

# MENTAL HEALTH AND RECOVERY BOARD OF WAYNE-HOLMES COUNTIES

## BOARD MEETING

*June 21, 2023*

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### Present

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A. Cary, M. Brumfield, D. Finley, S. Glick, M. Miller, R. Moore, R. Murphy, J. Pyers

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### Excused

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B. Mykkanen, M. Ogden, R. Troyer

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### Absent

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R. Ling

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### Staff

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J. Edwards, C. Thiemens

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### Guests

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Dan Owolabi, Owolabi Leadership

Tiffanie Kestner, CEO of The Counseling Center

Jill Baird, CFO of The Counseling Center

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### Call to Order and Acceptance of Agenda

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The meeting was held at the Holmes Center for the Arts located at 5200 State Rt. 39, Millersburg, OH 44654. The Chairperson, A. Cary called the meeting to order at 5:32 p.m.

### **MOTION**

A. Cary asked for a motion to approve and accept the draft agenda as submitted. S. Glick made the motion, seconded by M. Brumfield, that the agenda for the June 21, 2023 meeting be approved as presented.

**Motion passed unanimously.**

### **MOTION**

A. Cary asked for a motion to approve and accept the draft minutes from the May 17, 2023 Board meeting as presented. J. Edwards noted that Page 3 of the minutes included "Co-Chairperson" and should have "Vice-Chairperson" and suggested a correction in the final minutes. Motion to approve the minutes with this correction was made by J. Pyers with a second from M. Brumfield.

**F. Finley abstained from voting; motion otherwise passed unanimously.**

## **MOTION**

A. Cary requested a motion to approve and accept the draft minutes of the May 24, 2023 Special Meeting of the full Board. M. Miller made the motion, seconded by S. Glick;

**Motion passed unanimously.**

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Featured Presentation: Tiffanie Kestner, CEO of the Counseling Center of Wayne and Holmes Counties

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Tiffanie Kestner presented an overview of the services provided by The Counseling Center including information regarding the mobile youth crisis team, workforce challenges, increasing access to crisis services, and capital plans to develop a short-term residential program. Jill Baird, CFO, provided a financial update including plans to modernize financial reporting in FY2024.

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Program Committee Reports

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## **Motion**

A. Cary requested a motion to approve and accept the draft minutes from the June 7, 2023 Program Committee meeting as presented. J. Pyers made the motion, seconded by M. Miller;

**Motion passed unanimously.**

## **Resolution #6-1-23**

That the WHMHRB authorize the \$100,000.00 in AOT funding again in 2024 with the funds initially allocated in FY2023 with the following notations: 1. That this will be funding for a pilot program with no assurance of ongoing funding beyond FY2024; 2. That participating entities/agencies will be expected to participate in the identification or development of future funding sources; 3. That \$16,000 of these dollars will be directed toward WHMHRB AOT legal fees; 4. That the remaining \$84,000.00 be divided into quarterly payments, the budgeting for which is to be developed by the appropriate stakeholders (e.g. NAMI, The Counseling Center, Wayne County Probate Court, or other), to be paid upon receipt by the Board of performance measures and outcomes. This funding is specific to the Wayne County AOT program, though Holmes County may apply if interested in developing an AOT program, as well.

**Resolution passed unanimously.**

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Search Committee Reports

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## **MOTION**

A. Cary requested a motion to approve and accept the draft minutes from the June 8, 2023 meeting of the Search Committee as presented.

S. Glick offered the motion, seconded by J. Pyers.

**Motion passed unanimously.**

J. Pyers invited Board members to serve on the Search Committee, explaining that D. Finley's term on the Board is slated to end on June 30, 2023, which would leave only J. Pyers and S. Glick on this committee. No additional members were identified at this time.

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## Finance Committee Reports and Current Expenditures

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### **MOTION**

A. Cary requested a motion to approve and accept the draft minutes from the June 14, 2023 meeting of the Finance Committee. M. Miller offered a motion, which was seconded by S. Glick.

**Motion passed unanimously.**

### **MOTION**

The motion to remove the action item "to accept current expenditures through April 30, 2023" from the agenda was made by M. Miller due to lack of current financial information; seconded by S. Glick.

