

MENTAL HEALTH AND RECOVERY BOARD OF WAYNE-HOLMES COUNTIES

BOARD MEETING

July 19, 2023

Present

M. Brumfield, R. Ling, R. Moore, R. Murphy, J. Pyers, M. Ogden, G. Questel, B. Theil

Excused

B. Mykkanen, S. Glick, M. Miller

Absent

None

Staff

F. Askia, J. Edwards, C. Thiemens
Denise Casto (Clark Shaffer Hackett)

Guests

Renee Jackwood
Helen Walkerly
Jen Grim, Executive Director of NAMI Wayne & Holmes Counties

Call to Order and Acceptance of Agenda

The meeting was held at the Wayne Holmes Mental Health and Recovery Board office 1985 Eagle Pass, Wooster, Ohio. J. Pyers called the meeting to order at 5:30 p.m.

MOTION

J. Pyers requested an addition to the agenda to add Committee Assignments after Staff Updates. J. Pyers asked for a motion to approve and accept the draft agenda with this addition. M. Ogden offered the motion, seconded by M. Brumfield, that the agenda for the July 19, 2023 meeting be approved as presented with the addition requested by Pyers.

Motion passed unanimously.

Board Members Swearing In

Renee Jackwood, notary, administered the oath to swear in new Board Members Gloria Questel and Beverly Theil, appointed by the Wayne County Commissioners, as well as

Approved at the September 20, 2023 meeting of the Board.

Rhonda Ling, reappointed by OhioMHAS. B. Theil's term extends through June 30, 2027 and G. Questel's appointment will end on June 30, 2024. R. Ling's term will also expire on June 30, 2027. The three Board members were sworn in at 5:33 p.m.

WHMHRB Board member orientation Binders were distributed. These will be updated as needed.

MOTION

M. Brumfield moved to approve and accept the draft minutes from the June 21, 2023 Board meeting as presented with a second from R. Murphy.

Motion passed unanimously.

As neither the Program Committee nor the Finance Committee met in July, these Committees had no reports to provide.

Finance Reports and Current Expenditures

Denise Casto of Clark Shaffer Hackett, participating via Zoom, presented the agency dashboards through May 2023 and the WHMHRB dashboard through June 2023 with the note that additional items may be added for June in the coming weeks.

Discussion was held regarding the Board's expenses. G. Questel inquired why the salary line was exceeded in FY23; F. Askia explained this was related to the pay-out of accrued vacation, comp, and sick time to employees whose retirements were processed in FY23.

MOTION

M. Ogden moved to accept the financial reports as submitted with a second from M. Brumfield.

Motion passed unanimously.

Discussion was held regarding the need to make payment on employee health insurance premiums, which had not been paid since February 2023. F. Askia explained that invoices for March 2023, April 2023, and June 2023 were outstanding; payment for May 2023 was waived as this was the Board's 'premium holiday' month. F. Askia also explained that she had been in communication with the health plan and a credit will be issued to the Board for premiums paid on staff who resigned prior to June 1, 2023 but for whom an invoice had been issued in June.

RESOLUTION # 7-1-24

M. Ogden moved that, for the FY2023 budget, the blanket purchase order line item be reduced by \$17,493.41 and the benefits line item increased by \$17,493.41 in order to make payment on

Approved at the September 20, 2023 meeting of the Board.

the outstanding March-June 2023 employer share for employee health insurance plan premiums. R. Ling voiced a second.

Resolution passed unanimously.

Old Business

Wayne County FCFC youth out-of-home placement funding for FY23

Discussion was held regarding the WHMHRB's funding for youth out-of-home placements via participation in the Wayne County FCFC Diversion process. B. Theil stated that the FCFC has not been able to apply for MSY (Multi-System Youth) dollars, which increased the expense to local partners. B. Theil voiced concern that the WHMHRB's had logged transactions inaccurately. B. Theil stated that the WHMHRB had not provided the FCFC Executive Director with financial statements.

D. Casto explained that reconciliation for FY23 was still underway and that she has been in contact with the FCFC Executive Director regarding this. D. Casto provided an overview of the different ways in which these records are maintained and reviewed: the audit is completed on a cash basis while the State operates on an accrual basis.

