

FINANCE MEETING AGENDA



Location: 1985 Eagle Pass Dr. Wooster, OH 44691
Date: August 13th, 2025
Time: 5:30pm
Facilitator: Matt Ogden - Chair

Committee Members: M. Brumfield, R. Estill, R. Ling, M. Moore, R. Troyer

Staff: Executive Director N. Williams, Finance Director D. Miller, Virtual Acct. Advisor D. Casto

Guests: Attorney D. Drushal

AGENDA ITEMS

MHRB Finance Chair M. Ogden **Welcome and Acceptance of Agenda/Executive Session**

Page(s) 1-4

Attorney D. Drushal – Executive Session

Section 121.22 | Public meetings - exceptions.

(G) Except as provided in divisions (G)(8) and (J) of this section, the members of a public body may hold an executive session only after a majority of a quorum of the public body determines, by a roll call vote, to hold an executive session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

See Separate Attachment

(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;

MOTION:

SECOND:

ROLL CALL:

M. Brumfield _____
R. Estill _____
R. Ling _____
M. Moore _____
R. Troyer _____
S. Rotolo _____
R. Murphy _____
D. Finley _____
D. Robinson _____
M. Ogden _____
K. Sifferlin _____
A. Keating _____
S. Glick _____

TIME: _____
Motion to come out of executive Session:
MOTION:
SECOND:
TIME:
Action taken (if any):

Virtual Acct. Advisor D. Casto **Agency Dashboards**
Action Required: Motion to accept the agency dashboards for June as submitted.

MOTION:
SECOND:
VOTE

Page(s) 5-8

Virtual Acct. Advisor D. Casto **Financial Statements**
Action Required: Motion to accept the Board financial statements, expenditures and Benden Statement of Activities for July 2025 as submitted.

MOTION:
SECOND:
VOTE

Page(s) 9-18

Personnel Committee Minutes
Approval of the Personnel Minutes from July 28th, 2025.
MOTION:
SECOND:
VOTE:

Page(s) 19-22

NEW BUSINESS
Ex. Director
N. Williams / Staff

RESOLUTIONS

Page(s) 23-27

RESOLUTION FY26-07

Page(s) 23
and 28-31

COLEMAN GUARDIANSHIP SERVICES:

MOTION:
SECOND:
VOTE:

RESOLUTION FY26-08

Page(s) 24 and
32-33

**VIOLA STARTZMAN FUNDING –
TELEHEALTH / EVALUATIONS:**

MOTION:

SECOND:

VOTE:

RESOLUTION FY26-09

Page(s) 25
and 34-48

**MHRB JOB DESCRIPTIONS/TABLE OF
ORGANIZATION:** (Passed at Personnel 7/28/25)

MOTION:

SECOND:

VOTE:

RESOLUTION FY26-10

Page(s) 26

**MONTHLY AUTOMOBILE ALLOWANCE – EXECUTIVE
DIRECTOR:** (Passed at Personnel 7/28/25)

MOTION:

SECOND:

VOTE:

RESOLUTION FY26-11

Page(s) 27

**RESOLUTION GRANTING THE EXECUTIVE
DIRECTOR PERMISSION TO ACCEPT FUNDING AND
ENTER INTO A CONTRACT WITH ONE EIGHTY FOR
WOMEN'S TREATMENT AND RECOVERY**

MOTION:

SECOND:

VOTE:

OLD BUSINESS

Ex. Director
N. Williams / Staff

ANNUAL DINNER REMINDER

Page(s) 49-50

Just a reminder our Annual Dinner will be held at the Carlisle Inn in Walnut Creek in place of our September 24th Board Meeting. Please let Dorrie know if you are able to attend.

MOTION FOR ADJOURNMENT

MOTION:

SECOND:

VOTE:

TIME:

Upcoming Meetings and Events:

Full Board Meeting: August 27th – 5:30pm - 1985 Eagle Pass

Finance Meeting: September 17th – 5:30pm – 1985 Eagle Pass

Annual Dinner: September 24th - 5:00pm Carlisle Inn, Walnut Creek

Anazao Community Partners - June 2025

Summarized Balance Sheet	Current Month	Year to Date	Previous Year to Date	Previous Year (6/30/24) Unaudited
Cash		\$ 1,684,957	\$ 1,897,669	\$ 1,897,669
Accounts Receivable		\$ 231,413	\$ 242,999	\$ 242,999
Current Assets		\$ 1,072,380	\$ 1,088,273	\$ 1,088,273
Other Assets		\$ 553,507	\$ 317,355	\$ 508,663
Total Assets		\$ 3,542,256	\$ 3,546,296	\$ 3,737,605
Current Liabilities		\$ 44,835	\$ 69,387	\$ 69,387
Long Term Liabilities		\$ -	\$ -	\$ -
Net Assets		\$ 3,497,421	\$ 3,668,218	\$ 3,668,218
Total Equity & Liabilities		\$ 3,542,256	\$ 3,737,605	\$ 3,737,605

