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**MENTAL HEALTH AND RECOVERY BOARD  
BELMONT-HARRISON-MONROE COUNTIES**

Minutes of JANUARY 17, 2023

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**BOARD MEETING MINUTES**

Tuesday, January 17, 2023 – 6:00 p.m.

**Members Present:** John Carr, Jennifer Johnson, Jacquelyn Knight, Naoma Kolkedy, Caitlyn Romshak, Richard Schenk, Allie Starr, Jacquetta Stephen, Nicole Weigand, Debra Yeater

**Members Absent:** Mary Ellen Gust, Anita Kelly, James Leos, Joe Vavra

**Staff Present:** Lisa Ward, Patricia Allen, Yukiko Comstock, Leann Cline, Wendy McKivitz, Judi Hanse

**Preliminary**

1. Vice-Chairperson Jacquelyn Knight called the meeting to order at 6:01 p.m.
2. Oath of Office -Nicole Weigand – administered by Leann Cline
3. Executive Secretary Judi Hanse called the roll of members and certified a quorum was present.
4. Board Meeting Agenda – January 17, 2023 **Deb Yeater made a motion, seconded by Jacquetta Stephen, to approve January 17, 2023, Board Meeting Agenda. The motion passed unanimously.**
5. Board Meeting Minutes – December 13, 2022 - **Jacquetta Stephen made a motion, seconded by Deb Yeater, to approve the December 13, 2022, Board Meeting Minutes. The motion passed unanimously.**

**Finance Reports - Chief Financial Officer**

1. **Presentation of Bills (January):** Ms. McKivitz presented the bills for the Board system for January totaling \$1,022,72.14. She reviewed the vouchers for payment and noted there was a Then and Now Certificate for January. **Deb Yeater made a motion, seconded by Jacquetta Stephen, to approve the January bills totaling \$1,022,712.14 and the Then and Now Certificate. The motion passed unanimously.** (copy attached)
2. **FY2023 Board and Community Services Budget vs Actual:** Ms. McKivitz presented the financial report for FY2023 expenses through December. (copy attached)
3. **FY2023 Contract and Services Budget vs Actual:** Ms. McKivitz presented the financial report for FY2023 through December. (copy attached)
4. **2021 Audit:** Ms. McKivitz explained that the State Auditor has released the Board's 2021 Audit. Ms. McKivitz reviewed the audited financial statements and the auditor notes and comments. **Richard Schenk made a motion seconded by John Carr to waive the post audit presentation for 2021. The motion passed unanimously.**

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**Executive Director's Report**

1. General Service and System Updates

- a. Farmer's Outreach Grant Submitted "Appalachian Communities Grant" – Ms. Ward informed updated the Board about the partnership with the Tuscarawas Carroll Board and the Jefferson County Board and the MHR Board representing the Harrison County Farm Bureau to bring awareness and reduce stigma around behavioral health issues. She commented that the Tuscarawas Carroll Board has submitted the grant application and they will be the fiscal and administrative entity. Awards should be announced in early February.
- b. Status Update of the AUD Funding for Harrison County - Ms. Ward updated the Board on the pilot program for Alcohol Use Disorder Treatment the TMS project in Harrison County. To date there have not been any billable services for the grant and OhioMHAS has asked for any unused funds to be returned so other programs who have need can use them. After meeting with the contract providers, it was agreed that they may have some use but not the full amount. The Board will be returning a majority of the federal funds to OhioMHAS for re-distribution to other Boards in need.
- c. 120 Day Notice to Agency Providers – Ms. Ward commented that she has a scheduled meeting with the Board's attorney to discuss any upcoming changes in the FY2024 contract and the 120 Notice letters. She will have more discussion at the February Board Meeting.
- d. Board's Strategic Plan Retreat Day "Saturday, March 11, 2023 – Ms. Ward reminded the Board that this would be a day set aside for OACBHA, MHR Board and Staff to group together and work on service and support recommendations with goals and strategies in the MHR Board's Strategic plan. The Association, Board and Staff would meet for 4-5 hours. Ms. Ward commented she will have more information regarding this retreat but wanted everyone to mark the date on their calendars.

