

MENTAL HEALTH & RECOVERY SERVICES (MHRS) BOARD
Serving Coshocton, Guernsey, Morgan, Muskingum, Noble & Perry Counties
 1500 Coal Run Road – Zanesville, OH, 43701

OFFICIAL MINUTES
(Regular Board Meeting – Teleconference – March 11, 2021)

REGULAR BOARD MEETING

I. BOARD NOTIFICATION & COMPLIANCE WITH SUNSHINE LAW:

On March 1, 2021, board members, contract organization directors, service area news media, county boards of commissioners, and state legislators were notified the Board of Directors would virtually meet in regular session at 7:00 p.m. on Thursday, March 11, 2021. All parties were provided with meeting access information.

II. CALL TO ORDER: President Jeff LeCocq called the regular board meeting to order at 7:00 p.m.

III. ROLL CALL:

Board Members Participating:

- *Jeff LeCocq, President (Muskingum County)*
- *William Johnson, Vice-President (Coshocton County)*
- *Sherile Beardmore (Guernsey County)*
- *Michael Bullock (Muskingum County)*
- *Jennifer Hanson (Muskingum County)*
- *Sue Hoover (Muskingum County)*
- *Kelly Lynch (Guernsey County)*
- *Thomas Lynch (Coshocton County)*
- *Dan Scheerer, M.D. (Muskingum County)*
- *Danielle Scott (Perry County)*
- *Bev Steinbrecher (Morgan County)*

Board member excused:

- *Pamela Kirst (Muskingum County)*
- *Mindy Lowe (Noble County)*

There being 11 board members in the meeting, a quorum was constituted for conducting official business.

Staff Members Participating:

- *Misty Cromwell, Executive Director*
- *Elaine Shuster, Associate Director / Systems Manager*
- *Jamie McGrew, Care Management Director*
- *Rhonda Hanes, Fiscal Operations Director*
- *Roger Birch, Youth & Family Services Coordinator*
- *Linda Hand, Administrative Coordinator*

IV. INTRODUCTION OF GUESTS: The following guests were present during the first part of the meeting:

- *Jeanette Hall, Family & Prevention Services Director, Coshocton Behavioral Health Choices*
- *Theresa Kane, Executive Director, Perry Behavioral Health Choices*
- *Two Individuals being Served by Coshocton Behavioral Health Choices*

V. AGENDA: JENNIFER HANSON MOVED THAT THE BOARD APPROVE THE AGENDA FOR THE MARCH 11, 2021, MEETING AS MAILED. THE MOTION WAS SECONDED BY

SHERILE BEARDMORE AND UNANIMOUSLY APPROVED.

VI. MEETING MINUTES:

It was noted that a copy of the minutes from the February 11 board meeting were mailed to board members on February 19, 2021.

SHERILE BEARDMORE MOVED THAT THE BOARD APPROVE THE MINUTES OF THE FEBRUARY 11, 2021, REGULAR BOARD MEETING AS SUBMITTED. THE MOTION WAS SECONDED BY JENNIFER HANSON AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; MICHAEL BULLOCK, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING TEN POSITIVE VOTES.

VII. ADDRESSING THE ADDICTION EPIDEMIC:

Jeanette Hall, Theresa Kane, and two clients receiving services from Coshocton Behavioral Health Choices shared information about the importance of recovery treatment and supports and the many ways those services have positively impacted persons struggling with addiction and/or co-occurring disorders. *(Summary included in Board Meeting Highlights attached to the minutes.)*

VIII. EXECUTIVE DIRECTOR'S REPORT:

Misty Cromwell reviewed her Director's Report that was e-mailed to board members on March 4 *(included as a part of the minutes – Exhibit A)*. Topics covered:

- ◆ **120-Day Notices to Contract Service Providers:** In accordance with the Ohio Revised Code, Director Cromwell provided notice of the MHRS Board's intention to make some substantial changes in contract terms for FY 2022 (per document prepared by MHRS Board Attorney Christina Shaynak-Diaz).
- ◆ **Calendar Year 2020 State Audit:** The Auditor of State's Office has started the financial audit for the MHRS Board for the calendar year ending December 31, 2020. A formal entrance conference was held on February 19.
- ◆ **Guernsey County Healing Communities Study:** *(Summary included in Board Meeting Highlights attached to the minutes.)*
- ◆ **Legal Services:** The Ohio Association of County Behavioral Health Authorities has announced that in late April MHRS Board Attorney Christina Shaynak-Diaz will join their staff full-time as an Associate CEO. Attorney Frank Hickman, who has a solid understanding of the behavioral health system, has agreed to contract with our MHRS Board for the provision of legal services.
- ◆ **Budget – Ohio Department of Mental Health & Addiction Services (OhioMHAS):** The Department is reporting that their budget will basically be flat-funded in FY 2022-2023. OhioMHAS Director Lori Criss noted in recent testimony before the Ohio House of Representatives Finance Committee: "There is no question that Ohio remains in a behavioral health crisis that has been exacerbated by the COVID-19 pandemic and we need to continue promoting mental health, addressing the opiate epidemic, ending suicides in Ohio, preventing the onset of behavioral health conditions among Ohio's youth, and ensuring that persons in need have access to treatment and recovery supports."

