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

Minutes of SEPTEMBER 26, 2023

**BOARD MEETING MINUTES
Tuesday, September 26, 2023 – 6:00 p.m.**

Members Present: John Carr, Jacquelyn Knight, Naoma Kolkedy, James Leos, Caitlyn Romshak, Richard Schenk, Jaquetta Stephen, Nicole Weigand, Debra Yeater

Members Absent: Allie Starr, Joe Vavra

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

Preliminary

1. Chairperson Deb Yeater called the meeting to order at 6:01 p.m.
2. Executive Secretary Judi Hanse called the roll of members and certified a quorum was present.
3. Board Meeting Agenda – September 26, 2023 – **Richard Schenk made a motion, seconded by James Leos, to approve September 26, 2023, Board Meeting Agenda. The motion passed unanimously.**
5. Board Meeting Minutes – August 15, 2023 – **Caitlyn Romshak made a motion, seconded by Jaquetta Stephen, approve the August 15, 2023, Board Meeting Minutes. The motion passed unanimously.**

Provider Update - Crossroads Counseling Services – Shannan Watson – Executive Director – Corrective Action Plan Update – Ms. Watson presented a summary of where Crossroads Counseling is with their Accounts Receivable, and other revenue generation. Ms. Watson reviewed the September 2023 Crossroads update document in detail. She emphasized that the big problem is hiring staff, as is everywhere, there is no current, or prospective, staff to fill the positions. Follow up questions were asked about potential revenue and the possibility of streamlining operations to focus on better revenue generating services. The Board offered the services for a consulting firm to assist in reviewing and proposing management practices to assist the agency.

Finance Reports - Chief Financial Officer

1. **Presentation of Bills (September):** Ms. McKivitz presented the bills for the Board system for August totaling \$438,365.28. She reviewed the vouchers for payment and noted there is no Then and Now Certificate for September. **Richard Schenk made a motion, seconded by Naoma Kolkedy, to approve the September bills totaling \$438,365.28. The motion passed unanimously.** (copy attached)

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

Minutes of SEPTEMBER 26, 2023

2. FY2023 and FY2024 August Financial Reports
 - a. Budget vs Actual Report – Board Expenditures – Ms. McKivitz presented the financial reports for FY2023 and FY2024 Board Budget vs Actual Report.
 - b. Budget vs Actual Report – Contracts and Services - Ms. McKivitz presented the financial report for FY2023 and FY2024 Contract and Services Budget vs Actual Report through August. (copy attached)
3. 2022 State of Ohio Board Audit Update – Ms. McKivitz reported that the Auditor is almost finished conducting the 2022 State Audit.
4. Additional Appropriation 2023 - \$500,000.00 for E-2310-S049-S54.011, Contract Services – Ms. McKivitz reminded the Board that the MHR Board operates on a Fiscal Year from July through June and the county operates on a calendar year. The Board has new contracts for FY2024 and additional appropriations are needed for the approved agencies. **Naoma Kolkedy made a motion, seconded by John Carr, to approve the Additional Appropriation 2023 for \$500,000.00 for E-2310-S049-S54.011, Contract Services. The motion passed unanimously.**

Continuum of Care Announcements - Associate Director Yukiko Comstock

1. Community Updates
 - a. *September Suicide Awareness Month* – Ms. Comstock informed the Board that September is Suicide Awareness Month. She commented that information about suicide awareness is on display at the Ohio Valley Mall.
 - b. *QPR Training Update* – Ms. Comstock reminded the Board this is the Question, Persuade and Refer training for suicide. She has presented QPR trainings to Ohio Hills Health, Cumberland Trail Fire Department, Barnesville Exempted Village School District and the Barnesville Jr. Women’s Club.
 - c. *Week of Appreciation* – Ms. Comstock stated that for the Week of Appreciation was September 18 - 23, the focus is on the Mental Health professional and police, firemen and EMT’s. She said she received additional funding from Ascent Resources and NAMI of Greater Wheeling and was able to get the Wood Fired Pizza Truck to be at all county locations for the individuals to have a free pizza and sign up for raffle prizes.
 - d. *Recovery Summit 21* - Ms. Comstock explained that the Recovery Summit has been held for the past 21 years. It was held in Zanesville on September 22nd, and there was a good turnout for the event. They are already in the planning of next year’s event with the hopes of finding a venue in Belmont County.

Quality Assurance and Planning – Associate Director, Leann Cline

1. Community Updates
 - a. *Notification and Review of Reportable Incidents* – Ms. Cline informed that the Notification and Review of Reportable Incidents is to assist service providers in recognizing and reporting incidents and events that they are required to report to the Board and other

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

Minutes of SEPTEMBER 26, 2023

entities. To define the Board activities of reviewing such reports as within the scope of the Board's performance improvement process and to define the Board's responsibilities to report and investigate incidents. She reported that for FY2023 there were 3 incidents; 1 Client Grievance and 2 non-contracted residential facility investigations (1 adult & 1 child abuse/neglect).

