

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

OFFICIAL MINUTES
(August 12, 2021)

REGULAR BOARD MEETING

I. BOARD NOTIFICATION & COMPLIANCE WITH SUNSHINE LAW:

On August 2, 2021, board members, contract organization directors, service area news media, county boards of commissioners, and state legislators were notified the Board of Directors would meet in person on Thursday, August 12, 2021 — with the schedule of activities to include: 6:00 p.m., separate meetings of the Finance/Audit Committee and Partners Workgroup; and 7:00 p.m., regular board meeting.

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

III. OATH OF OFFICE: Associate Director Elaine Shuster administered the Oath of Office to the following individuals:

- *William Johnson (Coshocton County – reappointed to the Board of Directors by the Coshocton County Commissioners)*
- *Jon Black (Guernsey County – recently appointed to the Board of Directors by the Director of the Ohio Department of Mental Health & Addiction Services)*
- *Ben Taylor (Perry County – recently appointed to the Board of Directors by the Perry County Commissioners)*

IV. ROLL CALL:

Board Members present:

- *William Johnson, President (Coshocton County)*
- *Jon Black (Guernsey County)*
- *Sue Hoover (Muskingum County)*
- *Pamela Kirst (Muskingum County)*
- *Dan Scheerer, M.D. (Muskingum County)*
- *Danielle Scott (Perry County)*
- *Ben Taylor (Perry County)*

Board members excused:

- *Michael Bullock, Vice President (Muskingum County)*
- *Jennifer Hanson (Muskingum County)*
- *Erin Heard (Coshocton County)*
- *Jeff LeCocq (Muskingum County)*

There being seven 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*

- **Roger Birch, Youth & Family Services Coordinator**
- **Linda Hand, Administrative Coordinator**
- **Mikayla Russ, VISTA Worker**

Two guests were present for the Partners Workgroup Meeting:

- **Michelle Knowlton and Deb Knaup – from OhioKAN, an organization serving Kinship Caregiver and Adoption Families**

- V. **AGENDA:** President William Johnson noted there were no revisions to the pre-mailed agenda. DANIELLE SCOTT MOVED THAT THE BOARD APPROVE THE AUGUST 12, 2021, MEETING AGENDA AS MAILED. THE MOTION WAS SECONDED BY SUE HOOVER AND UNANIMOUSLY APPROVED.
- VI. **MEETING MINUTES:** It was noted that a copy of the minutes from the June 10 board meeting were mailed to board members on June 16, 2021.
- PAMELA KIRST MOVED THAT THE BOARD APPROVE THE MINUTES OF THE JUNE 10, 2021, REGULAR BOARD MEETING AS SUBMITTED. THE MOTION WAS SECONDED BY DAN SCHEERER AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: JON BLACK, ABSTAIN; SUE HOOVER, YEA; PAMELA KIRST, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR, ABSTAIN. THE MOTION WAS APPROVED RECEIVING FOUR POSITIVE VOTES AND TWO ABSTENTIONS.
- VII. **EXECUTIVE DIRECTOR’S REPORT:**
- Key issues from Misty Cromwell’s Director’s Report were:
- ◆ **Retirement of Steve Carrel, CEO, of Muskingum Behavioral Health:** (Summary included in Board Meeting Highlights attached to the minutes.)
 - ◆ **Open House – Guernsey Health Choices:** (Summary included in Board Meeting Highlights attached to the minutes.)
 - ◆ **Regional Youth Crisis Stabilization Unit:** MHRS Director Misty Cromwell continues to meet with MHRS Board partners from Belmont-Harrison-Monroe, Jefferson, and Washington Counties to make initial plans for the development of a higher level of care and treatment for high-risk - high-use - multi-system youth. Planners are looking at the type of facility that would best serve this population and addressing the eventual preparation of an OhioMHAS Capital Project Application and an RFP.
 - ◆ **MHRS Board Needs Assessment:** The MHRS Board is in the initial stages of considering the launch of a full-blown needs assessment for the six-county service area.
 - ◆ **Competency Restorations:** Director Cromwell has set a planning meeting to consider the various aspects of developing a community-based Competency Restoration Program. This step is being taken due to the lack of competency restoration beds in State Hospitals.
 - ◆ **Initiative to Improve Treatment and Support Services for Multi-System Adults:** (Summary included in Board Meeting Highlights attached to the minutes.)
 - ◆ **Anticipated Influx of Additional Addiction Recovery Funds:** (Summary included in Board Meeting Highlights attached to the minutes.)
 - ◆ **MRSS Grant Awarded to MHRS Board:** (Summary included in Board Meeting Highlights attached to the minutes.)
 - ◆ **Criminal Justice Collaboratives:** The MHRS Board is resuming regular meetings with Criminal Justice Collaboratives in Muskingum and Guernsey Counties, and is making plan to establish a Collaborative in Coshocton County.
 - ◆ **EnCompass Training - Navigating Addiction Recovery Resources:** (Summary included in Board Meeting Highlights attached to the minutes.)

