



MINUTES – September 17, 2019

The Mental Health & Recovery Board of Clark, Greene and Madison Counties (MHRB) met in regular session on Tuesday, September 17, 2019 at 6:00 p.m. at United Senior Services, 125 W. Main Street, Springfield, Ohio.

PRESENT: *Kellie Phillips, Chairperson, Presiding; Captain Scott Anger, Dr. Huma Bashir, Katherine (Kathy) Brinkman, James (Jim) Brown, Dr. Florence Coleman, Chad Dunsdon, William Louderback, Howard Maynard, Jr., Chief Brian Miller, Dr. Michael Sherr, Patrick Williams, Dr. Josephine (Jo) Wilson*

ABSENT: *Christina (Christy) Hoffman*

Staff: *Dr. Greta Mayer, CEO; Jac Carrier, Mark Huff, Michelle Humphrey, Tracey Stute, Brianna Wilson*

GUESTS: *None.*

OPENING REMARKS

Kellie Phillips, Chairperson, called the meeting to order and thanked everyone for coming. She then asked the membership and audience to introduce themselves.

APPROVAL OF MINUTES

The Minutes for the June 15, 2019 Board meeting were reviewed. There were no comments.

IT was MOVED BY HUMA BASHIR, SECONDED BY SCOTT ANGER TO APPROVE THE MINUTES FOR THE JUNE 15, 2019 BOARD MEETING AS SUBMITTED.

MOTION CARRIED.

REVIEW OF ACCOUNTS PAYABLE REGISTER

Kellie asked the Membership to review Attachment B, Accounts Payable Register, which they did. Kathy Brinkman asked if Alan Collins was an attorney. Greta explained that Alan was the Board's attorney who handles hearings regarding involuntary commitments.

CEO REPORT

Kellie called on Greta to give the CEO report. Greta started her report with Item 1 – Board Ad Hoc Session which was held at the Board Administrative Office on August 12, 2019. She explained that it was a mini-version of the Board Retreat which occurred in June for those members who could not attend at that time, including new Board members. Greta solicited feedback from Board members for continuous quality improvement purposes. Captain Scott Anger stated that when the annual allocations are presented for the agencies, it would be helpful for him to see a comparison to the previous year. Dr. Michael Sherr suggested researching to see if services are being duplicated and, if so, using the Board’s resources for more collaboration. Kathy stated that she would like to have more training around GOSH.

Next, was Attachment C – SFY 2020 Proposed Table of Organization (TO). Greta stated that staff finalized the proposed new configuration and appropriate titles, within the existing approved budget. She explained that the position of MIS & Data Services Assistant would be changed to Assistant Director of MIS & Data Services and, if approved, will be posted internally; and that the position of Data Service & Finance Coordinator would be shared by MIS & Data Services and Finance departments. Greta also stated that the Receptionist position had been filled by Shannon Haggy and that she started on August 12, 2019. Dr. Human Bashir asked it would be possible to put names next to the positions on the TO and Greta agreed, then read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE PROPOSED TABLE OF ORGANIZATION AND APPROVES IT EFFECTIVE SEPTEMBER 2019.

IT was MOVED BY BRIAN MILLER, SECONDED BY CHAD DUNSDON TO APPROVE THE PROPOSED TABLE OF ORGANIZATION EFFECTIVE SEPTEMBER 2019.

Michael asked how staff justified having the additional position of Data Service & Finance Coordinator along with the Assistant Director of Finance. Greta asked Jac Carrier, Director of MIS & Data Services, to explain. Jac stated that the Board services 11 boards in 21 counties and processes all claims and enrollment processing for their contract agencies, maintains their servers and MIS functions. The Assistant Director of MIS & Data Services is responsible for all of that. Jac explained that within the last three months, the Board has been leveraging GOSH and has been creating a significant number of reports to track claims and compare to claims paid last year. The Data Service Finance Coordinator position is more of a reporting role. She explained that some of the reporting comes from finance and some of it comes from MIS & Data Services. Greta explained that the Board needed to build capacity to produce new reports that the Board currently does not have the capacity to produce. Greta explained that these changes are necessary for staff to roll out an evaluation and monitoring framework for contracted services.

