



**Butler County
Mental Health & Addiction
Recovery Services Board**

**Board Meeting
July 1, 2015**

The Butler County Mental and Addiction Recovery Services Board held its first ever Board meeting on Wednesday, July 1, 2015, at 3:00 PM at the Board offices located at 5963 Boymel Drive in Fairfield, Ohio.

1. CALL TO ORDER

Board President Vivian Crooks called the meeting to order.

A. ROLL CALL

Upon call of the roll the following Board members were present: Laura Amriott, Esq., Jennifer Carter, Vivian Crooks, Pat Deis-Gleeson, Barbara Desmond, Rev. John Guliano, Christine Hacker, Benjamin Heroux, Dr. Theodore Hunter, Pat Irwin, Wayne Mays, Dr. Cricket Meehan, Marianne Niese, Rev. Gary Smith, Debbie Stanton, David Swigonski, and Lonnie Tucker.

Board members not present were: Dr. Kenneth Willman.

Staff members present at the meeting were: Scott Rasmus, PhD, LPCC-S, IMFT; Scott Fourman, MS, LPCC-S, Marion Rhodus, MPA; Cassandra Kiesey, Esq.; Julie Payton, LISW-S, LICDC-CS, OCPSII; Lauren Costello; Angie Creech; and Amber Reckner.

Judge Randy Rogers administered the Oath of Office to all new members of the Butler County Mental Health and Addiction Recovery Services Board.

B. RECOGNITION OF GUESTS

Guests present at the meeting were: Deanna Proctor, Chief Executive Officer for Access Counseling Services; House; Laura Sheehan, President for Community Behavioral Health; Bill Staler, Chief Executive Officer for LifeSpan, Inc.; Hal Hollingsworth, COO for Transitional Living, Inc.; Sharon Bartels, Chief Administration Officer for Transitional Living, Inc; Sherrie Bluester, Executive Director for YWCA of Hamilton, Ohio; Brian Wlodarczyk, Director of Mental Health for Catholic Charities of SouthWestern Ohio; Kim Stricklin, Chief Executive Officer for Butler Behavioral Health Services, Inc.; Christina Baker, Director for St. Aloysius; Rhonda Benson, Executive Director of NAMI Butler County; Eric Cummins, Executive Director of St. Joseph Orphanage; Carolyn Winslow, CEO for Butler County Big Brothers Big Sisters; Alisa Berry, Chief Operations Officer for Catholic Charities of SouthWestern Ohio; Jennifer McMonigle, Director for St. Aloysius; Varonica Freeman, COO/CFO Middletown Holistic Outreach Center; and Dea'Jonna Tucker. Tom Kelechai, CEO for Envision Partnerships; Scott Gehring, CEO for Sojourner Recovery Services; and Steve Cahill, Director for Community Behavioral Health.

C. AGENDA REVIEW

-No changes.

D. PUBLIC COMMENTS: AGENDA

-None.

2. BOARD COMMUNICATIONS/ANNOUNCEMENTS

Dr. Rasmus provided a few announcements to the new Board. This meeting’s agenda was developed by the Ad Hoc Merger Steering Committee who met 11 times over the past three months. It was noted that the Mahoning County Boards who also merged in a three month timeframe did not have near as much on their first meeting’s agenda. The Steering Committee members were commended for a thorough job well done.

Ms. Payton announced that after months of work, the Let’s Face Heroin Butler County website is live at www.letsfaceherinbc.org. Everyone was encouraged to review the site which contains addiction resources available in Butler County.

3. AD HOC STEERING COMMITTEE MINUTES

Minutes from all of the Ad Hoc Steering Committee meetings were presented for the Board member’s information.

4. AD HOC STEERING COMMITTEE RECOMMENDATIONS FOR BOARD GOVERNANCE

A. Board Name

It is the recommendation of the Ad Hoc Steering Committee to approve the name “Butler County Mental Health and Addiction Recovery Services Board”.