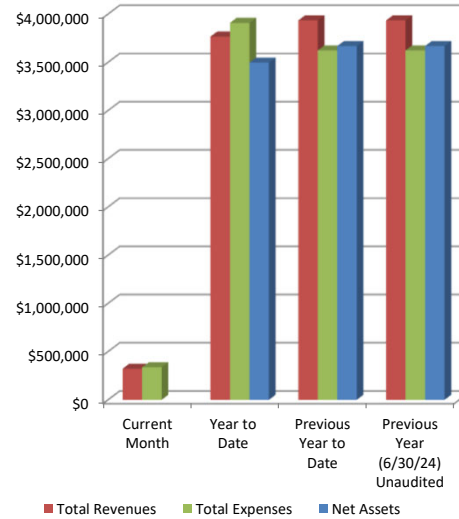
Summarized Profit and Loss				
Total Revenues	\$ 323,099	\$ 3,766,675	\$ 3,934,169	\$ 3,934,169
Salaries and related Benefits	\$ 295,667	\$ 3,336,502	\$ 2,921,454	\$ 2,921,454
Non Payroll Expenses	\$ 42,230	\$ 572,456	\$ 701,678	\$ 701,678
Total Expenses	\$ 337,897	\$ 3,908,958	\$ 3,623,132	\$ 3,623,132
Net Income/Loss	\$ (14,797)	\$ (142,283)	\$ 311,037	\$ 311,038

Provider Financial Statement Comments:

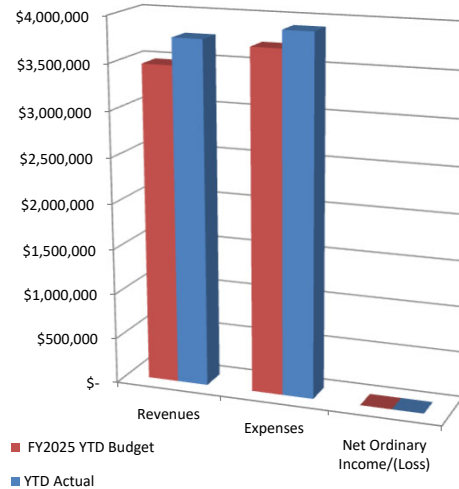
Budget vs Actual	FY2025 YTD Budget	YTD Actual	%	Remaining Budget
Revenues	\$ 3,474,697	\$ 3,766,675	108.4%	\$ (291,978)
Expenses	\$ 3,718,218	\$ 3,908,958	105.1%	\$ (190,740)
Net Ordinary Income/(Loss)	\$ (243,521)	\$ (142,283)		\$ (101,238)
Salaries and related Benefits	\$ 3,015,094	\$ 3,336,502	110.7%	\$ (321,408)

Providers Items to Review				
	0-30	31-60	61-90	90 ->
Accounts Receivable	\$ 160,489.61	\$ 15,321.00	\$ 532.16	\$ 55,069.80
Accounts Payable	\$ 14,976.38	\$ (940.00)	\$ -	\$ (0.03)

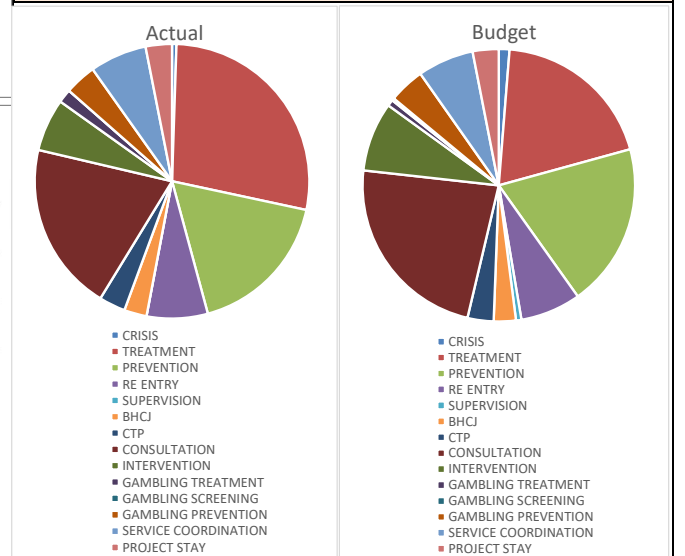
Statement of Activity



YTD Revenues - Budget to Actual



Board Funding Through June 2025	Actual	Budget	Variance
CRISIS	\$ 4,930.00	\$ 12,400.00	39.8%
TREATMENT	\$ 270,050.17	\$ 189,994.00	142.1%
PREVENTION	\$ 168,773.64	\$ 189,072.00	89.3%
RE ENTRY	\$ 70,000.00	\$ 70,000.00	100.0%
SUPERVISION	\$ -	\$ 6,500.00	0.0%
BHCJ	\$ 25,464.00	\$ 25,464.00	100.0%
CTP	\$ 30,000.00	\$ 30,000.00	100.0%
CONSULTATION	\$ 193,280.27	\$ 224,836.44	86.0%
INTERVENTION	\$ 60,000.00	\$ 80,000.00	75.0%
GAMBLING TREATMENT	\$ 15,810.88	\$ 7,414.00	213.3%
GAMBLING SCREENING	\$ -	\$ 2,949.00	0.0%
GAMBLING PREVENTION	\$ 36,004.03	\$ 41,452.00	86.9%
SERVICE COORDINATION	\$ 65,000.00	\$ 65,000.00	100.0%
PROJECT STAY	\$ 30,000.00	\$ 30,000.00	100.0%
Total	\$ 969,312.99	\$ 975,081.44	99.4%
Previous Year to Date	\$ 964,555.44	\$ 995,081.44	96.9%
Board Funding Comments:			



