



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

**Board Meeting
September 21, 2016**

The Butler County Mental and Addiction Recovery Services Board held its monthly Board meeting on Wednesday, September 21, 2016, at 6:00 PM at the Board offices located at 5963 Boymel Drive in Fairfield, Ohio.

Board Vice President Barbara Desmond called the meeting to order.

Upon the call of the roll the following Board members were present: Jennifer Carter, Barbara Desmond, Christine Hacker, Benjamin Heroux, Dr. Theodore Hunter, Patricia Irwin, Dr. Cricket Meehan, Marianne Niese, Rev. Gary Smith, Deborah Stanton, David Swigonski, Lonnie Tucker, 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; Sheri Bartels, Chief Administrative Officer for Transitional Living, Inc.; Bill Staler, CEO of LifeSpan; Christa Carnahan, Residence Director for YWCA; Carolyn Winslow, CEO of BBBS; Mathew Himm; Kim McKinney; Carrie Parsell, Clinical Director for St. Joseph Orphanage; Laura Sheehan, Vice President for CBH, Steve Cahill, Director of CBH; Randy Allman, COO for BBHS; Lori Higgins, Vice President of LifeSpan; Rob Wiles and Rob Whitaker of Heartland Insurance.

Agenda Review

-No changes

Public Comments: Agenda

-No comments

1. BOARD INSURANCE POLICY REVIEW

Mr. Whitaker and Mr. Wile from United Heartland Insurance Agencies presented on the principles of governing board member's liability. While doing so they reviewed governing board members duties of diligence, loyalty and obedience as well as provided a review of immunity provisions defined by state statues and allegations of gross negligence. An in-depth explanation of the Board's CORSA coverage was provided and questions and answers ensued following the presentation.

Dr. Willman motioned to approve the CORSA coverage for the BCMHSARS Board. Ms. Irwin seconded the motion. The vote carried the motion.

2. BOARD COMMUNICATIONS/ANNOUNCEMENTS

A. Director Report

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

- a. Lead Magazine – Dr. Rasmus was interviewed and photographed by Lead Magazine for an article as a leading influencer in Butler County.
- b. National Recovery Month and National Suicide Month – There was a War on Drugs Rally in front of the Hamilton Courthouse which was led by Ms. Lauren Marsh of the Butler County Coalition. 300 posters with phone number tear-off tabs were disbursed throughout Butler County school system. Suicide Awareness brochures are in the process of being updated.
- c. Recovery is Beautiful: Understanding Mental Health Promotion and Prevention
- d. Behavioral Health Redesign – The Board staff are now having monthly meetings with providers because this is a very large and complex issue with many concerns. The Board will need to decide if they want to follow along with the BH Redesign rates or keep its current rate structure for mental health and addiction services.
- e. Butler County Coalition Transfer Update – The Coalition will be moving to Butler County Education Services Center (ESC) under Heather Wells. The transfer request has been submitted to SAMHSA and will take 6 weeks to several months for a decision. At the end of the Fiscal year the Board will no longer draw funds down from the state to cover Ms. Marsh's insurance and salary.
- f. American Counseling Association (ACA) Article Email – Butler County will get national recognition in an article that will be published in February 2017 authored by Dr. Rasmus.
- g. *How Do We Measure Therapeutic Outcomes?* – Dr. Rasmus provided an overview of the article.

3. MINUTES

A. June Board Meeting Minutes

Dr. Hunter motioned to approve the June Board Meeting Minutes. Mr. Swigonski seconded the motion. The vote carried the motion.

B. September Mental Health Committee Meeting Minutes

Ms. Hacker motioned to approve the September Mental Health Committee Meeting Minutes. Ms. Stanton seconded the motion. The vote carried the motion.

C. September Addiction Recovery Meeting Minutes

Mr. Tucker motioned to approve the September Addiction Recovery Meeting Minutes. Mr. Heroux seconded the motion. The vote carried the motion.

4. MENTAL HEALTH COMMITTEE

Ms. Hacker provided an overview of the Mental Health Committee meeting that was held on September 14, 2016.

- A. MH Updates for the Summer 2016
 - a. MH Meta-analysis
 - b. Residential Focus Group
 - c. TLC – Sojourner Merger Update
 - d. YWCA Proposal
 - e. Hotline Update
 - f. BH Redesign
 - g. Continuum of Care
 - h. Other Proposals

B. MH Committee Review/Recommendations -

Proposal to Merge the Board's MH and ARS Committees - The committee's recommendation was not to merge ARS and MH Committees at this time.

C. MH Board Planning for FY17

5. ADDICTION RECOVERY SERVICES COMMITTEE

Dr. Willman provided an overview of the Addiction Recovery Services Committee meeting that was held on September 13, 2016.

