



Mental Health & Recovery Board
of Clark, Greene & Madison Counties

Help for Today. Hope for Tomorrow.

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**MHRB
Partner Agencies**

CLARK COUNTY

- Clark County Family & Children First
- Families of Addicts Clark County (FOA)
- Matt Talbot House
- McKinley Hall, Inc.
- Mental Health Services for Clark and Madison Counties, Inc.
- National Alliance on Mental Illness (NAMI) Clark, Greene and Madison Counties
- Oesterlen Services for Youth
- Project Woman
- Springfield Metropolitan Housing Authority
- United Senior Services
- WellSpring

GREENE COUNTY

- Family Violence Prevention Center of Greene County
- Greene County Educational Service Center
- Greene County Family & Children First Department
- Greene County Juvenile Court
- Greene Leaf
- Housing Solutions of Greene County, Inc.
- National Alliance on Mental Illness (NAMI) Clark, Greene and Madison Counties
- TCN Behavioral Health Services, Inc.
- The Hope Spot
- Women's Recovery Center

MADISON COUNTY

- Madison County Department of Family & Children
- Mental Health Services for Clark and Madison Counties, Inc.
- National Alliance on Mental Illness (NAMI) Clark, Greene and Madison Counties

MHRB MISSION STATEMENT

The Mental Health & Recovery Board of Clark, Greene and Madison Counties advocates for and supports a system of effective treatment, prevention, and supportive services for residents.

**SPECIAL MEETING
BOARD AGENDA
TUESDAY, JUNE 5, 2018
6:00-6:30 P.M.**

**CareerConnectEd
700 S. Limestone St., Ste. A
SPRINGFIELD, OHIO**

I. OPENING REMARKS

A. Welcome Guests & Introductions

Julie Anthony, Chair

II. EXECUTIVE SESSION

A. Recommendation

Attachment A
Julie Anthony, Chair

III. APPROVAL OF MINUTES – April 16, 2018

Attachment B

IV. PLANNED MOTIONS

A. Recommendations

Attachment C
Julie Anthony, Chair

V. ELECTION OF OFFICERS

A. SFY 2019 Slate of Officers

1. Vote on Slate of Officers

Attachment D
Julie Anthony, Chair

VI. ADMINISTRATIVE

A. New Board Policy

1. New and Revised Policies (1st reading):

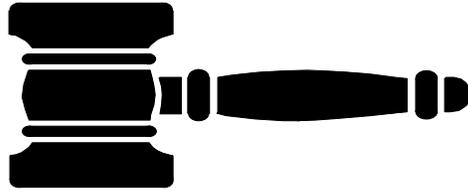
a. Policy #100.16 Disposition of Provider Records

Attachment E
Julie Anthony, Chair

VII. ADJOURNMENT

EXECUTIVE SESSION MOTION

The Mental Health & Recovery Board of Clark, Greene and Madison Counties recommends entering into executive session to consider evaluation and compensation of public employees.



MINUTES – April 16, 2018

The Mental Health & Recovery Board of Clark, Greene and Madison Counties (MHRB) met in regular session on Monday, April 16, 2018 at 6:00 p.m. at CareerConnectEd, 700 S. Limestone Street, Suite A, Springfield, Ohio.

PRESENT: *Julie Anthony, Chairperson, Presiding; Captain Scott Anger, Lexie Boblitt, Dr. Linda Griffith, Ben Harrison, Chief Jim Hutchins, Chief Mark Kidd, Kim Michael, Kellie Phillips, Lauren Ross, Esq., Julie Vann*

ABSENT: *Dr. Florence Coleman, Marilyn Demma, Dr. Joseph Keferl, Stephen Massey, Patrick Williams*

Staff: Dr. Greta Mayer, CEO; Donna Hart, Mark Huff, Michelle Humphrey, Tracey Stute

GUESTS: *None*

OPENING REMARKS

Julie Anthony, Chairperson, called the meeting to order and thanked everyone for coming.

