

MENTAL HEALTH AND RECOVERY SERVICES BOARD OF SENECA, SANDUSKY AND WYANDOT COUNTIES

The regularly scheduled meeting of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties was held on Thursday, March 29, 2018 in the Nancy A. Cochran Conference Room.

Board Members Present: Alexandra Rojas, Jimmie Young, Celinda Scherger, Helen Shinn, Tony Paulus, Karen Van Horn, Dee Frankart and Kellee Hoover

Board Members Absent: Pamela McLaurin, Dean Bliss, Pat Del Turco and Rudy Letzring

Board Staff Present: Mircea Handru, Robin Reaves and Tanya Hemmer.

CALL TO ORDER

Celinda Scherger, Chairperson, called the March 29, 2018 meeting of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties to order at 4:35 p.m.

PLEDGE OF ALLEGIANCE

INTRODUCTION OF GUESTS

Jeannie Weber - Corporate Anointing Ministries
Melanie White - NAMI of Seneca, Sandusky and Wyandot Counties
Michelle Clinger - Firelands Counseling and Recovery Services
Ann Rusher - NAMI of Seneca, Sandusky and Wyandot Counties
Jeanine Pisculli - NAMI of Seneca, Sandusky and Wyandot Counties
Christopher Isha - NAMI of Seneca, Sandusky and Wyandot Counties

PRESENTATION OF MINUTES

MOTION: 1	To approve the February 22, 2018 minutes of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.		
Motion Made By:	Karen Van Horn	Seconded:	Jimmie Young

Administrative Committee

The Administrative Committee met on Monday, March 19, 2018 in the Nancy A. Cochran Conference Room. The meeting was called to order at 4:33 p.m.

The Board Executive Director informed the committee of the passing of Phyllis Putnam, a previous Board member.

The Administrative Committee reviewed the conflict of interest policy and ORC 340 mandated services. ORC 340.02 prohibits governing Board Members from engaging in the following dual roles in order to avoid conflicts of interests:

- a governing Board Member of a Board is prohibited from serving as a member of the governing board of any provider with which the Board has entered into a contract for the provision of services or facilities.
- a governing Board Member of a Board is prohibited from being an employee of any provider with which the Board has entered into a contract for the provision of services or facilities.
- governing Board Members are prohibited from having a spouse, child, parent, brother, sister, grandchild, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law,

brother-in-law, or sister-in-law that serves as a member of a governing board of any provider with which the Board has entered into a contract for the provision of services or facilities or that serves as a County Commissioner in any of the counties in the Board's service district.

Public Contract Restrictions: part of the public contract law prohibits a public official from awarding a contract to a family member's employer if the family member has a definite and direct financial or fiduciary interest in the contract. The following are considered as a family member: spouse, child, parent, brother, sister, grandchild, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, even if they don't live in the same household.

If a public official's family member has an interest in her employer's contracts in any of the ways described above, ORC 2921.42 (A) (1) would prohibit the official from participating in the authorization of any contract between the public agency and the family member's employer.

If, however, the family member would not have any of these kinds of interests in the funding provided by the Board to the agency, ORC 2921.42(A) (1) would not prohibit the Board Member from participating in the Board's discussion, deliberation, or decision regarding its funding to the agency.

ORC 340.032 specifies services that shall be provided by a Board, including:

- Prevention and wellness management services;
- Locating and helping persons receive addiction and mental health services;
- Assessment services;
- Care coordination;
- Residential services;
- Outpatient services;
- Inpatient services;
- Recovery support services;
- Community-based continuum of care;
- Addiction services and recovery supports for all levels of opioid and co-occurring drug addiction, including (mandated):
 - o Ambulatory detox;
 - o Sub-acute detox;
 - o Non-intensive and intensive outpatient treatment services;
 - o Medication-assisted treatment;
 - o Peer support;
 - o Residential services;
 - o Recovery housing;
 - o Multiple paths to recovery such as twelve-step approaches.

The Executive Director informed the Board members of the CY2017 Audit. The audit process started and it is being conducted by the Ohio Auditor of State. The audit is projected to be completed around September, 2018.

