

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 August 30, 2018 in the Nancy A. Cochran Conference Room.

Board Members Present: Celinda Scherger, Markus Finley, Alexandra Rojas, Jimmie Young, Tony Paulus, Karen Van Horn, Dean Bliss, Pat Del Turco, Dee Frankart, Pamela McLaurin and Kellee Hoover and Rudy Letzring

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

CALL TO ORDER

Rudy Letzring, Chairperson, called the August 30, 2018 meeting of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties to order at 4:33 p.m.

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

Tanya Hemmer, Notary Public, administered the Oath of Office to Markus Finley, appointed by the Ohio Department of Mental Health and Addiction Services for the period of July 1, 2018 through June 30, 2022. Mr. Finley will serve on the Program Committee in Fiscal Year 2019.

INTRODUCTION OF GUESTS

Michelle Clinger - Firelands Counseling and Recovery Services
Tim Wise - Firelands Counseling and Recovery Services
Madison Mobus - Board's Intern

PRESENTATION OF MINUTES

MOTION: 1	To approve the June 28, 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

COMMITTEE REPORTS

Administrative Committee

The Administrative Committee met on Monday August 20, 2018 in the Nancy A. Cochran Conference Room. The meeting was called to order at 4:33 p.m.

The Administrative Committee reviewed the CY2017 Ohio Auditor of State audit report. The audit report, including financial audit, management letter, and transmittal letter, was released on July 5, 2018. The audit report is available on the Ohio Auditor of State website and will be available on the Board's website after being officially approved through a motion. The Board received a clean audit with no findings. Due to the clean audit, the exit interview was waived. There were two recommendations included: 1. Adding the federal programs, federal agency, and federal award number on the Federal Assistance Schedule; 2. Adopting various Federal policies, specific to 2 CFR Part 200. Two of the policies recommended included:

2 CFR 200.320(d)(3) requires non-federal entities to have a written method of conducting technical evaluations of the competitive proposals received and for selecting contract recipients;

2 CFR 200.319(c) provides that the written procedures required by 2 CFR 200.320(d)(3) ensure all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured and identify all requirements which the offerors must fulfill and all other factors to be used in evaluation bids and proposals.

The Board does not bid out behavioral health services. Ohio Revised Code 340.036 states that the authority of the Board to contract for services and supports does not require the Board to bid out for services when utilizing any funds. Rather, the Board shall consider the cost effectiveness, quality of services and supports, and continuum of care when planning for services and entering into contracts. The Board Executive Director contacted Ohio MHAS Assistant Director and the legal department to get clarification on the policies recommended by the Ohio Auditor of State regarding federal funds and the Ohio Revised Code language. This recommendation appears to have the federal law conflict with the state law. Currently, Ohio MHAS, the Board Association and Ohio Auditor of State are discussing this situation and have been asked to provide an official opinion. The Board Association legal attorney believes there is an exception to the regulation if the pass through entity (Ohio MHAS) authorizes non-competitive proposals, which it does under Chapter 340 in regards to behavioral health service providers. At this time, the Executive Director has drafted policies but asked to delay the review and approval of the policies until an official opinion is provided by the state departments. The Administrative Committee recommended to approve the Calendar Year 2017 Ohio Auditor of State audit report.

MOTION: 2	To authorize the Executive Director to distribute copies of the <u>Calendar Year 2017 State Audit of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties</u> . Distributions will be made to the Director of the Ohio Department of Mental Health and Addiction Services; the office of County Auditors and County Commissioners in Seneca, Sandusky and Wyandot Counties; and the Ohio Department of Transportation National Highway Traffic Safety Administration.		
Motion Made By:	Kellee Hoover	Seconded:	Pat Del Turco

The Administrative Committee reviewed two potential new policies and reviewed updates for an existing policy. The Executive Director recommended to approve a Drug-Free Workforce Policy. As a recipient of federal funds, the Board is required to comply with the federal drug-free workplace act. The same requirements are included in the Ohio Department of Mental Health and Addiction Services Fiscal Year 2019 Assurances. In addition to the policy, it was recommended to approve an "acknowledgement of receipt" form. The purpose of this policy is to establish guidelines that ensure safe and healthy working conditions for Board employees, Board members, and visitors to the Board offices and to ensure compliance with the Drug-Free Workplace Act of 1988.