APPROVAL OF MINUTES

The Board Minutes for the March 24, 2018 MHRB meeting were reviewed. There were no comments.

IT was MOVED BY LAUREN ROSS, SECONDED BY KELLIE PHILLIPS TO APPROVE THE MINUTES FOR THE MARCH 24, 2018 BOARD MEETING.

MOTION CARRIED.

REVIEW OF ACCOUNTS PAYABLE REGISTER

Julie asked the Membership to review Attachment B, Accounts Payable Register. Dr. Linda Griffith asked about a recurring charge for uniforms and Mark Huff explained that MHRB provides uniforms for its maintenance person. Captain Scott Anger asked for an update on Gambling Prevention. Tracey Stute, Board staff, stated that treatment dollars for problem gambling have been added this year as part of Mental Health Services for Clark County's (MHS) agency allocation. She also explained that Diana Padrutt of MHS is the credentialed gambling

treatment provider/supervisor and MHRB has been working with her to roll out a comprehensive regional gambling training and treatment approach over a three-year period. This effort is to build an effective gambling treatment workforce in our region. Scott asked if the Board is seeing a demand for gambling treatment. Tracey stated that demand is indirect; a gambling problem usually unfolds after someone seeks treatment for depression, anxiety or other addiction. That is, gambling is usually not recognized as the precipitating problem. Greta added that an Ohio survey revealed local statistics showing that females have a higher gambling addiction rate than males. So, with this workforce development plan, MHRB staff anticipates that awareness, identification of problem gambling and effective treatment approaches will increase.

CEO REPORT

Julie called on Dr. Greta Mayer to give the CEO report. Greta began her report with Item A – SFY 18-19 County Jail Psychotropic Drug Reimbursement Program. Greta explained that H.B. No. 49 established the psychotropic drug reimbursement program to provide reimbursement to counties for the cost of psychotropic drugs that are dispensed to inmates of county jails in Ohio. Greta explained that a county jail will receive reimbursement based on their jail's percentage of the total amount of reimbursement requested across all jails participating in the program. She added that the MHRB is considered the fiscal agent to three county jails eligible for the program: Clark County Jail, Greene County Adult Detention Center, and Greene County Jail.

Lauren Ross, Esq. asked if there is any indication that this will free up other monies that the Sheriff Departments thought they would be spending on these medications. Mark explained that the departments don't know how much they are going to receive because the funds are a part of a pool and the dollars are distributed based on invoicing. Greta added that it's possible that there will be savings in the future with this program, assuming that it continues. Dr. Linda Griffith stated that it would be beneficial to get those who are incarcerated and in need of Vivitrol to receive that medication before they are released. Greta shared that several treatment agencies are promoting Vivitrol protocols prior to re-entry whenever possible. Ben asked if disbursement of funds would be timely. Mark Huff stated that the state has been disbursing funds fairly quickly this year.

Julie then read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE FINANCE DEPARTMENT TO FORWARD FUNDS RECEIVED FROM OhioMHAS TO THE JAILS IDENTIFIED FOR PSYCHOTROPIC DRUG REIMBURSEMENT AND INCREASE BOARD BUDGET ACCORDINGLY DURING STATE FISCAL YEAR 2018 AND 2019.

IT was MOVED BY JIM HUTCHINS, SECONDED BY SCOTT ANGER, TO AUTHORIZE THE FINANCE DEPARTMENT TO FORWARD FUNDS RECEIVED BY OhioMHAS TO THE JAILS IDENTIFIED FOR PSYCHOTROPIC DRUG REIMBURSEMENT AND INCREASE BOARD BUDGET ACCORDINGLY DURING STATE FISCAL YEAR 2018 AND 2019.

MOTION CARRIED.