**New Business**

1. Planning and Program Committee Meeting – Monday, January 9, 2023 – 6:00 p.m. - Ms. Ward stated that the committee met on Monday, January 9, 2023, at 6:00 p.m.
  - a. ECOESC Student Services Capital Funds Request - Ms. Ward updated and explained the community resiliency capital project proposed by East Central Ohio Educational Service Center and Student Services.
  - b. 3.7 WM Naming of the Building Next Step & Recommendations – Ms. Ward explained there was much discussion held about the potential name for the building. The committee decided to present two possible names to the full Board. The Board discussed the two names suggested and did not come to an agreement on either name and recommended consideration of other names. Discussion will resume at the February meeting.
  - c. Culture of Quality 2023 – Ms. Ward announced that the Board will have a recertification site visit for COQ in October, 2023.

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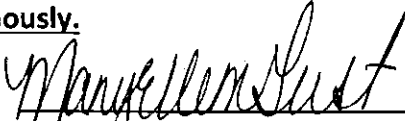
- d. Short Term Youth Crisis Stabilization Program – Release of RFP – Ms. Ward presented the RFP to the committee for informational purposes and will keep the full Board apprised of applicants and progress.
- e. FY 2023-2025 Community Assessment Plan Review – Ms. Cline presented an overview of the Community Assessment Plan. **Jacquetta Stephen made a motion, seconded by John Carr, to approve the FY2023-FY2025 Community Assessment Plan Review. The motion passed unanimously.** (Copy attached)
- f. Planning and Program Committee Meeting – Monday, February 6, 2023 – 6:00 p.m.
2. TBD Contract for Phase 2 FY2023 – Ms. Ward presented the contract with TBD Solutions for Phase 2 of crisis continuum review and roll out of new services. The contract will not exceed \$70,000. **Deb Yeater made a motion, seconded by Caitlyn Romshak, to approve the TBD Solutions Contract for Phase 2 FY2023 for \$70,000. The motion passed unanimously.** (Copy attached)
3. Appointment of Health Officers – Ms. Ward presented 3 applicants for approval as Health Officers at Coleman Health Services. Those applicants are: Kevin Smith, Dillon Smith and Layla Armstrong. **Allie Starr made a motion, seconded by Jacquetta Stephen, to approve Kevin Smith, Dillon Smith and Layla Armstrong as Health Officers at Coleman Health Services. The motion passed unanimously.**

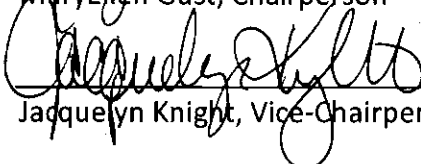
**Old Business**

1. Change Orders - Ms. Ward reviewed a “Request for Change Order” from Grae-Con for Smoke Detector covers for \$2,702.70 and a Thermostatically Controlled Exhaust Fan for \$1,286.16 totaling \$3,988.86 for the 3.7 Barnesville Withdrawal Management Program. **Richard Schenk made a motion, seconded by Allie Starr, to approve the “Request for Change Order” for Smoke Detector covers for \$2,702.70 and a Thermostatically Controlled Exhaust Fan for \$1,286.16 totaling \$3,988.86. The motion passed unanimously.** (Copy attached)
2. Updated Photos of Renovations – Ms. Ward shared recent pictures of the renovations at the 3.7 Withdrawal Management Program in Barnesville.

**Public Comment** - There was none.

**Adjournment** - **At 7:34 p.m., Richard Schenk made a motion, seconded by Caitlyn Romshak to adjourn the meeting. The motion passed unanimously.**

  
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MaryEllen Gust, Chairperson

  
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Jacquelyn Knight, Vice-Chairperson

**NEXT BOARD MEETING: TUESDAY, FEBRUARY 21, 2023**