



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

**Board Meeting Minutes
Wednesday, June 22nd, 2022
Board Meeting**

The Butler County Mental Health and Addiction Recovery Services Board held its Board meeting on Wednesday, June 22nd, 2022 at 6:00 p.m. at the Board office located at 5963 Boymel Drive in Fairfield, Ohio and via Webex.

1. Call to Order

1.01 President Pat Deis-Gleeson called the meeting to order.

Upon the call of the roll the following Board members were present: Wayne Mays; Tara D'Epifanio; Lonnie Tucker, CHE, CSW; Father Michael Pucke; Deborah Robertson; Mathew Himm; Kim McKinney, BSN, RN; Mother Suzanne LeVesconte; Rev. Gary Smith; Dave Swigonski; Richard Bement; Rev. Cummings, CAPP (via Webex); Kelsey Wargo, LPCC-S, CCTP-II; and John Silvani, RN, CARN, CAS, LCDC-II.

Recognition of Guests via Webex:

Deanna Proctor, Access Counseling
Lynn Harris, Access Counseling
Debra Cotter, Access Counseling
Carolyn Winslow, Big Brothers Big Sisters
Pam Mortenson, Catholic Charities
Erin Day, Community Behavioral Health
Lori Higgins, Envision
Joyce Kachelries, LifeSpan, Inc.
Brandy Desenberg, NewPath
Rachel Costello, Sojourner
Wendy Waters-Connell, YWCA
Jacqueline Jackson, YWCA
Bo King, YWCA

2. Board Communication & Announcements

2.01 Executive Directors Report

A. Board Staffing Update

The Vista worker, Troy Harper, who has volunteered for the Board for the past year is leaving on July 18th. The director of finance position has been filled. Darrell Burton will be starting on Monday, July 18th. Marion Rhodus will stay on for training purposes until the end of August. Tiffany Lombardo has resigned from the Board. Joanna Lowry will be taking her position. Martina Weber, who is currently in a grant based position, will then be moving into Joanna Lowry's current position.

Dr. Rasmus provided summaries of the following articles B - C:

B. Mendez Colemenares, A., Voss, M.W., Fanning, J., Salerno, E.A., Gothe, N.P., Thomas, M.L., McAuley, E., Kramer, A.F., & Burzynska, A. Z. (2021). White matter plasticity in healthy older adults: The effects of aerobic exercise. *NeuroImage*, 239, 118305. <https://www.sciencedirect.com/science/article/pii/S1053811921005814>

C. Finley, A. (2022, June 6). *Opinion / Cannabis and the violent crime surge*. WSJ. <https://www.wsj.com/articles/cannabis-and-the-violent-crime-surge-marijuana-pot-use-thc-shootings-psychosis-mental-11654540197>

D. Board member appreciation

The June Board meeting is Board appreciation night. Pizza, refreshments and dessert have been made available to attendees.

E. FY22 looking back with recognition and appreciation – Scott Rasmus and Kim McKinney

Dr. Rasmus gave a quick review of FY22 including the virtual meetings, board retreat, BCMHARSB new hires, and North Fair Avenue updates.

Kim McKinney acknowledged that the Board is very diverse, with varying interests.

F. Miscellaneous

It was noted that going forward, this is the last meeting that the Board members will be able to attend via Webex and will be counted as present.

3. Review of Committee Meetings

3.01 June – ARS Committee Meeting Review – Rev. Smith

Rev. Smith gave a brief update on the ARS Committee meeting activities this month.

3.02 **June – MH Committee Meeting Review – Kim McKinney**
Ms. McKinney gave a brief update on the MH Committee meeting activities this month.

4. New Business

4.01 **Appreciation – President Deis – Gleeson**

Dr. Rasmus presented a plaque to Pat-Deis-Gleeson in order to express gratitude and appreciation for her participation as president of the Board.

4.02 **Recognition of Tiffany Lombardo**

Dr. Rasmus recognized Tiffany Lombardo and her contribution to the Board. She was wished the best in her future endeavors.

4.03 **Recognition of Marion Rhodus**

The Board recognized Marion Rhodus and his many years of service.

4.04 **Board Member Attendance**

The Board Member attendance was discussed. The statute allows the Board members one unexcused and three excused. It is recorded throughout the year. The report is sent to the appointing authority in June. The authorities may remove a board member for attendance issues. All board members were in compliance for FY22.