Next Greta moved on to Item B – Clark County Levy Resolution. Greta explained that the membership would need to decide whether to place a renewal or replacement levy on the

November ballot. Lauren Ross, Esq. asked if there was any feedback from the other Clark County elected officials and local leaders. Greta summarized her conversations in that a renewal would be better received in this environment. She also stated that she has been meeting with the Greene County Health Coalition and local government/agency members have decided to ask for a straight renewal for their respective fall levies. The Coalition felt that now is not the time to ask for more money. The membership decided that given the environment and timing of this election, that a straight renewal would most likely be a better decision. Chief Mark Kidd suggested asking for an additional quarter mill levy at later time, to address a specific unmet community need. Board members agreed that this was a viable solution. Greta reminded Board members that polling would be conducted and test messaging could be included in this process. She concluded that she had not received additional feedback from Clark County MHRB members who were not in attendance. Greta then read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO TO REQUEST THAT THE CLARK COUNTY COMMISSIONERS PLACE A 10-YEAR RENEWAL LEVY ON THE NOVEMBER 2018 BALLOT.

IT was MOVED BY LAUREN ROSS, SECONDED BY KIM MICHAEL TO AUTHORIZE THE CEO TO REQUEST THAT THE CLARK COUNTY COMMISSIONERS PLACE A 10-YEAR RENEWAL LEVY ON THE NOVEMBER 2018 BALLOT.

MOTION CARRIED.

Next Greta referred the membership to Item C – First Responder Week of Appreciation April 9-15. She stated that the Governor and Attorney General’s offices coordinated with the Ohio Association of Community Behavioral Health Authorities (OACBHA) to bring recognition to the people serving their communities on the front line during the opiate epidemic. Greta stated MHRB staff coordinated events during the week across our three-county region. She explained that there was a letter writing campaign, signs were posted at partner agencies, Springfield Regional Medical Center, Soin and Greene Memorial Hospitals, and that Madison County EMA provided space for first responders and frontline personnel to stop in for pizza and snacks. Greta stated that there was national recognition of Ohio for doing this. Scott Anger shared how the opiate epidemic has increased safety concerns for them. For example, there is no field testing of white powder, as had been done previously.

Greta then referred the membership to Item D – Beavercreek April 30 Medical Marijuana Forum Discussion. She said that Julie Vann had requested that MHRB partner with the City of Beavercreek to increase knowledge about medical marijuana. Julie explained that the purpose of the forum was to publicly raise awareness of the complexity of medical marijuana and to hopefully reduce problems that may arise for Beavercreek businesses, the schools, and with families. She also stated that there will be information provided about who will benefit from marijuana and how it might fit into the delivery of medical services and treatment of substance abuse. Greta added that Representative Rick Perales and Senator Bob Hackett are involved in the program. She also stated that Tony Coder (OACBHA) is also an Ohio Medical Marijuana Advisory Committee Member and will be presenting. Lauren said that she thought this was a good sponsorship opportunity and other Board members agreed.

Last was Item E – Board Retreat Survey. Greta asked the membership to take a quick Board Retreat survey at the link listed on the agenda. She said that Board staff uses the membership’s feedback to help improve future retreats.

That concluded the CEO report.

NOMINATING COMMITTEE

Julie stated that Board members need to vote on the slate of Board Officers for SFY 2019. She stated that the Nominating Committee met after the April 3, 2018 Program Committee meeting and recommends to the Board the following slate of names:

Kellie Phillips – Chair
Jim Hutchins – Vice-Chair
Patrick Williams – Secretary

Julie then asked the membership for additional nominations from the floor; there were none. The nominations were closed. Julie stated that the slated candidates will be presented in May and a recommendation will be made at that time. She then explained that there will be a gap until a Madison Board member is eligible to become Chair. She said that Chief Mark Kidd may be interested in a leadership role and appointed as a Committee Chair, ensuring that Madison County would be represented on Executive Committee. The slate of officers will be voted on at the May Board meeting.

That completed the Nominating Committee report.

ADMINISTRATIVE

Julie called on Mark Huff to review Item A – MHR Board Financial Update. Mark first briefly reviewed the financial summary.

