

**MINUTES**  
**MH&R BOARD OF ERIE & OTTAWA COUNTIES**  
— **DECEMBER 13, 2016** —

PRESENT:	Betsy Wilber Gerhard Gross Charles Murray	Bob Geib Ron Guerra Craig Stahl	Darwitt Garret Connie Kendrick
OFFICE STAFF:	Lisa Crescimano	Patty Notestine	LeighAnn Faulkner
EXCUSED:	Keith Newton	Kayleigh Snyder	
ABSENT:	Sam Artino Sandy Carpenter	Tim Betton	Anthony Setley

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THE MHRB MEETING OF DECEMBER 13, 2016, WAS CALLED TO ORDER AT 5:28 P.M. AND THE CHAIRMAN NOTED THE PRESENCE OF A QUORUM, BETSY WILBER, CHAIR, PRESIDING.

SECRETARY'S REPORT (*Minutes of November 15, 2016 meeting, and Minutes of Special Board Meeting of November 29, 2016*); approved as read.

AGENDA ITEM PROPOSALS: No additions made.

REPORT OF OFFICERS:

**TREASURER'S REPORT** (MOTIONS REQ. ACTION ETC), reviewed by Ms. Crescimano.

Item #1 –Approval of monthly Bills to Be Paid in December **Resolution No. 12-2017-01**, Whereas the attached **December Financial Transaction Report** has been reviewed for appropriateness, and compliance with Board Policies; therefore Mr. Guerra resolved that the Mental Health and Recovery Board of Erie and Ottawa Counties approve the business contained in the December Financial Transaction Report; seconded by Ms. Wilber. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, abstain; Ms. Wilber, yes; resolution approved.

SEPARATE ITEMS FOR APPROVAL REVIEWED BY LISA CRESCIMANO

Item #2 –Approval of **Line Item Transfer request**, moved by Mr. Geib, seconded by Mr. Gross. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved unanimously.

Item #3 –Approval of **MHR Board CY2017 Estimated Revenue and Expenditure Budgets** (*send down to auditors after board approval*), moved by Ms. Wilber, seconded by Mr. Guerra. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, abstain; Ms. Wilber, yes; motion approved.

Item #4 –Approval of **Family & Children First of Ottawa County CY2017 Estimated Revenue and Expenditure Budgets** (*send down to auditors after board approval*), moved by Ms. Wilber, seconded by Mr. Garrett. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved unanimously.

Item #5 –Approval to **terminate** the Mental Health and Recovery Board of Erie & Ottawa Counties as the **Administrative Agent for Family & Children First of Ottawa County** by **FY2018** or **sooner** if feasible, moved by Ms. Wilber, seconded by Mr. Gross. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved unanimously.

Item #6 –Approval of a **2% salary increase** for **Patricia Notestine and LeighAnn Faulkner** effective with the pay period beginning December 25, 2016, and to receive a **one-time bonus of \$1,000** during the pay period beginning June 11, 2017, moved by Mr. Garrett, seconded by Mr. Gross. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved unanimously.

Item #7 –Approval of **payout** in accordance with the Personnel Policy Manual in effect on June 7, 2016 for **Beth Williams** as follows: **Sick Leave Conversion Policy 14.05** in the amount of **\$11,636.16** moved by Ms. Wilber, seconded by Mr. Murray. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, abstain; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved.

Item #8 –Approval of the **revision** of the **Sick Leave Conversion Policy 14.05** as per attached, moved by Ms. Wilber, seconded by Ms. Kendrick. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, abstain; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved.

Item #9 –Approval for MHRB to contract with **Huron County Mental Health and Addiction Services Board** in an amount **not to exceed \$1,500**, to compensate **Beth Williams** for **training services provided to Lisa Crescimano** at a rate of **\$35 per hour** moved by Ms. Wilber, seconded by Mr. Gross. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, no; Mr. Stahl, yes; Ms. Wilber, yes; motion approved.

Item #10 –**Resolution No. 12-2017-02**: Whereas: For the purpose of **approving late fee charges** accrued in **CY2016** in the **amount of \$727.37**; Now, Therefore Be It Resolved: the Mental Health and Recovery Board of Erie and Ottawa Counties approve authorizing the Late Fees to be Paid as listed; PNC Bank, \$447.66; Buckeye Cable, \$153.33; Columbus Gas, \$29.54 and \$79.03; AT&T \$17.81. Resolved by Mr. Guerra, seconded by Mr. Gross. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved unanimously.

#### Comments:

- Board staff medical insurance to be looked into further in CY17.
- Good job LeighAnn on the new finance report format.
- GOSH is the new MACSIS direct service state billing system.
- We need to discuss with VOA their long-term relationship at the Beacon. *This should be discussed at the next Planning and Oversight Committee meeting.*
- Approximately \$73,000 is still owed on the Beacon facility and \$50,000 on the Board office building.