- b. *Notification and Review of Board Incidents and Incident Reporting* – Ms. Cline informed that the Notification and Review of Board Incidents and Incident Reporting is to guide Board staff including the Executive Director in appropriate response and documentation of events that may have threatened or caused harm to visitors, guest, and/or Board personnel. She reported that for FY2023 there are no reportable incidents noted.

Executive Director's Report

1. General Service and System Updates

- a. **OACBHA Compliance in a Nutshell** – Ms. Ward referred to the handout in the Board Packet and reviewed some of the highlights that pertained to our Board regarding the Board size; appointments; and changes in Chapter 340 and Chapter 5119.
- b. **OhioMHAS ARPA Award Announcements for BHM** – Ms. Ward stated that the Board has received notification for receiving ARPA Awards.
- i. 4 Bed CSU Unit \$4,185,000 - Ms. Ward reported that this is for a 4 Bed Crisis Stabilization Unit in the amount of \$4,185,000 in Belmont County. The Board will be working with the OhioMHAS Capital office and Coleman Health Services on the next steps for this project application.
- ii. BH Urgent Care and Crisis Mobile Team \$2,178,806.00 – Ms. Ward reported that this is for a 24/7 crisis mobile services and urgent care facility. The Board will be working with the OhioMHAS Capital office and Coleman Health Services on the next steps for this project application.
- iii. Eastern Alliance COG Youth CSU Unit \$5,385,000.00 – Ms. Ward reported this funding was awarded and the grant application process is being worked on by the COG and The Village Network in partnership with the OhioMHAS Capital Department.
- c. **Rural Homeless Outreach Program Award \$101,970.00** – Ms. Ward reported that this has been awarded to Coleman Health Services for individuals who are homeless and/or at imminent risk of homelessness, who are mentally ill and/or co-occurring substance use disorder (SUD). The funding for this project will pass through our Board and will be on a quarterly reimbursement basis.
- d. **Culture of Quality Survey October 12th and October 13th** – Ms. Ward reminded the Board that the Culture of Quality Survey will be conducted on October 12th and October 13th.
- e. **FY2025 – FY2030 Capital Plan Submission** – The Board submitted a capital work-sheet request for the development of a permanent supportive housing project in Harrison County in Collaboration with the Harrison Metropolitan Housing Authority for FY27-28. Additional Capital Project submissions are pending until further review of system needs.

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

Minutes of SEPTEMBER 26, 2023

- f. **OneOhio Regional Council** – Ms. Ward has been appointed by the Belmont County Commissioners to serve as an alternate to the Regional Council for the One Ohio Regional Council Meetings. She commented that she was called in to attend the meeting held earlier this month serving on the Grants Committee.
- g. **Appalachian Community Grant – EORH** – Ms. Ward reviewed the updates with the Board from the weekly project meetings with EORH and OMEGA leadership. The Board will be facilitating a meeting on Monday October 2, 2023 with EORH and local providers to discuss the clinical model the hospital is proposing for the region.
- h. **Records Retention Committee Meeting** – October 17th @ 5:30 p.m. – Ms. Ward stated that next month prior to the October 17th Board Meeting the Records Retention Committee will meet at 5:30 p.m.

New Business

1. Policy Revisions

- a. **01.01.07.00 Board Expectations and Responsibilities** – Ms. Ward reviewed the revisions to the Board Expectations and Responsibilities policy. Noting that any changes within the document are marked in red.
- b. **01.07.03.00 Board Incidents and Incident Reporting** - Ms. Ward reviewed the revisions to the Board Incidents and Incident Reporting policy. Noting that any changes within the document are marked in red.
- c. **01.09.01.00 Affirmative Action** - Ms. Ward reviewed the revisions to the Affirmative Action policy. Noting that any changes within the document are marked in red.
- d. **01.10.06.00 Resignation** - Ms. Ward reviewed the revisions to the Resignation policy. Noting that any changes within the document are marked in red.
- e. **01.02.03.00 Whistleblower Protection** - Ms. Ward reviewed the revisions to the Whistleblower Protection policy. Noting that any changes within the document are marked in red.
- f. **01.07.07.00 Notification and Review of Reportable Incidents** - Ms. Ward reviewed the revisions to the Notification and Review of Reportable Incidents policy. Noting that any changes within the document are marked in red.
- g. **01.09.02.00 Reasonable Accommodations** - Ms. Ward reviewed the revisions to the Reasonable Accommodations policy. Noting that any changes within the document are marked in red.
- h. **01.11.02.00 Wages and Salary Administration** - Ms. Ward reviewed the revisions to the Wages and Salary Administration policy. Noting that any changes within the document are marked in red.
- i. **01.04.01.00 Board Financial Practices** - Ms. Ward reviewed the revisions to the Board Financial Practices policy. Noting that any changes within the document are marked in red.