Vanessa Cummings stated that she was in attendance at the May meeting.

4.05 **Nomination Committee**

There was a discussion concerning the protocol of nominating and assigning of a committee. Board members are urged to go to the committee meetings, even if they are unable to vote.

Father Pucke motioned to approve Mat Himm as president and Kim McKinney as Vice President for the years 2022 - 2024. Rev. Smith seconded the motion. The vote carried the motion.

4.06 **Committee Assignments**

Mat Himm reviewed the committee assignments. Kim McKinney will be Vice-President and chair of the Mental Health Committee. Dr. Hunter will be the chair of the Addiction Recovery Services Committee. Kelsey Wargo will be the chair of the Board Development Committee.

Mat Himm, Rev. Smith, Richard Bement, Kelsey Wargo and Pat Deis-Gleson volunteered to be on the Ad Hoc Committee for the RFP.

Dave Swigonski, Deborah Robertson and Father Pucke volunteered to be on the committee to review and update the board self-assessment.

Deborah Robertson motioned to approve the Ad Hoc and Self-Assessment Committees. John Silvani seconded the motion. The vote carried the motion.

4.07 **Meeting Minutes**

- A. May Board Meeting Minutes
- B. May Executive Committee Meeting minutes
- C. June ARS Meeting minutes
- D. June MH Meeting Minutes
- E. Recovery Housing RFP Interested Party Provider's Conference
- F. 120 Day Meeting Minutes

John Silvani motioned to approve the Meeting Minutes. Lonnie Tucker seconded the motion. The vote carried the motion.

4.08 **Financial Report**

The April Financial Report (83% through the fiscal year) shows that the Board has budgeted \$18,504,670 and has collected \$17,908,347 which is 96.78% of its revenue so far. Year To Date Administration costs are \$1,329,340 with a budget of \$1,753,108 that is 76%. The Board has currently paid 72% of its budget. Current cash balance as of 4/30/22 is \$23,027,121.

Mother Suzanne motioned to approve the Financial Report. Lonnie Tucker seconded the motion. The vote carried the motion.

4.09 **Budgets**

Marion Rhodus provided an overview of the CY23 Tax Budget and the FY23 Board Budget with SOR Modifications.

Mother Suzanne motioned to approve the CY23 Tax Budget and FY23 Board Budget with SOR Modifications. Dave Swigonski seconded the motion. The vote carried the motion.

4.10 **SOR 2.0 Carryover**

Access SOR (State Opiate Response) 2.0 Agreement from June 22, 2022 through September 29, 2022 in the amount of \$100,000. Access will purchase Naloxone kits for harm reduction distribution within Butler County.

Envision SOR 2.0 Agreement from June 22, 2022 through September 29, 2022 in the amount of \$40,000. Envision will expand outreach efforts through their prevention campaign with the purchase of video creation and media buys.

YWCA SOR 2.0 Agreement from June 22, 2022 through September 29, 2022 in the amount of \$231,685. YWCA will purchase relevant furnishings and supplies. They will provide the Board with itemized receipts via invoice for reimbursement.

Dave Swigonski motioned to approve the SOR 2.0 Carryover. Mother Suzanne seconded the motion. The vote carried the motion

4.11 CBH Contract Amendments

The Board facilitated revision to reallocate \$25,000 from a GOSH claim over to an invoice to enhance federally paid treatment services such as paying for supplies, training, and curriculum. No change in the contract amount. The total of the modified contract will not exceed \$4,019,447, with program narrative.

Community Behavioral Health also updated their comprehensive jail services and re-entry program AIP Program Narrative to add a PRS (Peer Recovery Supporter) to their licensure staffing pattern.

Wayne Mays motioned to approve the CBH Budget Revision. Father Pucke seconded the motion. The vote carried the motion.

Mat Himm motioned to approve the Comprehensive Jail Services Program Narrative. Father Pucke seconded the motion. The vote carried the motion.

4.12 Budget Revision Policy

The last documented budget revision policy was in September of 2020 in which the Board approved a budget modification for October, January, March and April. Dr. Rasmus requested an updated Board policy emphasizing a provider facilitated budget revision for the months of September, October, January, March and April.

