

MENTAL HEALTH AND RECOVERY BOARD OF WAYNE-HOLMES COUNTIES

BOARD MEETING

May 17, 2023

Present

M. Brumfield, S. Glick, C. Graham, M. Miller, R. Moore, R. Murphy, B. Mykkanen, M. Ogden, J. Pyers, R. Troyer, A. Cary

Excused

Finley, Ling

Absent

None

Staff

J. Edwards, H. Brizzi, C. Rowland

Guests

Sheryl Villegas - Catholic Charities

John Fishburn - OneEighty

Bobbi Douglas - OneEighty

Call to Order and Acceptance of Agenda

The meeting was held at OneEighty (104 Spink Street, Wooster, Ohio). The Chairperson, A. Cary called the meeting to order at 5:35 p.m. and welcomed everyone.

A. Cary requested a motion to approve and accept the agenda for the May 17, 2023 as submitted. M. Brumfield made the motion, seconded by S. Glick, that the agenda be accepted as presented. Motion passed unanimously.

A. Cary requested for a motion to approve and accept the minutes from the April 19, 2023 Board meeting as presented. Motion made by R. Troyer, seconded by C. Graham; motion passed unanimously.

Featured Presentation

Bobbi Douglas, Executive Director of OneEighty, presented about services and programs provided by the agency.

Program Committee Reports

Approved: 6/21/23 meeting of the full Board

J. Pyers moved to approve and accept the minutes from the May 3, 2023 Program Committee meeting as presented with a second from B. Mykkanen. Motion passed unanimously.

Resolution #5-1-23

That the Acting Executive Director, in collaboration with The Counseling Center of Wayne and Holmes Counties, be authorized to submit to the Heartland Collaborative for regional support, then if regional support is so received, to OhioMHAS as application for ARPA Crisis Infrastructure funding, a proposal to construct a short-term residential facility for adults; that the Acting Executive Director, should funding be awarded, may accept this funding and engage The Counseling Center of Wayne and Holmes Counties to further develop this capital project and its construction. Operational expenses are not an eligible expense for this funding. The WHMHRB is not committed to provide capital match funds with this application.

Resolution passed unanimously.

Finance Committee Reports and Current Expenditures

R. Murphy moved to accept the draft minutes from the May 10, 2023 Finance Committee meeting; second was offered by M. Brumfield. Motion passed unanimously.

M. Ogden moved to accept current expenditures through April 30, 2023, seconded by M. Brumfield. Motion passed unanimously.

Resolution #5-2-23

That the Acting Executive Director be authorized to contract with OneEighty for SOR 2.0 NCE grant that was approved April 18 2023

Resolution passed unanimously.

Resolution #5-3-23

That the Acting Executive Director be authorized to approve up to \$7,000.00 for the AOT program

J. Pyers motioned this be tabled until September 2023; second from M. Brumfield. The Board voted unanimously to table this resolution.

Resolution #5-4-23

The Acting Executive Director approve payment of currently received expenses/invoices for out-of-home placements (which increases the FY2023 approved amount from \$900,000.00 to \$963,629.35) Additionally, no more invoices will be paid until a meeting with all representatives with voting rights from the FCFC are in attendance to discuss the needs moving forward.

J. Pyers offered an amendment that the Acting Executive Director issue to the Wayne County FCFC a 30-day notice requesting repayment of \$223,000.00 advanced by the Board. Amendment was seconded by B. Mykkanen; motion passed unanimously.

Resolution passed unanimously.

Resolution #5-5-23

The Finance Director be authorized to submit a budget revision for a supplemental appropriation to the County Auditor for expense account (852.6500.05.5430.000.000) for contracts in the amount of \$600,000 for the remainder of FY2023

Resolution passed unanimously.

Approved: 6/21/23 meeting of the full Board

Executive Committee Reports

Review and Approval of Minutes from the April 26, 2023 Executive Committee Meeting.