IX. EXECUTIVE COMMITTEE REPORT:

(RECESS TO EXECUTIVE SESSION)

SHERILE BEARDMORE MOVED THAT THE BOARD RECESS TO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER. THE MOTION WAS SECONDED BY BEV STEINBRECHER AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: SHERILE

BEARDMORE, YEA; MICHAEL BULLOCK, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING TEN POSITIVE VOTES.

The Board of Directors recessed to Executive Session at 7:40 p.m.

(RETURN TO OPEN SESSION)

SHERILE BEARDMORE MOVED THAT THE BOARD RETURN TO OPEN SESSION. THE MOTION WAS SECONDED BY KELLY LYNCH AND UNANIMOUSLY APPROVED.

The Board of Directors returned to Open Session at 7:50 p.m.

EXECUTIVE DIRECTOR'S FY 2022 SALARY:

DAN SCHEERER MOVED THAT THE BOARD RESCIND ACTION TAKEN ON FEBRUARY 11, 2021, REGARDING THE EXECUTIVE DIRECTOR'S ANNUAL SALARY, AND TO THEN APPROVE THE DIRECTOR'S FY 2022 SALARY (effective July 1, 2021) IN THE AMOUNT OF \$92,822.08, REPRESENTING A 6% INCREASE. THE MOTION WAS SECONDED BY WILLIAM JOHNSON.

Dr. Scheerer noted that this adjustment was being made following a wage and benefit analysis of comparable MHRS Board Directors' 2018 salaries in similar board areas — where it was found that those Boards were paying their Directors 30% more than Director Cromwell was earning. The Committee felt a 6% increase for FY 2022 was defensible and, depending on the status of future budgets, the Board of Directors may continue trying to bring Director Cromwell's salary more in line with comparable MHRS Board areas. It was pointed out that our service area is the largest geographical MHRS Board region in the state.

A ROLL CALL VOTE ON THE ABOVE MOTION WAS THEN TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; MICHAEL BULLOCK, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING TEN POSITIVE VOTES.

X. FINANCIAL ISSUES: (Dr. Dan Scheerer, Chair, Finance/Audit Committee)

1. February 2021 Financial Reports: (Exhibit B)

Chairman Scheerer guided a review of the MHRS Board's Financial Reports for the month of February 2021 that included: 1) a Reconciliation Report; 2) Contract Services Expenses for February 2021; 3) Balance Sheet as of February 28, 2021; and 4) the February 2021 Dashboard.

◆ February 2021 Reconciliation Report:

DAN SCHEERER MOVED THAT THE BOARD APPROVE THE FEBRUARY 2021 RECONCILIATION REPORT AS SUBMITTED. THE MOTION WAS SECONDED BY SHERILE BEARDMORE.

This report is all-inclusive—showing deposits, checks written for MHRS Board operations, payments to in-network service providers, out-of-network community partners, and journal entries.

A ROLL CALL VOTE ON THE ABOVE MOTION WAS THEN TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; MICHAEL BULLOCK, YEA; JENNIFER HANSON,

YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YES; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING TEN POSITIVE VOTES.

2. **MHRS Board Calendar Year 2022 Operating Budget: (Exhibit C)**

DAN SCHEERER MOVED THAT THE BOARD APPROVE THE MHRS BOARD'S CALENDAR YEAR 2022 OPERATING BUDGET IN THE AMOUNT OF \$926,715.80 (*includes adjustments reflecting the change in Director Cromwell's salary*). THE MOTION WAS SECONDED BY WILLIAM JOHNSON.

Primary Line Item Increases:

- The Salaries line item reflects 3% increases for seven employees and a 6% increase for Director Cromwell.
- The Advertising & Recruitment line item is being increased by \$50,000, in anticipation of the upcoming Muskingum County Levy Renewal Campaign in the fall of 2022.

A ROLL CALL VOTE WAS THEN TAKEN ON THE ABOVE MOTION AS FOLLOWS: SHERILE BEARDMORE, YEA; MICHAEL BULLOCK, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING TEN POSITIVE VOTES.

