



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

**Board Meeting
June 15, 2016**

The Butler County Mental and Addiction Recovery Services Board held its monthly Board meeting on Wednesday, June 15, 2016, at 6:00 PM at the Board offices located at 5963 Boymel Drive in Fairfield, Ohio.

Board President Vivian Crooks called the meeting to order.

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

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

Recognition of Guest

Guests present at the meeting were: Deanna Proctor, Chief Executive Officer for Access Counseling Services; Katherine A. Becker, Chief Executive Officer for Transitional Living, Inc.; Sheri Bartels, Chief Administrative Officer for Transitional Living, Inc.; Kim Strickland, CEO, Butler Behavioral Health Services; Sharon Klein, Coalition for Health Community-Oxford; Alyssa Louagie, Associate Director, NAMI; Debra Cotter, CEO, ACS; Bill Staler, CEO, LifeSpan; Christa Carnahan, Residence Director, YWCA; Sherrie Goodall, CFO, BBHS; Kelly Hibner-Kalb, Director of YBH, Talbert House; Carolyn Winslow, CEO, BBBS; Eric Cummins, CEO, St. Joseph Orphanage; Kate Rousmaniere, Mayor for City of Oxford; Lauren Marsh, Director of the Butler County Coalition; Tom Kelechi, CEO, Envision Partnerships; Susan Dabson, NAMI of Butler County; Sean Leary, CBH, Director of Case Management Services; Amy Macechko, Health & Wellness Coordinator, Coalition for a Healthy Community Oxford

Agenda Review

-No changes

Public Comments: Agenda

-No comments

Pat Deis-Gleeson motioned to remove item 4.23 Evaluation of the Finance Section of the Strategic Plan and review in the September Board Meeting. Laura Amriott seconded the motion. The vote carried the motion.

1. BOARD COMMUNICATIONS/ANNOUNCEMENTS**A. Director Report**

- a. Dr. Rasmus gave an overview of the following articles:
 - A Plan to Prevent Gun Suicides
Scientific American, June 1, 2016
- b. Medical Marijuana has been approved through the Senate and House of Representatives in Ohio.
- c. Overview of the Board in the last year
 - i. There was a loss of one Governing Board Member
 - ii. Two staff members, Holly Wilson and Amber Reckner, have left the Board
 - iii. The search to replace Holly Wilson in the Director of ADAS position will begin shortly.
 - iv. The Board has hired Nikki Sandor to replace Amber Reckner.

B. LifeSpan Closing Mental Health Counseling Program

Dr. Rasmus shared the correspondence from LifeSpan that indicated they would be closing their Mental Health Counseling Program in Middletown.

C. Card from Marianne Marconi

Dr. Rasmus reviewed the card from Marianne Marconi, Co-Facilitator for Coalition for a Healthy Community – Oxford, which thanked the Board for the prompt action and support of the BBHS Business Plan to start an agency this fall in the Oxford area.

2. BOARD MINUTES

- A. Executive Committee Meeting Minutes May 18, 2016
- B. Mental Health and Addiction Recovery Services Board Meeting Minutes May 18, 2016

Ms. Desmond motioned to approve the two above mentioned meeting Minutes. Ms. Deis-Gleeson seconded the motion. The vote carried the motion.

C. Butler County Hotline RFP Meeting Minutes

Mr. Heroux motioned to approve the Butler County Hotline RFP Meeting Minutes. Ms. Stanton seconded the motion. The vote carried the motion.

D. 120 Day Meeting Minutes

Dr. Willman motioned to approve the 120 Day Meeting Minutes. Ms. Amriott seconded the motion. The vote carried the motion.

3. NEW BUSINESS**A. April Monthly Financial Reports**

Mr. Rhodus provided an overview of the financial reports. As of April the Board was

83% of the way through the fiscal year (2016) but only 74% of Board dollars were spent. 89% of funds have been received and 67% of invoices have been paid to Providers.

Ms. Irwin motioned to approve the April Monthly Financial Reports. Dr. Hunter seconded the motion. The vote carried the motion.

B. Porter Advertising Contract

The Porter Advertising Contract is for \$11,616 to cover the cost of 8 billboards plus 2 free bonus billboards for a total of 10 quarterly throughout Butler County for FY17.

Mr. Swigonski motioned to approve the Porter Advertising Contract. Mr. Heroux seconded the motion. The vote carried the motion.

C. Job and Family Services MOU

The Job and Family Services MOU for \$29,240.04 was to provide for a Medicaid case worker who focuses on mental health and addiction provider claims to help expedite them.

Ms. Slaton motioned to approve the Job and Family Services MOU for \$29,240.04. Ms. Carter seconded the motion. The vote carried the motion.

D. Fiscal Year 2017 Fee For Service Contracts (except the YWCA)

Mr. Rhodus explained that \$11,519,740.00 budget in the FY17 Fee for Service Contract is being broken into 14 different provider contracts.

Ms. Hacker motioned to approve the budgets for the FY17 Fee for Service Contracts. Ms. Amriott seconded the motion. The vote carried the motion.

