



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

**Board Meeting
October 19, 2016**

The Butler County Mental and Addiction Recovery Services Board held its monthly Board meeting on Wednesday, October 19, 2016, at 6:00 PM at the Board offices located at 5963 Boymel Drive in Fairfield, Ohio.

Board President Barbara Desmond called the meeting to order.

Upon the call of the roll the following Board members were present: Patricia Deis-Gleeson, Barbara Desmond, Christine Hacker, Benjamin Heroux, Patricia Irwin, Wayne Mays, Dr. Cricket Meehan, Marianne Niese, Rev. Gary Smith, Deborah Stanton, David Swigonski and Lonnie Tucker

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

Recognition of Guest

Guests present at the meeting were: Deanna Proctor, Chief Executive Officer for Access Counseling Services; Sheri Bartels, Chief Administrative Officer for Transitional Living, Inc.; Carolyn Winslow, CEO of BBBS; Mathew Himm; Julie Himm; Kim McKinney; Diane Young, CSO for St. Joseph Orphanage; Laura Sheehan, Vice President for CBH; Randy Allman, COO for BBBS; Lori Higgins, Vice President of LifeSpan; Alyssa Louagie, Associate Director for NAMI; Alexis Strong, Intern from NAMI; Lauren Marsh, Director of the Butler County Coalition; Tom Kelechi, CEO for Envision Partnerships; Sherrie Bluester, Director for YWCA; David Macuso, Director of Development and Community Relations for LifeSpan and Jeff Pritchard, CEO of Beckett Springs Hospital.

Agenda Review

-No changes

Public Comments: Agenda

-No comments

1. BECKETT SPRINGS HOSPITAL CRISIS HOTLINE PRESENTATION

Mr. Pritchard presented on the current status and data from the Crisis Hotline since they have taken it over in July. In the month of July they received 227 calls, in the month of August they received 233 calls and in the month of September they saw a drop in calls with 200 calls. He noted that hospital hotline admissions have stayed steady between 10 and 13 patients admitted monthly. Mr. Pritchard explained that they have “secret shoppers/callers” calling into the hotline several times a month to provide quality assurance for the line. On November 1, 2016, the Crisis Hotline will be taking over the Heroin Hope Line.

2. BOARD COMMUNICATIONS/ANNOUNCEMENTS

A. Board Correspondence

- a. **Letter from Transitional Living** – provided assurance that appropriate staffing and quality programming is still continuing in the absence of Kathy Becker and plans are being developed for continued leadership.
- b. **Resignation of Vivian Crooks as the Board President**

B. Director Report

Dr. Rasmus presented an Executive Director report and provided an overview of the following topics:

- a. October 14, 2016 the BC Opiate Forum was facilitated by Dr. Tracy Plouck, Director of the Ohio Department of Mental Health and Addiction Services (ODMHAS). Attendees included the state Director of the Health Department, the BC County Administrator, BC Health Department staff, BC Coroner, State Police Officers, Fort Hamilton Hospital President & Chief Medical Officer, BC Director Juvenile Court, BC Director of Children & Family Services, Middletown Health Commissioner, Governor's Office Staff, State of Ohio Board of Pharmacy staff, BC Prosecutor, Board Providers, and Board staff. The open forum session discussed the status of the Opiate epidemic in Butler County and the needs of the community. Director Plouck committed to provide a list of action items identified from the meeting and agreed to facilitate a follow up meeting in 6 months.
- b. Online Article CNN – How a 22 Year's Old Overdose Death Saved Lives by J. Howard
- c. Online Article CNN – This is America on Drugs: A Visual Guide by J. Christensen & S. Hernandez
- d. Overdose Death Rates 2015 – National Institute on Drug Abuse
- e. Increases in Drug and Opioid Overdose Deaths – United States, 2000-2014 CDC – Morbidity and Mortality Weekly Report – R. A. Rudd, N. Aleshire, J. E. Zibbell, & R. M. Gladden
- f. Upcoming Board Trainings at the BCMARSB Office
 - i. Diane Zucker will be presenting on Coding and BH Redesign Rates On November 10th
 - ii. ODMHAS will be providing a Peer Support Specialist Training the week of December 5th

3. MINUTES

A. Addiction Recovery Committee Meeting Minutes, Mental Health Committee Meeting Minutes, Executive Committee Meeting Minutes and Board Development Committee Meeting Minutes

Ms. Deis-Gleeson motioned to approve the Addiction Recovery Committee Meeting Minutes, Mental Health Committee Meeting Minutes, Executive Committee Meeting Minutes and Board Development Committee Meeting Minutes. Mr. Mays seconded the motion. The vote carried the motion.