Ms. Desmond moved to approve “Butler County Mental Health and Addiction Recovery Services Board” as the name of the new entity.

B. Board Logo

It is the recommendation of the Ad Hoc Steering Committee to approve the pathway logo for the Butler County Mental Health and Addiction Recovery Services Board.

Rev. Guliano moved to approve the tri-colored pathway logo for the Butler County Mental Health and Addiction Recovery Services Board. Ms. Hacker seconded the motion. The vote carried the motion.

C. Mission & Vision Statement

It is the recommendation of the Ad Hoc Steering Committee to approve the Mission and Vision statements:

Mission: The Mission of the Butler County Mental Health and Addiction Recovery Services Board, in partnership with the community, is to provide a compressive recovery oriented system of care and prevention. In addition, the Board will continue to improve the quality of life of Butler County citizens through the support of addiction and mental health recovery services.

Vision: The vision of the Butler County Mental Health and Addiction Recovery Services Board is to ensure a system of care that is:

- Best practice based
- Financially stable
- Publicly funded

Butler County residents will be provided services and support that are preventative, impactful and measurable.

Mr. Tucker moved to approve the Mission and Vision statements. Ms. Hacker seconded the motion. The vote carried the motion.

D. Means/Ends/Goals

It is the recommendation of the Ad Hoc Steering Committee to approve the Means/Ends/Goals of the Butler County Mental Health and Addiction Recovery Services Board:

Addiction and mental health touches us all so the Butler County Mental Health and Addiction Recovery Services Board is committed to:

1. Assisting clients to effectively manage their chronic disease/illness through treatment and prevention services
2. Increasing personal wellness, dignity and promoting self-worth in individuals
3. Reducing stigma and stereotypes through educational opportunities
4. Providing family and friends access to resources

Expected outcomes of Board Goals are client-centered and responsive programs created and executed by the organization to meet these stated goals.

Mr. Heroux motioned to approve the Means/Ends/Goals of the Butler County Mental Health and Addiction Recovery Services Board. Ms. Deis-Gleeson seconded the motion. The vote carried the motion.

E. Governance Model

It is the recommendation of the Ad Hoc Steering Committee to modify the Mental Health Board’s Strategic and Community Plans to include ADAS needs and objectives.

Ms. Desmond moved to approve the modification of the Mental Health Board’s Strategic and Community Plans to include ADAS needs and objectives. Mr. Mays seconded the motion. The vote carried the motion.

F. Bylaws

It is the recommendation of the Ad Hoc Steering Committee to approve the proposed Bylaws understanding that it is a living document that may be amended as deemed necessary by the Butler County Mental Health and Addiction Recovery Services Board.

Mr. Tucker moved to approve the Bylaws as proposed. Ms. Hacker seconded the motion. The vote carried the motion.

G. FY 2016 Board Officers

It is the recommendation of the Ad Hoc Steering Committee to approve the proposed slate of officers and committee chairs:

Slate of Officers FY 2016 & FY 2017

President:	Vivian Crooks
Vice President (President Elect):	Barbara Desmond
Immediate Past President (ADAS):	Dr. Theodore Hunter
Immediate Past President (MHB):	Patricia Deis-Gleeson

Committee Chairs FY 2016

Mental Health Program Committee Chair:	Wayne Mays
Addiction Recovery Services Committee Chair:	Dr. Kenneth Willman

There were no additional nominations from the floor.

Mr. Heroux moved to approve the proposed slate of officers and committee chairs. Ms. Stanton seconded the motion. The vote carried the motion.

H. FY 2016 Committee Preferences

The Addiction Recovery Services and the Mental Health Program Committees need members. Committee chairs are looking for four members to serve, two from each old Board. Some Board members have already expressed interest in serving on these committees via email. Interested parties should let Ms. Crooks, Mr. Mays or Dr. Willman know of their interest. Committee selections will be made over the summer. It was noted that the Executive Committee has already been established because it is made up of officers and committee chairs.

