

MINUTES
MH&R BOARD OF ERIE & OTTAWA COUNTIES
— JANUARY 17, 2017 —

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

THE MHRB MEETING OF JANUARY 17, 2017, WAS CALLED TO ORDER AT 5:15 P.M. AND THE CHAIRMAN NOTED THE PRESENCE OF A QUORUM, BETSY WILBER, CHAIR, PRESIDING.

SECRETARY'S REPORT (*Minutes of December 13, 2016 meeting*); approved as read.

AGENDA ITEM PROPOSALS: Board training added to the agenda. Moved Executive Session up after OACBHA presentation.

Board Chair introduced Jody Demo-Hodgins, retired Executive Director from Crawford-Marion ADAMH Board. Ms. Hodgins gave a brief overview of her credentials and answered questions from board members.

GUEST SPEAKER: Cheri Walters, Chief Executive Officer, OACBHA.

Ms. Walters noted OACBHA lobbies for the Board, offers a lot of training, and assists with strategic planning for Boards. They also host many conferences throughout the year which board members are welcome to attend.

PowerPoint presentation on "ADAMH Board Roles, Rights, and Responsibilities", *hand-out provided. The Fundamental Role of the Board is to Manage Funds* – fiduciary responsibility. Other areas of review included; -- Board Structure (18-member board), Governing Law – ORC 340, Board Governance, Board Member Responsibilities, Role of Board Chair, Ethics and Sunshine Laws, and When in Doubt: Call the Ohio Ethics Commission, (614) 466-7090, www.ethics.Ohio.gov.

Sheriff Sigsworth spoke briefly thanking the Board for their assistance and quick response on current jail concerns and looks forwarding to working with the Board in the future.

EXECUTIVE SESSION:

At 6:30 p.m. Mr. Stahl moved to exit the open board meeting and enter executive session for personnel appointments and dismissals, and court action and conferencing with attorney, second by Pastor Setley. 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. Murray, yes; Mr. Newton, yes; Pastor Setley, yes; Ms. Snyder, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved unanimously.

Ms. Wilber, Board Chair, reconvened the open board meeting at 7:05 p.m.

ACTION TAKEN:

Ms. Wilber moved to hire Jody Demo-Hodgins as an acting executive director for 16-20 hours per week, at a rate of \$44.00 per hour plus mileage (federal rate), seconded by Mr. Guerra. All members voted in favor.

REPORT OF OFFICERS:

TREASURER'S REPORT (MOTIONS REQ. ACTION ETC), reviewed by Ms. Crescimano. It was noted that the \$447.99 late fees for PNC Bank has already been paid and should not have been listed on the report.

Additional comments:

- It was questioned as to whether payments were being made to individuals or firm that do not have certification of insurance and workers' compensation form on file. Mrs. Crescimano replied that she would check, and if that was the case, the individuals will be notified that their services would no longer be needed and we would find replacements who have the required paperwork.
- Also questioned was whether the contract with Genesis was executed? The contract is in process. Once returned the check will be cut for payment.

Item #1 –Approval of monthly Bills to Be Paid in January **Resolution No. 01-2017-01**, Whereas the attached **January Financial Transaction Report** has been reviewed for appropriateness, and compliance with Board Policies; therefore Ms. Wilber resolved that the Mental Health and Recovery Board of Erie and Ottawa Counties approve the business contained in the January Financial Transaction Report, Total Amount Approved \$588,457.53; seconded by Mr. Newton. Consent Vote taken; 11 yes, 2 abstain, resolution carried. *See paper resolution for signatures.*

SEPARATE ITEMS FOR APPROVAL REVIEWED BY LISA CRESCIMANO

–Approval of Agreement for **Great Office Solutions Helper** (GOSH, additional hand-out provided) beginning January 1, 2017 through June 30, 2018 at an amount **not to exceed \$24,975** moved by Mr. Stahl, seconded by Mr. Newton. 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. Murray, yes; Mr. Newton, yes; Pastor Setley, yes; Ms. Snyder, yes; Mr. Stahl, yes; Ms. Wilber, yes; motion approved unanimously.

–Approval of **Cincinnati Insurance Risk Manager Inspection Report Policy #EPP-0242083** for repair (by a qualified contractor) of uneven parking lot creating a hazard, dollar amount to be determined. APPROVAL NOT NEEDED NOW.

December Revenue and Expense Reports – no questions.

- Ms. Crescimano noted the FY17 contract for Firelands Counseling and Recovery Services will need to be *increased* due to incorrect budget allocation previously given.

REPORT OF COMMITTEES:

- Finance: no additional comments.
- Planning & Oversight:
 - 1) Mr. Betton stated Sue Reamsnyder, Executive Director of VOA gave a presentation at the January meeting. Volunteers of America is asking for additional operating funds for FY18. A verbal okay was given if funding is available.
 - 2) Ms. Mruk, FCRS, explained the re-allocation of funding to hire a full-time staffing person at the Erie county jail. No dollars are being taken away from any other services.
 - 3) Ms. Snyder noted she had contacted Sheriff Sigsworth concerning jail tours. In order to accommodate all the board members, two dates were decided upon. Tuesday, February 7 and Tuesday, February 28 at 6:00 p.m. – reminder notices will be sent out.
 - 4) Pastor Setley stated he would contact Sheriff Levorchick from Ottawa county to arrange a jail tour there.

- Audit: Information requested is still being gathered. Will be completed by next week. The State is still working on the RFP process for the audit as it has decided to have the audit performed by an independent auditing firm.
- Nomination Committee: Mr. Stahl stated he had a meeting with the Board Secretary, and it was agreed to extend the search for additional board members until the end of February. Especially looking for accountants, nurses, and additional persons from Ottawa County. Once decided, applications will be sent to Ohio MHAS for appointment. There are two slots to fill now. Two openings were just filled by the Ottawa County Commissioners with a third still pending. It was noted that all new applications should be discussed in executive session.

UNFINISHED BUSINESS:

- 1) Vice-Chair Nomination: To be kept on agenda. Waiting for additional Ottawa County members to be appointed.
- 2) Mr. Artino stated he would encourage this Board when implementing goals and objections to consider input from our stakeholders.

LIST OF ATTACHMENTS:

- PowerPoint ADAMH Board Roles, Rights, and Responsibilities
- Ohio OACBHA – *Association of County Behavioral Health Authorities*
- Crisis and Detoxification Services in Ohio
- Crisis Text Line
- Recovery Is Beautiful – November 2016

THE MHRB MEETING OF JANUARY 17, 2017, WAS ADJOURNED AT 7:58 P.M. WITHOUT OBJECTION BY BETSY WILBER, CHAIR.

Minutes taken by Patricia J. Notestine
Board Secretary