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

Minutes of SEPTEMBER 26, 2023

- j. 01.08.04.00 **Employee Performance Reviews**- Ms. Ward reviewed the revisions to the Employee Performance Reviews policy. Noting that any changes within the document are marked in red.
- k. 01.10.02.00 **Orientation of New Employees** - Ms. Ward reviewed the revisions to the Orientation of New Employees policy. Noting that any changes within the document are marked in red. **Caitlyn Romshak made a motion, seconded by Jacquetta Stephen to approve the revisions to the following policies Table or Organization; Board Expectations and Responsibilities; Board Incidents and Incident Reporting; Affirmative Action; Resignation; Whistleblower Protection; Notification and Review of Reportable Incidents; Reasonable Accommodations; Wages and Salary Administration; Board Financial Practices; Employee Performance Reviews; Orientation of New Employees. The motion passed unanimously.**
2. **FY2024 Q1 Strategic Plan Update** – Ms. Ward reviewed the FY2024 Q1 Strategic Plan Update . In the 1st Quarter of FY2024 our efforts have resulted in the following achievements: 52% of the strategies are operational.
26% of the strategies are in progress.
and 22% of the strategies have not been started.
She noted that the two areas of notable movement have been in Priority 1: Increase Access to Mental Health and Addiction Services within a continuum of care that offers local services and supports in all three counties.
3. **Coleman Health Services Criminal Justice Program FY2024 Contract** – Ms. Ward discussed with the Board Members that it was a mutual agreement that Coleman Health Services terminate the Criminal Justice Program FY2024 Contract. **James Leos made a motion, seconded by Nicole Weigand, to accept the termination of the Criminal Justice Program FY2024 Contract with Coleman Health Services. The motion passed unanimously Jacquetta Stephen abstaining from the vote.**
4. **New Board Member Applicants** – Belmont County - Jayme Yonak; Monroe County – Lisa Carpenter and Pastor Joe Hise - Ms. Ward stated she met with Jayme Yonak of St. Clairsville. She is currently the Assistant Administrator/Director of Special Education at Union Local School District. Ms. Ward met with Lisa Carpenter of Woodsfield. She is currently a case manager for GMN Tri-County C.A.C. She is also a member of the community Monroe County Hope Alliance. Ms. Ward also met with Pastor Joe Hise from Woodsfield. He is the Senior Pastor at the Woodsfield Church of the Nazarene. He also is the Monroe County Jail Chaplain. Ms. Ward commented that she feels all 3 applicants will be an asset to the Board. **Richard Schenk made a motion, seconded by Jacquetta Stephen to recommend the appointment of Jayme Yonak to the Belmont County Commissioners and the appointment of Lisa Carpenter and Pastor Joe Hise to the Monroe County Commissioners for Board Membership. The motion passed unanimously.**
5. **Board Meeting Dates – November** – Ms. Ward informed that in November our regular scheduled Board Meeting date is the week of Thanksgiving and she asked the Board to consider changing the date a week earlier to November 14, 2023. **Jacquetta Stephen made**

MENTAL HEALTH AND RECOVERY BOARD
BELMONT-HARRISON-MONROE COUNTIES

Minutes of SEPTEMBER 26, 2023

a motion, seconded by Naoma Kolkedy, to change the November Board Meeting date to November 14, 2023. The motion passed unanimously.

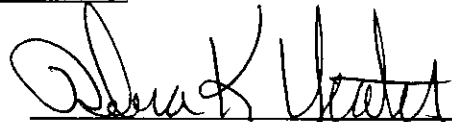
Old Business

1. **ECOESC Youth Resiliency Capital Plan Project Update** - Ms. Ward updated the Board Members that East Central Ohio Educational Services Center OhioMHAS Capital Grant was revised to increase the ask of the award from \$750,000.00 to \$1,000,000.00.

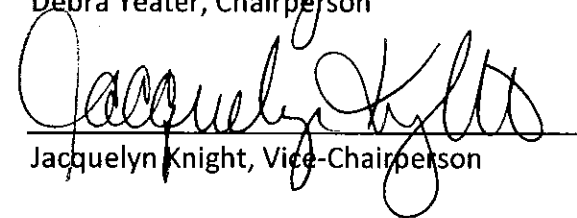
Public Comment

There was none.

Adjournment - At 7:20 p.m. Richard Schenk made a motion, seconded by Jacquetta Stephen, to adjourn the meeting. The motion passed unanimously.



Debra Yeater, Chairperson



Jacquelyn Knight, Vice-Chairperson

NEXT BOARD MEETING: TUESDAY, OCTOBER 17, 2023