The Administrative Committee also reviewed the Reimbursement of Expenses Policy. Considerable changes to this policy were proposed by the Executive Director, including utilizing the U.S. General Services Administration rates for lodging, meals, and airfare. In addition, clear guidelines were recommended regarding meal expenditures. The Administrative Committee recommended to modify or further research language regarding the following policy statement: "expenses for meals and incidental expenses are reimbursable for authorized overnight travel only. When traveling outside of the Board area, but returning the same day, expenses for meals are not reimbursable." Some members of the Administrative Committee disagreed with the above statement, stating that Board employees should not be punished when traveling for work and should not be expected to pack lunch while traveling. It was decided to review this policy again during the September Administrative Committee meeting. The Executive Director will also provide additional recommendation for this policy.

The Committee also reviewed the Acceptance of Grants, Gifts, and Other Donations Policy. The purpose of this policy is to ensure that the Board complies with all legal rules and regulations and maintains high ethical standards to preserve the integrity of the Board.

MOTION: 3	To authorize the Executive Director to revise and implement the following Policies and Procedures , effective August 31, 2018: IV-A.13 Drug-Free Workplace V-A3.g Acceptance of Grants, Gifts and Other Donations		
Motion Made By:	Pat Del Turco	Seconded:	Karen Van Horn

The Administrative Committee discussed the Mobile Response Stabilization Services (MRSS) for youth in the Board district. Through a federal grant obtained by the Ohio Department of Mental Health and Addiction Services, a number of Boards in Northwest Ohio are working on implementing 24/7 mobile response services for youth experiencing emotional distress, exhibiting signs of psychiatric distress or youth verbalizing suicidal or homicidal ideation. Over the last six months, the Board Executive Director, Firelands Counseling and Recovery Services and other Boards in Northwest Ohio met to discuss implementation of this service. The draft MRSS triage process includes five steps: 1. Information/ Referral Needs; 2. Caregiver requests support/guidance via telephone and an outpatient appointment is being scheduled; 3. Youth is in a state of emotional distress and urgent assistance will be provided by the MRSS team; 4. Youth is in a state of emotional distress; however, staff safety is a major concern. Urgent assistance will be provided by the MRSS team only with law enforcement present; 5. Immediate emergency/life threatening situation, youth is suicidal/homicidal. The hotline will call 911, and the youth shall be evaluated for crisis services at the local ER. The Board received \$60,557 for Federal Fiscal Year 2018 to start implementing MRSS. The Board Director informed the committee members that the funds received through this grant are not sufficient to cover the implementation and operation of MRSS. The Director recommended to enter into a contract with Firelands for \$60,557 for Federal Fiscal Year 2018.

Prior to approving the motion, the Executive Director discussed the implementation of MRSS. The Executive Director shared that there is a high probability that Firelands may not be able to implement MRSS as requested and according to the guidelines created by the State and the Northwest Ohio Collaborative. The Executive Director mentioned the MRSS contract with Firelands will not be signed unless the agency can provide MRSS according to the guidelines. The Executive Director mentioned the Board's responsibility to issue an RFP for these services and see if other agencies can and are interested in providing such services if Firelands cannot provide the services according to the guidelines.

MOTION: 4	To authorize the Executive Director to enter into a contract for Federal Fiscal Year 2018 with Firelands Counseling and Recovery Services for implementation of the Mobile Response Stabilization Services in an amount not to exceed \$60,557, contingent upon available funding.		
Motion Made By:	Tony Paulus	Seconded:	Celinda Scherger

The Administrative Committee discussed the Addiction Treatment Program. Funds for this project were received by the Board from the Ohio Department of Mental Health and Addiction Services to assist Sandusky County Clyde Drug Court Program participants in accessing Medication Assisted Treatment (MAT) and other drug treatment and recovery support services. The Board held discussions with Sandusky County Clyde Court Judge Kolesar on implementation of these services. Firelands Counseling and Recovery Services has agreed to help with treatment services for the participants, including MAT. Corporate Anointing Ministries has agreed to provide recovery support services, including recovery housing. Sandusky County TASC has agreed to provide assessments, urinalysis services, and case management services. The Administrative Committee agreed to approve contracts for both providers.

