

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 – February 11, 2021)

REGULAR BOARD MEETING

I. BOARD NOTIFICATION & COMPLIANCE WITH SUNSHINE LAW:

On February 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, February 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)*
- *Jennifer Hanson (Muskingum County)*
- *Sue Hoover (Muskingum County)*
- *Pamela Kirst (Muskingum County)*
- *Mindy Lowe (Noble 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:

- *Michael Bullock (Muskingum County)*

There being 12 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: ♦ Tony Coder, Executive Director of the Ohio Suicide Prevention Foundation, was present during the first portion of the meeting. ♦ Another unknown guest with the sign-in identification of “Owner” was present for the majority of the meeting.

V. AGENDA: President LeCocq noted there were no changes to the pre-mailed agenda. WILLIAM JOHNSON MOVED THAT THE BOARD APPROVE THE AGENDA FOR THE FEBRUARY 11, 2021, MEETING AS MAILED. THE MOTION WAS SECONDED BY SUE HOOVER

AND UNANIMOUSLY APPROVED.

VI. MEETING MINUTES:

It was noted that board members had received a copy of the minutes from the meeting held on January 14, 2021.

SHERILE BEARDMORE MOVED THAT THE BOARD APPROVE THE MINUTES OF THE JANUARY 14, 2021, REGULAR BOARD MEETING AS SUBMITTED. THE MOTION WAS SECONDED BY KELLY LYNCH AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; PAMELA KIRST, YEA; MINDY LOWE, YEA; KELLY LYNCH, ABSTAIN; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, ABSTAIN. THE MOTION WAS APPROVED RECEIVING NINE POSITIVE VOTES AND TWO ABSTENTIONS.

VII. “LIFE IS BETTER WITH YOU HERE” CAMPAIGN:

Tony Coder, Executive Director of the Ohio Suicide Prevention Foundation, provided information about the Foundation’s “Life Is Better with You Here” campaign that was created to address the alarming number of deaths by suicide among Ohio’s young African Americans. *(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 February 4 *(included as a part of the minutes – Exhibit A)*. Topics covered:

◆ **Morgan County Family & Children First Council:** The Morgan County F&CF Council, in collaboration with the Morgan County Department of Job & Family Services, has submitted to the Ohio Department of Job & Family Services a ‘Community of Support’ grant application. The MHRS Board will be a part of the grant’s Prong 1 planning efforts to further strengthen the lives of children and families in Morgan County.

◆ **Admissions to Appalachian Behavioral Healthcare (Athens State Hospital):** Following a few weeks of shutting down admissions due to COVID-19 diagnoses, the hospital is once again accepting patients.

◆ **Allwell Behavioral Health’s Plan for Youth Services Department:** Allwell workers and MHRS Board staff recently toured two local properties that could potentially house the organization’s youth crisis stabilization, mobile crisis, and respite services. Allwell intends to apply for a ‘Community Youth Resiliency’ grant from OhioMHAS to support a facility purchase.

◆ **Recruitment and Retention of Behavioral Healthcare Professionals:** Last year, contract service provider representatives took part in a learning collaborative initiative with the Annapolis Workforce Development Coalition to create plans and strategies for the recruitment and retention of behavioral healthcare professionals. Director Cromwell will make final reports and sustainability plans available to board members who would like to review those materials.

◆ **Guardianship Pilot Initiative:** Due to a change in plans to contract with a certain individual to provide guardianship services to clients, a search is underway to find another candidate for that part-time position. In the meantime, planners are developing policies, procedures, and a job description.

◆ **120-Day Notices to Contract Providers:** In the next few weeks, MHRS Board staff will be sending out 120-Day Notices to contract providers, outlining substantial contract changes that will be made in FY 2022 Service Agreements.

◆ **State Recognition of Local Health Departments:** The Ohio Association of County Behavioral Health Authorities recently prepared Certificates of Recognition for service area Health Departments, thanking them for

their outstanding leadership throughout the COVID-19 pandemic. (Summary included in 'Board Meeting Highlights' attached to the minutes.)

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

1. Appropriation of Unencumbered Funds from Calendar Year 2020:

DAN SCHEERER MOVED THAT THE BOARD APPROVE THE APPROPRIATION OF \$9,298,967.34 IN UNENCUMBERED FUNDS FROM DECEMBER 31, 2020, TO THE CALENAR YEAR 2021 BUDGET IN THE CONTINGENCY FUNDS LINE ITEM (Expense Code 852-584-511400). THE MOTION WAS SECONDED BY KELLY LYNCH AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; PAMELA KIRST, YEA; MINDY LOWE, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING ELEVEN POSITIVE VOTES.

2. Transfer of Appropriation – Calendar Year 2021 Budget:

DAN SCHEERER MOVED THAT THE BOARD APPROVE THE FOLLOWING LINE ITEM TRANSFER IN THE MHRS BOARD'S CALENDAR YEAR 2021 BUDGET: \$27,300 FROM THE CONTINGENCIES LINE ITEM (Expense Code 852-584-511400) TO THE PROFESSIONAL SERVICE LINE ITEM (Expense Code 852-584-511138). THE MOTION WAS SECONDED BY KELLY LYNCH.

It was noted this transfer will support the MHRS Board's professional services contract with Clark, Shaefer & Hackett, CPA's through the end of FY 2021.