A. Summer Programming Update

- a. Opiate Business Plan
- b. Needle Exchange
- c. Expansion of OOD
- d. MAT Expansion
- e. Narcan
- f. Dual Diagnosis Capability (Center for Evidenced Based Practice)
- g. Recovery Housing
- h. Family Drug Court

B. Contracts/Policies/Proposals Needing Board Recommendation

- a. Proposal to merge MH and ARS Committees – The committee's recommendation was not to merge ARS and MH Committees at this time.

C. Planning for FY17

- a. Brainstorming by Committee Members regarding annual goals and focus areas

6. NEW BUSINESS

A. Monthly Financial Report

Mr. Rhodus provided an overview of the financial reports. As of the month of May the Board was 92% of the way through the fiscal year (2016) and 100% of the budget revenue has been collected. Administrative expenses were collectively at 70%.

Ms. Stanton motioned to approve the May Monthly Financial Report. Dr. Hunter seconded the motion. The vote carried the motion.

As of the beginning of the new fiscal year the Board is budgeted to receive revenues of \$14,063,322 and as of July we had received \$55,000. As of the month of July the Board was 9% of the way through the fiscal year (2017) and the administrative expenses were at 11%.

Ms. Hacker motioned to approve the July Monthly Financial Report. Ms. Niese seconded the motion. The vote carried the motion.

B. Revised FY17 Clinical Allocations

Mr. Rhodus provided an overview of the revised allocations for FY17:

\$104,086	Envision Partnerships for continuation of school based services
\$53,515	Big Brother Big Sister for an increase in number of matches
\$92,000	Community Behavioral Health for TASC funds and jail expansion to include step down from intensive outpatient services to outpatient services
\$50,000	Sojourner for federal women’s grant to support residential services
\$200,432	Earmarked for detox services, MAT, and unspecified.
\$8,500	Butler County Coalition for transfer funds to cover Ms. Marsh’s salary and insurance during her transition.
\$50,000	Forensic Center for prison reentry program
\$4,176	ICarol for the hotline database system

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

C. YWCA Budget Revision

An increase of \$119,000 is going to go towards residential care for transitional youth and adult women.

Ms. Hacker motioned to approve the YWCA Budget Revision. Mr. Tucker seconded the motion. The vote carried the motion.

D. Spot On Production Contract

The Spot On Production contract is for video production in the amount of \$3,954 to create a Board video to be used at presentations along with two fifteen second public service announcements to support local Board PR efforts.

Ms. Stanton motioned to approve the Spot On Production contract. Mr. Heroux seconded the motion. The vote carried the motion.

E. OOD Contract

The Opportunities for Ohioans with Disabilities (OOD) contract is for the continuation of work they are currently doing and the MOU is for the implementation of the Recovery to Work project.

Mr. Tucker motioned to approve the OOD contract. Ms. Meehan seconded the motion. The vote carried the motion.

F. Porter Advertising Contract

The Porter Advertising contract was approved in June for the cost of the billboards but it did not cover the cost of the printing of the billboards. The new total cost will be \$13,866

Ms. Hacker motioned to approve the Porter Advertising contract. Ms. Carter seconded the motion. The vote carried the motion.

G. Ivan Faske Contract

The Ivan Faske contract in the amount of a max of \$2,925 is for the assistance of exploring recovery housing options in Butler County in support of the Board.

Dr. Hunter motioned to approve the Ivan Faske contract. Ms. Stanton seconded the motion. The vote carried the motion.

H. Beckett Springs Hotline Contract

The FY17 Beckett Springs Hotline Fee for Service contract for services to cover the Hotline and Information & Referral phone line has been negotiated and finalized.

Ms. Irwin motioned to approve the Beckett Springs Hotline contract. Ms. Irwin seconded the motion. The vote carried the motion.

I. Kim Grimes Contract

The Kim Grimes/King Consulting contract is not to exceed the amount of \$1,000 and is for consulting services for Ohio behavioral health financial management.

Mr. Heroux motioned to approve the Kim Grimes contract. Ms. Stanton seconded the motion. The vote carried the motion.

J. Diane Zucker Contract

The Diane Zucker contract in in the amount of \$2,000 for an educational training & consultation related to Ohio Medicaid Behavioral Re-design Process.

Ms. Hacker motioned to approve the Diane Zucker contract. Mr. Swigonski seconded the motion. The vote carried the motion.

K. Board Development Committee

It was proposed to appoint Ms. Desmond as the chair of the Board Development Committee and to have Ms. Crooks and Ms. Stanton as members of this committee. The committee is meant only as an ad hoc committee.

