

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

OFFICIAL MINUTES
(February 8, 2024)

I. BOARD NOTIFICATION & COMPLIANCE WITH SUNSHINE LAW:

On January 29, 2024, board members, contract organization directors, service area news media, county boards of commissioners, and state legislators were notified the Board of Directors would meet on Thursday, February 8, 2024, at the MHRS Board Office — with the schedule of activities to include: 5:00 p.m., Meetings of Finance/Audit Committee and Partners Workgroup; and 6:00 p.m., regular board meeting.

II. CALL TO ORDER: President Sue Hoover called the regular board meeting to order at 6:00 p.m.

III. ROLL CALL:

Board Members Present:

- *Sue Hoover, President (Muskingum County)*
- *Leondra Davis, Vice President (Coshocton County)*
- *Reid Carpenter (Noble County)*
- *Abby Corder (Muskingum County)*
- *Randi Earnest (Guernsey County)*
- *William Johnson (Coshocton County)*
- *Dr. Dan Scheerer (Muskingum County)*
- *Wendy Starlin (Perry County)*
- *Ben Taylor (Perry County)*
- *Bonnie Taylor (Muskingum County)*

Board Members Excused:

- *Sean Brady (Muskingum County)*
- *Dennis Hitchcock (Muskingum County)*
- *Tony Mayle, Jr. (Morgan County)*
- *Megan Gee (Guernsey County)*

There being ten board members present, a quorum was constituted for conducting official business.

Staff Members Present:

- *Misty Cromwell, Executive Director*
- *Elaine Shuster, Associate Director*
- *Jamie McGrew, Care Management Director*
- *Rhonda Hanes, Fiscal Operations Director*
- *Karl Hoop, Criminal Justice & Crisis Services Coordinator*
- *Linda Hand, Administrative Coordinator*

IV. INTRODUCTION OF GUESTS:

Present for Funding Application Reviews were:

- *Yolanda Taylor, CEO, Muskingum Behavioral Health*
- *Betsy Ellingsworth, Executive Director, Morgan Behavioral Health Choices*

Present for the Partners Workgroup Meeting:

- *Daniel Bhandari, Director of Allwell Behavioral Health's CORE Vocational Services Program*

V. AGENDA: President Sue Hoover reported that one agenda item had been deleted – *12.a. Revised Vacation Policy*. LEONDRA DAVIS MOVED THAT THE BOARD APPROVE THE FEBRUARY 8, 2024, MEETING AGENDA AS AMENDED. THE MOTION WAS SECONDED BY WILLIAM

JOHNSON AND UNANIMOUSLY APPROVED.

VI. MEETING MINUTES: President Hoover called for any corrections to the minutes from the January 11th board meeting. There being none, LEONDRA DAVIS MOVED THAT THE BOARD APPROVE THE MINUTES OF THE JANUARY 11, 2024, MEETING AS SUBMITTED. THE MOTION WAS SECONDED BY BEN TAYLOR AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: REID CARPENTER, ABSTAIN; ABBY CORDER, ABSTAIN; LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. THE MOTION WAS APPROVED RECEIVING SEVEN POSITIVE VOTES AND TWO ABSTENTIONS.

VII. HEARING REVIEWS – FY 2025 SERVICE PROVIDER FUNDING APPLICATIONS:

MHRS Board staff and board members reviewed funding applications from Muskingum Behavioral Health and Morgan Behavioral Health Choices. The Q/A portion of the hearings were recorded, and those transcribed interactions will be used to facilitate informed decision-making.

VIII. EXECUTIVE DIRECTOR’S REPORT – PRIMARILY ADDRESSING STATUS OF FINANCIAL CRISIS AT GUERNSEY HEALTH CHOICES:

Director Misty Cromwell’s monthly reports are now being formatted to align activities with the three goals in the MHRS Board’s Workplan. The February 2024 report is filed with the Board Meeting Minutes. The Director’s Report was primarily focused on the status of the financial crisis being experienced by Guernsey Health Choices.

