

MENTAL HEALTH AND RECOVERY BOARD OF WAYNE-HOLMES COUNTIES

BOARD MEETING

January 17, 2023

Present

Brumfield, Finley, Glick, Ling, Messner, Moore, Murphy, Mykkanen, Pyers

Excused

Cary, Graham, Ogden, Miller, Troyer

Absent

None

Staff

J. Edwards, C. Rowland, M. Solsman, H. Brizzi

Guests

Mark Woods (via Zoom), Martin Frantz

Call to Order and Acceptance of Agenda

The meeting was held at the Mental Health and Recovery Board's office located at 1985 Eagle Pass, Wooster, OH 44691. Jim Pyers called the meeting to order at 5:30 p.m.

Pyers welcomed everyone.

Quorum was established.

Pyers asked for a motion to approve and accept the agenda for the meeting. Glick made the motion, seconded by Mykkanen, that the agenda for the January 19, 2023 meeting be approved as presented.

Motion passed unanimously.

Swearing-in of New Board Member

Recently appointed by the Wayne County Commissioners, new Board Member Ryan Murphy introduced himself. Martin Frantz administered the Oath to Murphy at 5:32 p.m.

Current Expenditures

Rowland explained that current printouts are from the Wayne County Auditor's office. New Quickbooks accounts are being added for future expenditure statements.

That the Financial Statements for the Mental Health and Recovery Board of Wayne-Holmes Counties as of November 30, 2022 be accepted as presented.

Motion passed unanimously.

Board Minutes and Personnel Committee Minutes

Draft minutes from the November 17, 2022 Board meeting were distributed. Glick offered a motion to accept these minutes as presented. Brumfield offered a second. Motion passed unanimously.

Draft January minutes of the Personnel Committee were provided. A majority of the Personnel Committee was not present to accept the draft minutes of the January 3, 2023 Personnel Committee.

Resolution #1-1-23

That the position currently held by Carrie Rowland, currently identified and approved as “Business Manager,” be converted to “Finance Director”. That the approved job description for Finance Director be accepted and applied to Ms. Rowland’s employment to more fully reflect current duties and responsibilities.

The resolution passed unanimously.

Committee Reports

Program Committee –Draft January minutes of the Program Committee were provided.

Ling moved that that the Draft Program Committee minutes of the January 05, 2023, Program Committee meeting be approved as presented. Brumfield offered a second. Motion passed unanimously.

Motion passed unanimously.

Resolution #1-2-23

That the Acting Executive Director be authorized to submit an application for SOR 2.2 NCE funding up to \$345,488.22 and that she accept this funding if so awarded. This application will incorporate additional programming to be implemented by Catholic Charities and OneEighty.

Resolution passed unanimously.

Finance Committee –Draft January minutes of the Finance Committee were provided.

Brumfield made a motion to approve the draft minutes of the January 12, 2023 Finance Committee as submitted; Glick offered a second. Motion passed unanimously.

Resolution #1-3-23: FY23 Budget Revision

Authorization to revise the FY23 budget to reflect the additional funds received for FY23 to include:

- **Carryover funding from FY2022 to FY2023 in the amount of \$537,029.14**
- **Additional funding received for FY2023: State Funding in the amount of \$623,383.00**
- **Additional funding received for FY2023: Federal Funding in the amount of \$901,774.46**
- **Contracts funded for FY2023 in the amount of \$834,164.66**

Resolution brought forth out of Finance Committee; passed unanimously.

Resolution #1-4-23: FY24 Preliminary Budget (MHR and FCFC)

That the County FY24 preliminary budget dated 01/09/2023 with overall revenue of \$8,259,100.00 and expenses of \$8,534,500 be accepted. That it be recognized that this budget projects a deficit of (\$275,400) to be covered by Board reserves. That it be recognized that this budget reflects a composite of two separate funds: (a) an operating fund and (b) the Wayne County Family Council account for which the Board is the Administrative Agent. That the County FY24 preliminary budget dated 01/09/2023 with overall revenue of \$1,307,427.00 and expenses of \$1,300,897.00 for the Wayne County Family Council be accepted. That it be recognized that this budget projects a surplus budget of \$6,530.00.

Resolution brought forth out of Finance Committee; passed unanimously.

Resolution #1-5-23: Advance on Services

That the WHMHRB will accept from funded partner agencies impacted by increased overhead expenses secondary to inflation and decreased revenue related to workforce challenges requests for advances on services. That the WHMHRB will review these requests and, as able, approve the use of local levy funds (non-federal, non-state funds) to provide the advances and that the funded partner agencies receiving these funds will resolve the advance prior to the end of FY2023 (06/30/2023).

Resolution brought forth out of Finance Committee; passed unanimously.

New Business

Resolution #1-6-23: Brumfield moved, with a second from Glick:

That the job title and description for the Executive Assistant be changed to Executive Support Specialist with an approved salary range of \$40,000-\$60,000 per year as approved in Personnel Committee on 1/3/2023 with the addition of "other duties as assigned".

Passed unanimously.

Resolution #1-7-23: Ling offered a motion, seconded by Glick:

That the Acting Executive Director be authorized to post, interview, and hire for the position of Program Coordinator as described in the Program Coordinator Position Description provided with a salary range of \$45,000-\$75,000 per year.

Passed unanimously.

Resolution #1-8-23: Glick moved, with a second from Mykkanen:

That the Board approve the Legal Notice for County Budget Hearing on February 14, 2023.

Passed unanimously.

Resolution #1-9-23: Brumfield offered a motion, which was then seconded by Glick:

That the Mental Health and Recovery Board of Wayne and Holmes County not continue as the Administrative Agent for the Wayne County Family and Children First Council in FY2024 with the current contract ending on June 30, 2023.

Motion passed unanimously.

Resolution #1-10-23: Pyers moved, with a second from Glick:

That funded partner agency, having been impacted by increased overhead expenses secondary to inflation and decreased revenue related to workforce challenges, be approved for its request of an advance of up to \$250,000.00 in levy funding provided these funds are still available within the FY23 contract with the WHMHRB.

Motion passed unanimously.

Staff Reports

Edwards shared a letter of recognition from Scott Rotolo, Assistant Chief of Wooster Police Department, commending employees from OneEighty for their work within the criminal justice system. Brizzi introduced self to Board and shared about her work experience. Solsman provided update on Community Assessment and Plan Smart Goals.

Executive Session

Messner made the motion seconded by Mykkanen that the Board adjourn to Executive Session to discuss personnel issues. A roll call note was taken by C. Rowland:

Brumfield-Yes; Finley- Yes, Glick- Yes, Ling- Yes, Messner- Yes, Moore- Yes, Murphy-Yes, Mykkanen- Yes, Pyers-Yes

Motion passed unanimously

Brumfield made the motion seconded by Glick that the Board come out of Executive Session at 7:04 p.m. A roll call vote was taken by C. Rowland:

Brumfield-Yes; Finley- Yes, Glick- Yes, Ling- Yes, Messner- Yes, Moore- Yes, Murphy-Yes, Mykkanen- Yes, Pyers-Yes

Motion passed unanimously.

Next Meeting

There being no further business, Glick made the motion to adjourn; seconded by Brumfield. The meeting adjourned at 7:09 p.m.

The next Board meeting is scheduled for February 16, 2023.