The Executive Director discussed with the members the implementation of a Board Credit Card policy. The Board currently does not use credit cards. The Executive Director did not think a credit card was needed in the past for Board operation purposes. Avoiding credit cards also provide a better fiscal oversight of all the funds expended. However, not having a credit card also creates a burden for the Board and its employees. Examples included trips (hotel and flight) that had to be purchased by Board employees three or four months in advance before the reimbursement check was issued. In some cases, the Board employees had to pay interest for the charges on their own credit card. Also, purchasing various internet/ software services is requiring a credit card. These services include but are not limited to: website domain account, website privacy and security account, employee's work email address, calendar and contacts, 24/7 access phone number, etc. The Executive Director

drafted a Credit Card policy to match all requirements and recommendations provided by the Ohio Auditor of State. The Seneca County Auditor also reviewed the policy and did not recommend any other changes. It was recommended that a legal counsel also review the policy. It was discussed to remove the Travel and Expense section which included meals. Meals will be continued to be reimbursed based on the current policy, without the use of a Credit Card. In addition, it was recommended that transactions exceeding \$500 shall be authorized in advance by the Executive Director. Also, a Board member on the Administrative Committee will serve as the Compliance Officer. A Compliance Officer is to review at least quarterly a financial report of the Board's credit cards including all transactions and the number of cards and accounts issued. The Executive Director is going to present a final draft policy for approval during the April 2018 committee meeting.

The Deputy Director provided an update on the renewal of an insurance policy for board directors and officers. The \$2,000,000.00 policy will cost an annual premium of \$2,884.00 and covers expenses related to any claims of wrongful acts conducted by directors and board members during official Board business. The insurance is secured through Sacksteder Worland Insurance Agency with Old Republic Insurance Agency as the underwriter. The premium has remained the same rate since 2015 through this insurance agency.

The Deputy Director provided a summary of the program, fiscal and organizational review of the Sisters Recovering and Planting the Seeds of Hope. A plan of correction and another review will be required within 90 days and in FY19 if additional funds are awarded.

MOTION: 2	To authorize the Executive Director to distribute copies of the Fiscal Year 2018 Fiscal and Program Review report conducted by the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties for Sisters Recovering and Planting the Seeds of Hope .		
Motion Made By:	Tony Paulus	Seconded:	Alexandra Rojas

The Board Executive Director shared his experience and efforts to implement and coordinate services for the African-American population in Sandusky County. The Executive Director participated in a panel discussion organized by the local chapter of the NAACP. The Executive Director also met with various community individuals to continue the discussion regarding behavioral health services and access to services for the African-American individuals in Sandusky County. A coalition group is to be formed and will meet quarterly. The Executive Director mentioned that collaborative efforts could expand services for the African-American population in Sandusky County.

The Executive Director summarized the levy planning process for Fiscal Year 2019. There are three areas for which application for services are being received. These areas include: Prevention and Education, Treatment, and Recovery and Support Services. These three areas combined totaled approximately 77 - 82 percent of the levy funding available in each county. The remaining funds are to be set aside for the following: County Auditor Fees (approximately 3.5%); Crisis Services Set-Aside (approximately 1.5%); Dues/Assessments (approximately 1-3%); and Board Administration (10%).

The Executive Director and the Deputy Director are in the process of reviewing and scoring each application for levy services. A summary of all applications and funding requests will be emailed to each Board member prior to the April Committee meetings. This will allow more time for each Board member to get familiar with the applications submitted.

The committee meeting continued the discussion of needs in the Board's district. Areas of concern included: youth behavioral health needs and suicide; pregnant women addicted to drugs; stigmatization of mental illness, and, overall education regarding positive behaviors in the community. Many concerns were shared during the discussion. The Executive Director is working with the Deputy Director and the Education and Prevention Coordinator to begin a community wide marketing/educational campaign by targeting the most at-need population.

The Executive Director shared that two Board member terms will expire at the end of the fiscal year. Both members can renew their membership for another two years. The Executive Director will have one-on-one discussions with each member to prepare all the necessary paperwork.

The Executive Director also shared the Executive Secretary 90-day probation evaluation is coming up at the beginning of April. There are no concerns with the Executive Secretary and the Executive Director is very pleased with the new hire.

The Executive Director will send the Board members information on the April 6, 2018 meeting at the North Central Ohio Educational Service Center.

The Administrative/Finance Committee adjourned its Monday, April 16, 2018 beginning at 4:30 p.m.

MOTION: 3	To approve the March 19, 2018 minutes of the Administrative Committee of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.		
Motion Made By:	Helen Shinn	Seconded:	Jimmie Young

Program Committee

The Program Committee met on Wednesday, March 21, 2018 in the Nancy A. Cochran Conference Room. The meeting was called to order at 4:34 p.m.

