

MINUTES
MH&R BOARD OF ERIE & OTTAWA COUNTIES
— **MAY 19, 2016** —

— **FIRELANDS COUNSELING & RECOVERY SERVICES OTTAWA COUNTY** —

PRESENT:	Jo-Ann Sanders Ronald Mraz Jim VanEerten Keith Newton Gery Gross	Nick Gerber Betsy Wilbur Bob Geib Sandi Carpenter Chris Galvin	Ron Guerra Connie Kendrick Darwitt Garrett Charles Murray Chris Galvin
OFFICE STAFF:	Kirk Halliday Vickie Ruffing, Solicitor	Patty Koelsch	Beth Williams
EXCUSED:	Craig Stahl		
ABSENT:	Tim Betton	Kayleigh Snyder	Anthony Setley

THE PUBLIC FORUM WAS CALLED TO ORDER AT 5:15 P.M. BY Jo-Ann Sanders, Board Chair, welcoming all in attendance.

This is an opportunity for the Board to *hear you* the public on any issues you wish to express.

COMMENTS/SUGGESTIONS/CONCERNS ADDRESSED TO THE BOARD:

- ✓ Trevor Johnson, Chief Probation Officer Ottawa County Municipal Court, gave a brief introduction on “jail programs” being implemented to structure useful/positive time for those incarcerated. Mr. Johnson stated he would be willing to present a more in-depth report to the Board at their request.
- ✓ Karen Walderzak, retired social worker, stated she was here to find out more information on the detox center being talked about and how it’s going to be run. We have a good hospital system and mental health system in both counties. Also noting that she had written a letter that was published in the *Sandusky Register* (5/3/16 “*Why does our system fail to treat?*” on her thoughts and concerns on the continuum of care.
- ✓ Tim, Peer Supporter, is very grateful and thankful for all of our help. Especially thankful for the sober house support being offered.

Thank you all for expressing your thoughts to this Board. We appreciate the information and guidance.

Public Forum adjourned at 5:30 p.m.

THE REGULAR MENTAL HEALTH AND RECOVERY BOARD OF ERIE AND OTTAWA COUNTIES (MHRB) MEETING OF TUESDAY, MAY 19, 2016, WAS CALLED TO ORDER AT 5:30 P.M. AND THE CHAIRMAN NOTED THE PRESENCE OF A QUORUM, JO-ANN SANDERS, CHAIR, PRESIDING.

Approval of Agenda Item Proposals & Agenda. *Dr. Sanders requested the Board enter into Executive Session at the end of the meeting.* Agenda approved as amended.

Approval of Secretary’s Report (*Minutes of April 19, 2016 meeting*); noted to change Mr. Mruk to Ms. Mruk. Mr. Murray stated that the unencumbered amount of approximately 1 million dollars

should be changed to read that it *does not* include the \$500,000 cash reserved as reported otherwise in the April minutes. Minutes approved as amended.

Dr. Sanders, Chair, reiterated protocol that the Board speak one at a time, asking that the side-talk remain to a minimum, and that we *follow our current governance board policy*, specifically Policy II-D – Chairperson’s Role; Policy II-E – Board Committees; Policy I-C – Budgeting, Policy II-G – Board Members Code of Conduct, and Policy III-A – Accountability of The Executive Director.

EXECUTIVE DIRECTOR’S REPORT:

- a) Monitoring reports: Very pleased at the work the Finance Committee has done. No questions asked.
- b) Monthly Update: The grant application has been submitted for the Bureau of Justice Grant to apply for a new program that would assist those with mental health and criminal issues. It would allow the monitoring of persons with the assistance of a social worker along with the police.
- c) Other: The minutes of the Finance Committee are available for anyone to review.
- d) Presentation: Pete Schade, Health Commissioner, (*handouts provided*) presented information on the Erie County Substance Abuse and Addiction Health Center, Circle of Care, Medically Supervised Detoxification and the building of the facility.

