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

Minutes of MAY 16, 2023

**BOARD MEETING MINUTES
Tuesday, May 16, 2023 – 6:00 p.m.**

Members Present: John Carr, MaryEllen Gust, Heather Johnson, Jennifer Johnson, Jacquelyn Knight, Naoma Kolkedy, James Leos, Richard Schenk, Allie Starr, Jacquetta Stephen, Nicole Weigand*, Debra Yeater

Members Absent: Anita Kelly, Caitlyn Romshak, Joe Vavra,

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

Preliminary

1. Chairperson MaryEllen Gust called the meeting to order at 6:03 p.m.
2. Oath of Office – Heather Johnson - administered by Leann Cline
3. Executive Secretary Judi Hanse called the roll of members and certified a quorum was present.
4. Board Meeting Agenda – May 16, 2023 – **Richard Schenk made a motion, seconded by Deb Yeater, to approve May 16, 2023, Board Meeting Agenda. The motion passed unanimously.**
5. Board Meeting Minutes – April 18, 2023 – **James Leos made a motion, seconded by Deb Yeater, to approve the April 18, 2023, Board Meeting Minutes. The motion passed unanimously.**

*Nicole Weigand arrived at 6:16 p.m.

Board Training: Claire Spada, Workforce Development Program Director – Problem Gambling Network of Ohio gave a presentation on Problem Gambling.

Finance Reports - Chief Financial Officer

1. **Presentation of Bills (May):** Ms. McKivitz presented the bills for the Board system for May totaling \$355,778.53. She reviewed the vouchers for payment and noted there is no Then and Now Certificate for May. **John Carr made a motion, seconded by Jennifer Johnson, to approve the May bills totaling \$355,778.53. The motion passed unanimously.** (copy attached)
2. **FY2023 April Financial Reports - Board and Community Services Budget vs Actual Report and Contract and Services Budget vs Actual Report -** Ms. McKivitz presented the financial report for FY2023 Board and Community Services Budget vs Actual Report and Contract and Services Budget vs Actual Report through April. (copy attached)

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3. 2023 Appropriations – Additional – Ms. McKivitz explained that during calendar year 2023, the Board operates under two Board fiscal years, FY2023 and FY2024. The fiscal year begins July 1 and ends June 30. The county appropriates funds based on the calendar year. Ms. McKivitz then reviewed the additional appropriation line items needed to reflect the adjustment to cover both fiscal years. **John Carr made a motion, seconded by Jacquelyn Knight to approve the additional appropriations for FY2023. The motion passed unanimously.** (copy attached)

Committee Meetings

1. Personnel and Board Membership Committee Meeting
- a. **Proposed Table of Organization** – Ms. Ward presented the revised table of organization to rename the fiscal specialist position to fiscal assistant position at full time under the supervision of the Chief Finance Officer. **Richard Schenk made a motion, seconded by Jennifer Johnson, to approve the Table of Organization. The motion passed unanimously.**
- b. **Board Annual Self-Evaluation Presentation** – Ms. Ward reviewed the results of the Annual Board Self-Evaluation for FY2023. The committee made the following recommendations:
- i. The Executive Director or designee will set up one-to-one time with new Board members to review the orientation manual in more detail.
 - ii. The Executive Secretary will provide new Board members with a packet annually that includes important dates, budget documents, committee information and audit reports.
 - iii. Provide Board members with a financial refresher in the September meeting on how to navigate presented financial reports.
- The full Board agreed.
- c. **Proposed Board Self-Evaluation Revision** – Ms. Ward reviewed the proposed revisions to the Board Self-Evaluation tool. **Deb Yeater made a motion, seconded by James Leos, to approve the revisions to the Board Self-Evaluation tool. The motion passed unanimously.**
- d. **Proposed revisions to the Wage and Salary Schedule FY24** - Ms. Ward presented the revised wage and salary schedule that includes a full-time fiscal assistant for FY2024. **Deb Yeater made a motion, seconded by Allie Starr, to approve the revised Wage and Salary Schedule FY 24. The motion passed unanimously.**
- e. **Proposed Job Description for Fiscal Assistant** – Ms. Ward reviewed the proposed job description for the full-time fiscal assistant. **Jacquelyn Knight made a motion, seconded by Allie Starr, to approve the Job Description for the Fiscal Assistant. The motion passed unanimously.**
- f. **Revisions to the Annual Employee Performance Evaluations** – Ms. Ward reviewed the new annual employee performance evaluations and the new evaluation specifically for Probationary Employees. Committee members reviewed each document and had

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discussions. **Jennifer Johnson made a motion, seconded by Nicole Weigand, to approve the new annual and probationary employee performance evaluations for FY2024. The motion passed unanimously.**