MOTION CARRIED.

Greta then reviewed Attachment D – SFY 2020 Officers & Committee Appointments. She explained that, according to the By-laws, anyone who is a member of the Board is also on the Program Committee. Greta then reviewed the list of committee members. She stated that Kellie suggested combining the committees whenever possible for greater efficiency. This year, Finance

and Buildings & Grounds Committees were combined. Greta stated that it also made more sense to integrate those committees because Mark Huff is now the director of both finance and facilities. Kellie said that she received an email from Michelle after she had spoken to Michael that he was able to attend the Buildings & Grounds and Finance Committee meetings, so he was also added to those committees. Greta explained that the committee members will receive the packets for the meetings and the entire membership is invited to come to any meeting, if they want to attend. Michelle stated that she sent an Outlook calendar invite to every member for each meeting, which is a new process this year. Greta explained that Michelle will be sending out reminders of meetings the day before now instead of on the actual meeting day. She asked that if a member cannot attend, to please let Michelle know the day before so the meeting can be cancelled if there is no quorum. Kellie added that in this case, there would then be additional business on the next meeting's agenda.

Greta then referred to Attachment E - Board Member Roster which was at each member's place. She explained that this list was for internal use only, but she wanted the members to be able to contact each other if needed.

Attachment F – SFY 2020 External Mini-Grants was then reviewed. Greta said that this recommendation was presented last year in the same dollar amount. She stated that there are small competitive grants made available that often require a quick turnaround, so she was asking for authority to spend those dollars. It is a small dollar amount, but it allows the Board to do things like support coalition work, prevention, treatment, and supportive services. Kellie then read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO TO ACCEPT AND SPEND EXTERNAL MINI-GRANTS UNDER THE AMOUNT OF \$10,000 FOR THE PURPOSE OF TREATMENT, PREVENTION AND SUPPORT AND TO FULFILL THE MISSION OF THE MHRB IN SFY 2020. BUDGETS WILL INCREASE ACCORDINGLY, AND SPENDING WILL BE REPORTED TO THE BOARD.

IT was MOVED BY SCOTT ANGER, SECONDED BY HUMA BASHIR TO AUTHORIZE THE CEO TO ACCEPT AND SPEND EXTERNAL MINI-GRANTS UNDER THE AMOUNT OF \$10,000 FOR THE PURPOSE OF TREATMENT, PREVENTION AND SUPPORT.

MOTION CARRIED.

Next, Greta reviewed Attachment G – SFY 2020 Madison County Department of Family & Children/Family Council Strong Families, Safe Communities Award. She stated that this is a multi-county grant to build the infrastructure to wraparound youth and families within the county. Greta said that through Family Council and other partners like juvenile court, Developmental Disabilities, etc. that they work together to improve services for young people. Union County was the lead agency and invited Madison to join the initiative in 2018. The recommendation was to bring in Jefferson County as a third agency. The council is working beyond this grant on sustainability. Kellie asked what the reasoning was behind inviting a county so far removed from the area. Greta explained that Dr. Phil, CEO of the Union County Board, said that they don't have the youth and family infrastructure of Union and Madison Counties. Jefferson has no family

council coordinator, so they are starting from scratch. Dr. Phil thought this would be a good investment. Kellie read the motion.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH MADISON COUNTY DEPARTMENT OF FAMILY & CHILDREN FOR AN AMOUNT OF \$60,000 DURING STATE FISCAL YEAR 2020. FURTHERMORE, THE BOARD AUTHORIZES THE CEO TO SIGN DOCUMENTS NEEDED TO EXECUTE THIS PROCESS. BELOW IS THE AMOUNT BY SERVICE CLASS AND PAYMENT METHOD.

Medicaid Eligible services (T)	Grant Allocation	
Prevention services (P)	Cost reimbursement	
Non-Medicaid Eligible services (S)	Grant Allocation/Invoice	60,000
Total		60,000

AT THIS TIME, THE UNION MHRB FUNDING HAS NOT BEEN FINALIZED. THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES MAY BE REQUIRED TO RE-NEGOTIATE SFY 2020 CONTRACTS DEPENDENT UPON FINAL AMOUNTS.