Mark then reviewed the Statement of Cash Position and Fund Balances as of March 31, 2018. This report is strictly on a cash basis with total cash receipts of \$14,415,655, total disbursements of \$12,835,911, other financing receipts/(disbursements) of \$0 for cash receipts over disbursements of \$1,579,744. Ending fund balance as of March 31, 2018 is \$12,911,979.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2018 activity. The General Fund had an ending cash balance of \$3,047,242; special revenue had a balance of \$271,389; and fiduciary had a balance of \$149,682.

Next, Mark asked Donna Hart to review the Budget to Actual – Administration Budget Summary through March 31, 2018. Total actual expenses were \$1,118,149 with 35% of the budget remaining.

Last, Donna reviewed the Budget to Actual – Facility Budget Summary through March 31, 2018. Total actual expenses were \$547,799 with 46% of the budget remaining.

Mark stated that the Agenda was incorrect and there was no Item 3. – Cash Flow Projections. Greta stated, however, that she did have another item to add under Administration.

She explained that the Ohio Department of Mental Health and Addiction Services (OMHAS) have requested that the Board's CEO and Director of Finance enter into a three-party agreement with McKinley Hall for the purchase of recovery housing. Greta explained to the membership that the Board's role in this agreement was simply to ensure that if McKinley Hall is no longer in business, the Board will assist OMHAS in finding a replacement agency to take over the housing. OMHAS has required that the purpose for the recovery housing remain the same. Greta stated that the loan for the recovery houses is in the sole name of McKinley Hall and the Board is not responsible for any repayment. Board members discussed potential liability and to minimize risk, offered feedback to amend the recommendation to be more specific about which recovery houses and for what purpose.

Greta then read the amended recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO AND DIRECTOR OF FINANCE TO EXECUTE A THREE-PARTY AGREEMENT WITH OHIO MENTAL HEALTH AND ADDICTION SERVICES AND MCKINLEY HALL FOR RECOVERY HOUSES TO ENSURE THE ONGOING USE OF RECOVERY HOUSING LOCATED AT 1101 AND 1130 NORTH FOUNTAIN, SPRINGFIELD AS SET FORTH IN THE CONTRACT COMMENCING IN STATE FISCAL YEAR 2018.

IT was MOVED BY LINDA GRIFFITH, SECONDED BY JULIE VANN TO AUTHORIZE THE CEO AND DIRECTOR OF FINANCE TO EXECUTE A THREE-PARTY AGREEMENT WITH OHIO MENTAL HEALTH AND ADDICTION SERVICES AND MCKINLEY HALL FOR RECOVERY HOUSES TO ENSURE THE ONGOING USE OF RECOVERY HOUSING LOCATED AT 1101 AND 1130 NORTH FOUNTAIN, SPRINGFIELD AS SET FORTH IN THE CONTRACT COMMENCING IN STATE FISCAL YEAR 2018.

MOTION CARRIED.

That concluded the Administrative Report.

MENTAL HEALTH AND ADDICTION SERVICES

Julie asked Kellie Phillips to report on the Program Committee meeting. Kellie stated that the Committee met on Tuesday, April 3, 2018 at Career ConnectEd, 700 Limestone Street, Springfield.

Kellie stated that first, Kathryn Hitchcock shared an upcoming event "Laughter is Sacred Space" to be held May 4, 2018 in Springfield which deals with suicide survivors and mental illness. The next items on the agenda were recommendations for the following agencies: Housing Solutions of Greene County, Inc (HSGC) in the amount of \$235,950; Greene Leaf in the amount of \$31,500; Greene County Juvenile Court in the amount of \$54,500; Matt Talbot House in the amount of \$75,000; NAMI Clark, Greene and Madison Counties in the amount of \$340,633; and Springfield Metropolitan Housing Authority in the amount of \$34,560. Kellie stated that Wendy Doolittle presented on behalf of McKinley Hall. Kellie explained that a motion will not be brought until the June Program Committee meeting due to the size of the agency allocation and budget preparation.