Items to Note

Catholic Charities - June 2025

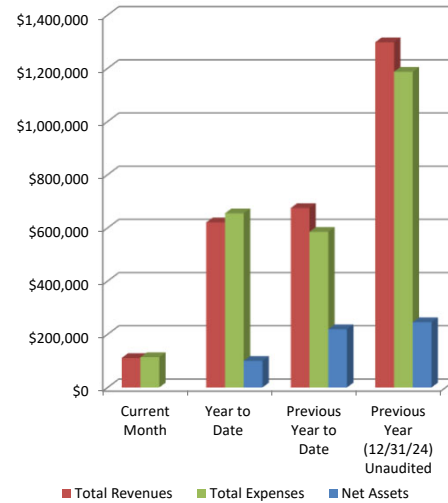
Summarized Balance Sheet	Current Month	Year to Date	Previous Year to Date	Previous Year (12/31/24) Unaudited
Cash		\$ -	\$ -	\$ -
Accounts Receivable		\$ 270,376	\$ 307,722	\$ 388,802
Government Receivable				
Other Assets		\$ (169,302)	\$ (88,792)	\$ (137,618)
Total Assets		\$ 101,074	\$ 218,930	\$ 251,184
Current Liabilities		\$ 1,401	\$ -	\$ 6,126
Long Term Liabilities		\$ -	\$ -	\$ -
Net Assets		\$ 99,673	\$ 218,930	\$ 245,058
Total Equity & Liabilities		\$ 101,074	\$ 218,930	\$ 251,184
Summarized Profit and Loss				
Total Revenues	\$ 110,842	\$ 620,343	\$ 674,297	\$ 1,297,606
Salaries and related Benefits	\$ 99,369	\$ 592,822	\$ 529,722	\$ 1,075,641
Non Payroll Expenses	\$ 14,143	\$ 61,778	\$ 55,322	\$ 110,838
Total Expenses	\$ 113,512	\$ 654,600	\$ 585,044	\$ 1,186,479
Net Income/Loss	\$ (2,670)	\$ (34,258)	\$ 89,253	\$ 111,127
Ratios				
Current Ratio (Goal 1-2)				
Revenue to Expense Ratio (>1)	0.98	0.95	1.15	1.09
Liabilities to Assets (<1)		0.01	0.00	0.02
% of Expenses to Salaries+Fringe	88%	91%	91%	91%

Provider Financial Statement Comments:

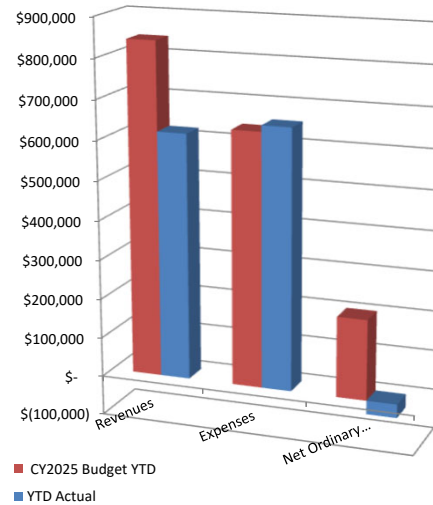
Budget vs Actual	CY2025 Budget YTD	YTD Actual	%	Variance
Revenues	\$ 841,448	\$ 620,343	73.7%	\$ 221,105
Expenses	\$ 638,698	\$ 654,600	102.5%	\$ (15,902)
Net Ordinary Income/(Loss)	\$ 202,750	\$ (34,257)		\$ 237,007
Salaries and related Benefits	\$ 577,052	\$ 592,822	102.7%	\$ (15,770)

Providers Items to Review				
Provider Medicaid Income				
	0-30	31-60	61-90	90 ->
Accounts Receivable				
Accounts Payable				

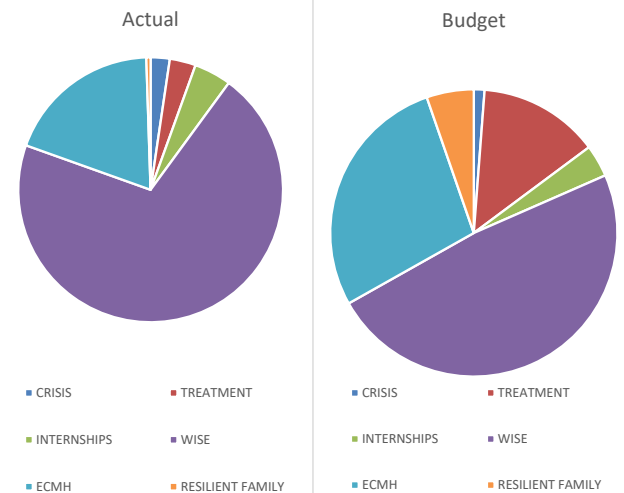
Statement of Activity



YTD Revenues - Budget to Actual



Board Funding Through June 2025	Actual	Budget	Variance
CRISIS	\$ 7,290.93	\$ 5,000.00	145.8%
TREATMENT	\$ 9,969.64	\$ 56,397.00	17.7%
INTERNSHIPS	\$ 14,262.31	\$ 15,000.00	95.1%
WISE	\$ 220,689.21	\$ 200,577.24	110.0%
ECMH	\$ 59,602.17	\$ 115,445.00	51.6%
RESILIENT FAMILY	\$ 1,678.06	\$ 22,000.00	7.6%
Total	\$ 313,492.32	\$ 414,419.24	75.6%
Previous Year to Date	\$ 266,261.22	\$ 414,419.24	64.2%
Board Funding Comments:			