IT was MOVED BY WILLIAM LOUDERBACK, SECONDED BY JOSEPHINE WILSON TO AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH MADISON COUNTY DEPARTMENT OF FAMILY & CHILDREN FOR AN AMOUNT OF \$60,000 DURING STATE FISCAL YEAR 2020 AND TO AUTHORIZE THE CEO TO SIGN DOCUMENTS NEEDED TO EXECUTE THIS PROCESS.

MOTION CARRIED.

Last, Greta reviewed Attachment H – SFY 2020 Community Transition Program (CTP). Greta stated that the Ohio Department of Mental Health and Addiction Services (OhioMHAS), in partnership with the Ohio Department of Rehabilitation and Correction, launched the Community Transition Program (CTP) in May of 2016 to support the successful recovery and positive long-term outcomes for individuals with addiction as they transition from prison to the community. Eligible participants will be identified and referred through the OhioMHAS Community Linkage process. The Community Linkage program has been in place for many years and is a partnership between OhioMHAS, Boards, and providers to identify individuals with severe mental illness while incarcerated to link them to local services upon release from prison. This program will continue and expand to include those with addiction through CTP.

CTP was previously administered by CareSource, a managed Medicaid care organization. Following a recent survey of care providers, CTP participants, and Boards, it was decided that willing Boards will provide oversight starting October 1, 2019. Statewide, OhioMHAS is anticipating up to \$3,000,000 of funding to Boards. This will include any carry over funds from the Mental Health Pilot Reentry Program. McKinley Hall, Mental Health Services for Clark & Madison Counties, and TCN Behavioral Health Services (TCN) have agreed to accept this funding to make the program happen. Greta also stated that there was no additional funding for persons with persistent, severe mental illness who were being released back into the community. The Board

had to see that these people were linked to treatment providers, as in previous years. She said that this funding was developed specifically for people with addiction. Kellie read the motion.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO TO ENTER INTO AGREEMENTS WITH VARIOUS PROVIDERS FOR STATE FISCAL YEAR 2020 TO PAY FOR ELIGIBLE OHIOMHAS CTP/COMMUNITY LINKAGE CLIENTS TO RECEIVE TREATMENT AND SUPPORTIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$165,000. FURTHERMORE, THE BOARD AUTHORIZES THE CEO TO SIGN DOCUMENTS NEEDED TO EXECUTE THIS PROCESS.

Treatment/Prevention/Supportive	Payment Method	SFY2020	SFY2019	Change
Medicaid Eligible services (T)	Fee for Service/Medicaid rates	-	-	-
Prevention services (P)	Grant/Cost reimbursement	-	-	-
Non-Medicaid Eligible services (S)	Provider Invoice	165,000	-	165,000
Total		165,000	-	165,000

PAYMENTS FROM THE FUND ARE CONTINGENT UPON OHIOMHAS REFERRALS AND THIS FUNDING IS NOT INCLUDED IN THE BOARD'S BASE ALLOCATIONS.

IT was MOVED BY KATHY BRINKMAN, SECONDED BY CHAD DUNSDON TO AUTHORIZE THE CEO TO ENTER INTO AGREEMENTS WITH VARIOUS PROVIDERS FOR STATE FISCAL YEAR 2020 TO PAY FOR ELIGIBLE OHIOMHAS CTP/COMMUNITY LINKAGE CLIENTS TO RECEIVE TREATMENT AND SUPPORTIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$165,000 AND TO AUTHORIZE THE CEO TO SIGN DOCUMENTS NEEDED TO EXECUTE THIS PROCESS.

MOTION CARRIED.