The Program Committee reviewed the conflict of interest policy and ORC 340 mandated services. ORC 340.02 prohibits governing Board Members from engaging in the following dual roles in order to avoid conflicts of interests:

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- Assessment services;
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- Residential services;
- Outpatient services;
- Inpatient services;
- Recovery support services;
- Community-based continuum of care;
- Addiction services and recovery supports for all levels of opioid and co-occurring drug addiction, including (mandated):
 - o Ambulatory detox;
 - o Sub-acute detox;
 - o Non-intensive and intensive outpatient treatment services;
 - o Medication-assisted treatment;
 - o Peer support;
 - o Residential services;
 - o Recovery housing;
 - o Multiple paths to recovery such as twelve-step approaches.

The Program Committee discussed two Wyandot County projects, including a county-wide youth mentoring program and the expansion of a prevention specialist and state-certified prevention agency in Wyandot County. The Executive Director is working with Wyandot County Family and Children First Council and Wyandot Counseling Associates on these two projects. State funding earmarked for Wyandot County will be utilized for these two projects. The Executive Director is planning to have a contract recommendation at the April committee meeting.

The Deputy Director reported on a new telehealth project implemented by Mercy Health - Tiffin Hospital for individuals presenting in their emergency room with a behavioral health crisis. In January of 2018, the hospital began implementation of the service with the goal to use the resources within the Mercy system to handle persons who presented in the Tiffin emergency room. The deputy director shared data on the 24 cases served from January through February 2018 and the challenges in regards to finding a bed for placements, the percentage of hospitalization and the average time from presentation to the emergency room until departure.

The Deputy Director provided a summary of the program, fiscal and organizational review of the Sisters Recovering and Planting the Seeds of Hope. A plan of correction and another review will be required within 90 days and in FY19 if additional funds are awarded due to fiscal findings. Discussion highlighted the program and organizational strengths and recommendations.

The Executive Director provided an update on the implementation of the Critical Incident Stress Management Team. The goal was to have approximately 25 community members attend the training. There are a total of 52 members registered to attend the training on April 2-3, 2018. The Executive Director is working on finalizing all the paperwork for the CISM team, including background checks for members, policies and procedures, and MOU's. The Board purchased a 24/7 phone number available for the CISM team (1-833-SSW-CISM) or 1-833-779-2476. The team will also utilize a text app to communicate prior or during incidents.

The Program Committee received updates on H.B 354. The Senate Judiciary Committee passed the recommendation to the full Senate with a 9-0 vote. This was a "clean bill", with no modifications from the initial language passed by the House of Representatives. The Senate is planning to vote on this very soon. The Executive Director and Judge Steve Shuff are going to present on this initiative at the North Central Ohio Regional Council of Governments on April 6, 2018, as well as at the Ohio Opiate Conference on June.

The Program Committee discussed and reviewed the FY2019 levy planning process. Funding in various categories is being set aside without the bidding process, which is approximately 16-22% of the available funds. These categories were reviewed and included: funds for the health alliances/ health assessments; FCFC dues; community support groups; and crisis/emergency funding. The Program Committee recommended to approve amounts for these categories at the March Board meeting.

SENECA COUNTY LEVY FUNDS

MOTION: 4	To authorize the Executive Director to encumber Seneca County levy funds in the amount not to exceed \$6,000 for <u>Seneca County Health Alliance - Health Assessment</u> in Fiscal Year 2019, contingent upon available funds.
Motion Made By:	Kellee Hoover
Seconded:	Karen Van Horn

MOTION: 5	To authorize the Executive Director to encumber Seneca County levy funds in the amount not to exceed \$1,500 for <u>Seneca County Family and Children First Council Dues</u> in Fiscal Year 2019, contingent upon available funds.
Motion Made By:	Alexandra Rojas
Seconded:	Helen Shinn

MOTION: 6	To authorize the Executive Director to encumber Seneca County levy funds in the amount not to exceed \$3,150 for <u>Seneca County Community Support Groups and Activities</u> in Fiscal Year 2019, contingent upon available funds.
Motion Made By:	Jimmie Young
Seconded:	Tony Paulus

MOTION: 7	To authorize the Executive Director to encumber Seneca County levy funds in the amount not to exceed \$10,000 for <u>Crisis and Emergency Services</u> in Fiscal Year 2019, contingent upon available funds.
Motion Made By:	Karen Van Horn
Seconded:	Kellee Hoover

SANDUSKY COUNTY LEVY FUNDS

MOTION: 8	To authorize the Executive Director to encumber Sandusky County levy funds in the amount not to exceed \$6,000 for <u>Sandusky County Health Partners - Health Assessment</u> in Fiscal Year 2019, contingent upon available funds.
Motion Made By:	Tony Paulus
Seconded:	Helen Shinn