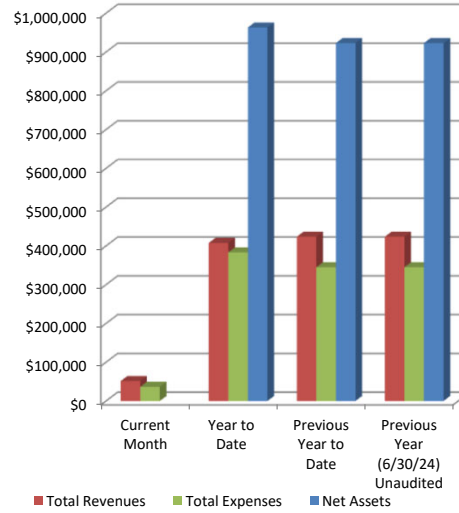
Items to Note

Entity on calendar year.

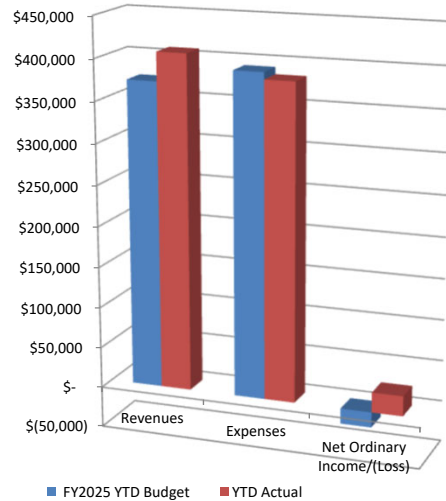
NAMI - June 2025

Summarized Balance Sheet	Current Month	Year to Date	Previous Year to Date	Previous Year (6/30/24) Unaudited
Cash		\$ 413,249	\$ 394,971	\$ 394,971
Accounts Receivable		\$ 4,586	\$ 17,307	\$ 17,307
Current Assets		\$ 350,781	\$ 308,296	\$ 308,296
Other Assets		\$ 201,657	\$ 213,782	\$ 213,782
Total Assets		\$ 970,273	\$ 934,356	\$ 934,356
Current Liabilities		\$ 7,063	\$ 11,297	\$ 11,297
Long Term Liabilities		\$ -	\$ -	\$ -
Net Assets		\$ 963,209	\$ 923,059	\$ 923,059
Total Equity & Liabilities		\$ 970,273	\$ 934,356	\$ 934,356
Summarized Profit and Loss				
Total Revenues	\$ 51,449	\$ 407,658	\$ 423,587	\$ 423,587
Salaries and related Benefits	\$ 28,334	\$ 240,712	\$ 203,117	\$ 203,117
Non Payroll Expenses	\$ 8,149	\$ 142,444	\$ 141,692	\$ 141,692
Total Expenses	\$ 36,484	\$ 383,156	\$ 344,809	\$ 344,809
Net Income/Loss	\$ 14,965	\$ 24,502	\$ 78,778	\$ 78,778
Ratios				
Current Ratio (Goal 1-2)		108.82	63.78	63.78
Revenue to Expense Ratio (>1)	1.41	1.06	1.23	1.23
Liabilities to Assets (<1)		0.01	0.01	0.01
% of Expenses to Salaries+Fringe	78%	63%	59%	59%
Provider Financial Statement Comments:				
Budget vs Actual	FY2025 YTD Budget	YTD Actual	%	Variance
Revenues	\$ 372,915	\$ 407,658	109.3%	\$ 34,743
Expenses	\$ 391,573	\$ 383,156	97.9%	\$ 8,417
Net Ordinary Income/(Loss)	\$ (18,658)	\$ 24,502		\$ 43,160
Salaries and related Benefits	\$ 250,987	\$ 240,712	95.9%	\$ 10,275
Providers Items to Review				
	0-30	31-60	61-90	90 ->
Accounts Receivable	\$ 4,586	\$ -	\$ -	\$ -
Accounts Payable	\$ 4,325	\$ 73	\$ -	\$ -

Statement of Activity

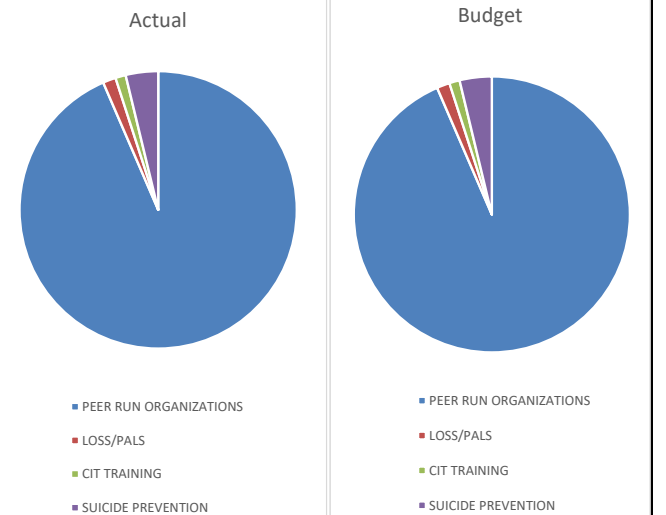


YTD Revenues - Budget to Actual



Board Funding Through June 2025	Actual	Budget	Variance
PEER RUN ORGANIZATIONS	\$ 124,028	\$ 124,028	100.0%
LOSS/PALS	\$ 2,000	\$ 2,000	100.0%
CIT TRAINING	\$ 1,600	\$ 1,600	100.0%
SUICIDE PREVENTION	\$ 5,000	\$ 5,000	100.0%
Total	\$ 132,628	\$ 132,628	100.0%
Previous Year to Date	\$ 132,628	\$ 132,628	100.0%