To better understand the GHC financial crisis, MHRS Board Fiscal Director Rhonda Hanes reviewed a detailed timeline:

- September 2023 – GHC requested \$104,000 as a result of Insync billing issues. Funding advance was approved with requirement that the levy dollars would be paid back to the MHRS Board.
- October 2023 – agency requested an additional \$239,039.11.
- October 27, 2023 – Rhonda and MHRS Director attended a special meeting of the GHC Board of Directors. It was noted that GHC’s unaudited financial statements show a loss of \$159,000 for FY 2023. Payroll taxes and 403B contributions also were unpaid or significantly late.
- November 2023 MHRS Board Meeting – Board members approved an additional allocation of \$139,000 for GHC (based on verifiable Medicaid billables and the submission of a Corrective Action Plan for review at the MHRS Board’s December meeting. These dollars were also subject to repayment. Rhonda, Finance/Audit Committee Chair Dr. Dan Scheerer, and MHRS Director Misty Cromwell (via phone) met with the GHC Board. A Corrective Action Plan was submitted to the MHRS Board. The Board has currently advanced about \$50,000 of this allocation.
- Rhonda is conducting fiscal monitoring meetings with the GHC Director and Fiscal Director. A planned \$2,000/month pay increase for the Executive Director was rescinded. GHC received loans from private individuals and another non-profit agency. GHC was asked to make sure these loans are included in their financial statements. Concerns over low productivity levels were related to GHC.
- In the February fiscal monitoring meeting, there was a discussion about a new contract with CareSource. It was discovered that GHC has not had a contract with CareSource, and they have not been paid for CareSource claims since October of 2022. MHRS Board was not made aware that the contract had lapsed. There are concerns about processing CareSource claims without an established contract.
- GHC employees have been asked to hold their paychecks for at least one of the pay periods in January. GHC recently lost two staff members.
- FY 2023 audit information is just now being submitted to auditors (original provider deadline for this information was September/October).

- From January 2024 expense sheet, it was noted the mortgage paying due on February 1 is unpaid and Surgent Construction liability increased from \$32,000 to \$41,035. An \$800 payment was made to Surgent Construction in January.
- As of February 7, the MHRS Board has not received GHC's January QuickBooks information. With the resignation of the front desk employee, the Fiscal Director is covering these duties in addition to her fiscal responsibilities.
- **CORRECTIVE ACTION PLAN ANALYSIS:**
 - Establishment of Fiscal Committee and Human Resources Committee: GHC board meeting minutes do not indicate this objective has been achieved. GHC Board did not have a quorum for their January board meeting.
 - Increase Productivity Rate to 75-80%: Productivity information (as of February 2) indicates one clinician is at 63%; remainder of clinicians are close to or below 50%.
 - Resolution of Insync Issues: Very little is being billed through the GOSH system. Perry BHC personnel are trying to help with this objective. There is no information as to what GHC owes to Perry BHC for these services. Other issues discovered: there are credentialing problems and no contract with CareSource.
 - Fiscal Director Job Description: No indication this document has been prepared.
 - Executive Director Collaboration with Other Contract Organization Directors: In place and ongoing.
- **Recovery House:** MHRS Board received communication from GHC Board of Directors outlining plans for the sale or transfer of the organization's Recovery House. Following discussion, DR. DAN SCHEERER MOVED THAT THE MHRS BOARD NOT SUPPORT THE SALE OR TRANSFER OF THE GHC RECOVERY HOUSE TO A FOR-PROFIT AGENCY—BUT WOULD SUPPORT THE TRANSFER TO A NON-PROFIT AGENCY THAT COULD CONTINUE PROVIDING RECOVERY HOUSE SERVICES. THE MOTION WAS SECONDED BY WILLIAM JOHNSON AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: REID CARPENTER, YEA; ABBY CORDER, YEA; LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. The motion was unanimously approved receiving nine positive votes.
- **Upcoming Meeting with GHC Board of Directors:** Misty Cromwell and Rhonda Hanes will be meeting with the GHC Board of Directors on February 15 to continue addressing the organization's financial crisis.

IX. FINANCE & AUDIT COMMITTEE REPORT: (Dr. Dan Scheerer, Chair)

1. Appropriation of Unencumbered Funds from December 31, 2023:

Following report of Committee action, DAN SCHEERER MOVED THAT THE FULL BOARD ADOPT THE RECOMMENDATION OF THE FINANCE/AUDIT COMMITTEE TO APPROVE THE APPROPRIATION OF \$10,534,124.05 IN UNENCUMBERED FUNDS FROM DECEMBER 31, 2023, TO THE CALENDAR YEAR 2024 BUDGET IN THE CONTINGENCY FUNDS LINE ITEM. THE MOTION WAS SECONDED BY BEN TAYLOR AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: REID CARPENTER, YEA; ABBY CORDER, YEA; LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. The motion was unanimously approved receiving nine positive votes.

2. **January 2024 Financial Reports:**

Board members reviewed the following January 2024 fiscal reports: 1) Reconciliation Report; 2) Contract Services Expense Reports; 3) Balance Sheet as of January 31, 2024; 4) Dashboard Report; 5) Monthly Report of Network Funding Reserves; 6) Amber Alert Information; 7) a ‘Year-to-Date’ Status Report for the MHRS Board’s Operating Budget; and 8) a report of FY 2024 Revenue and Expenses.