YWCA Fee for Service Contract

Ms. Irwin recused herself from the vote due to a conflict of interest. Ms. Deis Gleeson motioned to approve the YWCA Grant. Ms. Desmond seconded the motion. The vote carried the motion.

E. Council on Aging MOU

The Council on Aging MOU in the amount of \$300,000.00 supports the Community Behavioral Health Uplift (Senior) Depression program.

Mr. Heroux motioned to approve the \$300,000.00 Council on Aging MOU. Mr. Smith seconded the motion. The vote carried the motion.

F. Geisler IT Services Contract

Geisler IT Services Business Contract is for \$30,000 which covers the cost of GOSH IT maintenance services and the cost of merging the ADAS GOSH and MH GOSH software program.

Ms. Desmond motioned to approve the Geisler IT Services Contract for \$30,000 Ms. Hacker seconded the motion. The vote carried the motion.

G. Susan Lipnickey Contract

Susan Lipnickey is the facilitator for the Butler County Opiate Task Force. This is an agreement to continue her position as facilitator of the monthly meetings. The contract with Susan Lipnickey is not to exceed the amount of \$6,000.

Ms. Stanton motioned to approve the Susan Lipnickey contract for \$6,000. Mr. Swigonski seconded the motion. The vote carried the motion.

H. Center for Addiction Treatments (CAT) Contract

CAT provides subacute detox services to residents in Butler County. This contract is in the amount of \$30,000 to support residents in need of the service.

Ms. Carter motioned to approve the CAT Contract in the amount of \$30,000. Ms. Amcott seconded the motion. The vote carried the motion.

I. NAMI Sub-Lease Agreement

The NAMI Sub-Lease agreement is in the amount of \$100 a month for two offices and the use of the copy machine. The duration of the sub-lease is for 6 months.

Ms. Desmond motioned to approve the NAMI lease. Ms. Stanton seconded the motion. The vote carried the motion.

J. Sojourner Recovery Services (North Fair Ave) Lease Agreement

The lease agreement keeps the same rent amount of \$73,000 a year but removes the snow removal out of the contract and requires that Sojourner Recovery Services will now be responsible for that maintenance service for this facility.

Ms. Deis Gleeson motioned to approve the Sojourner Recovery Services Lease Agreement. Ms. Desmond seconded the motion. The vote carried the motion.

K. BC Hotline Request for Proposal

The Board RFP Committee went through the RFP process and has determined that Beckett Springs Hospital should be awarded the Butler County Hotline service.

Ms. Hacker motioned to approve the awarding of the BC Hotline Service to Beckett Springs Hospital. Ms. Deis Gleeson seconded the motion. The vote carried the motion.

Beckett Springs Budget Agreement & Contract for the BC Hotline

This agreement is between Beckett Spring Hospital and BCMhARS Board to carry out the process of running the hotline for \$80,689.25 for the first quarter of FY17.

Mr. Heroux motioned to approve the Beckett Springs Budget Agreement for the BC Hotline. Ms. Niese seconded the motion. The vote carried the motion.

L. FY17 Community Plan

The Community Plan required by ODMHAS Board endorsed Strategic Plan and covered a broad range of issues.

Ms. Stanton motioned to approve the FY17 Community Plan. Ms. Irwin seconded the motion. The vote carried the motion.

M. FY 15 Annual Report

The 2015 Annual Report was created to incorporate both the MH and the ARS data into one report while still keeping them separate since the BCMHB and BCMHARSB were not merged at the time.

Ms. Stanton motioned to approve the 2016 Annual Report. Ms. Irwin seconded the motion. The vote carried the motion.

N. Board Member Bylaws

The Board Member Bylaws have been changed to have the Board President sign-off and approve the expenses of Executive Director and Board Members.

Ms. Hacker motioned to approve the change in the Board Member Bylaws. Ms. Stanton seconded the motion. The vote carried the motion. Ms. Amriott opposed the motion.

O. Personnel Manual – Vacation Time Policy Change

Employees are limited to 3 years of accrued vacation time as of their anniversary each year by Board policy. Since at the time of the merger this limitation was not fully defined and brought to staff awareness, a few staff have more than 3 years of vacation accrued. Therefore, a bridge policy in the Board's personnel manual was created to address this issue and will become void at the end of this year. The policy states that any staff with over 3 years of vacation time will have until the end of this calendar year to pair accrued vacation time that down to under 3 years' worth of accrued time.

Ms. Deis Gleeson motioned to approve the Vacation Bridge Policy. Ms. Stanton seconded the motion. The vote carried the motion.

P. Personnel Manual – Change in Seniority Determination

Jim Evans was consulted in regards to staff seniority in the Personnel Manual. It was determined that multiple sections of the Personnel Manual referred to seniority which now has been consolidated to one section but with very little change in content & meaning.

Ms. Desmond motioned to approve the change in the Seniority Determinations Section of the Personnel Manual. Ms. Stanton seconded the motion. The vote carried the motion.

Q. Appointment of Health Officers

In May, Dr. Miller, Ms. Kiesey and Mr. Fourman taught Health Officer Training who are able to write holds on individuals at risk to self or others in Butler County. A list of

trainees designated to be Health Officers was presented to the Board for approval for one year.