Kellie stated that the Miscellaneous items discussed were review of the Upcoming Events Calendar.

Kellie read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFIES AND CONFIRMS THE ACTION TAKEN BY THE PROGRAM COMMITTEE ON APRIL 3, 2018. THE MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

IT was MOVED BY JULIE VANN, SECONDED BY BEN HARRISON TO RATIFY AND CONFIRM THE ACTION TAKEN BY THE PROGRAM COMMITTEE ON APRIL 3, 2018.

MOTION CARRIED.

That concluded the Program Committee report.

MISCELLANEOUS

None.

AUDIENCE PARTICIPATION

None.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

A MOTION WAS MADE BY LINDA GRIFFITH AND THE MEETING WAS ADJOURNED BY CHAIR, JULIE ANTHONY.

Jim Hutchins, Secretary

Michelle Humphrey, MHR Board Staff

PLANNED MOTIONS

FOR

SPECIAL MEETING OF
MENTAL HEALTH & RECOVERY
BOARD OF CLARK, GREENE AND
MADISON COUNTIES

JUNE 5, 2018

**CLARK COUNTY POOLED FUNDING
STATE FISCAL YEAR 2019**

The Mental Health & Recovery Board of Clark, Greene and Madison Counties authorizes the CEO to negotiate and enter into agreements with various Clark County departments for an amount not to exceed \$236,992 for contribution to the State Fiscal Year 2019 Clark County Pooled funding managed by Clark County Family Council. MHRB will perform the duties of fiscal agent for the IHBT contract. Below is the amount by service class and payment method.

MHRB Pooled funding commitment less IHBT program

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Dept Invoice for day treatment	98,075
Prevention services (P)	Cost reimbursement	-
Non-Medicaid Eligible services (S)	Dept Invoice for placements/FCFC	113,917
Total		211,992

Oesterlen's IHBT program - MHRB fiscal agent

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Vendor invoice (MHRB share)	25,000
Medicaid Eligible services (T)	Vendor invoice (Pooled funds)	100,000
Total		125,000

Total Board contribution 236,992

At this time, OhioMHAS allocations to Boards have not been finalized. The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2019 contracts dependent upon final allocations.

**CLARK COUNTY COMMUNITY INVESTMENT SURPLUS
STATE FISCAL YEARS 2018 AND 2019**

The Mental Health & Recovery Board of Clark, Greene and Madison Counties authorizes the CEO to spend an amount not to exceed \$19,196 during State Fiscal Years 2018 and 2019. Below is the amount by service class and payment method.

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Cost reimbursement	-
Non-Medicaid Eligible services (S)	Vendor Invoices	19,196
Total		19,196

At this time, OhioMHAS allocations to Boards have not been finalized. The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2019 contracts dependent upon final allocations.

**21st CENTURY CURES ACT FUNDING
STATE FISCAL YEAR 2019**

The Mental Health & Recovery Board of Clark, Greene and Madison Counties authorize the CEO to negotiate and enter into contract with the agencies listed below for the 21st Century Cures funding amount of \$586,651 during May 2018 through April 2019. Below are the agency amounts with service class and payment method in the following table.

Provider Agency	Program	Amount
MHS for Clark & Madison	Court bridge to Medication Assisted Treatment	77,009
McKinley Hall	Warm Handoff/Safe House Expansion	282,636
TCN Behavioral Health Services	Heroin Intensive Treatment Team (HITT)	227,006
Total Agency Funding		586,651

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Grant Allocation	-
Non-Medicaid Eligible services (S)	Cost reimbursement	586,651
Total		586,651

This funding is not considered part of the agency's base allocation from the Board and will follow OhioMHAS reporting and possible reconciliation process.