Points of interest presented (refer to hand-outs for additional information);

- 16 beds available (8-men, 8-women)
- Treatment in lieu of incarceration
- Commissioner Shenigo stated that the census of women in jails is overflowing and outsourcing is extremely expensive
- Additional “wing” available rent free for agencies to use
- “Pro Forma Data” will be presented to the Board by an outside group
- Capital Investment – Dr. Halliday has requested to the State for a \$500,000 award for the construction of the building
- The detox center will have the capacity to service 1200 people per year with a 5 day detox
- Mr. Schade is asking this Board to consider a \$500,000 investment in this project
- Federal funding could become available as well – eliminating the amount of funding by other resources
- Stakeholder Community meeting is set for May 26
- Anyone regardless of ability to pay will still receive full treatment
- What is the operating budget for the proposed facility
- Since most entities might not have the \$500,000 available at one time other options could be entertained

CONTINUING BUSINESS:

Mr. Guerra noted that the financial formats are still a work in progress. The majority of the meeting was spent on the budget. A tentative budget was presented by the staff. Next year the budget talks should start in January or February.

Referring to page 5 of the monitoring reports listed is \$811,855 unbudgeted cash. Beth Williams noted that our treatment agency budgets run well past the end of the fiscal year. The point is there is about \$300,000 unencumbered at the end of this fiscal year.

Issues still exist on what is encumbered or unencumbered. Additional clarification is needed. Dr. Halliday noted that in order to access these funds the Board has to make a deliberate action to do so.

It was suggested to supply a glossy to board members on what this means in laymen terms. Interpretation is not clear on the exact amount unencumbered.

MOTIONS REQUIRING ACTION: MAY FINANCIALS:

Ms. Williams noted she will change the report so that it matches the Board financials and the totals will all tie in.

RESOLUTION NO. 05-2016-01: Whereas the attached **May Financial Transaction Report** has been reviewed for appropriateness, and compliance with Board Policies; therefore Betsy Wilber resolved the Mental Health and Recovery Board of Erie and Ottawa Counties approve the business contained in the Financial Report; second by Ron Mraz. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; resolution approved.

SEPARATE ITEMS FOR APPROVAL

Item #2 –**RESOLUTION No. 05-2016-02**: Whereas for the purpose of approving an updated procedure regarding payment of utility invoices. It has come to the attention the current procedure of approving utility bill payment often results in late payments and additional fees; and a new proposed procedure would allow the County Auditor to make timely and prompt payment to utility companies, significantly limiting late fee charges or interruptions in services; now therefore BE IT RESOLVED: the Mental Health and Recovery Board of Erie and Ottawa Counties approves changes in this procedure authorizing the processing of utility payments (sewer, water, gas, electric, landline phones, and cable), to be payable off-docket; resolved by Mr. VanEerten, second by Mr. Newton. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; resolution approved.

Item #3 –Approval of **Finalized Dockets** with check numbers from prior month moved by Jo-Ann Sanders, second by Sandi Carpenter. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; resolution approved.

Item #4 –Authorization for the Executive Director to **increase** the **FY16 Rescue Mental Health Services Contract** by **\$80,000** from \$340,000 to \$420,000. Rescue provides crisis support services for Erie and Ottawa residents moved by Jo-Ann Sanders, second by Connie Kendrick. Further clarification was provided by Ms. Mruk, FCRS. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, no; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, no; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, no; and Dr. Sanders, yes; resolution approved.

Item #5 –Authorization for the Executive Director to **contract** with the **Ottawa County Board of Developmental Disabilities (FCFC)** for a **“one-time” grant** to provide bridge funds for counties as they move to a direct reimbursement model for the service coordination grant starting July 1, 2016 through June 30, 2017 in the amount of **\$5,080** moved by Jo-Ann Sanders, second by Chris Calvin. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; resolution approved.

Item #6 –Authorization for the Executive Director to **contract** with the **Ottawa County Board of Developmental Disabilities (FCFC)** for **Help Me Grow Service coordination and administration** duties starting July 1, 2016 through June 30, 2017 in the amount of **\$93,955** moved by Jo-Ann Sanders, second by Ron Guerra. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, abstain; Mr. Guerra, yes; Ms. Kendrick, yes;

Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; resolution approved.

Item #7 –Authorization for the Executive Director to enter into a **FY2017** Contract with **Carla B. Davis**, Attorney at Law, to Provide **Legal Representation** for Persons Being Considered for Judicial Commitment in an amount **not to exceed \$2,500** moved by Jo-Ann Sanders, second by Connie Kendrick. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; resolution approved.