John Silvani motioned to approve the Budget Revision Policy. Lonnie Tucker seconded the motion. The vote carried the motion.

4.13 Annual Report

Dr. Rasmus and Troy Harper gave a review of the FY21 Annual Report. The projected total number of people served, including non-Medicaid clients, was approximately 37,837, which is nearly 10% of Butler County's total population.

John Silvani motioned to approve the FY21 Annual Report. Mother Suzanne seconded the motion. The vote carried the motion.

4.14 Staff Annual Merit and Incentive

The Board staff are routinely evaluated for salary increases in June. Dr. Rasmus requested that the Board endorse a 3% merit, cost of living due to inflation and 3% incentive which matches the county request for increase.

Richard Bement motioned to approve the staff annual merit and incentive. Mathew Himm seconded the motion. The vote carried the motion.

4.15 **Health Officer Approval**

Per ORC 5122.01 and 5122.10 the Board offered a Health Officer training, which outlines the duties of a Health Officer in the State of Ohio. The Board must approve the list of health officer candidates that have successfully completed the training in order to provide crisis holds in Butler County.

Mat Himm motioned to approve the Health Officer Training Approval. Dave Swigonski seconded the motion. The vote carried the motion.

4.16 **Policies**

Concealed Firearms and Weapons Free in the Workplace

In the interest of maintaining a safe environment for all employees, board members, consumers, and visitors, policy 9.05 has been updated to prohibit all persons from carrying a firearm into the Board's office building. Anyone who is qualified pursuant to the Ohio concealed carry law is permitted to store their firearm within their personal vehicle while parked in the Board's parking area.

Tuition Reimbursement Policy

Policy 13.19 has been amended as follows. Budgetary Constraints (A) The Board's "budget year" extends from July 1 through June 30 and the "tax year" extends from January 1 through December 31. The applicable tax year for calculating taxable reimbursement dollars is the issue date on the tuition reimbursement check. (B) The amount budgeted for tuition reimbursements in any given budget year depends on the availability of funds and budget allocation as determined by the Board. Therefore, the tuition reimbursement budget will vary from year to year, and the amount allocated in a given year does not set a precedent for allocations in any other budget year. (C) Although the maximum tuition reimbursement amount shall be set annually with consideration to budgetary constraints or other business reasons, in no case may the tax year amount of reimbursement per employee exceed \$5,250 since exceeding that amount becomes taxable income under current IRS rules.

Tuition Budget Deadline (D) If the total costs for tuition reimbursement exceeds the available calendar year budget, the Executive Director will either determine the courses that take priority based upon importance to the Board's operations, services or needs, or may choose to only partially reimburse some or all of the tuition reimbursement requests.

Terms of Receipt of Tuition Reimbursement (B) If an employee resigns from employment from the Board for any reason within the 12-month period following receipt of a tuition reimbursement payment, the employee is required to pay to the Board the full amount of reimbursed tuition that the employee received during that 12-month period. No reimbursement is required to be paid back if the employee remains employed with the Board for a period of at least 12 consecutive months that follows the date of reimbursement, or if during that 12-month period the employee is laid off, disability separated or involuntary discharged from employment.

Performance Evaluation Form

The Butler County Mental Health and Recovery Services Board's Performance Evaluation Form has been updated to add the sentences, "willingly and collaboratively works with coworkers and management" and "works outside of normal job responsibilities, as requested by management, to provide support to coworkers for accomplishing workloads and priorities."

Jennifer Coats Acknowledgment

Regarding the tuition reimbursement policy 13.19, Jennifer Coats, toward the pursuit of her educational degree, the Board will, subject to limitations, permit Ms. Coats' tuition reimbursement to exceed the annual reimbursement limit of \$5,250. Any approved tuition reimbursement amount that exceeds the IRS limit of \$5,250 annually shall be taxable income for which Ms. Coats is responsible for claiming and paying the required taxes as part of her personal income tax liability.

John Silvani motioned to approve the policies. Kim McKinney seconded the motion. The vote carried the motion.

4.17 Letter of Commitment

Susan Ellerhorst, Community Development Administrator of Butler County Development, through the PSH (Permanent Supportive Housing) Expansion Program is offering the opportunity to expand the shelter waivers, which is currently 63. Dr. Rasmus has been asked to write a letter of support and made a request for the Board to endorse.