Greta then referred the membership to a handout at their places. She said that Brianna Wilson, General Manager of Marketing Communications, has been leading an effort with the consultant, B63, to update MHRB's website and refresh the brand. Greta stated that Kellie Phillips and Kathy Brinkman have been assisting with the project. Greta described how the brand was refreshed with rounded corners, colors, one spoke in the sunburst was removed, and the tagline was changed. The website kickoff is scheduled to occur by year's end. Kathy stated that she appreciated what Brianna has done. Jac stated that the website will also have a database on the back end, with the potential to automate items that cannot currently be done. Brianna said that the colors were chosen because they are calming and in line with general health care, yet distinctive in other ways. Greta showed a complimentary color palette and pointed out how the red and yellow were incorporated for use during levy time, for contrast.

Last, Greta stated that she will be out of the office from September 19 through September 30, 2019. Mark Huff will be the acting CEO during this time. Michelle will continue to be the go-to person for Board members, if they need assistance or have any concerns.

That concluded the CEO report.

ADMINISTRATIVE

Kellie called on Mark Huff to review the MHRB financials. Mark referred the membership to Attachment I in the agenda packet and asked if there were any questions about the financial narrative for reporting period August 31, 2019; there were none. Mark first reviewed the Statement of Cash Position and Fund Balances as of June 30, 2019. This report is strictly on a cash basis with total cash receipts of \$16,745,646, total disbursements of \$16,713,087, for excess cash receipts over disbursements of \$102,218. Ending fund balance as of June 30, 2019 was \$11,421,602.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2019 activity. The General Fund had an ending cash balance of \$10,396,805; special revenue had a balance of \$531,694; and fiduciary had a balance of \$0.

Next, Mark reviewed the Budget to Actual – Administration Budget Summary for SFY 2019 activity. Total actual expenses were \$1,518,479; budgeted expenses were \$1,696,364. Actual expenses were under budget by 10%.

The last report regarding Fiscal Year 2019, the Budget to Actual – Facility Budget Summary for SFY 2019 activity was reviewed. Total actual expenses were \$1,450,277; budgeted expenses were \$1,596,164. Actual expenses were under budget by 9%.

The review was then focused on Fiscal Year 2020 activity and Mark suggested to the Board to skip July statements and focus on August since the reports are accumulative but did ask if any member had specific questions concerning July. Howard Maynard, Jr. asked where the advances come from that are shown in the narrative. Mark explained those funds are transferred from the General Fund account. The next section reviewed was the Statement of Cash Position and Fund Balances as of August 31, 2019. This report is strictly on a cash basis with total cash receipts of \$5,540,657, total disbursements of \$2,491,325, for excess cash receipts over disbursements of \$3,051,636. Ending fund balance as of August 31, 2019 is \$14,473,238.

Next, Mark reviewed the Statement of Revenues and Expenditures for State Fiscal Year 2020 activity from July 1, 2019 through August 31, 2019. The General Fund had an ending cash balance of \$2,429,884; Special Revenue had a balance of \$928,954; and fiduciary had a balance of \$40,692.

That concluded the Administrative Report.

OFFICERS' MEETING

Kellie stated that the SFY 2020 MHR Board Officers met on July 24, 2019 at the administrative offices located at 1055 E. High Street, Springfield, Ohio. Kellie said that the first item on the agenda was the OhioMHAS Community Plan Update. At the meeting, Greta explained that the plan would be completed the day before it's due date of August 1. Greta could submit a waiver to postpone submitting the plan until the full Board has reviewed it but Kellie said that Greta felt comfortable with the Officers seeing the completed document and signing off. Once the plan is approved by the state, it will then be presented to the full Board.

Next, Kellie said that Greta reviewed the Annual Report. Greta stated at the meeting that she had received good feedback from Board members and staff. It was a more comprehensive product compared to past years. Staff is working on a distribution and presentation plan to get the information out to the public. Kellie agreed that the Board is sharing their return on investment to the public in a transparent way.

Kellie said that Greta then talked about Minority Health Month. Greta explained that former Board member, Stephen Massey, is the Co-Chair of the Governor's Minority Health working group and he advocated for the first of the three listening session stops to be held in Springfield. MHRB agreed to co-sponsor the event which would be held on July 31 from 1-3pm at the Masonic Home on St. Rt. 68 and Rt. 4.