#### REPORT OF COMMITTEES:

- Finance: The December finance meeting was cancelled. Mr. Guerra asked if the new computer software/hardware will be installed soon. Ms. Crescimano stated we are looking at the first of the year on having the new system installed as planned.
- Planning & Oversight: Mr. Geib stated that they had their first on-site meeting at Genesis by the Lake (women's recovery facility). NORA was also in attendance.
  - ⇒ Genesis has already been budgeted for \$75,000 and NORA is requesting funding as well, for supervision and out-patient treatment. Genesis inquired as to the released date of the approved funding.
  - ⇒ It was also discussed getting approval in the amount of \$30,000 in assisting with expenses for NORA. These requests need to go to the next finance meeting in

January. There is still some confusion on the funding with the cross-over between Genesis and NORA.

- ⇒ ESN has filled out a grant application and is requesting \$2000 for WRAP facilitator training.
- ⇒ A meeting with FCRS also took place, resulting in good interaction and feedback which was very helpful.
- ⇒ Mr. Geib met again with the people from Primary Purpose, the men's sober living facility in Lorain County. During his meeting, he inquired whether clients from outside the county are welcome at the facility. It was explained to him that the criteria used is whether the client is homeless.
- ✓ Mr. Murray noted that Genesis is a Phase 1 recovery facility, while NORA's clients are in long-term recovery. He noted that clients in different stages of recovery should not be both residing at the same facility. He stated that placing people who are fresh out of recovery into a sober-living environment is not a good mix, and it is a potential problem waiting to happen. He indicated that it is possible we would need a second model for those clients who do not fit into the Genesis Phase 1 program. The Board concurred with Mr. Murray's opinion

- Transition: Mr. Gross noted that there has not been much progress in the transition phase. An attorney that the Board thought was representing the suspended Executive Director has removed himself due to a conflict of interest. We are waiting to hear who will be the newly appointed counsel. Our Attorney wants to deal with another Attorney, which is understandable.
- Our financial audit, which is normally done by the State, has elected to go through RFP (Request for Proposal) of at least five different audit firms. Finalization of that process should be taking place in the next few months. Ms. Crescimano added that our finance computer system has crashed, and she is not sure what will be happening with that information.
- GJM, Gilmore, Jasion, Mahler, LTD., will be doing a more comprehensive audit, including crunching the numbers, comparing Board minutes to revenue and expenditures, reviewing emails, and such other information that they feel is necessary. All the documentation needed for the audit has been given to them. We have no expectation date of the completion of the audit.

#### UNFINISHED BUSINESS:

- 1) Jail tour information deferred to the January board meeting.
- 2) Acceptance with regrets, the resignation of Sandi Carpenter, moved by Mr. Stahl, and seconded by Mr. Murray. *All members in favor.*

#### ANNOUNCEMENTS:

- Joey Supina handed out some information on the upcoming Behavioral Health Conference, and noted all board members are welcome to attend.
- Donna Kelley, BSC, gave an update on the "Partners for Prevention" recent meeting and noted that it was well attended, and meets quarterly. A great networking opportunity.
- Steve Lippert stated he appreciates the Mental Health and Recovery Board, and has previously served two terms on this Board. He spoke to the Board concerning his apprehension on the direction this Board is taking in its operations. The Board thanked Mr. Lippert for expressing his concerns.

NEW BUSINESS:

- 1) Nominating Committee (*for Board Members*): Mr. Stahl has agreed to Chair the Nominating Committee, and Mr. Guerra has agreed to be on that committee. This committee shall follow the By-Laws adopted by this Board on October 4, 2016.
- 2) Having an Ad-Hoc Advisory Committee to the Chair was also suggested.
- 3) Vice-Chair Nomination: No members volunteered – tabled until the January board meeting.

EXECUTIVE SESSION:

At 7:00 p.m. Mr. Gross moved to exit the regular board meeting and enter into executive session for the purpose of Court Action: Conference with attorney or public body to discuss pending or imminent court action, second by Mr. Guerra. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved unanimously.

At 7:22 p.m. Mr. Guerra moved to exit executive session and enter back into the regular board meeting, second by Mr. Geib. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved unanimously.

ACTION TAKEN:

Mr. Gross moved with regard to the CKG Consulting lawsuit that the board authorize Mr. Murray, as it's agent, to contact the Insurance Company to determine if the directors and officers liability insurance policy will cover the legal defense; and, should the Board not be satisfied with the insurance company's response, authorize Mr. Murray to negotiate legal representation for the Board prior to the answer date of the complaint. In addition, the Board authorizes up to \$5,000 in legal fees to be committed to the defense of the Board and suspended Executive Director in said lawsuit, seconded by Mr. Garrett. Roll call vote taken; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Murray, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved unanimously.

LIST OF ATTACHMENTS: Ohio's 2017 Behavioral Health Conference, CRISIS TEXT LINE

THE MHRB MEETING OF DECEMBER 13, 2016, WAS ADJOURNED AT 7:28 P.M. WITHOUT OBJECTION BY BETSY WILBER, CHAIR.

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Minutes taken by Patricia J. Notestine  
Board Secretary