



Board Meeting Minutes
November 28, 2018

The Butler County Mental Health and Addiction Recovery Services Board held its monthly Board meeting on Wednesday, November 28, 2018 at 6:00 PM at the Board office located at 5963 Boymel Drive in Fairfield, Ohio.

Board President Wayne Mays called the meeting to order.

Upon the call of the roll the following Board members were present: Laura Amriott, Pastor Michael Bailey, Richard Bement, Pat Deis-Gleeson, Barbara Desmond, Rubina Dosani, Mat Himm, Dr. Theodore Hunter, Wayne Mays, Kim McKinney, Dr. Cricket Meehan, Father Michael Pucke, Reverend Gary Smith, Debbie Stanton, Dave Swigonski and Lonnie Tucker

Staff members present at the meeting were: Scott Fourman, LPCC-S; Cassie Kiesey, Esq.; Tiffany Lombardo, MA, LISW-S, LICDC-CS; Scott Rasmus, PhD, LPCC-S, IMFT; Marion Rhodus, MPA and Nikki Sandor

Recognition of Guest:

Deanna Proctor, Access Counseling
Pauline Edwards, Access Counseling
Carolyn Winslow, Big Brothers Big Sisters
Analee MCGowan, Cincinnati State
Ashley Moffett, Cincinnati State
Summer Jones, Cincinnati State
Dana McDonald, Community Behavioral Health
Kris Vitale, DeCoach Rehabilitation
Lori Higgins, Envision Partnerships
Rhonda Benson, NAMI
Maria Laib, Sojourner
Brandy Desenberg, St. Joseph Orphanage
Sharon Bartels, Transitional Living
Christa Carnahan, YWCA
Wendy Waters-Connell, YWCA

Agenda Review

- *No changes*

Public Comments: Agenda

- *No comments*

1. Board Communications & Announcements

a. Executive Director Report

Dr. Rasmus reported on several topics:

- i. BH Redesign & Managed Care Carve in Update
- ii. November Election Results - Levies
- iii. Fort Hamilton Hospital Update
- iv. North Fair Ave
- v. Overview of several articles

b. Correspondence

- i. YWCA of Hamilton has been downgraded from a risk rating of 4 to a 3 that has resulted in their agency being removed from a watch list.
- ii. The Ohio Department of Mental Health and Addiction Services authorizes the Butler County Mental Health and Addiction Recovery Services Board to utilize non-competitive contracting.

2. Consent Agenda

- a. October Board meeting minutes
- b. October Executive Committee meeting minutes
- c. November ARS meeting minutes
- d. November MH meeting minutes

Ms. Amriott motioned to approve the items in the consent agenda. Ms. Stanton seconded the motion. The vote carried the motion.

3. Review of Committee Meetings

- a. ARS Committee
- b. MH Committee

4. New Business

a. September Financial Report

Mr. Rhodus provided an overview of the September financial reports. As of September the Board was 25% of the way through the fiscal year with 24% of revenues collected, 25% of administrative costs spent and 12% of expenses paid to providers.

Mr. Tucker motioned to approve the September Financial Reports. Mr. Swigonski seconded the motion. The vote carried the motion.

b. 2019 Appropriations Budget Modifications

Mr. Rhodus has completed the Board's calendar year 2019 appropriations budget modification to align with the Board's fiscal year.

Ms. Stanton motioned to approve the 2019 Appropriations Budget Modifications. Ms. Desmond seconded the motion. The vote carried the motion.

c. Provider Budget Revisions

Access Counseling – Board generated increase by \$7,500

Community Behavioral Health – Board generated increase by \$39,473

Sojourner - Board generated increase by \$34,478.68

Ms. Desmond motioned to approve the Access Counseling, CBH and Sojourner budget revisions. Mr. Himm seconded the motion. The vote carried the motion.

d. Board's 5 Year Office Lease

The current lease is for 5 years with two 5 year extensions. Dr. Rasmus has negotiated several repairs at no charge from our landlord as well as a \$300 monthly deduction for the first renewal term and \$500 monthly deduction for the second renewal term. This will save the Board \$30,000 over the next 10 years.

Ms. Deis-Gleeson motioned to approve the Board's office lease. Mr. Himm seconded the motion. The voted carried the motion.

e. NAMI

NAMI is requesting a \$5,000 increase in their funding due to growth in their programming

Ms. Stanton motioned to approve the \$5,000 NAMI funding increase. Mr. Himm seconded the motion. The voted carried the motion.

f. Christina Shaynak-Diaz Contract

The contract with Christina Shaynak-Diaz has not increased in funding; rather it has been updated to reflect inclusion of specific legal services especially related to auditing.