◆ ***January 2024 Reconciliation Report:***

Following the report of Committee action, DAN SCHEERER MOVED THAT THE BOARD ADOPT THE RECOMMENDATION OF THE FINANCE & AUDIT COMMITTEE TO APPROVE THE JANUARY 2024 RECONCILIATION REPORT AS SUBMITTED. THE MOTION WAS SECONDED BY WILLIAM JOHNSON.

Dr. Scheerer reviewed this all-inclusive report that shows deposits, checks written for MHRS Board operations, payments to in-network service providers and out-of-network community partners, and journal entries.

A ROLL CALL VOTE WAS THEN TAKEN ON THE ABOVE MOTION AS FOLLOWS: REID CARPENTER, YEA; ABBY CORDER, YEA; LEONDR A DAVIS, YEA; RANDI EARNEST, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. The motion was unanimously approved receiving nine positive votes.

3. **Resolution — Substantial Changes in FY 2025 Contracts with Service Providers:**

Following the report of Committee action, DAN SCHEERER MOVED THAT THE BOARD ADOPT THE RECOMMENDATION OF THE FINANCE & AUDIT COMMITTEE TO APPROVE THE STATE FISCAL YEAR 2025 AGENCY-SPECIFIC LANGUAGE THAT IS INCLUDED IN THE 120-DAY NOTICES TO CONTRACT AGENCIES REGARDING SUBSTANTIAL CONTRACT CHANGES:

WHEREAS the Mental Health & Recovery Services Board has the responsibility and authority to plan, fund, and evaluate behavioral health services for Coshocton, Guernsey, Morgan, Muskingum, Noble, and Perry Counties; and

WHEREAS the Mental Health & Recovery Services Board implements contracts to pay for services with provider agencies; and

WHEREAS the Mental Health & Recovery Services Board must notify contract agencies of any substantial changes to contract terms with a 120-day notice in writing;

NOW THEREFORE be it resolved by the Mental Health & Recovery Services Board of Coshocton, Guernsey, Morgan, Muskingum, Noble, and Perry Counties to approve the State Fiscal Year 2025 agency-specific language regarding substantial changes as follows:

- ***6.10.1(iii) – Real Property:*** Specifies the Provider cannot transfer real property purchased, constructed, and/or renovated with MHRS funding — without written permission from the MHRS Board.
- ***RFA Process:*** The MHRS Board uses a Request for Application (RFA) process that all organizations wishing to receive funds from the Board will be required to follow. The RFA application opens October 1 – with a submission deadline of December 31.
- ***Additional Changes:*** Additional changes to contract terms may be necessary as a result of changes to applicable law and other information not reasonably available to the MHRS Board at this time. The Board will provide notice of any such changes as a supplement to the 120-day notice.

The above-noted substantial changes will be included in the 120-day notices for the following contract agencies: Allwell Behavioral Health Services; Coshocton Behavioral Health

Choices; Guernsey Health Choices; Morgan Behavioral Health Choices; Muskingum Behavioral Health; Perry Behavioral Health Choices; and the Forensic Diagnostic Center of District 9.

THE MOTION WAS SECONDED BY BEN TAYLOR AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: REID CARPENTER, YEA; ABBY CORDER, YEA; LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. The motion was unanimously approved receiving nine positive votes.

4. Special Allocation Request – Oxford House:

Following report of Committee action, DAN SCHEERER MOVED THAT BOARD ADOPT THE RECOMMENDATION OF THE FINANCE/AUDIT COMMITTEE TO APPROVE A SPECIAL ALLOCATION OF \$128,000.00 TO OXFORD HOUSE FOR THE DEVELOPMENT OF RECOVERY HOUSING UNDER THE OXFORD HOUSE SELF-SUPPORTING MODEL. THE MOTION WAS SECONDED BY WILLIAM JOHNSON.

It was noted that this successful recovery house model could benefit the MHRS Board's service area, particularly in those counties that do not currently have local recovery housing. Oxford Houses are democratically run, self-supporting, and drug-free. Each house represents a remarkably effective and low-cost method of preventing relapse.

A ROLL CALL VOTE ON THE ABOVE MOTION WAS THEN TAKEN AS FOLLOWS: REID CARPENTER, YEA; ABBY CORDER, YEA; LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. The motion was unanimously approved receiving nine positive votes.