Item #8 –Authorization for Executive Director to enter into a **FY2017** Agreement with **Evans & Associates** for **Personnel Policy** Manual Maintenance and Administration in an amount **not to exceed \$1,500** moved by Jo-Ann Sanders, second by Jim VanEerten. Dr. Halliday noted they basically keep us up with changes in the state law. This seems excessive unless major changes are needed. The personnel policy covers 5 employees including Dr. Halliday. Roll call vote taken; Ms. Carpenter, abstain; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, no; Mr. Geib, no; Mr. Gerber, no; Mr. Guerra, no; Ms. Kendrick, no; Mr. Mraz, yes; Mr. Murray, no; Mr. Newton, no; Mr. VanEerten, yes; Ms. Wilber, no; and Dr. Sanders, no; **resolution FAILED**.

Item #9 –Authorization for the Executive Director to enter into a **FY2017** Contract with **Linda M. Fritz-Gasteier, LPA**, for Emergency, Temporary and Permanent **Guardianship Services** for Erie & Ottawa County Residents in an amount **not to exceed \$2,500** moved by Jo-Ann Sanders, second by Charles Murray. There are approximately 60 clients under guardianship services in the *total system*. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, abstain; and Dr. Sanders, yes; resolution approved.

Item #10 –Authorization for the Executive Director to enter into a **FY2017** Contract with **Brian Lonz** for Emergency, Temporary and Permanent **Guardianship Services** for Erie & Ottawa County Residents in an amount **not to exceed \$5,000** moved by Jo-Ann Sanders, second by Sandi Carpenter. Is there any local talent that can do this service in Erie or Ottawa County? Mr. Lonz serves 4 or 5 clients. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, no; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, abstain; and Dr. Sanders, yes; resolution approved.

Item #11 –Authorization for the Executive Director to enter into a **FY2017** Contract with **Vickie B. Ruffing, LPA**, to Perform **Legal Services** for the Board in an amount **not to exceed \$20,000** moved by Jo-Ann Sanders, second by Gerhard Gross. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; resolution approved.

Points of Clarification:

Item's 12, 13, 14, and 15 all apply to our building at 416 Columbus Ave. They are all tenants of our office building.

The lease agreement for CCA is predicated on the approval of their contract. If they were not funded by us they would go out of business.

It was asked what the square footage amount is per office. Ms. Williams stated the lease agreements have never been applied in that manner. The lease amounts do include utilities.

- *Mr. Wilber moved that tenant items 12 through 15 be amended to include the rental amounts, term and addresses, second by Gerhard Gross, common consent vote taken – approved.*

Item #12 –Authorization for the Executive Director to enter into **FY2017 Lease Agreement** with **Center for Cultural Awareness** at 416 Columbus Avenue, Sandusky, Ohio 44870 in the amount of \$540 per month for 12 months moved by Jo-Ann Sanders, second by Connie Kendrick. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; resolution approved.

Item #13 –Authorization for the Executive Director to enter into **FY2017 Lease Agreement** with **United Way of Erie County** at 416 Columbus Avenue, Sandusky, Ohio 44870 in the amount of \$525 per month for 12 months moved by Jo-Ann Sanders, second by Betsy Wilber. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; resolution approved.

Item #14 –Authorization for the Executive Director to enter into **FY2017 Lease Agreement** with **Shannon C. Eskridge, LegalShield Independent Associate** at 416 Columbus Avenue, Sandusky, Ohio 44870 in the amount of \$125 per month for 12 months moved by Jo-Ann Sanders, second by Keith Newton. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, no; Mr. Newton, yes; Mr. VanEerten, no; Ms. Wilber, no; and Dr. Sanders, yes; resolution approved.

Item #15 –Authorization for the Executive Director to enter into a **Lease Agreement** with **The American Red Cross** at 416 Columbus Avenue, Sandusky, Ohio 44870 in the amount of \$375 per month for 13 months beginning June 1, 2016 moved by Jo-Ann Sanders, second by Bob Geib. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; resolution approved.

Item #16 –Authorization for the Executive Director to **increase** the **FY2016 Guardian** contract with **Kocher & Gillum Attorneys at Law** from \$5,000 to \$6,500 at an amount **not to exceed \$1,500** moved by Jo-Ann Sanders, second by Gerhard Gross. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Gross, yes; Mr. Geib, no; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, abstain; and Dr. Sanders, yes; resolution approved.

