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

Minutes of MARCH 19, 2024

**BOARD MEETING MINUTES
Tuesday, March 19, 2024 – 6:00 p.m.**

Members Present: John Carr, Jacquelyn Knight, Caitlyn Romshak, Richard Schenk, Joe Vavra, Nicole Weigand, Debra Yeater, Jayme Yonak

Members Absent: Lisa Carpenter, Joe Hise, Naoma Kolkedy, James Leos, Allie Starr, Jacquetta Stephen

Staff Present: Lisa Ward, Patricia Allen, Wendy McKivitz, Lisa Jones, Rachel Scott-Roth, Judi Hanse

Preliminary

1. Chairperson Deb Yeater called the meeting to order at 6:02 p.m.
2. Executive Secretary Judi Hanse called the roll of members and certified a quorum was present.
3. Board Meeting Agenda – March 19, 2024 – **Caitlyn Romshak made a motion, seconded by Joe Vavra, to approve the March 19, 2024, Board Meeting Agenda. The motion passed unanimously.**
4. Board Meeting Minutes – February 20, 2024 – **Jacquelyn Knight made a motion, seconded by Caitlyn Romshak, to approve the February 20, 2024, Board Meeting Minutes. The motion passed unanimously.**

Finance Reports - Chief Financial Officer

1. **Presentation of Bills (March):** Ms. McKivitz presented the bills for the Board system for March totaling \$521,608.91. She reviewed the vouchers for payment and noted there is no Then and Now Certificate for March. **Richard Schenk made a motion, seconded by Nicole Weigand, to approve the March bills totaling \$521,608.91. The motion passed unanimously.** (copy attached)
2. **FY2024 February Financial Reports**
 - a. **Budget vs Actual Report – Board Expenditures** – Ms. McKivitz presented the financial reports for FY2024 Board Budget vs Actual Report through February.
 - b. **Budget vs Actual Report – Contracts and Services** - Ms. McKivitz presented the financial report for FY2024 Contract and Services Budget vs Actual Report through February. The budget and finance committee will meet on April 9, 2024, at 5:30 p.m.

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Quality Assurance and Planning

1. Community Updates

- a. May Updates –Ms. Allen reviewed the events planned for “May is Mental Health Month”.

Billboard Art Competition – Ms. Allen explained the theme for “May is Mental Health Month” is “LOVE YOUR MIND”. An art competition is designed to engage the community and the perception of Mental Health Awareness from any age. The art competition is open to anyone, any age, that resides in Belmont, Harrison, and Monroe counties. Deadline to submit original artwork on the provided 8.5 x11 sheet to the MHRB is April 1st. One winner from each county will be selected to be featured during the month of May on a billboard in their home county.

Peer Support Worker Social Media Interview - Ms. Allen commented that Ms. Ward will be interviewing Kasey Osselborn, Director of Access, and Julian Licht Access Peer Support Specialist from Coleman to highlight the importance of Peer Support Workers. The discussion will be uploaded and shared to our social media pages and website to be viewed starting in May.

Kevin Hines – Ms. Allen stated that Speaker, Author, and Director, Kevin Hines will be speaking at Ohio University Eastern Shannan Hall on Monday, May 6th at 6:00 p.m. Community Champion awards will follow Kevin at 7:00 p.m. Kevin will be available for book signing at 7:30 p.m. The event is free to the public but registration for the event is required. Ohio University Eastern School of Psychology and Social Work are partnering with the Board to host the event. There will also be community agency tables set up to display information and resources.

Awareness Walks – Ms. Allen stated that Saturday, May 18th 9 a.m. -noon (Rain date scheduled for Sunday, May 19th) there will be three awareness walks. Belmont County will be held at Saint Clairsville Memorial Park; Harrison County will be held at Sally Buffalo Park; Monroe County will be held at Piatt Park. The first 200 people to register will receive a swag bag and be entered in for a prize.

Monroe County Mental Health Resource Fair – Ms. Allen commented that on Monday, May 20th from noon– 4 p.m. at Generations Complex in Woodsfield. The event will feature a food truck, games, activities, and resources by local vendors and partnering agencies.

Mental Health Bingo – Ms. Ward explained she is planning a Mental Health Bingo in all three counties at the Senior Centers.

Personnel & Board Membership Committee Meeting – Monday, March 11, 2024

- a. Executive Director Contract Format Proposal – Ms. Ward explained that this is the format of the Executive Director Contract. The actual content of the contract will be discussed in May during the scheduled Executive Director’s Annual Evaluation. **Joe Vavra made a motion, seconded by Richard Schenk, to approve the format of the Executive Director’s contract. Motion carried unanimously.**

