

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

**OFFICIAL MINUTES**  
*(January 11, 2024)*

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**I. BOARD NOTIFICATION & COMPLIANCE WITH SUNSHINE LAW:**

On January 3, 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, January 11, 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 6:05 p.m.

**III. ROLL CALL:**

Board Members present:

- *Sue Hoover, President (Muskingum County)*
- *Leondra Davis, Vice President (Coshocton County)*
- *Randi Earnest (Guernsey County)*
- *Dennis Hitchcock (Muskingum 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:

- *Abby Corder (Muskingum County)*
- *Sean Brady (Muskingum County)*
- *Reid Carpender (Noble County)*
- *Tony Mayle, Jr. (Morgan County)*
- *Megan Gee (Guernsey County)*

There being nine 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*
- *Roger Birch, Youth & Family Services Coordinator*
- *Linda Hand, Administrative Coordinator*

**IV. INTRODUCTION OF GUESTS:** Present for Funding Application Reviews were:

- *Tyra Hixon and Jeanette Hall, Co-Directors, Coshocton Behavioral Health Choices*
- *Herb Tidrick, Board President, Coshocton Behavioral Health Choices*
- *Theresa Kane, Executive Director, Perry Behavioral Health Choices*

**V. AGENDA:** President Sue Hoover reported that the agenda item – *Hearing Reviews for FY 2025 Service Provider Funding Applications* – had been moved from the Finance/Audit Committee section to become Item #5 on the regular board meeting agenda. WILLIAM JOHNSON MOVED THAT THE BOARD APPROVE THE JANUARY 11, 2024, MEETING AGENDA AS AMENDED. THE MOTION WAS SECONDED BY BEN TAYLOR AND UNANIMOUSLY APPROVED.

**VI. MEETING MINUTES:** President Hoover called for any corrections to the minutes from the December 14<sup>th</sup> board meeting. There being none, DENNIS HITCHCOCK MOVED THAT THE BOARD APPROVE THE MINUTES OF THE DECEMBER 14, 2023, MEETING AS SUBMITTED. THE MOTION WAS SECONDED BY LEONDRA DAVIS AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; DENNIS HITCHCOCK, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING EIGHT POSITIVE VOTES.

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

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

At future meetings, funding application reviews will continue to be conducted for all submitted applications.

**VIII. EXECUTIVE DIRECTOR’S REPORT:**

Director Misty Cromwell’s monthly reports are now being formatted to align activities with the three goals in the MHRS Board’s Workplan. *(Summary of primary activities included in Board Meeting Highlights attached to the minutes.)*

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

**1. Authorization to Pay 2023 Bills in 2024:**

Following report of Committee action, DAN SCHEERER MOVED THAT THE BOARD ADOPT THE RECOMMENDATION OF THE FINANCE/AUDIT COMMITTEE TO APPROVE THE FOLLOWING RESOLUTION:

IT HAS BEEN REQUESTED BY THE FISCAL DEPARTMENT TO PAY 2023 BILLS IN 2024. THIS WOULD INCLUDE ANY UNKNOWN INVOICES DATED 2023 THAT ARE PRESENTED FOR PAYMENT IN 2024. ANY KNOWN 2023 EXPENSES HAVE BEEN DOCUMENTED AS A CARRYOVER EXPENSE. IT IS RESOLVED THAT 2023 INVOICES PRESENTED FOR PAYMENT IN 2024 ARE APPROVED FOR PAYMENT.

THE MOTION WAS SECONDED BY WILLIAM JOHNSON AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; DENNIS HITCHCOCK, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING EIGHT POSITIVE VOTES.

**2. December 2023 Financial Reports:**

Board members were provided the following December 2023 fiscal reports: 1) Reconciliation Report; 2) Contract Services Expense Reports; 3) Balance Sheet as of December 31, 2023; 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 CY 2023 Operating Budget; and 8) a report of FY 2023 Revenue and Expenses.

◆ ***December 2023 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 DECEMBER 2023 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: LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; DENNIS HITCHCOCK, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING EIGHT POSITIVE VOTES.

**3. New Revenue Account – American Rescue Plan Act (ARPA) Funds:**

Fiscal Director Rhonda Hanes noted it has been recommended that the MHRS Board establish a new revenue account for the ARPA funds that will be forthcoming in 2024.

Following the 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 REVENUE ACCOUNT FOR THE ARPA FUNDS THE MHRS BOARD WILL BE RECEIVING. THE MOTION WAS SECONDED BY LEONDRA DAVIS, AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; DENNIS HITCHCOCK, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING EIGHT POSITIVE VOTES.

**4. Special Allocation Request – Perry Behavioral Health Choices:**

Following the review of this request during PBHC's Application for Funding Hearing and resulting Committee action, DAN SCHEERER MOVED THAT, GIVEN THE MHRS BOARD'S PREVIOUS ACTION TO ADVANCE \$400,000.00 TO PERRY BEHAVIORAL HEALTH CHOICES FOR THE ORGANIZATION'S TRANSCRANIAL MAGNETIC STIMULATION CLINIC, THE FULL BOARD APPROVE THE ALLOCATION OF AN ADDITIONAL \$50,000.00 TO FULLY DEVELOP THIS SERVICE. THE MOTION WAS SECONDED BY WILLIAM JOHNSON AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; DENNIS HITCHCOCK, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING EIGHT POSITIVE VOTES.