NEW BUSINESS/BOARD CONCERNS/COMMENTS FROM CHAIR:

Mr. Garrett asked the Board for approval of payment for lodging (one night) and meals for the June 1 and 2 Recovery Conference in Columbus, Ohio.

- *Mr. Guerra feels it fitting for a volunteer board member willing to spend their time on educating themselves for the purpose of this Board moved that we recover appropriate expenses per our board personnel policy, second by Mr. Gross. Common consent vote take – approved.*

CQI – CONTINUOUS QUALITY IMPROVEMENT PLANNING:

- 1) Agency 3rd Quarter FY 16 Reports

The Serenity House has served 15 (male) clients in the 3rd quarter. We have not yet received information from Genesis by the Lake on number of clients served. Information will be brought back to the board.

The Beacon House is run by Volunteers of American and is located on Venice Rd in Sandusky.

- 2) Agency panel discussion on detox and jail services – due to time concerns the panel discussion was deferred to the June board meeting.

COMMENTARY:

Commissioner Shenigo thanked the Board for their contribution for the purchase of t-shirts for The Chapel public symposium stating that there were 1,000 people there in attendance. He also noted that the Board needs to take this very seriously since people are dying. We have spent two years talking about the continuum of care and now is the time to do something about it. We need to support the system, this is no joke.

Dr. Sanders appreciates what was said but there's a point you might be missing. This Board is very concerned and nobody is taking this lightly. We honor and respect what Mr. Schade is doing but there's a system this Board needs to follow. We all understand that this is very serious.

EXECUTIVE SESSION:

At 7:30 p.m. Dr. Sanders moved to exit the regular board meeting and enter into executive session for the purpose of a. Personnel: Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employee or official, or the investigation of charges or complaints against a public employee or official, second by Mr. Gross. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Gross, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; motion approved.

At 8:15 p.m. Dr. Sanders moved to exit the executive session and return to the regular board meeting, second by Ms. Kendrick. Roll call vote taken; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Gross, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; motion approved.

➤ Action taken;

Mr. Gross moved that the Board hire Janine Avila of Connelly & Collier, Toledo, Ohio, as council to this Board including authorization for Mr. Gross and Mr. Murray to negotiate the contract at an hourly rate of \$225 with no retainer required, second by Mr. Guerra. Roll call vote taken after discussion; Ms. Carpenter, yes; Ms. Galvin, yes; Mr. Garrett, no; Mr. Gross, yes; Mr. Geib, yes; Mr. Gerber, yes; Mr. Guerra, yes; Ms. Kendrick, yes; Mr. Mraz, yes; Mr. Murray, yes; Mr. Newton, yes; Mr. VanEerten, yes; Ms. Wilber, yes; and Dr. Sanders, yes; motion approved.

Dr. Sanders noted that whoever is the Chair he or she should not allow anyone to come in and disrespect this Board. Dr. Sanders stated that she has some very serious concerns and will address those in June. It's unreasonable to think that people are not passionate about mental health.

Congratulations to Mr. Betton on his job promotion.

Mr. Newton suggested that someone from the Board attend the May 26 meeting being held at the Erie County Health Department on the continuum of care.

Mr. Murray apologized for Commissioner Shenigo's comments and noted that it was made out of frustration and concern. It is in his opinion Ms. Prentice was not contacted and affirmed the open hostility that exists between Firelands Hospital and Genesis.

Dr. Sanders thanked everyone for their comments.

RECORD OF MOTIONS/RESOLUTIONS:

- Resolution 05-2016-01, roll call vote, approved
- Resolution 05-2016-02 (utility late payments), roll call vote, approved
- Separate Items #3 through #16 for board approval, roll call vote, with all items approved *except* for Item #8 (Evans & Associates) motion failed.

RECORD OF FOLLOW-UP ACTION REQUEST: Follow up on client status of Genesis by the Lake.

LIST OF ATTACHMENTS:

- ✓ Erie County Substance Abuse and Addiction Health Center
- ✓ Emergency Department Visits for Drug-Related Reason

THE MHRB MEETING OF MAY 17th, 2016, WAS ADJOURNED AT 8:35 P.M. WITHOUT OBJECTION BY JO-ANN SANDERS, BOARD CHAIR.

Board Secretary