Next at the meeting, Tracey explained that the Board contracted with Carey Carr of Grants Trail Consulting, Inc. to evaluate the jail-based Greene Leaf program in Xenia, Ohio. Carey has completed most of the agreed upon deliverables but is asking to extend the contract period from June 30, 2019 to December 31, 2019 to finalize the report and present the final evaluation to the Board. A motion was read and carried.

Greta then added an attachment regarding Addiction Treatment Program (ATP). She explained that these dollars were awarded by the state on July 23, 2019 for the drug court in Fairborn. The Ohio Department of Mental Health and Addiction Services (OhioMHAS) ATP provides funding to select counties providing medication assisted addiction treatment and recovery support services to eligible individuals who are offenders within the criminal justice system. Programmatic and fiscal deliverables will be tracked by the court, provider(s), and MHRB. Tracey stated that Fairborn was not included in the first round of funding. This benefited Fairborn because the other boards did not use \$30,000 of their allotted funds which were carried over to the second round. Fairborn will receive this carryover along with this year's \$75,000 allocation. Greta explained that if other boards don't use their funds this year, our Board may receive more. Kellie asked if the participants are currently incarcerated. Greta explained that they are not, unless there is a consequence or violation of the drug court practices; this is a diversion program. Kellie also stated that Alice DeWine is running for Greene County Prosecutor and she is looking to expand drug courts. A motion was read and carried.

Next was Greene Memorial/Soin Hospital Sponsorship. At the meeting, Greta reminded the committee that the Board is using a collective impact framework to organize and support coalition efforts in Clark, Greene and Madison Counties. The hope is to make the coalitions that are addressing substance use and suicide issues more effective and more targeted in their approach. Greta stated that she and Adriane Miller are spending more time in Greene County coalitions, Tracey and Brianna are in Clark County substance use coalitions, and Madison is now a combined substance use and suicide coalition in which Brianna and Adriane attend. This recommendation is targeted toward Greene County. Greta explained that the Board is promoting that we are one of many potential stakeholders and funders in the community like the hospital, United Way, and some other community health foundations, who also care about and serve individuals with substance use and mental illness. She explained that she has been meeting with other potential funders to grow the Board's investment and data sharing to address such complex social problems as suicide and substance use. Greene Memorial and Soin agreed to a sponsorship for the Greene County effort. A motion was read and carried.

Kellie stated that next was TCN Behavioral Health and Michael's House Child Advocacy Center. At the meeting, Greta explained that the center is a one-stop, multidisciplinary center for a young person who has been abused so they do not have to tell their stories multiple times to legal and human service professionals. MHRB agreed to be a partner to promote and oversee partnership with onsite behavioral health services. Kent Youngman, former CEO of MHRB, agreed to pay the rental cost to Michael's House charges through TCN's contract allocation, which was approximately \$11,000, in order for services to be delivered onsite. Additional county partners are now contributing funds. Staff is recommending that MHRB pay Michael's House directly. A motion was read and carried.

Last on the agenda was Revised Policy Recommendations. At the meeting Greta explained that the Clark County Commission releases their holiday calendar each year and MHRB mirrors that schedule. Greta also explained that she has the authority to grant additional two half days beyond what the commission designates. Greta asked that she be given the authority to approve additional holidays that the commission may delegate, while maintaining two half days at MHRB's discretion. A motion was read and carried.

Greta reminded the Officers that Crisis Intervention Training (CIT) graduation would be on Friday, September 13 at 2:30pm and that former Board member, Captain Scott Anger, would be the Master of Ceremonies. She also referred the Officers to a revised draft schedule of Board meetings for SFY 2020. Kellie stated that she had suggested an ad hoc work session to be held on Monday, August 12 from 11am to 1pm at MHRB offices. Kellie also told the Officers that she and Greta had been meeting with potential new Board members. She explained that they were actively searching for members from different minority groups to reflect diversity and mirror the communities that the Board serves in a variety of ways. Greta also reminded the Officers that the Program Committee meetings would rotate across the three counties, but the regular Board meeting would be held at the Masonic Club House. It was also decided to move committee meetings to 10am on Fridays.

