**RESOLUTION NO. 8-26-14-24**

**Be it resolved upon motion by S. Perry and second by J. Yancey to approve NH SFY 2015 Contract Modification #4 Teen Screen. Motion was unanimously approved.**

Director Myers asked the board to approve MOPS Contract Modification #3 which is a change to the appendices Modifier 3 billing codes.

**RESOLUTION NO. 8-26-14-25**

**Be it resolved upon motion by M. Reitano and second by C. Caito to approve the MOPS SFY 2014 Contract Modification #3. Motion was unanimously approved.**

Director Myers asked the board to approve emergency funds of \$25,000 for the multi-system youth. The Fairfield County Commissioners also gave \$25,000 and the other partners (Juvenile Court and Developmental Disabilities Board) were going to be asking their respective boards for similar amounts.

**RESOLUTION NO. 8-26-14-26**

**Be it resolved upon motion by M. Reitano and second by C. Russo to approve emergency allocation of \$25,000 for the Multi-System Youth program. Motion was unanimously approved.**

Director Myers reported that one of the largest sources of website traffic has been the social media ads for gambling addiction awareness and requested they be continued in an amount not to exceed \$10,000 for SFY 2015.



**RESOLUTION NO. 8-26-14-27**

**Be it resolved upon motion by R. McDowell and second by C. Russo to approve to continue to purchase from the Lancaster Eagle Gazette Social Media Ads for Gambling Addiction Awareness in an amount not to exceed \$10,000 for SFY 2015. Motion was unanimously approved.**

Director Myers asked the board to approve the first reading of the updated Board bylaws (01.01).

**RESOLUTION NO. 8-26-14-28**

**Be it resolved upon motion by J. Yancey and second by C. Caito to approve for a first reading the updated Board Bylaws (01.01). Motion was unanimously approved.**

**RESOLUTION NO. 8-26-14-29**

**Be it resolved upon motion by Dr. Roylance and second by S. Perry to enter into an executive session pursuant to ORC 121.22G1 for consideration of personnel matters. Motion was unanimously approved.**

**RESOLUTION NO. 8-26-14-30**

**Be it resolved upon motion by Dr. Roylance and second by C. Caito to adjourn the executive session. Motion was unanimously approved.**

**ADJOURNMENT**

**RESOLUTION NO. 8-26-14-31**

**Be it resolved, upon motion by C. Russo and second by J. Smith to adjourn the Board meeting. The motion was unanimously approved.**

The Board meeting adjourned at 8:40 p.m.

  
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Chair

  
\_\_\_\_\_  
Secretary