MOTION: 5	To authorize the Executive Director to amend the Fiscal Year 2019 contract with Firelands Counseling and Recovery Services by increasing the contracted amount by \$70,000 from \$1,821,924 to \$1,891,924 for Addiction Treatment Program (ATP) for treatment services and supports, contingent upon available funding.
Motion Made By:	Dean Bliss
Seconded:	Dee Frankart

MOTION: 6	To authorize the Executive Director to amend the Fiscal Year 2019 contract with Corporate Anointing Ministries by increasing the contracted amount by \$20,000 from \$78,693 to \$98,693 for Addiction Treatment Program (ATP) for recovery support services, contingent upon available funding.
Motion Made By:	Dee Frankart
Seconded:	Pat Del Turco

MOTION: 7	To authorize the Executive Director to amend the Fiscal Year 2019 contract with Sandusky County Treatment Alternatives to Street Crimes by increasing the contracted amount by \$10,000 from \$251,441 to \$261,441 for Addiction Treatment Program (ATP) for treatment services and supports, contingent upon available funding.
Motion Made By:	Markus Finley
Seconded:	Celinda Scherger

The Executive Director updated the members on the Ohio MHAS Director position change. Director Plouck accepted a different position outside of the state department and was replaced by Dr. Mark Hurst. Dr. Hurst started in the Director position on July 13, 2018. He previously served as the state department's medical director.

The Executive Director updated the members on the upcoming Medical Marijuana webinar that will be hosted at the end of the Board meeting on 8/31/2018. The training will be provided by Working Partners. The training was approved by Ohio MHAS and each Board member will receive 1.5 hours towards their training requirement.

The Administrative Committee discussed The Neighborhood Safety, Drug Treatment, and Rehabilitation proposed constitutional amendment. More information on this constitutional amendment will be provided to the entire Board during the August 30, 2018 Board meeting.

The Administrative Committee proposed February 20, 2019 as the Board Annual training date. It was planned for the Administrative Committee and Program Committee to meet together for official business then continue with 1.5 hours of training. Ethics training will be scheduled, with a focus on professional behavior, code of ethics, and various situations pertaining to providing services to clients. This item will also be discussed by the Program Committee.

The Administrative Committee members discussed the possibility of receiving emails with the draft Board and Committee minutes. This will replace the current mailing process. Board members have the opportunity to still choose mail as their preference. This will also be discussed with the Program Committee members.

The Executive Director updated the Administrative Committee on the annual evaluation of the Deputy Director.

The Administrative Committee adjourned its Monday August 20, 2018 meeting at 6:20 p.m.

MOTION: 8	To approve the August 20, 2018 minutes of the Administrative Committee of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.
Motion Made By:	Celinda Scherger
Seconded:	Pamela McLaurin

Program Committee

The Program Committee met on Wednesday, August 22, 2018 in the Nancy A. Cochran Conference Room. The meeting was called to order at 4:34 p.m.

The Executive Director introduced Markus Findley to the committee members. He was appointed by Ohio MHAS for a four-year term. He resides in Sandusky County. An overview of the Board membership, role of members and staff, and how meetings are conducted was provided.

The Board's Records Retention and Disposition sheet were approved by the Ohio Auditor of State and the Ohio History Connection. The Schedule of Records Retention and Disposition Sheet were approved as submitted by the Board, with no changes. The Board staff is going to keep and dispose of records according to the new schedule.

The Program Committee discussed a contract agreement with Bloom of Grace, LLC. The provider received Ohio MHAS certification for residential treatment, withdrawal management and inpatient substance use disorder treatment services on July 9, 2018. The Board previously approved a Fiscal Year 2018 contract with Bloom of Grace, LLC. However, the contract was never executed due to lack of certification by the provider. The funds that were set aside for the Fiscal Year 2018 contract were state regional funds and were approved for this project by the Northwest Ohio Collaborative. The Executive Director had a meeting with the Northwest Ohio Collaborative on August 9, 2018, at which the group approved the same amount of regional funding to be utilized for Fiscal Year 2019 (July 9, 2018 - June 30, 2019). The Executive Director recommended to approve a Fiscal Year 2019 contract with Bloom of Grace, LLC for long-term withdrawal management services.

MOTION: 9	To authorize the Executive Director to enter into a regional contract for Fiscal Year 2019 with Bloom of Grace Rehab, LLC for withdrawal management services and residential treatment services (if residential treatment services reimbursement is approved by Ohio MHAS) in an amount not to exceed \$243,444 , contingent upon available funding. The regional contract includes all counties in the Northwest Ohio Collaborative Region.		
Motion Made By:	Jimmie Young	Seconded:	Kellee Hoover

Madison Mobus has started an internship with the Board on August 6, 2018 through November 16, 2018. She will work directly with the Board's Prevention and Education Coordinator on expanding the Board's prevention reach, especially related to youth. Madison's projects will include expanding Board's social media, positive behavioral health messages for youth, and medical marijuana prevention. While this is a non-paid internship, the Executive Director recommended a contract with Madison to cover her mileage expenses, not to exceed the IRS rate, when working on Board's projects. Funding is in place and was all received through donations - no federal, state or local levy funds are being used. The Program Committee recommended to approve \$300.