That concluded the Officer's Meeting Report.

COMBINED FINANCE/BUILDINGS & GROUNDS COMMITTEES

Kellie asked Patrick Williams, Co-Chair of the Combined Finance/Buildings & Grounds Committees to give the report. Patrick stated that the committees met on September 6, 2019 at the MHRB administrative offices located at 1055 E. High Street, Springfield.

Patrick stated that Greta reported that there was a new meeting schedule and some of the Board meetings have been moved to a Monday to accommodate member schedules.

Patrick said that Mark discussed the SFY 2018 Board Audit. Mark explained that the Board received a dual opinion; an adverse opinion for following GAAP, but an unqualified opinion on the Regulatory statements, which is authorized by the Ohio Auditor of State.

Mark then reviewed the next item on the agenda – SFY 2019 Provider Reconciliation. Patrick said that Mark reported that the Medicaid providers recovered from the fiscal year 2018 impact of Behavioral Health Redesign for Medicaid billing with projected profits across all providers.

Patrick stated that Mark then reviewed the CY 2019 Estimated Revenue & Appropriations. Mark reviewed the changes that include Intensive Home-based Therapy (IHBT) funds to be processed as a payment instead of a transfer, GOSH Board claims billings, State Opioid Response (SOR), Addiction Treatment Program (ATP), Recovery Housing, DUI, and Soin Hospital. An unemployment expense line was added.

Next on the agenda was the Delinquent Tax Waivers Report which shows \$290.88 has been waived for property in the City of Fairborn. Mark explained that this is a new report and provided background.

The next agenda item was the SFY 2020 Rental Funds report. Patrick said that Donna Hart stated that this is a new report and is a drill down of the General Fund.

Patrick stated the next agenda item was the SFY 2020 MHRB Capital Report presented by Trent Hagg. Trent noted that the only item expensed in July was the basement repair at 600 Dayton Yellow Springs Road in Fairborn. He then discussed several completed projects in August, including some of the bathroom remodels at 1067 East High Springfield for a total spent, year to date of under \$80,000.

The next agenda item was the SFY 2020 Capital Projects Update presented by Mark. He highlighted three housing projects for people with mental illness for which Mental Health Services (MHS) in Clark County is using SFY 2017 reconciliation carry over funding. Greta added that there will be a meeting held at MHRB on September 18 with the City and veteran's affairs, to provide the Board with more information about the tax credits and incentives with supportive housing opportunities.

That concluded the Combined Finance/Buildings & Grounds Committees Report.

RECORDS COMMISSION

Next on the Agenda was Records Commission Meeting Summary. Kellie stated that the Committee met at 5:30 p.m. on Tuesday, September 17, 2019 at United Senior Services, 125 W. Main Street, Springfield.

Kellie stated that she, Patrick, Greta, and Michelle Humphrey, MHRB Records Custodian met. The structure, purpose and function of the Records Commission was reviewed. Next, the current MHRB Record Retention Schedule was reviewed. Michelle explained to Kellie that there were no changes to the current schedule. Suggested changes had been made last year and the Ohio Historical Society returned the approved forms with notations of specific documents that they would like to have if MHRB decided they were no longer of value or the retention date expires. No other changes and/or additions were recommended at this time. Kellie ended by stating that the Commission will meet again in a year.

That concluded the Records Commission Report.

MENTAL HEALTH & ADDICTION SERVICES

Kellie asked Chief Brian Miller, Chair, to give the Program Committee report. Brian stated that everyone who was at the Board meeting was at the Program Committee. He asked if anyone had any questions and no one did.

The concluded the Program Committee Report.

AUDIENCE PARTICIPATION

Michelle asked the new Board members to sign and return to her the verification page in the front of their Board binders.

BOARD MEMBER COMMENTS

None.

MISCELLANEOUS

None.

ADJOURNMENT

A motion was made by Chad Dunsdon and the Board meeting was adjourned by chair, Kellie Phillips.



Chad Dunsdon, Secretary



Michelle Humphrey, MHR Board Staff