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

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Minutes of MARCH 21, 2023

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**BOARD MEETING MINUTES**

Tuesday, March 21, 2023 – 6:00 p.m.

Meeting Location: Belharmon, Barnesville, OH 43713

**Members Present:** John Carr\*, MaryEllen Gust, Jennifer Johnson, Naoma Kolkedy, James Leos, Caitlyn Romshak, Richard Schenk, Jacquetta Stephen, Joe Vavra, Debra Yeater

**Members Absent:** Anita Kelly, Jacquelyn Knight, Allie Starr, Nicole Weigand

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

**Others Present:** Tim Crowley, Chelsea Scott, Jennifer Crouch, Mary Pockl, Greg Armstrong

**Preliminary**

1. Chairperson MaryEllen Gust called the meeting to order at 6:04 p.m.
2. Executive Secretary Judi Hanse called the roll of members and certified a quorum was present.
3. Board Meeting Agenda – March 21, 2023 - **Caitlyn Romshak made a motion, seconded by Jacquetta Stephen, to approve March 21, 2023, Board Meeting Agenda. The motion passed unanimously.**
4. Board Meeting Minutes – February 21, 2023 – **Debra Yeater made a motion, seconded by Joe Vavra, to approve the February 21, 2023, Board Meeting Minutes. The motion passed unanimously.**

\*John Carr arrived at 6:08 p.m.

**Finance Reports - Chief Financial Officer**

1. **Presentation of FY2022 Provider Audits –Tri-County Help Center - Crossroads Counseling Services; Mary Pockl, CPA, CGMA, Principal, Audit and Assurance Group, S. R. Snodgrass. Greg Armstrong, CPA, Senior Manager, Audit and Assurance Group, S. R. Snodgrass presented the FY2022 audit of Tri-County Help Center, Inc. and Mary Pockl, CPA, CGMA, Principal, Audit and Assurance Group, S. R. Snodgrass presented the FY2022 audit of Crossroads Counseling Services, Inc.**

The audit reports were distributed to Board Members, and the financial information from the audits were presented for each agency.

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Mr. Armstrong then reviewed the audit for Tri-County Help Center. It was noted that the agency shows significant improvement. Ms. Pockl reviewed the draft audit for Crossroads Counseling Services. It was noted that the agency audit has financial concerns and it was agreed by all that due to the medical leave of the director, Shannan Watson of Crossroads Counseling Services that the MHR Board reach out to her upon her return to finalize the audit and provide updates on the current issue.

2. Presentation of Bills (March): Ms. McKivitz presented the bills for the Board system for March totaling \$393,920.41. She reviewed the vouchers for payment and noted there is not a Then and Now Certificate for March. **Richard Schenk made a motion, seconded by John Carr, to approve the March bills totaling \$393,920.41. The motion passed unanimously.** (copy attached)
3. FY2023 Board and Community Services Budget vs Actual: Ms. McKivitz presented the financial report for FY2023 expenses through February. (copy attached)
4. FY2023 Contract and Services Budget vs Actual: Ms. McKivitz presented the financial report for FY2023 through February. (copy attached)
5. County Profile Reports from Partner Solutions for all services for FY2022: Ms. McKivitz reviewed the demographic expenditure report for consumer services and expenditures for the Board area for FY2023 (Second Quarter). The graphs and charts presented are detailed by demographics, billing codes and primary diagnosis for adults and children with a breakout of Medicaid and non-Medicaid funded expenditures and units.

### **Executive Director's Report**

1. General Service and System Updates
  - a. Ending of the Public Health Emergency: Ms. Ward reviewed the potential impact the ending of the public health emergency could have on the amount of local funding spent on behavioral health services. Partner Solutions has compiled some costs analysis reports based on actual Medicaid services billed by contract providers. Partner Solution used the benchmarks of percentages ranging from 6% - 18%. At the 6%, it could cost the Board \$228,000 or at the highest rate of 18%, could increase covered services to \$684,000. It appears that it is too soon to know for sure, but will continue to monitor it over the next several months.
  - b. ECOESC Capital Application: Ms. Ward updated that some changes were made in the application in collaboration with OhioMHAS. She expects to have the application for the Board's part within a few weeks.
  - c. Withdrawal Management RFP – Update: Ms. Ward explained that 2 applicants responded to the Withdrawal Management RFP. Neither applicant was chosen this round due to not meeting specific RFP criteria. The RFP will be reposted with a due date May 1, 2023.
  - d. Budget and Finance Committee Meeting – April 11, 2023 6:00 p.m.: Ms. Ward stated that the Budget and Finance Committee will meet on Tuesday, April 11, 2023 at 6:00 p.m.
  - e. Personnel and Board Membership Committee Meeting in May: Ms. Ward commented that a Personnel and Board Membership Meeting Committee will be scheduled in May.

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- f. Planning and Program Committee Meeting in May: Ms. Ward commented that a Planning and Program Committee Meeting will be scheduled in May.
- g. Strategic Plan Update: Ms. Ward added that she plans to have a draft of our Strategic Plan in May for the Board to discuss and review.

**Old Business**

1. Change Orders: Ms. Ward reviewed a "Request for Change Order" from Grae-Con for replacement security lights in the stairwells for \$1,150.25; an additional card reader at door 34 for \$5,305.70 at Belharmon.  
**Caitlyn Romshak made a motion, seconded by Debra Yeater, to approve the "Request for Change Order" for replacement security lights in the stairwells for \$1,150.25. The motion passed unanimously.** (Copy attached)  
**Jacquetta Stephen made a motion, seconded by Richard Schenk, to approve the "Request for Change Order" for an additional card reader at door 34 for \$5,305.70. The motion passed unanimously.** (Copy attached)
2. Belharmon logo sign examples: Ms. Ward shared three samples for the Belharmon sign/logo. Discussion followed and agreement was made for a clean logo that is easy to read.

**Public Comment** - There was none.

**Adjournment** - **At 7:40 p.m., Richard Schenk made a motion, seconded by Jacquetta Stephen 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, APRIL 18, 2023**