Board Funding Comments:



Items to Note

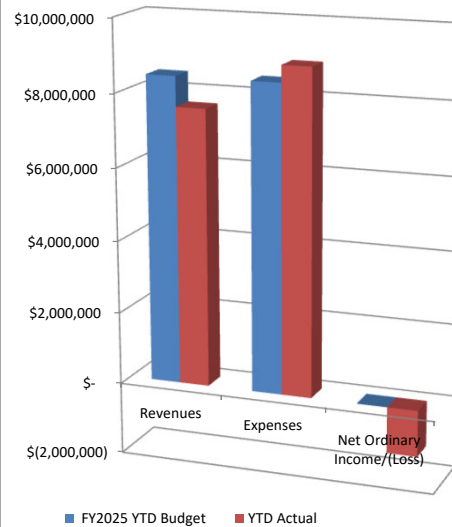
The Counseling Center - June 2025

Summarized Balance Sheet	Current Month	Year to Date	Previous Year to Date	Previous Year 6/30/24 Unaudited
Cash		\$ 156,978	\$ 619,980	\$ 619,980
Accounts Receivable		\$ 905,824	\$ 1,262,957	\$ 1,262,957
Current Assets		\$ 120,248	\$ 61,556	\$ 61,556
Other Assets		\$ 2,993,260	\$ 3,884,156	\$ 3,884,156
Total Assets		\$ 4,176,311	\$ 5,828,649	\$ 5,828,649
Current Liabilities		\$ 691,990	\$ 1,139,570	\$ 1,139,570
Long Term Liabilities		\$ 826,038	\$ 862,042	\$ 862,042
Net Assets		\$ 2,658,283	\$ 3,827,037	\$ 3,827,037
Total Equity & Liabilities		\$ 4,176,311	\$ 5,828,649	\$ 5,828,649
Summarized Profit and Loss				
Total Revenues	\$ 631,869	\$ 7,627,946	\$ 6,332,708	\$ 7,542,777
Salaries and related Benefits	\$ 545,633	\$ 6,996,267	\$ 5,872,509	\$ 6,188,572
Non Payroll Expenses	\$ 190,871	\$ 1,911,442	\$ 1,411,433	\$ 2,177,031
Total Expenses	\$ 736,504	\$ 8,907,709	\$ 7,283,942	\$ 8,365,603
Net Income/Loss	\$ (104,635)	\$ (1,279,764)	\$ (951,234)	\$ (822,826)
Ratios				
Current Ratio (Goal 1-2)		1.71	1.71	1.71
Revenue to Expense Ratio (>1)	0.86	0.86	0.87	0.90
Liabilities to Assets (<1)		0.36	0.34	0.34
% of Expenses to Salaries+Fringe	74%	79%	81%	74%
Provider Financial Statement Comments:				
Budget vs Actual	FY2025 YTD Budget	YTD Actual	%	Variance Budget
Revenues	\$ 8,445,955	\$ 7,627,946	90.3%	\$ 818,009
Expenses	\$ 8,445,955	\$ 8,907,709	105.5%	\$ (461,754)
Net Ordinary Income/(Loss)	\$ -	\$ (1,279,764)		\$ 1,279,763
Salaries and related Benefits	\$ 6,751,127	\$ 6,996,267	103.6%	\$ (245,140)
Providers Items to Review				
	0-30	31-60	61-90	90 ->
MHRB Manual Bills	\$ 161,066	\$ 206	\$ 10,485	\$ 2,888
Partner Solutions Outstanding	\$ 117,285	\$ -	\$ -	\$ -
Medicaid less allowance	\$ 95,040	\$ 13,827	\$ 7,501	\$ 26,968
Medical Billing plus Misc manual bills less allowance	\$ 306,195	\$ 82,107	\$ 12,139	\$ 39,907
Total Net Receivables	\$ 679,586	\$ 96,140	\$ 30,125	\$ 69,763
Accounts Payable	\$ 148,441	\$ 60,511	\$ -	\$ -
Comments:				

