

MINUTES
MH&R BOARD OF ERIE AND OTTAWA COUNTIES
— OCTOBER 18, 2016 —

PRESENT:	Betsy Wilber Craig Stahl Tim Betton	Darwitt Garrett Connie Kendrick Sam Artino	Gerhard Gross Bob Geib Ron Guerra
OFFICE STAFF:	Kirk Halliday	Patty Notestine	LeighAnn Faulkner
EXCUSED:	Nicholas Gerber Jim VanEerten	Keith Newton	Sandi Carpenter
ABSENT:	Charlie Murray	Anthony Setley	Kayleigh Snyder

THE REGULAR MHRB MEETING OF OCTOBER 18, 2016, WAS CALLED TO ORDER AT 6:30 P.M. AND THE CHAIRMAN NOTED THE PRESENCE OF A QUORUM, BETSY WILBER, CHAIR, PRESIDING.

SECRETARY'S REPORT (*Minutes of September 20, 2016 meeting*); approved as read.

AGENDA ITEM PROPOSALS: Dr. Halliday stated he wanted to request authorization to add a new fiscal officer to the staff but that person had not gotten back with him yet on accepting the position. This position is to replace Ms. Williams but with a different title of "Associate Director". To be discussed further under Executive Director's Report.

REPORT OF OFFICERS:

TREASURER'S REPORT (MOTIONS REQ. ACTION ETC), reviewed by Dr. Halliday, Ms. Faulkner and Ms. Notestine. All items were previously reviewed at the finance meeting on October 11, 2016.

Approval of monthly Bills to Be Paid in October **Resolution No. 10-2017-01**, Whereas the attached **October Financial Transaction Report** has been reviewed for appropriateness, and compliance with Board Policies; therefore Mr. Stahl resolved the Mental Health and Recovery Board of Erie and Ottawa Counties approve the business contained in the Financial Transaction Report; second by Ms. Kendrick. Roll call vote taken; Mr. Artino, yes; Mr. Betton, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, abstain; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Stahl, abstain; Ms. Wilber, yes; resolution approved.

Item #2 –Approval of **Line Item Transfer request; minus the \$2000 FEES FOR TAX LEVY** moved by Mr. Stahl, second by Mr. Guerra. Roll call vote taken; Mr. Artino, yes; Mr. Betton, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Stahl, yes; Ms. Wilber, yes; resolution unanimously approved.

Item#3 –Authorization for the Executive Director to **increase the FY16 Extension** Guardianship Contract with **Kocher & Gillum**, Attorneys at Law, at an amount **not to exceed \$156** from \$6,500 to \$6,656 to cover the final FY16 Extension billing for the 5 clients served in this contract moved by Ms. Wilber, second by Mr. Gross. Roll call vote taken; Mr. Artino, yes; Mr. Betton, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, no; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Stahl, yes; Ms. Wilber, abstain; resolution approved.

Item #4 –**Designation of: Alexis Hight**, LISW, Employee of Firelands Regional Medical Center (Erie County, Ottawa County & Afterhours Erie/Ottawa/Huron), as **Health Officer**, to Perform the Duties Under Chapter 5122 of the Ohio Revised Code. **Health Officer Designation** is for the period 10/18/16 through 6/30/17 and shall end on 6/30/17 or upon the employees' termination of employment with FRMC moved by Ms. Wilber, second by Mr. Guerra. Roll call vote taken; Mr. Artino, yes; Mr. Betton, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Stahl, abstain; Ms. Wilber, yes; resolution approved.

EXECUTIVE DIRECTOR'S REPORT:

- September Revenue and Expense Reports – no questions
- Vacation usage – no questions
- Monthly Update:
 - Dr. Halliday has put together levy ads and has been asking for levy support at all meetings he attends. The issue numbers are #16 in Ottawa County and #17 in Erie County.
- Report on Staff:
 - We are in the process of hiring a replacement for Ms. Williams in the capacity of Associate Director. As soon as the offer is accepted that person should be at the November board meeting. She currently has an important position at The Ohio State University.

DISCUSSION/QUESTIONS:

- This is a new position – Dr. Halliday stated it is a replacement for Beth's position
- It is a new position
- Has any staff met with this person – no they have not
- Dr. Halliday noted that right now we are under the gun and if we want our bills to be paid from this point on we need to hire someone, she will have a six month probation period
- The board approves the budget for salaries and within that budget this person will get her salary
- Ms. Ruffing noted that the job title in question is currently Deputy Director of Finance and Operations and that you are re-titling as Associate Director – Dr. Halliday stated that is correct
- Dr. Halliday offered the job by phone message, she has never been met in person
- Ms. Williams has offered to help us if necessary
- Why the extreme urgency in hiring this person
- Mr. Ruffing stated 340.04(e) – gives the Executive Director the power to employ and remove from office such employees and consultants in a classified civil service and, subject to the approval of the board, employ and remove from office such other employees and consultants as may be necessary for the work of the board, and fix their compensation and reimbursement within the limits set by the salary schedule and the budget approved by the board. This being an *unclassified position* the Board would be required to *approve* her employment in this situation.
- This position is being forced down our throat without any insight on this person
- I would think anyone being hired in this capacity should meet with the board members, our agencies and other pertinent persons
- You can't just hire someone over the phone
- Dr. Halliday noted that we don't have anyone to do the work
- Mr. Stahl knows of someone who can help in the interim
- Ms. Ruffing pointed out again the Board approves the budget for employee compensation then the Director splits that up among the staff he feels necessary to do the boards work
- Beth's salary has already been funded for the year

REPORT OF COMMITTEES:

- Finance – no report
- Program: It was agreed to change the monthly *Planning and Oversight Committee* meetings to the first Thursday of the month in order for Dr. Lowell to attend. It will continue to be held at Bayshore Counseling Services at 5:15 p.m.
- Levy Committee – primary slogan “No New Taxes”. Ads will be printed in the local papers as well as having radio announcements.
- Transition – no new report still working on transitioning

UNFINISHED BUSINESS:

- Community Plan Update: Ms. Notestine noted that our SFY17 Community Plan has been approved by OhioMHAS. It was requested to send the letter of approval along with the Community Plan to all board members.

NEW BUSINESS: NONE

ANNOUNCEMENTS: NONE

RECORD OF FOLLOW-UP ACTION REQUEST (RESEARCH AND FEEDBACK): NONE

LIST OF ATTACHMENTS: NONE

THE MHRB MEETING OF OCTOBER 18, 2016, WAS ADJOURNED AT 7:30 P.M. WITHOUT OBJECTION BY BETSY WILBER, CHAIR.

Respectfully submitted,