- g. **Proposed Executive Director Evaluation** – Ms. Ward reviewed the process for the annual Executive Director’s performance evaluation and the committee agreed that the process will remain the same. Director Ward will submit a self-evaluation to all Board members by the May Board meeting and the Board will complete their annual evaluation and review at the June Board meeting with Ms. Ward.
- h. **Board Member Attendance** – Ms. Ward presented the committee with an updated roster on attendance of current members for FY 22 and FY 23. After discussion, the Committee members asked Ms. Ward to reach out to Board members who have not attended the required number of meetings according to the by-laws and inquire about their interest in continuing or resigning their position. Ms. Ward commented that she has made several unsuccessful attempts via phone calls and e-mails to contact Board Member Anita Kelly about her attendance, Ms. Ward will notify OhioMHAS the appointing authority.
- i. **Nomination of Officers** - The committee members reviewed the current board officers. The committee recommended that Deb Yeater be nominated for Board Chairperson and the current Vice-Chairperson and Secretary/Treasurer remain. The committee agreed to nominate the following slate of officers for FY2023.

Deb Yeater - Chairperson
Jacquelyn Knight - Vice-Chairperson
Caitlyn Romshak - Secretary/Treasurer

New Business

- 1. **Provider Agencies**
 - a. **FY 2024 Provider Contract Matrix** – Ms. Ward reviewed the FY2024 Provider Contract Matrix.
 - b. **Barnesville School District \$75,000.00** - Ms. Ward presented a description of services to be provided by Barnesville School District in FY2024. **Allie Starr made a motion, seconded by Naoma Kolkedy to approve the FY2024 Barnesville School District contract for \$75,000.00. The motion passed unanimously.**
 - c. **Belmont County Commissioners - Jail Services \$94,943.00.** - Ms. Ward presented a description of services to be provided by Belmont County Commissioners - Jail Services in FY2024. **Jacquetta Stephen made a motion, seconded by Jennifer Johnson to approve the FY2024 Belmont County Commissioners – Jail Services contract for \$94,943.00. The motion passed unanimously.**
 - d. **Belmont County Juvenile Court- CrossFit for Change \$25,000.00** - Ms. Ward presented a description of services to be provided by Belmont Juvenile Court – CrossFit for Change in FY2024. **James Leos made a motion, seconded by Jennifer Johnson to approve the FY2024 Belmont County Juvenile Court – CrossFit for Change contract for \$25,000.00. The motion passed unanimously.**

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- e. **Cedar Ridge Behavioral Health Solutions - \$201,305.00** - Ms. Ward presented a description of services to be provided by Cedar Ridge Behavioral Health Solutions in FY2024. **Allie Starr made a motion, seconded by Jacquetta Stephen to approve the FY2024 Cedar Ridge Behavioral Health Solutions contract for \$201,305.00. The motion passed unanimously.**
- f. **Chrysalis Health Ohio \$355,220.00** - Ms. Ward presented a description of services to be provided by Chrysalis Health Ohio in FY2024. **Nicole Weigand made a motion, seconded by Naoma Kolkedy to approve the FY2024 Chrysalis Health Ohio contract for \$352,220.00. The motion passed unanimously.**
- g. **Coleman Health Services \$1,566,249.00** - Ms. Ward presented a description of services to be provided by Coleman Health Services in FY2024. **Naoma Kolkedy made a motion, seconded by James Leos to approve the FY2024 Coleman Health Services contract for \$1,566,249.00. The motion passed unanimously, with Jacquetta Stephen abstaining from the vote.**
- h. **NAMI of Greater Wheeling \$158,257.00** - Ms. Ward presented a description of services to be provided by NAMI of Greater Wheeling in FY2024. **Jennifer Johnson made a motion, seconded by Nicole Weigand to approve the FY2024 NAMI of Greater Wheeling for \$158,257.00. The motion passed unanimously.**
- i. **Neurobehavioral Medicine Consultants \$169,262.00** - Ms. Ward presented a description of services to be provided by Neurobehavioral Medicine Consultants in FY2024. **Richard Schenk made a motion, seconded by Jacquetta Stephen to approve the FY2024 Neurobehavioral Medicine Consultants for \$169,262.00. The motion passed unanimously.**
- j. **Southeast Healthcare \$1,603,612.00** - Ms. Ward presented a description of services to be provided by Southeast Healthcare. **Nicole Weigand made a motion, seconded by Heather Johnson to approve the FY2024 Southeast Healthcare for \$1,603,612.00. The motion passed unanimously.**
- k. **East Central Ohio Educational Services Center- Student Services \$808,521.00** - Ms. Ward presented a description of services to be provided by East Central Ohio Educational Services Center- Student Services. **Jacquelyn Knight made a motion, seconded by Allie Starr to approve the FY2024 East Central Ohio Educational Services Center- Student Services for \$808,521.00. The motion passed unanimously, with MaryEllen Gust, Richard Schenk and Heather Johnson abstaining from the vote.**
- l. **The Village Network \$319,171.00** - Ms. Ward presented a description of services to be provided by The Village Network in FY2024. **Jacquetta Stephen made a motion, seconded by Deb Yeater to approve the FY2024 The Village Network contract for \$319,171.00. The motion passed unanimously.**
- m. **Tri-County Help Center \$424,255.00** - Ms. Ward presented a description of services to be provided by Tri-County Help Center in FY2024. **Jennifer Johnson made a motion, seconded by Jacquelyn Knight to approve the FY2024 Tri-County Help Center for \$424,255.00. The motion passed unanimously.**