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- b. Proposed Revision to the Vacation Policy #01.12.10.00 - Ms. Ward commented that the annual vacation will accrue from the date of initial employment; however, it cannot be used until after six months of employment. **Nicole Weigand made a motion, seconded by Caitlyn Romshak to approve the revisions to the Vacation Policy. Motion carried unanimously.**
- c. Proposed Tuition Reimbursement Policy and Application Policy #01.12.13.00 - Ms. Ward discussed the Tuition Reimbursement Policy as a separate new policy from professional development. **Richard Schenk made a motion, seconded by Joe Vavra to approve the revised Tuition Reimbursement Policy. Motion carried unanimously.**
- d. Annual Vacation Conversion Policy #01.12.01.00 – Ms. Ward mentioned no revisions are necessary for this policy, it has been reviewed.
- e. Compensatory Time Policy #01.12.02.00 - Ms. Ward presented the revisions to the Compensatory Time Policy. **Nicole Weigand made a motion, seconded by Richard Schenk, to approve the revised Compensatory Time Policy. Motion carried unanimously.**
- f. Court Related Leave Policy #01.12.03.00 – Ms. Ward reviewed the revision to the Court Related Leave Policy. **Richard Schenk made a motion seconded by Joe Vavra, to approve the revised Court Related Leave Policy. Motion carried unanimously.**
- g. Family and Medical Leave Act Policy #01.12.04.00 – Ms. Ward explained the Family and Medical Leave Act Policy. **Caitlyn Romshak made a motion, seconded by Nicole Weigand to approve the Family and Medical Leave Act Policy. Motion carried unanimously.**
- h. Military Leave Policy # 01.12.08.00 – Ms. Ward discussed the Military Leave Policy. **Richard Schenk made a motion, seconded by Jacquelyn Knight to approve the revised Military Leave Policy. Motion carried unanimously.**
- i. Sick Leave Policy #01.12.09.00 – Ms. Ward reviewed the revisions to the Sick Leave Policy. **Joe Vavra made a motion, seconded by Jacquelyn Knight to approve the revised Sick Leave Policy. Motion carried unanimously.**

Executive Director’s Report

- 1. General Service and System Updates
 - a. ARPA CSU/BH Urgent Care Update – Ms. Ward reviewed the initial drawings of the facility that have been presented by the architect for discussion with the group. Meetings will continue as the drawings are developed. She also commented that Phase 1 Environmental Study was completed which reviewed no issues of concern.
 - b. Meeting with Senator Chavez for CSU/BH Urgent Care Capital Earmark – Ms. Ward informed that she met with Senator Chavez on March 18th in partnership with Coleman Health Services to present an application for a capital earmark for \$1,000,000.00 to support the CSU/BH Urgent Care development. Senator Chavez will be in the area on April 1, 2024, she will be meeting him at Belharmon at 1:30 p.m.

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- c. Ms. Ward informed that Director LeeAnne Cornyn of OhioMHAS plans to visit Belmont County on Friday April 5, 2024. The meeting is scheduled for 1:30 p.m. at Belharmon with Director Cornyn and local providers to discuss the strengths and challenges in Belmont, Harrison and Monroe Counties.
- d. ARPA Crisis Beds Eastern Alliance COG Update – Ms. Ward stated that OhioMHAS approved the project’s application on March 11, 2024. The development team is now working on the design phase of the project.
- e. Application for FY2025 Board Funding Updates – Ms. Ward explained that applications were due back on March 4th. The Board received 8 applications to review and will begin in person meetings with providers the week of March 25, 2024.

New Business

- 1. Contract TBD Solutions – Development of Quality Management Plan for \$27,677.50 – Ms. Ward explained that TBD Solutions would complete a Development of the Quality Management Plan for \$27,677.50. **Caitlyn Romshak made a motion, seconded Jacquelyn Knight to approve a contract with TBD Solutions for the Development of the Quality Management Plan for \$27,677.50.**
- 2. Contract Amendment -\$25,000.00 Barnesville Exempted School District FY2024 – Ms. Ward stated that an additional \$25,000 for behavioral health supports for the Barnesville Exempted School District for FY25. **Nicole Weigand made a motion, seconded by Caitlyn Romshak, to approve the contract amendment for \$25,000.00 to the Barnesville Exempted School District FY2024 not to exceed \$100,000 for behavioral health supports.**
- 3. Oxford House Contract for Recovery Housing and Services – Ms. Ward informed that this Agreement is to support programs and services directed at treating opioid and stimulant use disorders. **John Carr made a motion, seconded by Joe Vavra to approve the contract with Oxford House to use State Opioid and Stimulant Response Grant funds (SOS 3.2) for the development of recovery housing and services in Belmont, Harrison and Monroe Counties, not to exceed \$128,00.00. Motion carried unanimously.**

Old Business

Crossroads Counseling Services Update – Ms. Ward commented the remaining four Board Members from Crossroads Counseling requested to use the Board office for a meeting here at the MHR Board Office on Monday, March 18, 2024 at 5:00 p.m.

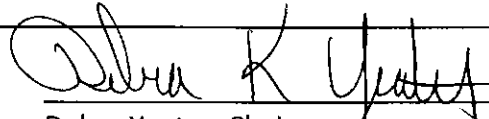
Public Comment

There was none.

Adjournment - At 6:55 p.m. Richard Schenk made a motion, seconded by Joe Vavra, to adjourn the meeting. The motion passed unanimously.

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Debra Yeater, Chairperson


Jacquelyn Knight, Vice-Chairperson

NEXT BOARD MEETING: TUESDAY, APRIL 16, 2024