Ms. Amriott motioned to approve the \$3,000 Christina Shaynak-Diaz contract. Mr. Swigonski seconded the motion. The voted carried the motion.

g. Miami University Contract

Ms. Lombardo discussed a new \$40,000 contract with Miami University for next two years to act as the "action research" partner on the COAP grant that the Board was just awarded. They will focus on developing and evaluating training and prevention strategies targeted towards children impacted by the opiate epidemic, as well as act as a research consultant for the COAP grant project to assess and make improvements to the current data collection process already in place that tracks outreach post-overdose, treatment engagement, and retention. Ms. Deis-Gleeson motioned to recommend to the Board the Miami University contract.

Mr. Swigonski motioned to approve the \$40,000 Christina Shaynak-Miami University contract. Dr. Meehan recused herself from the vote. Mr. Tucker seconded the motion. The voted carried the motion.

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h. Dr. Darnall Contract Amendment

Dr. Darnell's contract has been amended to reflect the following services she will provide on February 4th and 5th:

1. A 3 hour Behavioral Medicine Workshop (Board Office) + 2 hour Behavioral Medicine Workshop (West Chester Hospital) (Total = 5 Hours)
2. 2-1 hour Pain Psychology Seminar for Physicians/Healthcare Providers (Mercy & Fort Hamilton Hospitals) (Total= 2 Hours).
3. 10 hours Consultation Time

Mr. Swigonski motioned to approve the \$23,500 Dr. Beth Darnall contract. Mr. Tucker seconded the motion. The voted carried the motion.

i. Memo of Understanding Revised and Amendment to FY19 Fee for Service Contract

The current Board Audit MOU with all providers has changed due to state mandated requirements. All providers are required to sign both the audit MOU and Fee for Service Contract documents in order to be compliant with their current FY19 contract with the Board.

Ms. Stanton motioned to approve the amendment to the FY19 Fee for Service Contract and Memo of Understanding. Ms. Dosani seconded the motion. The voted carried the motion

j. Uniform Guidance Policies

The Board is required to follow the Uniform Guidance Policies. Ms. Shaynak-Diaz created all of the guidance policies, which is inclusive of four new Board policies.

Ms. Stanton motioned to approve the uniform guidance policies. Pastor Bailey seconded the motion. The voted carried the motion

k. Board's Internal Scorecard

Dr. Rasmus reviewed the Board's internal score card and discussions ensued. This agenda item was for information only.

l. Personnel Policy Change

The Board personnel policy sick, personal, and vacation time increments have been changed to all reflect a minimum of 0.5-hour increments. Additionally, in order to address a clerical error related to Board Personnel Policy 13.01 for Cusp Years A-C is currently being updated to address any potential misunderstandings about this policy now and in the future.

Ms. Amriott motioned to approve the change in personnel policy manual to reflect ½-hour increments for use of sick, personal, and vacation time off. Ms. Deis-Gleeson seconded the motion. The vote carried the motion.

Mr. Himm motioned to approve the resolution to correct the clerical error related to policy 13.01 for cusp years. Mr. Tucker seconded the motion. The voted carried the motion.

m. 2019 Salary Ranges

The Board's salary ranges have been adjusted to incorporate the newly created Associate Executive Director of Alcohol and Drug Addiction Services.

Mr. Himm motioned to approve the changes to the 2019 salary ranges. Mr. Swigonski seconded the motion. The voted carried the motion.

n. Job Descriptions

The Board's job descriptions have been updated to incorporate the newly created Associate Executive Director of Alcohol and Drug Addiction Services.

Ms. Desmond motioned to approve the new job descriptions. Mr. Himm seconded the motion. The voted carried the motion.

o. Organizational Chart

The Board's organizational chart has been updated to incorporate the Comprehensive Opiate Abuse Program (COAP) Coordinator's and Associate Executive Director of ADAS's positions.

Ms. Deis-Gleeson motioned to approve the new organizational chart. Ms. Desmond seconded the motion. The vote carried the motion.

p. Affirmative Action Review

Dr. Rasmus reviewed the affirmative action policy stating that we were in compliance as of July 2018. He asked that providers fill out and return page 6 of the affirmative action review which was a chart reflecting the diversity of each providers staff.

Ms. Dosani motioned to approve the affirmative action policy. Ms. Stanton seconded the motion. Dr. Meehan requested an amendment to change the male/female gender column to be non-binary. The vote carried the motion.

q. State Hospital Report

Mr. Fourman reviewed the October hospital report.

r. Board Meeting Review

Dr. Meehan reviewed the September and October Board meeting evaluations.

s. Vouchers and Payments Made by Direct Deduction

Listed were all the voucher approvals and direct deductions for the month of October.

Mr. Tucker motioned to approve the October vouchers and payments made by direct deduction. Ms. Amriott seconded the motion. The vote carried the motion.

t. Butler County 2017

Butler County released their 2017 State Audit and it was presented to the Board.

Ms. Stanton motioned to approve the BC 2017 state audit. Ms. Deis-Gleeson seconded the motion. The vote carried the motion.

5. Guest/Board Comments

6. Adjournment