Statement of Activity

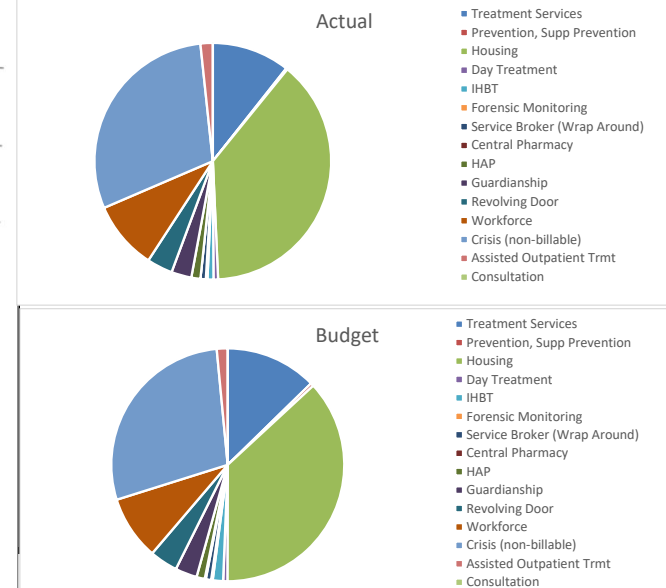


YTD Revenues - Budget to Actual



Board Funding Through June 2025	Actual	Budget	Variance
Treatment Services	\$ 349,586.11	\$ 438,320.00	79.8%
Prevention, Supp Prevention	\$ 6,403.95	\$ 15,000.00	42.7%
Housing	\$ 1,262,200.00	\$ 1,275,922.00	98.9%
Day Treatment	\$ 20,000.00	\$ 20,000.00	100.0%
IHBT	\$ 26,897.30	\$ 50,000.00	53.8%
Forensic Monitoring	\$ 7,163.00	\$ 7,163.00	100.0%
Service Broker (Wrap Around)	\$ 24,580.50	\$ 25,500.00	96.4%
Central Pharmacy	\$ -	\$ 5,000.00	0.0%
HAP	\$ 40,016.00	\$ 40,016.00	100.0%
Guardianship	\$ 90,364.08	\$ 104,792.00	86.2%
Revolving Door	\$ 115,251.04	\$ 134,018.00	86.0%
Workforce	\$ 307,845.00	\$ 307,845.00	100.0%
Crisis (non-billable)	\$ 977,404.31	\$ 978,482.00	99.9%
Assisted Outpatient Trmt	\$ 54,713.90	\$ 52,669.00	103.9%
Consultation	\$ 178.80	\$ -	#DIV/0!
Total	\$ 3,282,603.99	\$ 3,454,727.00	95.0%
Previous Year to Date	\$ 3,287,885.88	\$ 3,470,566.00	94.7%

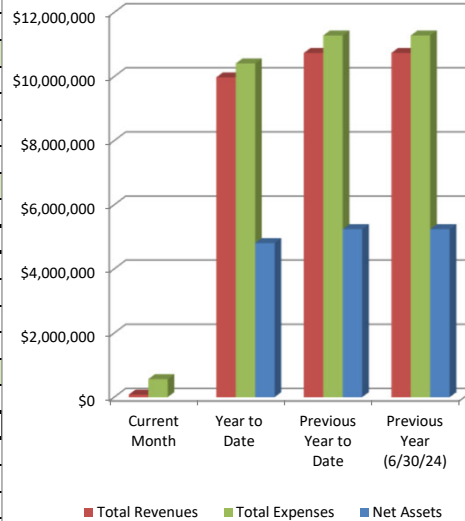
Board Funding Comments:



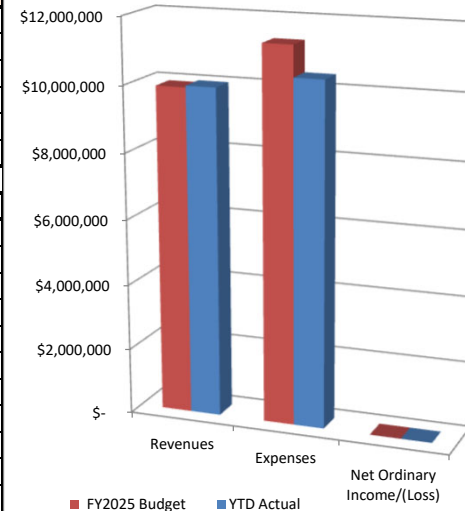
Wayne Holmes - June 2025

Summarized Balance Sheet	Current Month	Year to Date	Previous Year to Date	Previous Year (6/30/24)
Cash		\$ 5,459,371	\$ 6,247,088	\$ 6,247,088
Accounts Receivable		\$ 80,370	\$ 540,571	\$ 540,571
Current Assets		\$ -	\$ -	\$ -
Other Assets		\$ -	\$ -	\$ -
Total Assets		\$ 5,539,741	\$ 6,787,659	\$ 6,787,659
Current Liabilities		\$ 733,094	\$ 1,550,121	\$ 1,550,121
Long Term Liabilities		\$ -	\$ -	\$ -
Net Assets		\$ 4,806,647	\$ 5,237,538	\$ 5,237,538
Total Equity & Liabilities		\$ 5,539,741	\$ 6,787,659	\$ 6,787,659
Summarized Profit and Loss				
Total Revenues	\$ 80,063	\$ 9,974,816	\$ 10,735,281	\$ 10,735,281
Salaries and related Benefits	\$ -	\$ 646,321	\$ 542,300	\$ 542,300
Non Payroll Expenses	\$ 560,336	\$ 9,759,386	\$ 10,738,878	\$ 10,738,878
Total Expenses	\$ 560,336	\$ 10,405,706	\$ 11,281,179	\$ 11,281,179
Net Income/Loss	\$ (480,273)	\$ (430,891)	\$ (545,898)	\$ (545,898)
Ratios				
Current Ratio (Goal 1-2)		7.56	4.38	4.38
Revenue to Expense Ratio (>1)	0.14	0.96	0.95	0.95
Liabilities to Assets (<1)		0.13	0.23	0.23
% of Expenses to Salaries+Fringe	0%	6%	5%	5%
Comments:				
Budget vs Actual	FY2025 Budget	YTD Actual	%	Remaining
Revenues	\$ 9,918,294	\$ 9,974,816	100.6%	\$ (56,522)
Expenses	\$ 11,337,600	\$ 10,405,706	91.8%	\$ 931,894
Net Ordinary Income/(Loss)	\$ (1,419,306)	\$ (430,891)		\$ (988,415)
Salaries and related Benefits	\$ 761,035	\$ 646,321	84.9%	\$ 114,714
	Target	100.0%		
Accounts Payable	0-30	31-60	61-90	90->
Anazao	\$ 66,825	\$ -	\$ -	\$ -
Catholic Charities	\$ 28,697	\$ -	\$ -	\$ -
Nami	\$ -	\$ -	\$ -	\$ -
One Eighty	\$ 313,641	\$ -	\$ -	\$ -
The Counseling Center	\$ 197,003	\$ -	\$ -	\$ -
	Budget	Actual		
Months Cash Available	5.78	6.30		