I. FY 2016 Board Calendar

It is the recommendation of the Ad Hoc Steering Committee to approve the proposed Board meeting calendar to have Board meetings at 6:00 PM on the 3rd Wednesday of the month with the exception of July, August and December unless needed.

Ms. Stanton moved to approve the FY 2016 Board meeting calendar. Ms. Carter seconded the motion. The vote carried the motion.

5. AD HOC STEERING COMMITTEE RECOMMENDATIONS FOR BOARD ADMINISTRATION

A. Office Location

It is the recommendation of the Ad Hoc Steering Committee for the new entity to be located at 5963 Boymel Drive in Fairfield, Ohio.

Ms. Deis-Gleeson moved to approve the Butler County Mental Health and Addiction Recovery Services Board location to be at 5963 Boymel Drive in Fairfield, Ohio. Rev. Guliano seconded the motion. The vote carried the motion.

B. Table of Organization

It is the recommendation of the Ad Hoc Steering Committee to approve the proposed Table of Organization.

Ms. Hacker moved to approve the proposed Table of Organization for the Butler County Mental Health and Addiction Recovery Services Board. Ms. Niese seconded the motion. The vote carried the motion.

C. Position Descriptions

It is the recommendation of the Ad Hoc Steering Committee to approve the proposed Position Descriptions for Board staff.

Mr. Heroux moved to approve the proposed Position Descriptions for staff of the Butler County Mental Health and Addiction Recovery Services Board. Ms. Hacker seconded the motion. The vote carried the motion.

D. Work Hours

It is the recommendation of the Ad Hoc Steering Committee to approve a 37.5 hour work week for Board staff with the office opening at 8:30 AM and closing at 4:30 PM Monday – Friday (excluding holidays).

Ms. Desmond moved to approve a 37.5 hour work week for Board staff. Ms. Niese seconded the motion. The vote carried the motion.

E. Salary Ranges

It is the recommendation of the Ad Hoc Steering Committee to approve the proposed Salary Ranges.

Mr. Tucker moved to approve the proposed Salary Ranges for staff positions of the Butler County Mental Health and Addiction Recovery Services Board. Mr. Mays seconded the motion. The vote carried the motion.

F. Personnel Policy Manual

It is the recommendation of the Ad Hoc Steering Committee to approve the proposed Personnel Policy Manual. It was noted that the name of the Board should be consistent throughout the document. Board staff will take care of correcting any typos.

Dr. Hunter moved to approve the proposed Personnel Policy Manual of the Butler County Mental Health and Addiction Recovery Services Board. Mr. Mays seconded the motion. The vote carried the motion.

6. AD HOC STEERING COMMITTEE RECOMMENDATIONS FOR BOARD FINANCE**A. FY 2016 BCMhARS Board Budget**

Ms. Desmond moved to approve the FY 2016 budget of the Butler County Mental Health and Addiction Recovery Services Board. Rev. Guliano seconded the motion. The vote carried the motion.

B. BCMhARS Acceptance of Old Boards' Fiscal and Legal Liabilities

Ms. Deis-Gleeson moved for the Butler County Mental Health and Addiction Recovery Services Board to accept the fiscal and legal liabilities of the Butler County Mental Health Board and the Butler County Alcohol and Drug Addiction Services Board. Ms. Carter seconded the motion. The vote carried the motion.

7. NEW BUSINESS**A. Health Officer Approval**

Annual Health Officer training is required for all new and returning Health Officers. The listed candidates have undergone appropriate training and testing and are being recommended for approval to serve as Health Officers during FY 2016.

Ms. Carter moved to approve the recommended FY 2016 Health Officers. Ms. Amriott seconded the motion. The vote carried the motion.

B. Porter Advertising Billboard Agreement

Dr. Rasmus presented an agreement with Porter Advertising for billboards to promote the community mental health and addiction recovery services in Butler County. The cost of the contract shall not exceed \$6,808.00 and will be used to purchase 8 billboards to go up August 1, 2015 and November 1, 2015 throughout Butler County (half illuminated, half unilluminated).