**Motion passed unanimously.**

### **Resolution #6-2-23**

#### **Discussion**

J. Edwards relayed that a request to increase WHMHRB funding for Holmes County youth out-of-home placement from \$120,000.00 for CY2023 to \$140,371.00 has been received since the June 14, 2023 meeting of the Finance Committee.

### **MOTION**

M. Brumfield offered a motion to amend the motion to reflect this increase and to incorporate an application for funding from the Holmes County FCFC for CY2024; M. Miller voiced a second.

That the Board authorize the Acting Executive Director to contract for FY2024 with the Wayne County Family and Children First Council for youth out-of-home placements not to exceed \$750,000.00; funding for the Holmes County Family and Children First Council for youth out-of-home placements will increase to \$140,381.00 for CY2023 with a request that an application for funding be completed by the Holmes County Family and Children First Council for youth out-of-home placements for CY2024. Funding for administrative costs will remain at \$26,000.00 (Wayne County) and \$5,100.00 (Holmes County).

**Amended Resolution passed unanimously.**

### **Resolution #6-3-23**

To authorize the submission of the draft FY2024 County Appropriation Budget to the Wayne County auditor with a change in the Contract Services line from \$8,750,000.00 to \$8,713,000.00.

**Resolution passed unanimously.**

**Resolution #6-4-23**

To adopt the draft FY2024 Administrative and Total Systems Budgets with the change to the Contract Services line from \$8,875,000.00 to \$8,713,000.00.

**Resolution passed unanimously.**

**Resolution #6-5-23**

To approve supplemental appropriations for FY2023 to increase the salaries line by \$20,000.00.

**Resolution passed unanimously.**

**Resolution #6-6-23**

To suspend the directive that “the Acting Executive Director issue to Wayne County FCFC a 30-day notice requesting repayment of \$223,000.00 advanced by the Board” as incorporated in Resolution #5-4-23 pending further review by the Wayne County Auditor’s office, WHMHRB financial consultants, Wayne County FCFC, and/or other parties reviewing relevant transactions and records.

**Resolution passed unanimously.**

**Resolution #6-7-23**

To amend Resolution #5-7-23

To approve the programs and services included in the applications submitted by the funded partner agencies with FY2024 funding not to exceed the following amounts:

Anazao Community Partners - **changed to \$957,337.44**

\$819,473.44	Base contract
\$100,000.00	CTP/Community Linkage – pending notification of funds
\$12,400.00	Crisis Flex – pending notification of funds for FY24
\$25,464.00	CJBH – pending notification of funds for FY24
\$957,337.44	Total

The Counseling Center of Wayne and Holmes Counties - **changed to \$3,503,347.00**

\$3,339,886.00	Base contract
\$16,800.00	Signs of Suicide
\$34,839.00	Family Support Specialist
\$50,000.00	Crisis Infrastructure
\$42,239.00	Crisis Flex Funds
\$19,583.00	Holmes County Jail Services
\$3,503,347.00	Total

Catholic Charities - **No change** - \$368,974.24

\$93,397.24	Base contract
\$70,000.00	ECMH
\$5,000.00	Crisis Flex
\$200,577.00	WISE
\$368,974.24	Total

NAMI - **No change** - \$132,628.16

\$132,628.16	Base contract
\$132,628.16	Total

OneEighty - **changed to \$1,207,332.56**

and for the board Chair and Acting Executive Director to engage in contracts with the aforementioned agencies upon contract development by legal counsel.

\$883,723.00	Base contract
\$116,203.00	ATP
\$72,407.00	CJBH
\$35,000.00	Crisis Flex
\$99,999.56	AUD Carryover (approximate)
\$1,207,332.56	Total

**Resolution passed unanimously.**

### **Resolution #6-8-23**

#### **Discussion**

J. Edwards provided an update regarding the “ARPA II” application, which was submitted on Friday, 6/16/2023; due to limitations in the application packet, the law enforcement ride-along position was eliminated from the application due to being an unallowable expense. Additionally, because of limitations regarding the percentage of funding that may be used for indirect costs, the application was adjusted to incorporate funding for one vehicle, not three as originally anticipated. Technology updates would be made to the Wooster, Orrville, Millersburg, and Rittman offices of The Counseling Center of Wayne and Holmes Counties. The application did not incorporate Wayne Metropolitan Housing Authority due to eligibility limitations.