Mother Suzanne motioned to approve the Letter of Commitment. Kim McKinney seconded the motion. The vote carried the motion.

4.18 CSU Capital Spending Authority

Currently the target is a 20 bed facility at the Care Facility location. Dr. Rasmus currently does not have a proposal. He made a request for spending authority in the amount of \$50,000 for architectural support to vet the facility.

Mother Suzanne motioned to approve CSU Capital Spending Authority. Mathew Himm seconded the motion. The vote carried the motion

4.19 Fee for Service Provider Contracts

There are 14 Fee for Service Contract providers. The contracts are contingent upon receipt of agreement and assurances.

Lonnie Tucker motioned to approve the Fee for Service Provider Contracts. Mathew Himm seconded the motion. The vote carried the motion

4.20 **Tiffany Lombardo Agreement**

Tiffany Lombardo's Agreement is for consultation services after she leaves employment as a Board staff member in the amount of \$3,500 from July 2nd, 2022 to June 30th, 2023.

Richard Bement motioned to approve the Tiffany Lombardo Agreement. Lonnie Tucker seconded the motion. The vote carried the motion

4.21 **HRSA Agreements**

Miami University Sub-award Amendment in the amount of \$245,856. Miami University houses the project director for the HRSA (Health Resources and Services Administration) grant. Miami University provides community outreach and prevention services.

DeCoach Agreement and MOU (Memorandum of Understanding) in the amount \$50,000. They provide peer support services for post overdose engagement and access to Naloxone. The agency will work with McCullough Hyde Memorial hospital to improve clinical outcomes through peer support services and educate discharge planners / ER staff on the program.

Talawanda Schools / Oxford Coalition Agreement in the amount of \$48,000. They provide prevention services in the Oxford area.

Epiphany Community Services in the amount of \$40,000. They provide the grant evaluator.

McCullough-Hyde Memorial Hospital (MHMH), which is affiliated with Tri-Health, will purchase Naloxone between September 1, 2022 and August 31, 2023. MHMH will then give the Naloxone to the Regional Harm Reduction Collaborative for long term storage and distribution. The Board will reimburse MHMH for the cost of Naloxone in an amount not to exceed \$49,501.

Kim McKinney motioned to approve the HRSA Agreements. Lonnie Tucker seconded the motion. The vote carried the motion.

4.22 **Butler County Family and Children First Council MOU and Collaborative Fee Agreement**

The Butler County Family and Children First Council Memorandum of Understanding outlines the rules and responsibilities for the collaborative in support of the Wraparound funds and services. The fee agreement is an annual board allocation of \$25,000 to support personnel and administration costs for the Family and Children First Council.

Father Pucke motioned to approve the Butler County Family and Children First Council MOU and Collaborative Fee Agreement. Deborah Robertson seconded the motion. The vote carried the motion

4.23 NAMI Sublease Agreement

The Board agrees to lease NAMI (National Alliance on Mental Illness) two offices at 5963 Boymel Drive from July 1st, 2022 to June 30th, 2023 in the amount of \$100 per month.

Dave Swigonski motioned to approve the NAMI Sublease Agreement. Wayne Mays seconded the motion. The vote carried the motion

4.24 Fair Avenue Update and Resolution for Freezer

There was an open house at North Fair Avenue that Dr. Rasmus and Pat Deis-Gleeson attended. From Dr. Rasmus' discussions with Scott Gehring, as of Wednesday, Jun 15th there are 20 women residents.

The facility roof is finished. Richard Bement, along with Koch Refrigeration and Air Conditioning, looked at the freezer. They have the parts in-house to fix it. A valve was changed. The freezer is averaging 0 to 10 degrees but not cooling to previous below zero baseline. The freezer shell is okay. Dr. Rasmus is requesting the Board to endorse the amount of \$12,320 to support replacement parts for the freezer. The custom burner for the boiler unit will be coming August 1st.

Richard Bement motioned to approve the endorsement in the amount of \$12,320.00. Rev. Smith seconded the motion. The vote carried the motion

4.25 Fair Avenue Lease Agreement

Sojourner leases the residential treatment facility owned by the BCMHARSB in Hamilton, Ohio. This is the same facility mentioned in 4.24 above. The annual base rent for FY23 will be \$76,769.28, payable in monthly installments of \$6,397.44 from July 1, 2022 to June 30th, 2023. No increase in the lease is requested from FY22 to FY23.