Ms. Hacker motioned to approve the Board Development Committee. Reverend Gary Smith seconded the motion. The vote carried the motion.

L. Civil Rights Officer/Coordinator

Board staff has proposed that Civil Rights Officer/Coordinator be added to the position description of the Board’s Director of Children’s Services.

Mr. Tucker motioned to approve that Civil Rights Officer/Coordinator be added to the position description of the Director of Children’s Services. Mr. Heroux seconded the motion. The vote carried the motion.

M. Records Retention Officer

Board staff has proposed that Records Retention Officer be added to the position description of the Special Projects Coordinator/Executive Assistant.

Ms. Stanton motioned to approve that Records Retention Officer be added to the position description of the Executive Assistant/Special Projects Coordinator. Ms. Hacker seconded the motion. The vote carried the motion.

N. Board Bylaws

It has been recommended that the Board Bylaws change under the Appointment and Duties section to read “Executive Director: The Board shall appoint a qualified mental health and/or addictions professional with experience in administration or professional administrator with experience in mental health or addictions to serve as the executive director, to perform the duties prescribed by the Board and as prescribed in Section 340.04 of the Revised Code

Dr. Hunter motioned to approve the change in the Board Bylaws. Ms. Carter seconded the motion. The vote carried the motion.

O. Review of Mission and Vision Statements

The Board reviewed the mission and vision statement that was created in 2015.

Mr. Heroux motioned to approve the Mission and Vision Statements to stay as is. Ms. Stanton seconded the motion. The vote carried the motion.

P. New Affirmative Action Plan

Jim Evans from Evans and Associates updated the affirmative action plan for the Board

Ms. Irwin motioned to approve the updated Affirmative Action Plan created by Jim Evans at Evans and Associates. Ms. Hacker seconded the motion. The vote carried the motion.

Q. Updated Consumer Rights and Grievances Procedures Policy

The Consumer Rights and Grievances Procedures Policy have been updated.

Ms. Hacker motioned to approve the updated Consumer Rights and Grievances Procedures Policy. Ms. Stanton seconded the motion. The vote carried the motion.

R. Advancement of Funds to Providers Policy

The Advancement of Funds to Providers Policy has changed the name to reflect the newly integrated Board name changed.

Mr. Heroux motioned to approve the Advancement of Funds to Providers Policy. Dr. Hunter seconded the motion. The vote carried the motion.

S. Major Unusual Incidents Reporting Policy

The Major Unusual Incidents Reporting Policy has changed the name to reflect the newly integrated Board name changed.

Mr. Tucker motioned to approve the Major Unusual Incidents Reporting Policy. Mr. Swigonski seconded the motion. The vote carried the motion.

T. Board Meeting and Committee Meeting Calendar

A new calendar was created to reflect the dates and times of the ARS Committee, MH Committee, Executive Committee and Board meetings.

Ms. Niese motioned to approve the Board Meeting and Committee Meetings Calendar for FY17. Mr. Heroux seconded the motion. The vote carried the motion.

U. Evaluation of Finance Section of Strategic Plan

Dr. Rasmus reviewed the Finance Section of the Strategic Plan. There are 11 objectives in the finance section and at this time 0% is completed, 82% have been started and 18% not yet started. Dr. Rasmus indicated that it often difficult to designate a strategic plan objective as complete since many as always ongoing. These results are consistent with the Leadership and Finance sections already presented to the Board recently.

V. Board Member Evaluation of June Meeting

The evaluation of the June Board meeting indicated that the average scores are very good and many comments have been filled in. Mr. Willman will begin to combine the comments after next Board meeting to determine if there are common themes in the Board member’s self-evaluation surveys.

W. State Hospital Report

Mr. Fourman reviewed the June, July and August State Hospital reports and pointed out that in June there were 6 civil beds and 15 forensic beds used by Butler County residents. In July there were 5 civil beds and 16 forensic beds used by Butler County residents. In August there were 5 civil beds and 14 forensic beds used by Butler County Residents. This results indicate that the county is usually at or below on the civil beds but over on the forensic beds which the Board has no control over.

X. Voucher Approval and Payments Made by Direct Deduction

Listed were all of the Mental Health and ADAS Direct Deductions for the months of June, July and August and the Voucher Approvals for the months of June, July and August.

Ms. Stanton motioned to approve the Voucher Approvals and Payments Made by Direct Deduction for the months of June, July and August. Ms. Hacker seconded the motion. The vote carried the motion.

7. GUEST/BOARD COMMENTS

8. ADJOURNMENT

Respectfully submitted,

Barbara Desmond
Board President (position acquired after the September Board meeting)