D. Casto then presented via Zoom screenshare the MSY data for SFY23 (Source: Ohio FCFC, <https://fcf.ohio.gov/static/MSY%20TA%20&%20Funding%20Applications/6.30.2023%20MSY%20Activity%20Stats%20.pdf>) which reported that in SFY2022 Holmes FCFC received \$35,392.00 of MSY funding and \$99,024.00 in SFY2023. This chart reported Wayne County MSY funding for the following amounts and periods: SFY20: \$153,874.32; SFY21 275,995.97; SFY22: 266,241.10; SFY23: \$459,758.00.

J. Pyers reported that he and B. Theil had attended the July 13, 2023 meeting of Wayne FCFC CEO Diversion and that the group had collectively suggested that a resolution be collected from stakeholders and delivered to Columbus to convey issues and concerns related to the implementation of OhioRISE.

B. Theil spoke regarding the challenges related to placements, workforce at residential facilities, and the acuity of need being seen.

M. Ogden discussed the percentage of levy funds being requested and reported for youth out-of-home placements.

B. Theil shared her history as the operator of group homes. J. Pyers requested the chair of the Program Committee develop a motion to direct how to proceed regarding funding for Wayne and Holmes County Mental Health & Recovery Board.

B. Theil requested a status update regarding plan to coordinate delivery of Wayne County FCFC records currently held in off-site storage. Edwards discussed that there has been an ongoing issue of a leak in the room currently used for records storage; the landlord has been contacted several times regarding this. Due to the leak, records maintained onsite have been moved to another secure area within the building; Edwards has requested a lock be placed on an unoccupied office space so that all onsite records may be relocated to this area. While furniture is being moved from this office and the lock is being installed, there is limited secured space for additional records to be stored. B. Theil asked why the records would be delivered

to the WHMHRB office; Edwards reported the language of the current records retention policy which requires paper copies be maintained by the Board.

Consultants

J. Edwards discussed that due to the recent staffing transitions experienced by the Board, including the resignations without notice of the Executive Support Specialist and Finance Director on May 23, 2023, additional support has been needed from the Executive Director consultant, Steve Stone. She requested authorization to increase the allowable hours of consultation from Mr. Stone per month from fifteen (15) to twenty (20) and that, if so approved, this be made retroactive to May 2023.

Resolution #7-2-24

M. Ogden moved that the Acting Executive Director be permitted to increase the consultant agreement with Steve Stone to a maximum of twenty hours per month and that this may be retroactively applied to May 1, 2023. R. Ling voiced a second.

Resolution passed unanimously.

Early Childhood Mental Health: The Whole Child Matters Mental Health Initiative

J. Edwards discussed that this funding had historically been routed to both Catholic Charities and The Counseling Center of Wayne and Holmes Counties to support an Early Childhood Mental Health (ECMH) Consultant position at each agency. The Counseling Center's ECMH Consultant resigned several years ago and the position has remained vacant. J. Edwards explained that a meeting was held between the WHMHR, the Executive Director of Catholic Charities, and the Executive Director of The Counseling Center; Catholic Charities reported having a candidate to fill the second ECMH Consultant position if The Counseling Center would agreeable to routing all of the funding to Catholic Charities. The Executive Director of The Counseling Center was agreeable to this. J. Edwards explained that Catholic Charities had applied for \$70,000 in ECMH funding and this was what had been approved by the Board for contracting purposes; action by the Board to approve an increase in ECMH funding to Catholic Charities to the full \$115,445.00 was requested.

Resolution # 7-3-24

M. Ogden moved that the Acting Executive Director be authorized to contract with Catholic Charities for \$115,445.00, the full amount of Early Childhood Mental Health Consultant funding awarded to the WHMHRB for FY2024. Previously approved Resolution #6-7-23 had identified a contract amount of \$70,000.00. G. Questel voiced a second.

Resolution passed unanimously.

Specialty Docket Pass-Through Funds

J. Edwards relayed to the Board that notification had been received from OhioMHAS that \$70,000.00 in specialty docket pass-through funding has been announced but not yet received. \$35,000.00 will be directed to Family Drug Court (Judge Wiles) and \$35,000.00 will go to Drug Court (Judge Spitler).