Ms. Stanton moved to approve the \$6,808.00 Porter Advertising Billboard Agreement. Ms. Hacker seconded the motion. The vote carried the motion.

C. Stanley Steemer Chair and Carpet Cleaning Proposal

Ms. Reckner presented the Stanley Steemer Chair and Carpet Cleaning Proposal. The cost of the contract shall not exceed \$1,904.00.

Mr. Heroux moved to approve the \$1,904.00 Stanley Steemer Chair and Carpet Cleaning proposal. Mr. Tucker seconded the motion. The vote carried the motion.

D. BCMHARS Records Retention Policy

Dr. Rasmus presented the BCMHARS Records Retention Policy which combines the old policies of the Butler County Mental Health Board and the Butler County Alcohol and Drug Addiction Services Board.

Ms. Amriott moved to approve the BCMHARS Records Retention Policy. Ms. Carter seconded the motion. The vote carried the motion.

E. Revize Website Proposal

Ms. Reckner presented the Revize Website Proposal which would provide the BCMHARS Board with a new website to be supported for the next five years. This vendor was researched and recommended by the Butler County IT Services department and several other county departments are getting new websites. The total cost of the proposal, which includes design, maintenance and support, is \$8,500.

Mr. Tucker moved to approve the \$8,500 Revize website proposal. Dr. Hunter seconded the motion. The vote carried the motion.

F. Time Warner/Cincinnati Bell “County Pipeline” Proposal

Connecting to the Butler County network has many cost savings and staff productivity advantages related to IT support and maintenance. Board members were provided two identical proposals from Cincinnati Bell and Time Warner Cable for the development of a point to point connection from the 5963 Boymel Drive office to the Butler County Information Services Department located at 315 High Street in Hamilton, Ohio. This "county pipeline" will allow the Board to experience the benefits of a 100 MB internet connection.

Once connected, the majority of the Board's IT services can be maintained and serviced by BCIS including offsite backups, antivirus software, wifi, all SSL certificates, DNS services, spam and firewall services, etc.

Board members were provided a brief cost analysis of what the Board is currently paying for these services compared to the establishment of the pipeline. It was noted that both the Cincinnati Bell and

Time Warner proposals will take 60 - 90 days to develop the connection. The Board will need to maintain current services until the connection is physically established so cost savings will not occur before that time.

If approved, the Executive Director will seek recommendation from the Butler County IT Services department as to which vendor should be selected to accomplish this project.

Ms. Deis-Gleeson moved to authorize the Executive Director to pursue a \$500/month proposal to acquire a 100 MB Ethernet/fiber pipeline to create a point to point connection with the Butler County network in Hamilton, Ohio.

G. Sojourner Property Sale

A motion needed to authorize the Executive Director to enter into the sale of 1430 University BLVD, currently owned by the Butler County Mental Health and Addiction Recovery Services Board (previously owned by the Butler County ADAS Board), to Sojourner Recovery Services for the purpose of expansion of outpatient alcohol and other drug addiction treatment services. The sale is contingent upon the satisfactory results of a financial audit of Sojourner. The process to be followed for the sale involves

- 1) the consolidation by the State of Ohio Mental Health and Addiction Services of the two remaining forgivable mortgages on the property into one mortgage
- 2) the completion of a contract, mortgage, and note for a new consolidated mortgage with the Board for 30 years for the remaining balance of the mortgages (approximately \$277,000)
- 3) completion of an Assumption and Waiver by Sojourner Recovery Services in order to assume the new 30 year forgivable mortgage and
- 4) payment by Sojourner to the Board of the difference between the appraised price of the property (\$435,000) less the amount remaining on the mortgages (\$277,000) = approximately \$155,000.

Ms. Deis-Gleeson moved to approve the above motion. Ms. Irwin seconded the motion. The vote carried the motion.

H. ADAS Property Leases

Board members were provided with lease agreements with Sojourner Recovery Services for the Fair Avenue property in Hamilton, Ohio and the University BLVD property in Hamilton, Ohio. Regardless of what happens to the sale of these properties, these leases must be approved to cover the time it will take to pursue and complete the sale of the properties.