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- n. **OhioMHAS CSN \$743,153.00** - Ms. Ward presented a description of services to be provided by OhioMHAS CSN in FY2024. **Richard Schenk made a motion, seconded by Jacquetta Stephen to approve the FY2024 OHMHAS CSN contract for \$743,153.00. The motion passed unanimously.**
 - o. **Presentation of the 2024-2027 Strategic Plan DRAFT** – Ms. Ward presented the draft of the 2024-2027 Strategic Plan. The Board complimented that the layout and presentation of the Strategic Plan made it easier to understand and stay attentive to the plan. After discussion, **Deb Yeater made a motion, seconded by Allie Starr to approve the FY2024-2027 Strategic Plan. The motion carried unanimously.**
 - p. **Update on 3.7 WM Detox Program RFP** - Ms. Ward commented that two provider agencies have submitted an RFP for the operation of Belharmon in Barnesville. She and staff will review the proposals submitted, and will make a recommendation at the June Board meeting.
2. **Kendall Behavioral Solutions FY 2023 Community Wellness and Recovery Grant CCAP AIM Group** - Ms. Ward presented a description of services to be provided by Kendall Behavioral Solutions FY2023 Community Wellness and Recovery Grant CCAP AIM. **Richard Schenk made a motion, seconded by Naoma Kolkedy to approve Kendall Behavioral Solutions FY 2023 Community Wellness and Recovery Grant CCAP AIM Group - \$17,600.00. The motion passed unanimously.**
 3. **Board Member Resignation** – MaryEllen Gust - Ms. Ward stated that Board Member MaryEllen Gust was scheduled for a four year renewal appointment, but has decided to resign from the Board effective June 30, 2023. **Nicole Weigand made a motion, seconded by Jacquetta Stephen to regretfully accept the resignation of MaryEllen Gust effective June 30, 2023. The motion passed unanimously.**

Old Business

1. **Crossroads Counseling Services FY22 Audit and Corrective Action Plan** – The Board discussed the audit presentation given to the Board from Mary Pockl, S.R. Snodgrass . Ms. Ward commented that Snodgrass will do the audit presentation to the Crossroads Board Members at their meeting in June. After discussion, **Richard Schenk made a motion, seconded by Naoma Kolkedy to accept Crossroads Counseling Services FY2022 Audit Report. The motion passed unanimously.**
There was discussion regarding the Corrective Action Plan to address the Going Concern note to the financials. After discussion, **Jacquelyn Knight made a motion, seconded by Deb Yeater to approve the corrective action plan submitted by Crossroads Counseling Services Executive Director Shannan Watson on May 5, 2023, with the additional requirements that the organization provides ongoing monitoring to help ensure future contracts are sustainable as follows:**
 - a. **Monthly finance and operations meetings with the MHR Board staff (Wendy McKivitz and Lisa Ward, or their designees);**
 - b. **Monthly submission of Profit & Loss, Year Comparison Financial Reports due by the**

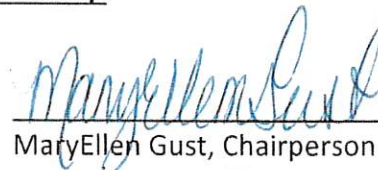
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- 12th of each month; and,
- c. Executive Director Shannan Watson will attend one MHR Board Directors meeting each quarter to present a financial and program progress update; and,
 - d. The FY2023 financial statements need to be ready for the FY2023 Audit on or before September 30, 2023. The motion passed unanimously.

Public Comment - There was none.

Adjournment - At 7:33 p.m., Richard Schenk made a motion, seconded by Jacquelyn Knight to adjourn the meeting. The motion passed unanimously.



MaryEllen Gust, Chairperson



Jacquelyn Knight, Vice-Chairperson

NEXT BOARD MEETING: TUESDAY, JUNE 20, 2023