S. Glick offered a motion to amend the resolution to reflect these changes; M. Miller voiced a second.

That the Acting Executive Director be authorized to submit an application for the second ARPA Crisis funds opportunity (aka “ARPA II”). The funds would be used to enhance technological infrastructure for existing Crisis services housed at The Counseling Center of Wayne and Holmes Counties (including Crisis and MRSS programs) in the Wooster, Orrville, Millersburg, and Rittman offices: upgrades to the cable and other hardware components, software enhancements, phone system update. Funds would also be requested for the purchase of one vehicle. Funding for a consultant to assist with the proposed development of an additional Class 1 residential facility would also be requested for The Counseling Center. This funding requires no match from the WHMHRB. That once the application is approved by OhioMHAS the Acting Executive Director is authorized to sign final documentation to accept the funding and contract with the sub-awardees. The Board’s role will be to monitor use of funds for the purposes outlined in the application.

**The amended Resolution passed unanimously.**

### **Resolution #6-9-23**

A keying error was noted in the language of the resolution; Wayne County FCFC requested \$926,250.00 in funding for FY2024.

S. Glick moved to accept the corrected language reflecting the requested amount. M. Brumfield offered a second.

That the Acting Executive Director be authorized to proceed to contract with the Wayne County FCFC for \$750,000.00 for FY2024 for initial funding to support out-of-home placements for Wayne County youth; Wayne County FCFC has requested \$926,250.00 in funding for FY2024.

**The amended Resolution passed unanimously.**

### **Resolution #6-10-23**

To authorize the Acting Executive Director and Board Chair to extend non-funded partner agency FY2023 contracts for up to 120 days (through 10/30/2023) as funds are made available.

**Resolution passed unanimously.**

**Resolution #6-11-23**

To amend Resolution #5-4-23 to state that a meeting is to be held with the membership to CEO Diversion, not all voting members of the Wayne County FCFC to discuss plans for budgetary adherence.

**Resolution passed unanimously.**

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FY2024 Slate of Officers:

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**Motion**

S. Glick made a motion to open nominations for the FY2024 officer positions, M. Brumfield voiced a second.

**Re passed unanimously.**

Receiving no new nominations, D. Findley made a motion to close nominations. M. Miller seconded.

**Motion passed unanimously.**

**Action required to approve FY2024 Slate of Officers**

Chairperson: J. Pyers

Vice-Chairperson/Program Committee Chair: M. Brumfield

Secretary R. Ling

Treasure/Finance Chair: M. Ogden

**Resolution #6-12-23 passed unanimously.**

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Old Business

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None

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New Business

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J. Edwards reviewed that Mark Woods, Executive Director of Anazao Community Partners, has confirmed that the \$55,976.00 in funding needed for PartnerSolutions for NextGen maintenance, administration, and hosting is an expense to the agency, not the WHMHRB, and may therefore be removed from list below.

**Action required**

That the Acting Executive Director be authorized to enter into agreements and make expenditures for the purposes and amounts indicated below:

\$3,000.00	Section 504 Compliance Fund (Interpretation Services)
\$10,000.00	Home Place Housing Corporation (Wayne Metropolitan Housing)
\$32,400.00	Detox Broker Funds
\$10,000.00	Wayne Co. FCFC Diversion Pool
\$5,000.00	Transportation Broker
\$75,048.00	Partner Solutions: WHMHRB \$43,236.00: Core Services \$14,000.00: Enrollments \$6,994.00: SmartCare Hosting and Maintenance \$10,818.00: Staffing
\$55,976.00	Partner Solutions: WHMHRB/Anazao Community Partners \$17,125.00: Maintenance \$38,851.00: Administration and Hosting
\$20,000.00	Out of County Non-Medicaid Services
\$20,000.00	Community Response Coordination
\$20,000.00	Wayne-Holmes Resiliency Network

S. Glick moved to approve these expenditures and agreements with the removal of the \$55,976.00 to Partner Solutions. R. Murphy offered a second.