Deborah Robertson motioned to approve the Fair Avenue Lease Agreement. Mathew Himm seconded the motion. The vote carried the motion

4.26 TLC Lease

The county commissioners lease to the BCMHARSB, who then leases to TLC, which includes property and/or building. This is the first of 2 leases which includes the TLC administration building and the TAP (Transitional Assistance Program) building. It is a three year lease from July 1, 2022 to June 30, 2025 in the amount of \$1 per year.

John Silvani motioned to approve the TLC Lease. Lonnie Tucker seconded the motion. The vote carried the motion

4.27 **State Hospital Report**

Mr. Fourman reviewed the May State Hospital Report. For the month of May, there were 22 forensic beds and 3 civil beds used. Year to date, the average is 2.5 civil beds and 18.3 forensic beds.

4.28 **Board Self Evaluation Review**

Dave Swigonski reviewed the May Board Survey Monkey results. 10 out of 17 board members answered with 7 responses as a whole were better than average and 5 were worse than average.

4.29 **Vouchers and Payments Made by Direct Deduction**

Marion Rhodus discussed the current voucher approvals and direct deductions.

Father Pucke motioned to approve the Vouchers and Payments Made by Direct Deduction. Lonnie Tucker seconded the motion. The vote carried the motion.

4.30 **H.B. 523 Resolution**

Cheri Walters, CEO and Christina Shaynak-Diaz, Associate CEO of OACBHA (Ohio Association of County Behavioral Health Authorities) provided a presentation concerning the proposed changes to Ohio Revised Code Chapter 340 represented in the draft of Sub H.B. 523 at the Mental Health Committee on June 14th, 2022. Dr. Rasmus requested the Board to ratify the H.B. 523 Resolution.

Lonnie Tucker motioned to approve the H.B. 523 Resolution. Mathew Himm seconded the motion. The vote carried the motion.

5. Executive Session

Board members took a roll call vote to enter into Executive Session. Upon roll call the vote was: Patricia Deis-Gleeson, yes; Wayne Mays, yes; Tara D'Epifanio, yes; Lonnie Tucker, yes; Father Michael Pucke, yes; Deborah Robertson, yes; Mathew Himm, yes; Kim McKinney, yes; Rev. Suzanne LeVesconte, yes; Rev. Gary Smith, yes; David Swigonski, yes; Richard Bement, yes; Rev. Vanessa R. Cummings, yes (via Webex); Kesley Wargo, yes; and John Silvani, yes.

5.01 **Client Issue**

5.02 **Executive Director Annual Evaluation**

Board members took a roll call vote to exit the Executive Session. Upon roll call the vote was: Patricia Deis-Gleeson, yes; Wayne Mays, yes; Tara D'Epifanio, yes; Lonnie Tucker, yes; Father Michael Pucke, yes; Deborah Robertson, yes; Mathew Himm, yes; Kim McKinney, yes; Rev. Suzanne LeVesconte, yes; Rev. Gary Smith, yes; David Swigonski, yes; Richard Bement, yes; Rev. Vanessa R. Cummings, yes (via Webex); Kesley Wargo, yes; and John Silvani, yes.

6. New Business

6.01 Wellness Card

The Wellness Card contract for the client identified in the Executive Session was endorsed for FY23.

Mr. Himm motioned to approve the Wellness Card, LLC contract. Mr. Silvani seconded the motion. The vote carried the motion.

6.02 Executive Director's Evaluation

Dr. Rasmus salary increase will follow the staff's 3% merit and 3% incentive amounts above (item 4.14).

Mr. Himm motioned to approve the Executive Director's Evaluation, merit and incentive increase. Mr. Mays seconded the motion. The vote carried the motion.

6. Guest and Board Comments

6.01 Guest/Board Comments

Mother Suzanne gave a report about her attendance at the 2022 Opiate & Other Drug Conference.

Richard Bement motioned to adjourn. Mr. Mays seconded the motion. The vote carried the motion.

7. Adjournment

The next board meeting will be on Wednesday, September 21st at 6:00 p.m.