Statement of Activity

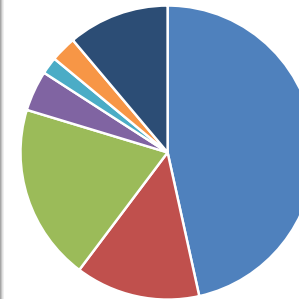


YTD Revenues - Budget to Actual



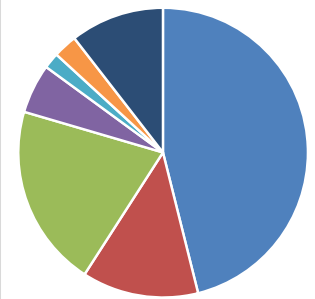
Board Funding Through June 2025	Actual	Budget	Variance
Counseling Center	\$ 3,282,604	\$ 3,454,727	95.0%
Anazao	\$ 969,313	\$ 975,081	99.4%
One Eighty	\$ 1,372,167	\$ 1,531,111	89.6%
Catholic Charities	\$ 313,492	\$ 414,419	75.6%
NAMI	\$ 132,628	\$ 132,628	100.0%
Holmes Placement	\$ 200,000	\$ 200,000	100.0%
Wayne Placement	\$ 786,000	\$ 786,000	100.0%
Total	\$ 7,056,205	\$ 7,493,967	94.2%
Target Percent			100.0%
Previous Year to Date	\$ 6,670,191	\$ 7,140,130	93.4%
Board Funding Comments:			

Provider Expenditures - Actual



■ Counseling Center ■ Anazao
 ■ One Eighty ■ Catholic Charities
 ■ NAMI ■ Holmes Placement
 ■ Wayne Placement

Provider Expenditures - Budget



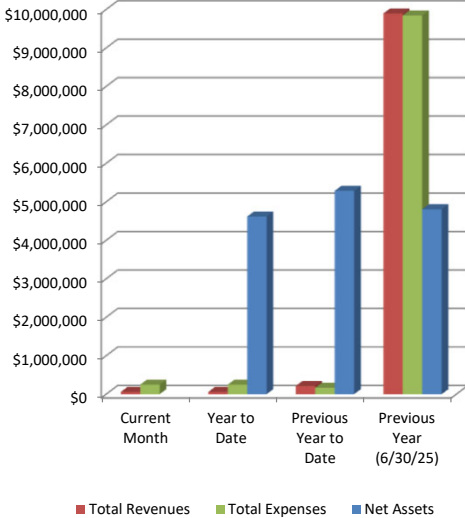
■ Counseling Center ■ Anazao
 ■ One Eighty ■ Catholic Charities
 ■ NAMI ■ Holmes Placement
 ■ Wayne Placement