3. **Reimbursement to Guernsey County Children Services:**

DAN SCHEERER MOVED THAT THE BOARD APPROVE THE REIMBURSEMENT OF \$6,282.00 (USING CY 2021 APPROPRIATIONS) TO GUERNSEY COUNTY CHILDREN SERVICES FOR OVERPAYMENTS IN CY 2020 FOR TREATMENT AT ALLWELL BEHAVIORAL HEALTH'S RESIDENTIAL FACILITY FOR ADOLESCENTS. THE MOTION WAS SECONDED BY SHERILE BEARDMORE.

Dr. Scheerer reviewed the circumstances around this reimbursement (Letter of Explanation from Guernsey County Children Services — Exhibit C) and noted that the specific wording of the motion was guided by the requirements of the Muskingum County Auditor's Office (*the MHRS Board's fiscal agent*).

A ROLL CALL VOTE ON THE ABOVE MOTION WAS THEN TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; MICHAEL BULLOCK, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING TEN POSITIVE VOTES.

4. **Adjustment to Appropriation of Unencumbered Funds from Calendar Year 2020:**

DAN SCHEERER MOVED THAT THE BOARD RESCIND ACTION TAKEN ON FEBRUARY 11, 2021, TO APPROVE THE APPROPRIATION OF UNENCUMBERED FUNDS FROM CY 2020 IN THE AMOUNT OF \$9,298,967.34 AND THEN APPROVE THE ADJUSTMENT OF THE UNENCUMBERED FUNDS AMOUNT DOWNWARD TO \$8,540,965.34. THE MOTION WAS SECONDED BY DANIELLE SCOTT.

Fiscal Operations Director Rhonda Hanes noted that the February amount provided by the Muskingum County Auditor's Office did not take into account 2021 encumbrances.

A ROLL CALL VOTE ON THE ABOVE MOTION WAS THEN TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; MICHAEL BULLOCK, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING TEN POSITIVE VOTES.

XI. RECORDS RETENTION COMMITTEE:

Associate Director Elaine Shuster reported that the MHRS Board's Records Retention Committee (comprised of Elaine, William Johnson, and Bev Steinbrecher) met on February 18 to go over the records retention schedule and records that were destroyed in 2020. Ms. Shuster reported that no changes were made to the schedule and no records were destroyed in 2020.

XII. OLD BUSINESS: (There was no Old Business.)

XIII. NEW BUSINESS:

1. **Revised MHRS Board Policies:** The following revised policies were presented for approval:

Part VI – Health & Safety (A.13) – Incident Reporting

Part I – Finance & Operations – (A.20) – Use of Credit Cards and Charge Accounts

Part I – Governance – (A.02) – Open Meetings

Part IV – Personnel – (A.03) – Personnel System Administration

Part IV – Personnel – (E.01) – Personnel Files

Part IV – Personnel – (G.01) – Resignation

Part IV – Personnel – (K.03) – Overtime / Compensatory Time

Part IV – Personnel – (K.08) – Garnishments

Part IV – Personnel – (N.01) – Vacation Leave

Part IV – Personnel – (N.12) – Health Insurance Coverage Following Separation (COBRA)

It was noted these revised policies represent updates to employee titles and a reformatted Open Meetings Policy.

BEV STEINBRECHER MOVED THAT THE BOARD APPROVED THE ABOVE-NOTED REVISED POLICIES. THE MOTION WAS SECONDED BY KELLY LYNCH AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; MICHAEL BULLOCK, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING TEN POSITIVE VOTES.

2. **Next Meeting:** The next virtual meeting of the Board of Directors will be held *at 7:00 p.m. on Thursday, April 8, 2021.*

XIV. COMMENTS FOR THE GOOD OF THE ORDER:

♦ **Request:** Kelly Lynch requested a listing of evidence-based prevention and treatment services that are available in Guernsey County. Elaine Shuster will provide this information.

◆ **Reminder:** Elaine Shuster reminded board members to return to her the required signed confirmations related to certain policies and completion of online trainings about Ethics and the Sunshine Law.

◆ **Opiate Conference:** OACBHA's Opiate & Other Drugs Virtual Conference will be held May 11-13, 2021. Director Cromwell noted she would take care of registering interested board members for this conference.

◆ **Future Board Meetings:** Director Cromwell presented some tentative plans for future board meetings:

- April 8: Usual virtual board meeting with no committee meetings being held.
- May 13: Virtual board meeting AND meetings of Finance/Audit Committee and Partners Workgroup.
- June 10: Hopefully, In-Person Board Meeting.

◆ **Vaccinations:** Dr. Scheerer emphasized the importance of getting COVID-19 vaccinations, noting widespread vaccinations will lead toward seeing "the light at the end of the tunnel."

XV. ADJOURNMENT: The meeting adjourned at 8:25 p.m.

SIGNATURES

SUBMITTED BY:

APPROVED BY:

Linda Hand, Administrative Coordinator

Misty Cromwell, Executive Director

Jeff LeCocq, Board President