VIII. FINANCE/AUDIT COMMITTEE REPORT: (Dr. Dan Scheerer, Chair)

1. June 2021 Financial Reports:

Chairman Scheerer guided a thorough review of the MHRS Board's Financial Reports for the month of June 2021 that included: 1) a Reconciliation Report; 2) Contract Services Expenses; 3) Balance Sheet as of June 30, 2021; and 4) a Dashboard Report.

◆ June 2021 Reconciliation Report:

Committee Recommendation: Pamela Kirst moved that the Finance/Audit Committee recommend to the full Board approval of the June 2021 Reconciliation Report as submitted. The motion was seconded by William Johnson and unanimously approved.

DAN SCHEERER MOVED THAT THE FULL BOARD ADOPT THE RECOMMENDATION OF THE FINANCE/AUDIT COMMITTEE TO APPROVE THE JUNE 2021 RECONCILIATION REPORT AS SUBMITTED. THE MOTION WAS SECONDED BY PAMELA KIRST.

Dr. Scheerer provided a specific review of 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: JON BLACK, YEA; SUE HOOVER, YEA; PAMELA KIRST YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING SIX POSITIVE VOTES.

2. July 2021 Financial Reports:

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

Committee Recommendation: William Johnson moved that the Finance/Audit Committee recommend to the full Board approval of the July 2021 Reconciliation Report as submitted. The motion was seconded by Jon Black and unanimously approved.

DAN SCHEERER MOVED THAT THE BOARD ADOPT THE RECOMMENDATION OF THE FINANCE/AUDIT COMMITTEE TO APPROVE THE JULY 2021 RECONCILIATION REPORT AS SUBMITTED. THE MOTION WAS SECONDED BY JON BLACK.

Dr. Scheerer provided a detailed review of this 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: JON BLACK, YEA; SUE HOOVER, YEA; PAMELA KIRST YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING SIX POSITIVE VOTES.

3. Selection of Firm to Conduct Contract Organizations' Fiscal Audits:

Committee Recommendation: Pamela Kirst moved that the Finance/Audit Committee recommend to the full Board approval of the selection of SEO CPA Group, LTD, as the auditing firm to conduct contract organizations' fiscal audits for the period FY 2022 – FY 2024. The motion was seconded by William Johnson and unanimously approved.

DAN SCHEERER MOVED THAT THE BOARD ADOPT THE RECOMMENDATION OF

THE FINANCE/AUDIT COMMITTEE TO APPROVE THE SELECTION OF SEO CPA GROUP, LTD, AS THE AUDITING FIRM TO CONDUCT CONTRACT ORGANIZATIONS' FISCAL AUDITS FOR THE PERIOD FY 2022 – FY 2024. THE MOTION WAS SECONDED BY JON BLACK.

Fiscal Director Rhonda Hanes reported that, in response to a request for bids, three auditing firms had submitted bid proposals. A review of the packets showed that the SEO CPA group is very qualified to conduct the audits and their work estimates were reasonably-priced. Members were supplied with a chart of maximum audit fees for each of the applicable contract organizations included in this work over the 3-year period of the contract.

A ROLL CALL VOTE WAS THEN TAKEN ON THE ABOVE MOTION AS FOLLOWS: JON BLACK, YEA; SUE HOOVER, YEA; PAMELA KIRST YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING SIX POSITIVE VOTES.

4. Special Funding Request – Coshocton Behavioral Health Choices:

Committee Recommendation: William Johnson moved that the Finance/Audit Committee recommend to the full Board approval of the release of \$47,365.04 to Coshocton Behavioral Health Choices (representing the balance of CBHC's Coshocton Levy Funds at the end of July 2021) for the purpose of helping to fund CBHC's building exterior masonry maintenance. The motion was seconded by Pamela Kirst and unanimously approved.