J. Pyers offered a motion to accept the draft minutes from the April 26, 2023 meeting of the Executive Committee as submitted; second from B. Mykkanen. Motion passed unanimously.

J. Pyers offered a motion to approve the revised table of organization as submitted; second offered by B. Mykkanen. Motion passed unanimously.

The draft position description and job posting for the vacant Executive Director position was provided for review. The posting was amended to reflect an application deadline of 4:30pm on June 2, 2023. B. Mykkanen moved to approve the job description and amended job posting; second offered by S. Glick. Motion passed unanimously.

Personnel Committee Reports

Review and Approval of Minutes from May 3, 2023 Personnel Committee Meeting: Committee Report

Draft minutes of the May 3, 2023 Personnel Committee meeting were reviewed. M. Brumfield moved to approve the minutes with a correction that they were submitted by A. Cary, not J. Edwards. B. Mykkanen offered a second; motion passed unanimously.

Review of proposed slate of officers for FY24 as brought forth by the committee

Chairperson: J. Pyers

Vice-Chairperson/Program Committee Chair: M. Brumfield

Secretary R. Ling

Treasure/Finance Chair: M. Ogden Finance

Old Business

No Report

New Business

Edwards reviewed that Steve Stone, consultant, had recommended several procedural updates related to operations. Among these were:

- a. To develop a procedure to operationalize a purchase order protocol to review and require prior approval for expenses (office supplies, furnishings, etc. as well as individual staff expenses for which reimbursement will be requested)
- b. To develop a protocol for requesting and receiving prior approval for scheduled use of compensatory, vacation, and/or sick time.
- c. To develop a procedure for staff to request and receive prior approval before attending scheduled meetings, trainings, conferences, or professional development during scheduled work hours which will be reported on their timesheet, to include both meetings held virtually and those for which travel reimbursement will be requested.

Board discussion yielded the determination that no Board approval is needed for these actions; per bylaws, Acting Executive Director has the authority to implement these procedures.

Approved: 6/21/23 meeting of the full Board

Edwards discussed the suggestion that performance review completion be postponed. Board discussion yielded a unanimous determination to table this until the June 2023 Board meeting.

Edwards discussed the request that the Wayne County Family and Children First Council complete an application for funding for youth out-of-home placements for FY24. Discussion identified that the Wayne County FCFC could complete an amended version of the FY24 agency application with a due date of June 7, 2023.

Resolution #5-6-23

That the Board directs the Acting Executive Director to request the completion of the amended agency FY24 application by the Wayne County Family and Children First Council with a due date of June 7, 2023. Motion made by S. Glick; second from M. Ogden. Resolution passed unanimously.

Edwards reviewed the applications submitted by the five funded partner agencies (Anazao Community Partners, Catholic Charities, OneEighty, NAMI, and The Counseling Center of Wayne and Holmes Counties) with the notation that no programs provided in FY23 would be discontinued in FY24 and The Counseling Center intends to initiate a day treatment program in FY24.

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:

\$814,937.44 – Anazao Community Partners

\$3,343,784.12 The Counseling Center of Wayne and Holmes Counties

\$368,974.24 Catholic Charities

\$132,628.16 NAMI

\$\$883,722.56 OneEighty

and for the board Chair and Acting Executive Director to engage in contracts with the aforementioned agencies upon contract development by legal counsel. Motion made by M. Miller; second was provided by C. Graham. Passed unanimously.

Public Comment

None

Next Meeting

There being no further business, S. Glick made the motion to adjourn, which was seconded by M. Ogden. The meeting adjourned at 7:00 p.m.

The next Board meeting is scheduled for June 21, 2023 at 5:30 pm at the Holmes Center for the Arts, 5200 OH-39, Millersburg Ohio. Featured presentation: Tiffanie Kestner, CEO of The Counseling Center of Wayne and Holmes Counties.

Respectfully submitted by Joanna Edwards

Approved: 6/21/23 meeting of the full Board