MOTION: 9	To authorize the Executive Director to encumber Sandusky County levy funds in the amount not to exceed \$1,500 for <u>Sandusky County Family and Children First Council Dues</u> in Fiscal Year 2019, contingent upon available funds.
Motion Made By:	Helen Shinn
Seconded:	Alexandra Rojas

MOTION: 10	To authorize the Executive Director to encumber Sandusky County levy funds in the amount not to exceed \$4,000 for <u>Sandusky County Community Support Groups and Activities</u> in Fiscal Year 2019, contingent upon available funds.
Motion Made By:	Kellee Hoover
Seconded:	Alexandra Rojas

MOTION: 11	To authorize the Executive Director to encumber Sandusky County levy funds in the amount not to exceed \$6,975 for <u>Crisis and Emergency Services</u> in Fiscal Year 2019, contingent upon available funds.
Motion Made By:	Alexandra Rojas
Seconded:	Tony Paulus

WYANDOT COUNTY LEVY FUNDS

MOTION: 12	To authorize the Executive Director to encumber Wyandot County levy funds in the amount not to exceed \$6,000 for <u>Wyandot County Health Alliance - Health Assessment</u> in Fiscal Year 2019, contingent upon available funds.		
Motion Made By:	Jimmie Young	Seconded:	Alexandra Rojas

MOTION: 13	To authorize the Executive Director to encumber Wyandot County levy funds in the amount not to exceed \$1,500 for <u>Wyandot County Family and Children First Council Dues</u> in Fiscal Year 2019, contingent upon available funds.		
Motion Made By:	Karen Van Horn	Seconded:	Jimmie Young

MOTION: 14	To authorize the Executive Director to encumber Wyandot County levy funds in the amount not to exceed \$1,200 for <u>Wyandot County Community Support Groups and Activities</u> in Fiscal Year 2019, contingent upon available funds.		
Motion Made By:	Tony Paulus	Seconded:	Karen Van Horn

MOTION: 15	To authorize the Executive Director to encumber Wyandot County levy funds in the amount not to exceed \$6,000 for <u>Crisis and Emergency Services</u> in Fiscal Year 2019, contingent upon available funds.		
Motion Made By:	Helen Shinn	Seconded:	Karen Van Horn

Funding for Prevention and Education Services; Treatment Services; and Recovery and Support Groups are being reviewed at the April Committee meeting. The Executive Director will email a summary of all applications to the members for review prior to the April committee meetings.

The Program Committee adjourned its March 21, 2018 meeting at 5:55 p.m. The next meeting will be held Wednesday April 18, 2018.

MOTION: 16	To approve the March 21, 2018 minutes of the Program Committee of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.		
Motion Made By:	Kellee Hoover	Seconded:	Helen Shinn

OLD BUSINESS:

The Mental Health and Recovery Services Board had no old business to conduct.

NEW BUSINESS:

The Executive Director recommended a Supplement to Annual Appropriation Resolution to be approved for Fund Account 8050, line item Other Expenses 8050-0703-5309-00 in the amount of \$61,256.00.

The Executive Director requested an increase in appropriations to cover the November 7, 2017 election costs for Seneca and Wyandot Counties. In addition, the Board approved during the January 2018 Board meeting \$32,256 for implementation of the Critical Incident Stress Management team, an expense encumbered from the Other Expenses line item. Thus, approximately \$61,256.00 in appropriations is needed in line item Other Expenses, 8050-0703-5309-00.

Through the Ohio Traffic Safety Office grant, the Board requested in partnership with Hopewell Loudon Schools the Arrive Alive Tour for May 7, 2018. The event is designed to increase public awareness of impaired and distracted driving. This event will take place the week before prom at Hopewell Loudon Schools. Bringing in the Arrive Alive tour will give students the opportunity to participate in simulation that will demonstrate the

devastation of driving under the influence or driving distracted. This expense was approved for reimbursement by the Ohio Traffic Safety Office. The Board needs to appropriate the cost for this event in the Other Expenses line item. The cost for this event is \$2,000.

MOTION: 17	Motion to adjust Calendar Year 2018 appropriations as follows:		
	Other Expenses: General Fund 8050-0703-5309.00.....	Increase by \$61,256.00	
	Other Expenses: OTSO 8122-0703-5309.00.....	Increase by \$2,000.00	
Motion Made By:	Alexandra Rojas	Seconded:	Jimmie Young

Crisis services in Wyandot County have been expended in full. Most likely, additional funds are needed to cover such services through June 30, 2018. The Executive Director requested \$10,000 to be approved out of Wyandot County levy reserved funds for crisis and emergency services through June 30, 2018.