Mr. Tucker moved to approve the lease agreements with Sojourner Recovery Services for the Fair Avenue property in Hamilton, Ohio and the University BLVD property in Hamilton, Ohio. Mr. Heroux seconded the motion. The vote carried the motion.

I. Gibson Movers Proposal

Gibson movers has submitted a proposal for \$2,500 to move office items from 6 South Second Street, STE 420 in Hamilton, Ohio to 5963 Boymel Drive in Fairfield, Ohio. The office move is scheduled to occur at the end of July, 2015.

Ms. Stanton moved to approve the \$2,500 Gibson Movers Proposal. Mr. Mays seconded the motion. The vote carried the motion.

J. Board Insurance

Dr. Rasmus presented the CORSA Insurance Coverage and Agreement for the Board's review and approval.

Ms. Amiott moved to approve the CORSA Insurance Coverage and Agreement. Mr. Mays seconded the motion. The vote carried the motion.

K. McGhee Cleaning Contract Addendum

McGhee Cleaning is the janitorial service agency that cleans the 5963 Boymel Drive, Fairfield office. It is the recommendation of Board staff to increase the cost of the contract from \$17,032 to \$20,938.06 to account for the additional staff joining the office location.

Ms. Amiott moved to approve the FY 2016 McGhee Cleaning contract addendum changing the amount of the contract from \$17,032 to \$20,938.06.

8. GUEST & BOARD MEMBER COMMENTS

A. Introduction of New Board members

Board members were given the opportunity to introduce themselves and convey their passion in serving on the BCMhARS Board.

B. Guest Comments

-None.

9. EXECUTIVE SESSION (Personnel Issues)

Board members took a roll call vote to enter into Executive Session. Upon roll call the vote was: Laura Amiott – Yes; Jennifer Carter – Yes; Vivian Crooks – Yes; Patricia Deis-Gleeson – Yes; Barbara Desmond – Yes; Rev. John Guliano – Yes; Christine Hacker – Yes; Benjamin Heroux – Yes; Dr. Theodore Hunter – Yes; Patricia Irwin – Yes; Wayne Mays – Yes; Dr. Cricket Meehan – Yes; Marianne Niese – Yes; Gary Smith – Yes; Deborah Stanton – Yes; David Swigonski – Yes; and Lonnie Tucker – Yes.

Board members took a roll call vote to exit out of Executive Session. Upon roll call the vote was: Laura Amiott – Yes; Jennifer Carter – Yes; Vivian Crooks – Yes; Patricia Deis-Gleeson – Yes; Barbara Desmond – Yes; Rev. John Guliano – Yes; Christine Hacker – Yes; Benjamin Heroux – Yes; Dr. Theodore Hunter – Yes; Patricia Irwin – Yes; Wayne Mays – Yes; Dr. Cricket Meehan – Yes; Marianne Niese – Yes; Gary Smith – Yes; Deborah Stanton – Yes; David Swigonski – Yes; and Lonnie Tucker – Yes.

Ms. Desmond moved to approve the proposed Board Salary Pool. Dr. Meehan seconded the motion. The vote carried the motion.

Ms. Hacker moved to approve Resolution Number 2015-07-01-01 Executive Director Duties. Mr. Swigonski seconded the motion. The vote carried the motion.

Mr. Tucker moved to approve Resolution Number 2015-07-01-02 Executive Director Compensation and Benefits, hiring Dr. Scott Rasmus as Executive Director of the Butler County Mental Health and Addiction Recovery Services Board at \$130,000 a year. Every June, the

Executive Director will undergo a performance evaluation by the Board. Ms. Hacker seconded the motion. The vote carried the motion.

XIII. ADJOURNMENT

Ms. Hacker moved and Mr. Swigonski seconded to adjourn the meeting. The vote carried the motion.

Respectfully submitted,

**Vivian Crooks,
Board President**