**Resolution #6-13-23 passed unanimously.**

**Action required**

That the Acting Executive Director be authorized to request Regional Crisis Stabilization carryover funding if available and, if so awarded, contract with The Village Network for continued youth stabilization services at the Therapeutic Stabilization Center using these funds.

S. Glick moved to authorize, seconded by D. Finley.

**Resolution #6-14-23 passed unanimously.**

**Action required**

That the Acting Executive Director be authorized to request Regional Withdrawal Management carryover funding if available and, if so awarded, contract for FY2024 with Wooster Community



Hospital for continued services with the RAMP (Recovery Addiction Medicine Program) program.

M. Miller moved to authorize this action, seconded by R. Murphy.

**Resolution #6-15-23 passed unanimously.**

**Action required**

That the Executive Director be authorized to enter into agreements and make expenditures for the purposes and amounts below:

\$2,500.00	Fishel Downey – legal services
\$4,800.00	Pierce Legal – legal services
\$12,000.00	Data Solutions – IT support and services
\$58,800.00	Clark Schaeffer Hackett – financial consulting
\$30,000.00	Cathleen Thiemens – executive support, independent contractor
\$62,400.00	Steve Stone – consultant services, independent contractor

A motion to authorize these agreements and expenditures was made by S. Glick, seconded by M. Brumfield.

**Resolution #6-16-23 passed unanimously.**

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Staff Report

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**Board Action Requested**

J. Edwards requested for a motion to authorize application for \$175,000.00 in Hospital Access Funds and, if so awarded, to accept these funds and contract contract with The Counseling Center to their administration to support inpatient psychiatric care.

Motion made by D. Finley, seconded by R. Moore.

**Resolution #6-17-23 passed unanimously.**

J. Edwards updated the Board that Fatimah Askia, accounting professional, has been working with the WHMHRB since 6-7-2023. Ms. Askia has been staffed at the Board via the Robert Half agency. The Program Coordinator, Executive Support Specialist, and Finance Director positions will be posted on Indeed.

J. Edwards relayed that the application for ARPA Crisis Capital Funding (“ARPA I”), submitted jointly by the Boards of the Heartland Collaborative, has been accepted. The WHMHRB

requested funding to support the construction of a short-term mental health facility for adults on the Wooster campus of The Counseling Center of Wayne and Holmes Counties.

A discussion was held regarding recruiting new Board members. All Board members were encouraged to consider prospective members. There are Commissioner- and OhioMHAS-appointed seats to be filled.

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## Board Member Recognition

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FY2024 Chairperson J. Pyers presented plaques for the following Board members:

*Dennis Finley July 1, 2015 – June 30, 2023*

Plaque reads: Thank you for your years of dedication and contributions to the Mental Health and Recovery Board of Wayne and Holmes Counties. Always the team player, keeping the team together and moving forward towards our mission

*Annette S. Cary July 1, 2022- June 30, 2023*

Plaque reads: Thank you for your year of service. The positive effect you endeared on the board and the Communities of Wayne and Holmes Counties will be measured in the future. Wow, what a year!

Plaques have also been presented to the following Board members:

*Cheri Graham July 1, 2019 – June 1, 2023*

Plaque reads: Thank you for your years of dedication and contributions to the Mental Health and Recovery Board of Wayne and Holmes Counties. Thank you for a heart of loving, caring and giving that is many multiples of your body

*Robin Troyer Decades – June 30, 2023*

Plaque reads: Thank you for your years of dedication and contributions to the Mental Health and Recovery Board of Wayne and Holmes Counties. Your subtle and patient leadership of the Board is appreciated. Also thank you for your years of dedication to the Children Services Board and the Family and Children First Council

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## Adjournment

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### **Motion**

There being no further business to discuss, S. Glick made a motion to adjourn; R. Murphy seconded.

**Motion passed unanimously. Meeting adjourned at 6:51pm.**

Respectfully submitted,  
Cathleen Thiemens