5. Creation of New Expense Account for American Rescue Plan Act (ARPA) Funds:

Following report of Committee action, DAN SCHEERER MOVED THAT THE BOARD ADOPT THE RECOMMENDATION OF THE FINANCE/AUDIT COMMITTEE TO APPROVE THE CREATION OF A NEW EXPENSE ACCOUNT FOR ARPA FUNDS. THE MOTION WAS SECONDED BY WILLIAM JOHNSON AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: REID CARPENTER, YEA; ABBY CORDER, YEA; LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. The motion was unanimously approved receiving nine positive votes.

6. Appropriation Transfer:

Following report of Committee action, DAN SCHEERER MOVED THAT THE FULL BOARD ADOPT THE RECOMMENDATION OF THE FINANCE/AUDIT COMMITTEE TO APPROVE THE TRANSFER OF \$3,000,000.00 FROM THE CONTINGENCIES LINE ITEM TO THE NEWLY-CREATED ARPA EXPENSE LINE ITEM. THE MOTION WAS SECONDED BY LEONDRA DAVIS AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: REID CARPENTER, YEA; ABBY CORDER, YEA; LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. The motion was unanimously approved receiving nine positive votes.

X. PARTNERS WORKGROUP REPORT: (Randi Earnest, Chair)

Randi Earnest reported on the workgroup's review of Continuum of Care Tier #3 for Recovery

Supports. The workgroup also heard a specific report about the operations of Allwell Behavioral Health's CORE Vocational Services Program. *(Summary included in Board Meeting Highlights attached to the minutes).*

XI. RECORDS RETENTION COMMITTEE REPORT: *(Elaine Shuster, Associate Director)*

(Present for this meeting were: Elaine Shuster, William Johnson, Dr. Dan Scheerer, Leondra Davis, Misty Cromwell, Linda Hand, Rhonda Hanes, and Abby Corder)

1. Annual Report:

Ms. Shuster reported: 1) there were no changes to the records retention schedule; and 2) no records were destroyed in the prior year's reporting period.

Next meeting will be held at the MHRS Board's February 2025 board meeting.

XII. RECESS TO EXECUTIVE SESSION – EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION:

WENDY STARLIN MOVED THAT THE MHRS BOARD OF DIRECTORS RECESS TO EXECUTIVE SESSION TO ADDRESS A PERSONNEL MATTER. THE MOTION WAS SECONDED BY ABBY CORDER AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: REID CARPENTER, YEA; ABBY CORDER, YEA; LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. The motion was unanimously approved receiving nine positive votes.

The Board of Directors recessed to Executive Session at 7:55 p.m.

The Board of Directors returned to Open Session at 8:20 p.m.

DAN SCHEERER MOVED THAT THE BOARD ADOPT THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE TO APPROVE THE EXECUTIVE DIRECTOR'S ANNUAL SALARY FOR FY 2025 (EFFECTIVE JULY 1, 2024) IN THE AMOUNT OF \$112,000.00. THE MOTION WAS SECONDED BY LEONDRA DAVIS.

Dr. Scheerer noted that the above salary amount is based on a market basket assessment of executive director salaries at similarly-sized Boards across the state.

A ROLL CALL VOTE ON THE ABOVE MOTION WAS THEN TAKEN AS FOLLOWS: REID CARPENTER, YEA; ABBY CORDER, YEA; LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. The motion was unanimously approved receiving nine positive votes.

President Sue Hoover praised Director Cromwell for her overall high-quality job performance and specifically noted the following areas: 1) the development of an RFA process for selecting contract service providers; 2) the excellent manner in which she keeps board members apprised of network operations; 3) her outstanding relationships with community partners; and 4) her significant involvement with the Ohio Association of County Behavioral Health Authorities.

XIII. OLD BUSINESS: None.

XIV. COMMENTS FOR THE GOOD OF THE ORDER:

The meeting ended with a positive report about how local systems recently successfully worked together to help a recovering Veteran in crisis. Partners included local law enforcement (who very calmly and respectfully addressed the situation) and the staff of the Genesis Behavioral Health Unit (who temporarily provided a bed for the Veteran until a VA bed became available). This individual is

now doing much better – he is over a month clean and is taking his medications as prescribed.

XV. NEXT MEETING:

The Board of Directors will next meet at 6:00 p.m. on Thursday, March 14, at the MHRS Board Office, 1500 Coal Run Road, Zanesville. The Annual Board Member Training will be held from 5:00 to 6:00 p.m. (No committee meetings will be held.)

XVI. ADJOURNMENT: The meeting adjourned at 8:30 p.m.

SIGNATURES

SUBMITTED BY:

APPROVED BY:

Linda Hand, Administrative Coordinator

Misty Cromwell, Executive Director

Sue Hoover, Board President