MOTION: 18	To authorize the Executive Director to encumber Wyandot County levy reserved funds in the amount not to exceed \$10,000 for <u>Crisis and Emergency Services</u> in Fiscal Year 2018, contingent upon available funds.		
Motion Made By:	Jimmie Young	Seconded:	Karen Van Horn

EXECUTIVE DIRECTOR REPORT

The Executive Director discussed the upcoming Ohio Traffic Safety Office audit. This will be the fifth audit in the past five years. The Executive Director didn't have any concerns with the grant. The Executive Director also updated the Board members on the current state audit conducted by the Ohio Auditor of State. In addition, the Executive Director mentioned the need to review a credit card policy for the Board, as well as, a potential policy regarding medical marijuana.

CHAIRPERSON REPORT

The Chairperson mentioned the levy summary proposals that will be distributed to Board members in the mail. The Chairperson encouraged members to contact the Board office with any questions.

The Chairperson summarized a few pieces of legislation:

SB 226 - A late amendment was added to a bill designed to provide for a permanent three-day sales tax "holiday" each August during which sales of clothing and school supplies are exempt from sales and use tax. The amendment authorizes County School Financing Districts (and ESCs that operate as the taxing authority of a county school financing district) to utilize levy funds for mental health services. The language states: "services financed by the levy may include school safety and security and mental health services, including training and employment of or contracting for the services of safety personnel, mental health personnel, social workers, and counselors." What this really means is that schools, through the local ESCs, can propose a levy for mental health services in schools. This legislation passed on 3/21/2018.

H.B. 502 and H.B. 503 - These bills amend the educators in-service training in both public and private schools and require such person to undergo training in youth suicide awareness and prevention programs annually. These amendments are not yet approved. Currently, the Education and Career Readiness Committee is reviewing the required changes.

The Ohio Mental Health and Recovery Services Boards, the Ohio Association of County Behavioral Health Authorities, the Ohio Department of Mental Health and Addiction Services, Attorney General's Office, and the Governor's Office are partnering to promote and encourage all Ohioans to join in supporting the individuals, family members and professional throughout the state who are bringing help and bringing hope by working day in and day out to save lives, provide treatment, assist families and support recovery. A media campaign will kick-off the week of April 9, 2018. The Chairperson shared the Governor's resolution with the Board members.

The Chairperson encouraged all members to read the materials provided by OACBHA and look over the upcoming training opportunities. Board members were asked to inform Tanya if they were planning to attend any trainings.

The Chairperson also shared information regarding Phyllis Putnam's celebration of life. Phyllis Irene Putnam, 88, of Tiffin, died Saturday, March 17, 2018. She was born December 4, 1929, in Brooklyn, New York. She married Leon Joseph Putnam who passed away November 5, 2017. Phyllis served as a Board member for ten years, from 2005 to 2015. Phyllis worked tirelessly to promote social issues and to help others, often putting their needs before her own, with the hope of inspiring others to do the same. A celebration of life for Phyllis and Leon will take place 2-5 p.m. Saturday, May 19, 2018 at Reino's Catering Room, 120 S. Washington Street, Tiffin, Ohio.

The Chairperson opened the floor for public comments. Jeannie Weber from CAM thanked the Board for their support. She mentioned that there are two beds available in the Women's Recovery House and one bed available in the Men's Recovery House. Melanie White from NAMI reminded the Board members about the upcoming NAMI Walk, Saturday, April 28, 2018 at Conner Park in Fremont. The Executive Director asked members to inform Tanya if they are planning to attend the walk. The Board is going to have a team.

PRESENTATION


Mircea Handru, Board's Executive Director provided a short presentation on positive behavioral health developments in the Board district, current challenges, and future changes. The Executive Director talked about Wyandot County Youth mentoring program, H.O.P.E. in Fostoria, UTMC proposed plan, Sandusky County PAX, Sandusky County mental health levy, Crisis and Emergency services, local group homes and recovery homes, Managed Care Organizations, and SB 226.

ADJOURNMENT

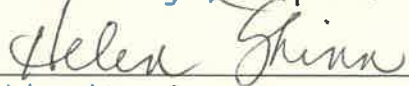
MOTION: 19	To adjourn the March 29, 2018 meeting of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.		
Motion Made By:	Karen Van Horn	Seconded:	Kellee Hoover

The March 29, 2018 meeting of the Board adjourned at 5:40 p.m. The next regularly scheduled meeting of the Mental Health and Recover Services Board will be held Thursday, April 26, 2018.

The Executive Director, in consultation with the Board Chairperson, may call a Board meeting with three business days' notice by telephone if necessary.



 Celinda Scherger, Chairperson



 Helen Shinn, Secretary