**EARLY CHILDHOOD MENTAL HEALTH CONSULTATION
STATE FISCAL YEAR 2019**

It is the recommendation of the Program Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties authorize the CEO to negotiate and enter into contract with various vendors for an amount not to exceed \$55,000 during State Fiscal Year 2019. Below is the amount by service class and payment method.

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Cost reimbursement	-
Non-Medicaid Eligible services (S)	Various Vendor invoices	55,000
Total		55,000

At this time, OhioMHAS allocations to Boards have not been finalized. The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2019 contracts dependent upon final allocations.

**GREENE COUNTY FAMILY & CHILDREN FIRST COUNCIL
STATE FISCAL YEAR 2019**

It is the recommendation of the Program Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties authorize the CEO to negotiate and enter into contract with Greene County Family & Children First Department for an amount not to exceed \$193,518 during State Fiscal Year 2019. Below is the amount by service class and payment method.

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Cost reimbursement	
Non-Medicaid Eligible services (S)	Grant Allocation	193,518
Total		193,518

At this time, OhioMHAS allocations to Boards have not been finalized. The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2019 contracts dependent upon final allocations.

**MADISON COUNTY DEPARTMENT OF FAMILY & CHILDREN/FAMILY COUNCIL
STATE FISCAL YEAR 2019**

It is the recommendation of the Program Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties authorize the CEO to negotiate and enter into contract with Madison County Department of Family & Children for an amount not to exceed \$108,344 during State Fiscal Year 2019. Below is the amount by service class and payment method.

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Cost reimbursement	82,000
Non-Medicaid Eligible services (S)	Grant Allocation/Invoice	26,344
Total		108,344

At this time, OhioMHAS allocations to Boards have not been finalized. The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2019 contracts dependent upon final allocations.

**OESTERLEN SERVICES FOR YOUTH
STATE FISCAL YEAR 2019**

It is the recommendation of the Program Committee that the Mental Health & Recovery Board of Clark, Greene, and Madison Counties authorize the CEO to negotiate and enter into contract with Oesterlen Services for Youth for an amount not to exceed \$75,000 during State Fiscal Year 2019. Below is the amount by service class and payment method.

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Cost reimbursement	-
Non-Medicaid Eligible services (S)	Grant Allocation	75,000
Total		75,000

At this time, OhioMHAS allocations to Boards have not been finalized. The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2019 contracts dependent upon final allocations.

**WELLSPRING
STATE FISCAL YEAR 2019**

It is the recommendation of the Program Committee that the Mental Health & Recovery Board of Clark, Greene, and Madison Counties authorize the CEO to negotiate and enter into contract with WellSpring for an amount not to exceed \$143,950 during State Fiscal Year 2019. Below is the amount by service class and payment method.

Agency Base Allocation has increased by \$48,950 since SFY2018 for Prevention Services (P).

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Cost reimbursement	143,950
Non-Medicaid Eligible services (S)	Grant Allocation	-
Total		143,950

At this time, OhioMHAS allocations to Boards have not been finalized. The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2019 contracts dependent upon final allocations.

STATE FISCAL YEAR 2019 MHR BOARD SALARY RANGES

It is the recommendation of the Executive Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties make no revisions to the MHR Board Salary Ranges for SFY 2019. Therefore, the salary ranges for SFY 2018 become the approved MHR Board salary ranges for SFY 2019.

**STATE FISCAL YEAR 2019 SERVICE CONTRACT
RECOMMENDATION**

It is the recommendation of the Executive Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties approve the revised State Fiscal Year 2019 service contract as presented.

**MATCHING FUNDS FOR MENTAL HEALTH FOUNDATION
SPRING FUND RAISER**

It is the recommendation of the Executive Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties provides dollar for dollar matching funds up to \$2,500 for the Clark County Mental Health Foundation's 2018 spring letter campaign.

CLARK COUNTY LEVY RECOMMENDATION

It is the recommendation of the Executive Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties set aside \$80,000 to be allocated to the Clark County Levy campaign fund for levy activities on an as needed basis.