Resolution # 7-4-24

M. Brumfield moved that the Acting Executive Director may enter into a Memorandum of Understanding with the Wayne County Juvenile Court for the direction of pass-through funding in the amount of \$35,000.00 for Specialized Dockets Subsidy Project Funding for the provision of services and/or activities. B. Theil voiced a second.

Resolution passed unanimously.

Resolution # 7-5-24

Brumfield moved that the Acting Executive Director may enter into a Memorandum of Understanding with the Wayne County Common Pleas Court for the direction of pass-through funding in the amount of \$35,000.00 for specialized Dockets Subsidy Project Funding for the provision of services and/or activities. R. Murphy seconded the motion

Resolution passed unanimously.

New Business

Overdose Awareness Day

J. Edwards shared that in July 2022 funding to support Overdose Awareness Day (August 31) activities had been announced. She requested Board authorization to apply for and accept these funds if made available again this year to support the implementation of Overdose Awareness Day activities. J. Edwards reviewed that in 2022 these funds had specific allowable uses, including the purchase and distribution of hygiene kits; the WHMHRB partnered with the College of Wooster and OSU to distribute hygiene kits to students. The kits included information regarding how to access naloxone. Additionally the WHMHRB worked with the Wayne County Health Department's Project DAWN program to distribute hygiene kits and naloxone at events at Trinity UCC in Wooster and the Salvation Army.

Resolution # 7-6-24

R. Ling moved that the Acting Executive Director be authorized to apply for and/or accept funding to support activities and events recognizing Overdose Awareness Day, should such funds become available. B Theil seconded.

Resolution passed unanimously.

Week of Appreciation 2023

J. Edwards reviewed that the Week of Appreciation for first responders and others responding to the opioid crisis has been recognized in September since the pandemic. Funding has been made available through OACBHA in the past. J. Edwards shared that in addition to providing an occasion to express gratitude to those in first responder roles, it also affords the opportunity for Board staff to visit agency offices and other partners throughout the two counties.

Resolution # 7-7-24

B. Theil moved that the Acting Executive Director be authorized to apply for and/or accept funding to support activities and events recognizing Week of Appreciation, should such funds become available. R. Ling voiced a second.

Resolution passed unanimously.

Staff Report

J. Edwards provided several staffing updates:

- An offer has been extended and accepted for the Program Coordinator position working with children, families, and prevention. This applicant is obligated to work out a 60-day notice at her current place of employment; however, as her caseload decreases, she may be available to work at the Board on a contract basis until she is available to begin full-time employment. The new Program Coordinator is slated to begin full-time employment at the WHMHRB on Monday, September 11, 2023.
- Jessica Orr, previous Program Coordinator who has been working as a contractor at the WHMHRB this summer, will be ending her time at the office next week. She has offered to make herself available to the new Program Coordinator to assure a smooth transition.
- Applications for the Finance Director position have been reviewed and one interview conducted. References are being checked for this Finance Director candidate, who is currently employed on a contract basis. Edwards discussed that the temp agency who staffed this position will require a contract buy-out of approximately \$12,500.00 if the candidate is hired
- Interviews, both initial and follow-up, for the Executive Support Specialist have been scheduled for the last two weeks of July.

A sign-up sheet to help with the Holmes County Fair was distributed, with R. Ling and J. Pyers agreeing to table the Fair booth on Saturday, August 12, 2023. J. Edwards will set up the booth on either Friday, August 4, 2023 or Saturday, August 5, 2023, depending on scheduling and availability. J. Pyers also offered assistance with disassembling the booth at the termination of the fair.

Committee Assignments

J. Pyers announced the FY2024 WHMHRB Committee assignments:

Program Committee:

M. Brumfield, Committee Chair

R. Moore

R. Murphy

G. Questel

B. Theil

Finance Committee

M. Ogden, Committee Chair

S. Glick

R. Ling

M. Miller

B. Mykkanen

Adjournment

Motion

There being no further business to discuss, R. Ling made a motion to adjourn; M. Ogden seconded.

Motion passed unanimously. Meeting adjourned at 7:34pm.

Respectfully submitted,

Cathleen Thiemens