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

3. January 2021 Financial Reports: (Exhibit B)

Chairman Scheerer guided a review of the MHRS Board's Financial Reports for the month of January 2021 that included: 1) a Reconciliation Report (checkbook register); 2) Contract Services Expenses for January 2021; 3) Balance Sheet as of January 31, 2021; and 4) January 2021 Dashboard,

◆ January 2021 Reconciliation Report:

DAN SCHEERER MOVED THAT THE BOARD APPROVE THE JANUARY 2021 RECONCILIATION REPORT AS SUBMITTED. THE MOTION WAS SECONDED BY PAMELA KIRST.

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; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; PAMELA KIRST, YEA; MINDY LOWE, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA;

DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING ELEVEN POSITIVE VOTES.

4. Contract with Wilson-Phillips-Agin CPA's, Inc.: (Exhibit C)

DAN SCHEERER MOVED THAT THE BOARD APPROVE A CONTRACT WITH WILSON-PHILLIPS-AGIN, CPA'S, INC. IN THE AMOUNT OF \$32,300 – FOR THE COMPLETION OF FINANCIAL AND COMPLIANCE AUDITS FOR THE MHRS BOARD'S ALCOHOL & DRUG RECOVERY ORGANIZATIONS AND THE FORENSIC DIAGNOSTIC CENTER FOR THE PERIOD JULY 1, 2020, THROUGH JUNE 30, 2021. THE MOTION WAS SECONDED BY WILLIAM JOHNSON AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; PAMELA KIRST, YEA; MINDY LOWE, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING ELEVEN POSITIVE VOTES.

X. EXECUTIVE COMMITTEE REPORT:

(RECESS TO EXECUTIVE SESSION)

KELLY LYNCH MOVED THAT THE BOARD RECESS TO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES. THE MOTION WAS SECONDED BY SHERILE BEARDMORE AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; PAMELA KIRST, YEA; MINDY LOWE, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING ELEVEN POSITIVE VOTES.

The Board recessed to Executive Session at 7:45 p.m.

(RETURN TO OPEN SESSION)

BEV STEINBRECHER MOVED THAT THE BOARD RETURN TO OPEN SESSION. THE MOTION WAS SECONDED BY THOMAS LYNCH AND UNANIMOUSLY APPROVED.

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

1. Executive Director's Annual Performance Evaluation and FY 2022 Salary:

Executive Committee leader Bev Steinbrecher reported on the completion of Director Cromwell's Annual Performance Evaluation (Exhibit D). (*Other committee members are: Jeff LeCocq, William Johnson, and Dr. Dan Scheerer.*) Ms. Steinbrecher summarized the evaluation's performance categories and expressed appreciation for Ms. Cromwell's outstanding leadership during an extremely challenging year. It was noted, "By observing Misty's energies and time spent doing her job, it is very evident that she enjoys and values her position and takes a positive stance on ethics, honesty and integrity."

BEV STEINBRECHER MOVED THAT THE BOARD ACCEPT THE EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION AND APPROVE THE DIRECTOR'S ANNUAL SALARY FOR FISCAL YEAR 2022 (EFFECTIVE JULY 1, 2021) IN THE AMOUNT OF \$90,176.50, REPRESENTING A 3% INCREASE. THE MOTION WAS SECONDED BY SHERILE BEARDMORE AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: SHERILE BEARDMORE, YEA; JENNIFER HANSON, YEA; SUE HOOVER, YEA; WILLIAM JOHNSON, YEA; PAMELA KIRST,

YEA; MINDY LOWE, YEA; KELLY LYNCH, YEA; THOMAS LYNCH, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEV STEINBRECHER, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING ELEVEN POSITIVE VOTES.

2. **Employee Wages & Benefits Analysis:**

At the request of President Jeff LeCocq, the issue — “*Employee Wages & Benefits Analysis*” — will be included on the March 11, 2021, meeting agenda.

XI. OLD BUSINESS:

1. **Quarterly Review of Strategic Plan:** (Exhibit E)

On February 5, board members were supplied with the latest update regarding the organization’s Strategic Plan. Director Cromwell reviewed the document’s outline and asked board members to contact her with any questions or concerns. (*A summary of the review is included in the ‘Board Meeting Highlights’ attached to the minutes.*)

XII. NEW BUSINESS:

1. **Next Meeting:** The next virtual meeting of the Board of Directors will be held **at 7:00 p.m. on Thursday, March 11, 2021.**

XIII. COMMENTS FOR THE GOOD OF THE ORDER:

♦ ***Annual Ethics & Sunshine Law Training:*** Director Cromwell will be sending board members specific information for accessing the Ethics & Sunshine Law training that can now be completed online at the website of the Ohio Association of County Behavioral Health Authorities (OACBHA).

♦ ***Additional Board Member Training Segments:*** Staff from OACBHA will be providing additional board member training segments at either the May or June board meetings. Those topics are: 1) Annual ‘State-of-the-State’ update; and 2) the state’s Recovery-Oriented System of Care (ROSC) that is the basis of the MHRS Board’s strategic planning.

♦ ***Change in Location — Guernsey Health Choices (GHC):*** It is anticipated that GHC will be moving into their new office facility during the first few weeks of March. More details to come.

XIV. ADJOURNMENT: The meeting adjourned at 8:35 p.m.

SIGNATURES

SUBMITTED BY:

APPROVED BY:

Linda Hand, Administrative Coordinator

Misty Cromwell, Executive Director

Jeff LeCocq, Board President