B. September Board Meeting Minutes

Ms. Deis-Gleeson motioned to amend and approve the September Board Meeting Minutes. Mr. Heroux seconded the motion. The vote carried the motion.

4. ADDICTION RECOVERY SERVICES COMMITTEE

Ms. Swigonski provided an overview of the Addiction Recovery Committee meeting that was held on October 11, 2016.

- A. Introduction of Tiffany Lombardo
- B. New Opiate Prevention Proposal
- C. ODMHAS & Governor's Office Community Opiate Epidemic Forum – Friday, October 14, 2016 from 11 – 12:30 PM
- D. Hotline/Heroin Hope Line Status & Outcomes
- E. Lumiere Update – Detox Expansion
- F. Opiate Business Plan Update
- G. Board QI Plan- The committee recommended the Board endorse the plan.
- H. Discussion of the Committee Identified Focus Areas for FY17
 - 1. Opiate Business Plan
 - 2. Dual Diagnosis
 - 3. Prevention Strategies

5. MENTAL HEALTH COMMITTEE

Mr. Mays provided an overview of the Mental Health Committee meeting that was held on October 12, 2016.

A. Old Business

- 1. Update – Residential Grant Update for ACF Apartments
- 2. BH Redesign – Update and Status of Local Training
- 3. Continuum of Care Peer Support Training Schedule
- 4. Beckett Springs Hotline Contract Update

B. New Business

- 1. ODMHAS Launch of Crisis Text Line. Text Keyword “4Hope” to 741741
- 2. Board QI Plan – The Committee Recommended the Board endorse the plan.
- 3. State Hospital Report
- 4. Committee Topics – Prioritize and Determine Schedule

C. Miscellaneous**D. Next Meeting – November 9, 2016****6. NEW BUSINESS****A. Board Vice President**

Three Board members have put their name in for the Vice President position. With that in mind the Board Development Committee will need to meet to discuss who they would like to recommend to the Board. Due to the loss of Ms. Crooks the Board's previous President, Board President Barbara Desmond indicated that the Board Development

Committee needs to add at least one more Board member. Mr. Heroux, Ms. Deis-Gleeson, Mr. Tucker and Mr. Swigonski all asked to join the committee.

Ms. Deis-Gleeson motioned to approve the addition of 4 new Board members to the Board Development Committee. Ms. Stanton and Ms. Hacker both seconded the motion. The vote carried the motion.

B. New Board Member Applicants

The Board Development Committee requested a motion to recommend that the County Commissioners appoint Ms. McKinney and Mr. Himm as our two new Board members.

Mr. Heroux motioned to recommend Ms. Mc Kinney and Mr. Himm to the County Commissioners for appointment to the BC MHARS Board. Mr. Tucker seconded the motion. The vote carried the motion.

C. Strategic Plan Evaluation of Program/Service Delivery System

Dr. Rasmus reviewed the Program/Service Delivery System section of the Strategic Plan. There are 21 objectives in this section. Of the 21 objectives 5% are completed, 83% have been started and 2.5% have not yet been started. These results are consistent with the Leadership and Finance sections already presented to the Board in past months.

D. Quality Improvement Plan

A comprehensive integrated Quality Improvement Plan has been created to ensure that limited public resources focus on the triple aim of improving the client experience of care (including quality and satisfaction); improving the health of our county population; and reducing the per capita cost of behavioral health care. The QI Plan includes both Board internal (board operations) and external (system) components.

Mr. Swigonski motioned to approve the Quality Improvement Plan. Ms. Stanton seconded the motion. The vote carried the motion.