The Chairperson mentioned that the contract for mileage reimbursement with Madison Mobus (the Board's intern) is no longer necessary. Madison will continue her internship with the Board at no cost.

The Executive Director discussed the medical marijuana educational campaign. The focus will be on four main areas, including: medical marijuana safety and storage, medical marijuana dosage, driving precautions, and mixing medical marijuana with other substances.

The Deputy Director provided a summary of her recent fiscal review of Corporate Anointing Ministries. She completed a follow-up visit from her May visit where issues were identified in regards to mileage reimbursement and a conflict of interest. The agency has contracted with a local accountant and a person who is not related to any CAM employee or Board member to perform the fiscal tasks. The previous family member who performed

these duties has removed herself, and she only offers training on how to utilize the Quickbooks software. The agency has implemented a mileage reimbursement policy that they have begun to utilize as of July. Staff members are using the Driversnote application on their phones or their own tracking log to record and submit their mileage expenses to the fiscal consultants for reimbursement. It is recommended by the Executive Director based on the Deputy Director's recent review that the Board enter into contract with Corporate Anointing Ministries as approved during the June 2018 Board meeting.

The Deputy Director summarized the end-of-the-year reports received from agencies that received SFY18 levy funds. The full report was made available upon request, and she highlighted some of the challenges and successes within the Board district. She reported that Firelands has entered into an agreement with Community Health Services in Fremont to provide primary care at the Fremont site. This agreement will provide services onsite with a projected start date of early September 2018. This agreement will ensure that primary care will continue in Fremont after grant funding is no longer available. She also reported on the outreach success for the Latino Outreach group in Sandusky County.

The Executive Director summarized some billing challenges regarding crisis services that are experienced by Firelands.

The Committee discussed potential dates for the annual Board training. February 20, 2019 was proposed as the date for the annual Board training as well as hosting a combined Administrative and Program Committee. The official 2019 calendar will be approved at the October 2018 Board meeting. Ethics training will be scheduled, with a focus on professional behavior, code of ethics, and various situations pertaining to providing services to clients.

The Executive Director updated the members on the Ohio MHAS Director position change. Director Plouck accepted a different position outside of the state department and was replaced by Dr. Mark Hurst. Dr. Hurst started in the Director position on July 13, 2018. He previously served as the state department's medical director.

The Program Committee discussed Issue 1 on the November Ballot: The Neighborhood Safety, Drug Treatment, and Rehabilitation proposed constitutional amendment. Information regarding this amendment will be distributed at the Board meeting. Also, the committee briefly discussed the Board's five goals listed in the Strategic Plan.

The Program Committee adjourned its August 22, 2018 meeting at 5:50 p.m. **The next meeting will be held Wednesday September 19, 2018.**

MOTION: 10	To approve the August 22, 2018 minutes of the Program Committee of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.		
Motion Made By:	Karen Van Horn	Seconded:	Pamela McLaurin

OLD BUSINESS:

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

NEW BUSINESS:

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

EXECUTIVE DIRECTOR REPORT

The Executive Director introduced Madison Mobus.

The Executive Director shared information regarding Neighborhood Safety, Drug Treatment, and Rehabilitation Constitutional Amendment (Issue I). Each Board members received a package of information regarding Issue I. Earlier in the week, Ohio Ballot Board voted 4-1 to approve revised ballot language for the proposed constitutional amendment on sentencing in drug-related cases after proponents argued portions of the initial draft were inaccurate and misleading. The language that will appear on the November ballot was provided to each member and guest. Additionally, according to the latest campaign finance reports, the Ohio Safe and Healthy Communities Campaign, one of the leading organizations in support of Issue I, had raised over \$4.1 million through the end of July and all but \$19,000 came from donors outside of Ohio. The Executive Director also shared a letter that was released by Justice Maureen O'Conner regarding Issue I.

CHAIRPERSON REPORT

The Chairperson welcomed Markus as a member of the Board.

The Chairperson mentioned the reading materials from OACBHA that were included in each package. The Chairperson reminded all members about the Medical Marijuana webinar and encouraged each member to remain for the presentation.

ADJOURNMENT

MOTION: 11	To adjourn the August 30, 2018 meeting of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.		
Motion Made By:	Karen Van Horn	Seconded:	Celinda Scherger

The August 30, 2018 meeting of the Board adjourned at 5:07 p.m. The next regularly scheduled meeting of the Mental Health and Recover Services Board will be held Thursday, September 27, 2018.

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


Rudy Letzring, Chairperson


Karen Van Horn, Secretary