DAN SCHEERER MOVED THAT THE BOARD ADOPT THE RECOMMENDATION OF THE FINANCE/AUDIT COMMITTEE TO RELEASE \$47,365.04 TO COSHOCTON BEHAVIORAL HEALTH CHOICES (REPRESENTING THE BALANCE OF CBHC'S COSHOCTON LEVY FUNDS AT THE END OF JULY 2021) FOR THE PURPOSE OF HELPING TO FUND CBHC'S BUILDING EXTERIOR MASONRY MAINTENANCE. THE MOTION WAS SECONDED BY PAMELA KIRST.

Misty Cromwell noted that the full cost of the exterior maintenance is estimated to be about \$105,000. In her letter of request, CBHC Director Beth Cormack noted, "Regular building maintenance is required in order to keep the grounds safe and clean."

A ROLL CALL VOTE WAS THEN TAKEN ON THE ABOVE MOTION AS FOLLOWS: JON BLACK, YEA; SUE HOOVER, YEA; PAMELA KIRST YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING SIX POSITIVE VOTES.

5. Calendar Year 2020 MHRS Board Audit – Ohio Auditor of State:

Committee Recommendation: William Johnson moved that the Finance/Audit Committee recommend to the full Board acceptance of the MHRS Board's Calendar Year 2020 Audit Report prepared by the State Auditor's Office. The motion was seconded by Jon Black and unanimously approved.

DAN SCHEERER MOVED THAT THE BOARD ADOPT THE RECOMMENDATION OF THE FINANCE/AUDIT COMMITTEE TO ACCEPT THE MHRS BOARD'S CALENDAR YEAR 2020 AUDIT REPORT PREPARED BY THE STATE AUDITOR'S OFFICE. THE MOTION WAS SECONDED BY DANIELLE SCOTT.

Chairman Scheerer and Fiscal Director Rhonda Hanes reviewed a Synopsis of the Audit Report that showed total receipts of \$11,786,179, while total disbursements were \$10,699,391. The Auditor's Opinion noted a material weakness in internal control reported at the financial statement level. The Auditors suggested a less complex reporting format, and the MHRS Board's Corrective Action Plan has been accepted by the Auditors. There were no findings on Federal Awards.

A ROLL CALL VOTE WAS THEN TAKEN ON THE ABOVE MOTION AS FOLLOWS: JON BLACK, YEA; SUE HOOVER, YEA; PAMELA KIRST YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING SIX POSITIVE VOTES.

6. Possible Upcoming Projects Requiring Local Match:

Misty Cromwell referred to a few anticipated ‘asks’ from contract providers for the use of levy funding reserves as required local match for capital projects. It was noted that those projects would be very worthwhile in enhancing the network’s continuum of care – including the current focus on high-risk/high-use youth. Members noted that the MHRS Board would continue to work with contract providers and other partners on the appropriate use of levy funding reserves and to identify how we can best meet the needs of residents and families struggling with mental illness and addiction recovery.

IX. PARTNERS WORKGROUP:

1. OhioKAN – for Kinship Caregiver and Adoptive Families:

(Summary of presentation included in Board Meeting Highlights attached to the minutes.)

X. OLD BUSINESS: There was no Old Business to be addressed.

XI. NEW BUSINESS:

1. New Lexington City Schools – Community Youth Resiliency Project:

Director Cromwell reported that the New Lexington City Schools System is submitting a capital youth resiliency grant to the Ohio Department of Mental Health & Addiction Services for the establishment of a Workforce Development Center in New Lexington. The Center would train students in many workforce skills and create a space where parents can also come to better their family situations and learn some employability skills. The Center will also offer suicide prevention and awareness information, support groups, and peer support,

President Johnson read the required MHRS Board resolution to help make this venture become a reality. The project will not require any funding from the MHRS Board – just an assurance of supporting and monitoring the project’s programs and operations.

BEN TAYLOR MOVED THAT THE BOARD ADOPT THE FOLLOWING RESOLUTION:

The Muskingum Area Mental Health & Recovery Services Board hereby resolves to support the Community Youth Resiliency Application prepared by New Lexington City Schools – with an assurance to support applicant’s program consistent with their application and, in addition, to annually monitor the project’s programs and operations to assure compliance. Further, the MHRS Board authorizes its Executive Director to sign official documents related to this project.