E. Position Descriptions Updated

The job descriptions for the following three positions have been updated: Administrative Assistant to the Director of Finance & Administrative Services, Receptionist/Administrative Assistant and Assistant Director of Finance & Administrative Services for Alcohol & Other Drug Addiction.

Ms. Hacker motioned to approve the changes in the job descriptions of the following three positions: Administrative Assistant to the Director of Finance & Administrative Services, Receptionist/Administrative Assistant and Assistant Director of Finance & Administrative Services for Alcohol & Other Drug Addiction. Ms. Stanton seconded the motion. The vote carried the motion.

F. Organizational Chart

The organization chart was updated to reflect recent staff changes. The position for the The BC Coalition, held by Ms. Marsh was removed and Ms. Lombardo was add into the Director of Alcohol and Drug Addiction Services position.

Ms. Stanton motioned to approve the changes to the organizational chart. Mr. Tucker seconded the motion. The vote carried the motion.

G. Reasonable Accommodations Policy

The Reasonable Accommodations Policy was updated to reflect the new integrated Board name.

Ms. Deis-Gleeson motioned to approve the Board name change in Reasonable Accommodations Policy. Ms. Hacker seconded the motion. The vote carried the motion.

H. Volunteer/Intern Utilization Policy

The Volunteer/Intern Utilization Policy was updated to reflect the new integrated Board name.

Mr. Heroux motioned to approve the Board name change in Volunteer/Intern Utilization Policy. Ms. Stanton seconded the motion. The vote carried the motion.

I. Ethics Policy

Per Culture of Quality all Board Members are required to sign off that they have been informed and have received the State Ethics Laws and Related Standards of Conduct Laws, Ohio Revised Code Chapter 102 and Ohio Revised Code 2921.42. Dr. Rasmus indicated he would provide forms to all attending Board members to sign and date that they have been informed and received these documents.

J. COQ Fiscal Year Communication

The Board is required to have a policy that communicates to Board members the different fiscal year levels the Board works within. On the County level the Board's fiscal year is from January 1st to December 31st. On the State level the Board's fiscal year is from July 1st to June 30th.

Ms. Deis-Gleeson motioned to approve the COQ Fiscal Year Communication Policy. Ms. Hacker seconded the motion. The vote carried the motion.

K. COQ State Audit Reporting to the Board

The State Audit Reporting to Board Policy states that the annual audit prepared by the Auditor of the State is to be brought to the Board for approval. Should there be an audit finding the Director of Finance, in cooperation with the State and County Auditor, is to prepare a written corrective action plan and submit it to the Executive Director.

Mr. Mays motioned to approve the COQ State Audit Reporting to the Board Policy. Ms. Stanton seconded the motion. The vote carried the motion.

L. COQ Fiscal Health of Agencies

The Fiscal Health of Agencies Policy states that annually a cash balance report will be prepared for the Board by the Director of Finance including all providers to determine the average of the collective cash balances relative to the individual provider. A second report of agency overhead charges is prepared for all providers independently and then compared to the average of the provider group. And finally, a report is prepared to

determine the percentage of Board funds to the total funds of each provider. These indicators will provide a snapshot of provider health comparatively especially as our system experiences BH Redesign.

Mr. Heroux motioned to approve the Fiscal Health of Agencies Policy. Ms. Irwin seconded the motion. The vote carried the motion.

M. COQ Benefit Plan

The Benefit Plan Policy explains what mental health benefits are available to Butler County residents from the Butler County Mental Health and Addiction Recovery Services Board and how they can obtain needed services.

Mr. Tucker motioned to approve the Benefit Plan Policy. Ms. Stanton seconded the motion. The vote carried the motion.

N. ATC Group Services Contract

The ATC Group Services Contract is in the amount of \$2,230 for mold inspection services.

Ms. Stanton motioned to approve the ATC Group Services contract. Ms. Hacker seconded the motion. The vote carried the motion.

O. Talbert House Contract

The Talbert House contract is for a maximum of \$40,000 to provide adolescent residential services for young girls from Butler County.

Ms. Hacker motioned to approve the Talbert House contract. Ms. Stanton seconded the motion. The vote carried the motion.