ATTACHMENT D

**ELECTION OF OFFICERS
STATE FISCAL YEAR 2019 SLATE OF OFFICERS**

At the April 16th Mental Health & Recovery Board meeting, the Nominating Committee submitted its slate of officers for SFY 2019. This slate is defined below:

Chairperson	Kellie Phillips
Vice Chairperson	Jim Hutchins
Secretary	Patrick Williams

As defined in the Board's Bylaws, at the May meeting the Board will elect its officers for a period of one year. Accordingly, the Board will now accept nominations from the floor.

The Mental Health & Recovery Board of Clark, Greene and Madison Counties approves election of the following Board members as Board Officers for SFY 2019:

CHAIRPERSON	Kellie Phillips
VICE CHAIRPERSON	Jim Hutchins
SECRETARY	Patrick Williams

**Mental Health & Recovery Board of
Clark, Greene and Madison Counties**

Policy Name: Disposition of Provider Records
Number: 100.16
Division: Administration
Effective Date: June 18, 2018
Revision Date:
Review Date: January 2019

PURPOSE:

To state the Board’s requirements for the disposition of the records of a community mental health or addiction services provider that will close or be acquired.

POLICY:

The Board will require compliance with this policy prior to accepting transfer of the records of a community mental health or addiction services provider that is discontinuing operation or being acquired by another program. The Board will not take custody of records that have not been handled in accordance with this policy unless extenuating circumstances exist and an exception has been approved by its governing board.

PROCEDURES:

Process for Disposition of Records for Contract Service Providers:

In accordance with the applicable requirements of Ohio law (summarized below) and the additional requirements of the Board, contract service providers of the Board shall be required to comply with the following steps in regards to their service records in the event that they will discontinue operations or are acquired by another program:

- The 30-day advance written notice required under the certification rules to be sent to current clients of a closing or acquired provider, must also inform clients that they may authorize transfer of their records to another service provider and that any records for which transfer is not authorized by the client will be transferred to the provider assuming the majority of the provider’s caseload.
- Records of clients needing ongoing services will be transferred to the appropriate service provider as authorized by the client.
- Records of persons that are not current clients will be destroyed if they are beyond the required retention dates (minimum 7 years post-discharge/end of services for treatment records and 3 for prevention).
- Records that are not transferred to another service provider per the authorization of the client or, destroyed as described above, will be transferred to the service provider that is assuming the majority of the service provider’s caseload to be held until the end of their applicable retention period and then destroyed.
- Records that remain with the contract service provider, after completion of all foregoing requirements, may be transferred to the Board to be held until the end of their applicable retention period and then destroyed.
- The Board will require compliance with the requirements of this policy in its contract provider service contracts.

Process for Disposition of Records for Non-Contract Service Providers:

In accordance with the applicable requirements of Ohio law (summarized below) and the additional requirements of the Board, community mental health and addiction services providers that do not contract with the Board for the provision of services will be required to complete each of the following steps in regards to their service records prior to the Board accepting custody of any such records:

- Records of clients needing ongoing services will be transferred to the appropriate service provider as authorized by the client.
- Records of persons that are not current clients will be destroyed if they are beyond the required retention dates (minimum 7 years post-discharge/end of services for treatment records and 3 for prevention).
- Records that are not transferred to another service provider per the authorization of the client or, destroyed as described above, will be transferred to the provider that is assuming the majority of the provider's caseload to be held until the end of their applicable retention period and then destroyed.
- The service provider will contact the Managed Care Organization(s) with which it contracts, in regards to the transfer of those records to an appropriate service provider.
- In regards to addiction services records that have not been transferred to another provider per these requirements, the provider will request that the Managed Care Organization(s) accept custody of its remaining addiction services records as the "responsible person" designated pursuant to 42CFR Part 2.19(a)(2).
- Records that remain with the provider, after completion of all foregoing requirements, may be transferred to the Board to be held until the end of their applicable retention period and then destroyed.