It was noted that PBHC's Medication-Assisted Treatment services are also provided at this clinic site.

**5. Update – Guernsey Health Choices**

Fiscal Director Rhonda Hanes is meeting with Karen Wiggins, Director of Guernsey Health Choices, on a monthly basis. The latest meeting indicated the organization's fiscal outlook remains under amber alert status. Director Misty Cromwell also reported on the status of GHC's plans to sell their recovery house. The MHRS Board's Attorney is assisting with recovery house planning to ensure that state regulations are followed.

**6. Risk Management and Insurance:**

Following a review of the levels and adequacy of insurance coverage and the report of Committee action, DAN SCHEERER MOVED THAT THE FULL BOARD APPROVE THE

LEVELS AND ADEQUACY OF INSURANCE COVERAGE — INCLUDING CYBER SECURITY, TO PROTECT AGAINST ALLEGATIONS OF IMPROPER CONDUCT OR NEGLIGENCE WHEN CARRYING OUT DUTIES AS BOARD MEMBERS. THE MOTION WAS SECONDED BY WILLIAM JOHNSON AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; DENNIS HITCHCOCK, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING EIGHT POSITIVE VOTES.

Coverage categories and rates will be included in the MHRS Board's Minute Exhibit File.

**X. RECESS TO EXECUTIVE SESSION:**

DAN SCHEERER MOVED THAT THE MHRS BOARD OF DIRECTORS RECESS TO EXECUTIVE SESSION TO ADDRESS A PERSONNEL MATTER. THE MOTION WAS SECONDED BY DENNIS HITCHCOCK AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; DENNIS HITCHCOCK, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING EIGHT POSITIVE VOTES.

The Board of Directors recessed to Executive Session at 7:30 p.m.

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

The MHRS Board's Associate Director, Elaine Shuster, is retiring effective April 30. In view of her departure, DAN SCHEERER MOVED THAT THE BOARD AUTHORIZE THE EXECUTIVE DIRECTOR TO POST FOR EXISTING EMPLOYEES THE RESPONSIBILITIES OF THE ASSOCIATE DIRECTOR OF THE MHRS BOARD, WITH THE UNDERSTANDING THAT THE SUCCESSFUL APPLICANT WILL BE RECEIVING A 5% INCREASE IN THEIR PAY. THE MOTION WAS SECONDED BY BEN TAYLOR AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: LEONDRA DAVIS, YEA; RANDI EARNEST, YEA; DENNIS HITCHCOCK, YEA; WILLIAM JOHNSON, YEA; DAN SCHEERER, YEA; WENDY STARLIN, YEA; BEN TAYLOR, YEA; AND BONNIE TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING EIGHT POSITIVE VOTES.

**XI. PARTNERS WORKGROUP REPORT: (*Randi Earnest, Chair*)**

**Treatment Services – High-Risk:**

Chairperson Earnest reviewed Tier 2 Services in the MHRS Board's FY 2025 Prioritized Continuum of Care. The criterion for these services is court-ordered NGRI forensic care, monitoring and treatment; services to priority populations with histories of community violence, treatment non-compliance and/or criminal justice involvement; services to persons with co-occurring disorders and/or multiple hospitalizations or multiple detoxifications; and services to youth – including those involved with multi-community systems and/or in danger of out-of-home placement. Includes the use of a consumer-specific plan and must be medically necessary. The services included in Tier 2 include:

- 2.1 Medical and Service Interventions and Other High-Risk Community Supports
- 2.2 Engagement and Planning
- 2.3 Substance Use Disorder (SUD) Residential Treatment
- 2.4 SUD Outpatient Treatment Services
- 2.5 Community Care Coordination and Case Management Services
- 2.6 Child & Youth Outpatient Mental Health and SUD Counseling Services and Other Supports
- 2.7 Adult Outpatient Mental Health and SUD Counseling Services and Other Supports

**XII. OLD BUSINESS:**

**1. Guernsey County Levy Renewal:**

Director Cromwell reported that the Spring Primary Election Day has been moved up from May to March 19, and it is too late to be placed on that ballot. Therefore, the Board of Directors will need to act at the June 13, 2024, board meeting to authorize her to request the Guernsey County Commissioners to place a renewal levy on the November 5 ballot.

**XIII. NEXT MEETING:**

The Board of Directors will next meet at 6:00 p.m. on Thursday, February 8, at the MHRS Board Office, 1500 Coal Run Road, Zanesville. The Finance & Audit Committee and the Partners Workgroup will meet from 5:00 to 6:00 p.m.

**XIV. ADJOURNMENT:** The meeting adjourned at 8:05 p.m.

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**SIGNATURES**

SUBMITTED BY:

APPROVED BY:

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Linda Hand, Administrative Coordinator

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Misty Cromwell, Executive Director

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Sue Hoover, Board President