THE MOTION WAS SECONDED BY DANIELLE SCOTT AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: JON BLACK, YEA; SUE HOOVER, YEA; PAMELA KIRST, YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING SIX POSITIVE VOTES.

2. Policy Revision – Drug-Free Workplace:

SUE HOOVER MOVED THAT THE BOARD APPROVE POLICY #V. A.3.02, DRUG-FREE WORKPLACE, AS REVISED. THE MOTION WAS SECONDED BY JON BLACK.

Associate Director Elaine Shuster noted that this policy was revised to: ▪ include pre-employment screening ▪ reflect details when testing may be required ▪ lays out steps to be taken when a test is positive ▪ expands the definition of refusal to test ▪ inserts section on previous convictions.

A ROLL CALL VOTE WAS THEN TAKEN ON THE ABOVE MOTION AS FOLLOWS: JON BLACK, YEA; SUE HOOVER, YEA; PAMELA KIRST YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING SIX POSITIVE VOTES.

3. Policy Revision – Social Media Guidelines:

BEN TAYLOR MOVED THAT THE BOARD APPROVE POLICY #V.A.16, SOCIAL MEDIA GUIDELINES, AS REVISED. THE MOTION WAS SECONDED BY PAMELA KIRST.

The policy now includes the statement: “This policy is not meant to infringe upon an individual’s First Amendment rights; however, the employee should be aware that anything that reflects negatively on the MHRS Board or its mission may be used as grounds for discipline up to and including termination.” The policy also provided more detailed examples of prohibited behavior.

A ROLL CALL VOTE WAS THEN TAKEN ON THE ABOVE MOTION AS FOLLOWS: JON BLACK, YEA; SUE HOOVER, YEA; PAMELA KIRST YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING SIX POSITIVE VOTES.

4. Policy Revision – Holidays:

DAN SCHEERER MOVED THAT THE BOARD APPROVE POLICY #IV.N.02, HOLIDAYS, AS REVISED. THE MOTION WAS SECONDED BY BEN TAYLOR.

The Policy was revised to include the new Federal Juneteenth Holiday.

A ROLL CALL VOTE WAS THEN TAKEN ON THE ABOVE MOTION AS FOLLOWS: JON BLACK, YEA; SUE HOOVER, YEA; PAMELA KIRST YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR, YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING SIX POSITIVE VOTES.

5. FY 2021-2022 Community Plan Update:

Elaine Shuster reviewed the MHRS Board’s FY 2021-2022 Community Plan Update that was recently submitted to the Ohio Department of Mental Health & Addiction Services. *(Summary included in Board Meeting Highlights attached to the minutes.)*

6. Designation of Health Officers:

President Johnson read a request from Allwell Behavioral Health Services for the designation of two clinicians – Levi Funk, LPC, and Wade Danser, LPC - as system health officers. It was noted that both clinicians are credentialed according to the policies of the MHRS Board and Allwell Behavioral Health and meet all licensure and training requirements for providing crisis services. Designated Health Officers are responsible for determining if a person is subject to involuntary hospitalization for mental illness.

PAMELA KIRST MOVED THAT THE BOARD APPROVE THE DESIGNATION OF LEVI FUNK, LPC, AND WADE DANSER, LPC, AS SYSTEM HEALTH OFFICERS. THE MOTION WAS SECONDED BY SUE HOOVER AND A ROLL CALL VOTE WAS TAKEN AS FOLLOWS: JON BLACK, YEA; SUE HOOVER, YEA; PAMELA KIRST YEA; DAN SCHEERER, YEA; DANIELLE SCOTT, YEA; AND BEN TAYLOR,

YEA. THE MOTION WAS UNANIMOUSLY APPROVED RECEIVING SIX POSITIVE VOTES.

7. **Next Meeting:**

The MHRS Board will next meet on *Thursday, September 9, 2021*. More details will be available in the coming weeks, based upon the current status of the COVID-19 pandemic.

XII. COMMENTS FOR THE GOOD OF THE ORDER:

◆ ***Electronic Meeting Packet:*** Board members provided positive feedback about the newly-created electronic board meeting packet that can be found on the MHRS Board’s website. Board members are to let Director Cromwell know if they require the availability of a tablet or other device at board meetings to assist with the review of various agenda items.

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

SIGNATURES

SUBMITTED BY:

APPROVED BY:

Linda Hand

Misty Cromwell

Linda Hand, Administrative Coordinator

Misty Cromwell, Executive Director

William Johnson, Board President