Ms. Deis Gleeson motioned to approve the appointment of the Health Officers who attended the training. Ms. Amiott seconded the motion. The vote carried the motion.

R. Executive Director Succession Plan

A succession plan has been created to ensure there is process for the Board to follow if the Executive Director is lost or deemed not able to perform his/her duties.

Dr. Meehan motioned to approve the Executive Director Succession Plan. Ms. Hacker seconded the motion. The vote carried the motion.

S. Board Member Attendance

Board Member attendance has been tracked for the year. According to the Board Bylaws if there is a Board Member that has more than two unexcused absences the board member’s attendance record will be sent to the appointing authority for review. At this time Ms. Carter’s attendance record exceeded this requirement and will be sent to the County Commissioners (appointing authority) along with a letter of recommendation from the Board Executive Director & President that petitions for Ms. Carter’s continuance.

Any identified discrepancies in the Board member’s attendance record were corrected.

T. New BCMhARS Board Website

The new Board website will be live within the next couple of weeks.

U. BC Coalition Grant to FCFC

Ms. Payton and Dr. Rasmus have been in talks with Family and Children First Council about the possibility of moving the Butler County Coalition Director, Lauren Marsh, to FCFC.

Ms. Desmond motioned to pursue the option of the Butler County Coalition Director, Laura Marsh, moving to FCFC and to approve the move if it is a viable option. Mr. Heroux seconded the motion. The vote carried the motion.

V. Review of Board Evaluation from May Board Meeting

The Board Members reviewed an aggregate report of their self-evaluation survey from the May Board meeting provided by Dr. Willman.

W. State Hospital Report

Mr. Fourman reviewed the May State Hospital report and pointed out that in May there were 5 civil beds and 10 forensic beds currently used by Butler County residents. Meanwhile the average overall for FY16 is 5.6 civil beds and 13.0 forensic beds. Mr. Fourman has shared in the past the Board has no control over managing the forensic beds at state hospital.

X. Voucher Approval & Payments Made by Direct Deduction

3/23/16, 4/1/16, 4/3/16, 4/15/16, 4/16/16, 4/21/16, 4/23/16, 4/24/16, 4/25/16, 4/27/16, 4/28/16, 4/30/16, , 5/1/16, 5/2/16, 5/3/16, 5/4/16, 5/5/16, 5/9/16, 5/11/16, 5/12/16, 5/13/16, 5/15/16, 5/16/16, 5/18/16, 5/19/16, 5/20/16, 5/23/16, 5/24/16, 5/25/16, 5/26/16, 5/27/16

Mr. Tucker motioned to approve the vouchers and direct deductions made on the dates listed above. Ms. Hacker seconded the motion. The vote carried the motion.

7. GUEST AND BOARD COMMENTS

Amy Macechko, Health & Wellness Coordinator, Talawanda School District and Coordinator for the Coalition for a Healthy Community – Oxford Area thanked the Board for reestablished mental health services in the Oxford area.

Ms. Amiott thanked the Board staff for all it has done to make this merger a smooth transition.

8. EXECUTIVE SESSION (Confidential Client Contract & Personnel Matter)

Board members took a roll call vote to enter into Executive Session. Upon roll call the vote was: Laura Amiott – Yes; Jennifer Carter – Yes; Vivian Crooks – Yes; Pat Deis-Gleeson – Yes; Barbara Desmond – Yes; Christine Hacker – Yes; Ben Heroux – Yes; Theodore Hunter – Yes; Patricia Irwin – Yes; Wayne Mays – Yes; Cricket Meehan – Yes; Marianne Niese – Yes; Gary Smith – Yes; Deborah Stanton – Yes; David Swigonski – Yes; Lonnie Tucker – Yes; Kenneth Willman– Yes.

Board members took a roll call vote to exit the Executive Session. Upon roll call the vote was: Laura Amiott – Yes; Jennifer Carter – Yes; Vivian Crooks – Yes; Pat Deis-Gleeson – Yes; Barbara Desmond – Yes; Christine Hacker – Yes; Ben Heroux – Yes; Theodore Hunter – Yes; Patricia Irwin – Yes; Wayne Mays – Yes; Cricket Meehan – Yes; Marianne Niese – Yes; Gary Smith – Yes; Deborah Stanton – Yes; David Swigonski – Yes; Lonnie Tucker – Yes; Kenneth Willman– Yes.

Mr. Tucker moved to approve a 3% increase of Dr. Rasmus’s salary. Rev. Smith seconded the motion. The vote carried the motion.

Mr. Heroux motioned to amend the 3% increase motion to make it effective July 1, 2016. Ms. Desmond seconded the motion. The vote carried the motion.

Ms. Hacker moved to approve the FY 2017 contract with Wellness Card, LLC. Ms. Niese seconded the motion. The vote carried the motion.

9. ADJOURNMENT

Ms. Hacker motioned to adjourn the meeting. Ms. Stanton seconded the motion. The vote carried the motion.

Respectfully submitted,

Vivian Crooks
Board President