P. CEBP Updated Contract

The updated CEBP contract, in the amount of \$22,128, is for phase II of the evaluation of dual disorder capability services for 6 of our providers which were identified in phase I.

Mr. Tucker motioned to approve the updated CEBP contract. Ms. Stanton seconded the motion. The vote carried the motion.

Q. Lumiere Contract

The Lumiere contract with a maximum of \$20,000 is a pilot program for in-county detox with a commitment to ensure linkage to existing in county treatment services.

Mr. Tucker motioned to approve the Lumiere contract. Mr. Swigonski seconded the motion. The vote carried the motion.

R. Board Annual Audit

The Board annual audit from the State of Ohio concluded that the Butler County Mental Health and Addiction Recovery Services Board had audit without findings.

Ms. Hacker motioned to approve the Board Annual Audit. Ms. Stanton seconded the motion. The vote carried the motion.

S. 2017 Appropriations Budget

The appropriations budget for the County commissioners identified the Board's budget for the 2017 calendar year.

Ms. Stanton motioned to approve the Appropriations Budget. Ms. Niese seconded the motion. The vote carried the motion.

T. June Financial Report

Mr. Rhodus provided an overview of the June financial reports which showed that we collected nearly 100% of expected revenues. It also showed that the Board's actual Administration Budget came in under budget by approximately 14% or \$209,000.

Mr. Tucker motioned to approve the June Monthly Financial Report. Ms. Deis-Gleeson seconded the motion. The vote carried the motion.

U. Budget Revisions

In the September Board meeting five budget increases were approved on the yellow sheet. The allocation increases have now been translated into budget revisions for Community Behavioral Health, Forensic Center, Big Brothers Big Sisters, St. Joseph Orphanage and Sojourner.

Ms. Stanton motioned to approve the Budget Revisions. Mr. Swigonski seconded the motion. The vote carried the motion.

V. Revised FY17 Clinical Allocations (Yellow Sheet)

The current changes in the FY Clinical Allocations (yellow sheet) reflect the Talbert House increase of \$40,000 and the Envision Partnerships increase of \$50,000.

Ms. Hacker motioned to approve the Revised FY17 Clinical Allocations. Mr. Tucker seconded the motion. The vote carried the motion.

W. Envision Partnerships Budget Increase

Envision Partnerships will provide a marketing campaign and additional community based services using evidence based practices to support Opiate Prevention Services with this \$50,000 budget increase.

Ms. Meehan motioned to approve the Envision Partnerships Budget Revision. Mr. Tucker seconded the motion. The vote carried the motion.

X. Mental Health Direct Deductions

Listed were the Mental Health Direct Deductions for the month of September.

Mr. Mays motioned to approve the MH Direct Deductions for the month of September. Ms. Stanton seconded the motion. The vote carried the motion.

Y. Addiction Recovery Services Direct Deductions

Listed were the Addiction Recovery Services Direct Deductions for the month September.

Ms. Hacker motioned to approve the ARS Direct Deductions for the month of September. Ms. Niese seconded the motion. The vote carried the motion.

Z. Voucher Approval for the Month of September

Listed were all of the Voucher Approvals for the months of September.

Ms. Stanton motioned to approve the Voucher Approvals for the month of September. Ms. Irwin seconded the motion. The vote carried the motion.

AA. State Hospital Report

Mr. Fourman reviewed the September State Hospital report and noted that there were 6 civil beds and 11 forensic beds used by Butler County residents in state hospital for the month of September, 2016.

7. GUEST/BOARD COMMENTS

Ms. Louagie thanked the Board and the Butler County agencies for their support with the NAMI Walk and noted that they have raised \$56,354.

Mr. Kelechi indicated he was retiring and expressed his gratitude for the support of the Board and the Board staff during his time at Envision Partnerships. He noted that he feels he is leaving the organization in good hands with his retirement coming in three weeks.

Ms. Stanton mentioned that she still has cookbooks for sale to support NAMI, if anyone is interested.

8. ADJOURNMENT

Respectfully submitted,

Barbara Desmond
Board President