Items to Note

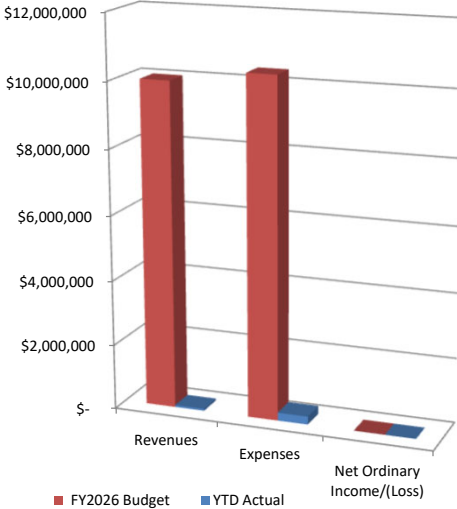
Wayne Holmes - July 2025

Summarized Balance Sheet	Current Month	Year to Date	Previous Year to Date	Previous Year (6/30/25)
Cash		\$ 4,856,248	\$ 5,523,957	\$ 5,459,371
Accounts Receivable		\$ 37,660	\$ 538,371	\$ 80,370
Current Assets		\$ -	\$ -	\$ -
Other Assets		\$ -	\$ -	\$ -
Total Assets		\$ 4,893,908	\$ 6,062,328	\$ 5,539,741
Current Liabilities		\$ 277,045	\$ 776,645	\$ 733,094
Long Term Liabilities		\$ -	\$ -	\$ -
Net Assets		\$ 4,616,862	\$ 5,285,683	\$ 4,806,647
Total Equity & Liabilities		\$ 4,893,908	\$ 6,062,328	\$ 5,539,741
Summarized Profit and Loss				
Total Revenues	\$ 58,121	\$ 58,121	\$ 214,933	\$ 9,894,753
Salaries and related Benefits	\$ 36,989	\$ 36,989	\$ 44,887	\$ 646,321
Non Payroll Expenses	\$ 210,917	\$ 210,917	\$ 121,901	\$ 9,199,049
Total Expenses	\$ 247,906	\$ 247,906	\$ 166,788	\$ 9,845,370
Net Income/Loss	\$ (189,785)	\$ (189,785)	\$ 48,145	\$ 49,383
Ratios				
Current Ratio (Goal 1-2)		17.66	7.81	7.56
Revenue to Expense Ratio (>1)	0.23	0.23	1.29	1.01
Liabilities to Assets (<1)		0.06	0.13	0.13
% of Expenses to Salaries+Fringe	15%	15%	27%	7%
Comments:				
Budget vs Actual	FY2026 Budget	YTD Actual	%	Remaining
Revenues	\$ 10,001,003	\$ 58,121	0.6%	\$ 9,942,882
Expenses	\$ 10,375,210	\$ 247,906	2.4%	\$ 10,127,304
Net Ordinary Income/(Loss)	\$ (374,207)	\$ (189,785)		\$ (184,422)
Salaries and related Benefits	\$ 592,134	\$ 36,989	6.2%	\$ 555,145
		Target	8.3%	
Accounts Payable	0-30	31-60	61-90	90->
Anazao	\$ 13,061	\$ -	\$ -	\$ -
Catholic Charities	\$ -	\$ -	\$ -	\$ -
Nami	\$ -	\$ -	\$ -	\$ -
One Eighty	\$ 179,193	\$ -	\$ -	\$ -
The Counseling Center	\$ 3,452	\$ -	\$ -	\$ -
	Budget	Actual		
Months Cash Available	5.62			

Statement of Activity



YTD Revenues - Budget to Actual



Board Funding Through July 2025	Actual	Budget	Variance
Counseling Center			#DIV/0!
Anazao			#DIV/0!
One Eighty			#DIV/0!
Catholic Charities			#DIV/0!
NAMI			#DIV/0!
Holmes Placement			#DIV/0!
Wayne Placement			#DIV/0!
Total	\$ -	\$ -	#DIV/0!
Target Percent			8.3%
Previous Year to Date	\$ -	\$ 7,254,522	0.0%
Board Funding Comments:			
Provider Expenditures - Acutal		Provider Expenditures - Budget	
<div> ■ Counseling Center ■ Anazao </div> <div> ■ One Eighty ■ Catholic Charities </div> <div> ■ NAMI ■ Holmes Placement </div> <div> ■ Wayne Placement </div>		<div> ■ Counseling Center ■ Anazao </div> <div> ■ One Eighty ■ Catholic Charities </div> <div> ■ NAMI ■ Holmes Placement </div> <div> ■ Wayne Placement </div>	
Items to Note			

MH&R Board Wayne & Holmes Counties

Balance Sheet

As of July 31, 2025

	TOTAL		
	AS OF JUL 31, 2025	AS OF JUN 30, 2025 (PP)	AS OF JUL 31, 2024 (PY)
ASSETS			
Current Assets			
Bank Accounts			
852.11010 CHECKING	4,856,248.14	5,459,370.83	5,523,957.31
Total Bank Accounts	\$4,856,248.14	\$5,459,370.83	\$5,523,957.31
Accounts Receivable	\$37,659.51	\$75,234.83	\$538,370.73
Total Current Assets	\$4,893,907.65	\$5,534,605.66	\$6,062,328.04
TOTAL ASSETS	\$4,893,907.65	\$5,534,605.66	\$6,062,328.04
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	\$200,724.30	\$656,772.87	\$700,323.92
Other Current Liabilities	\$76,321.18	\$76,321.18	\$76,321.18
Total Current Liabilities	\$277,045.48	\$733,094.05	\$776,645.10
Total Liabilities	\$277,045.48	\$733,094.05	\$776,645.10
Equity			
852.4800.E EQUITY RESERVES	375,460.17	375,460.17	375,460.17
UNRESTRICTED FUND BALANCE	4,426,051.44	4,862,077.50	4,862,077.50
Net Income	-184,649.44	-436,026.06	48,145.27
Total Equity	\$4,616,862.17	\$4,801,511.61	\$5,285,682.94
TOTAL LIABILITIES AND EQUITY	\$4,893,907.65	\$5,534,605.66	\$6,062,328.04

MH&R Board Wayne & Holmes Counties

Budget vs. Actuals: FY 26 Budget - FY26 P&L

July 2025

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET
Income				
852.4001 DISTRICT LEVY		4,247,800.00	4,247,800.00	
852.4005 LEVY ROLLBACK REVENUE		55,000.00	55,000.00	
852.4401 STATE CAPITAL GRANT		500,000.00	500,000.00	
852.4403 FEDERAL FUNDS	52,493.47	2,121,211.00	2,068,717.53	2.47 %
852.4413 STATE FUNDS		2,930,837.00	2,930,837.00	
852.4800 OTHER REVENUE	5,627.39	120,000.00	114,372.61	4.69 %
852.4901 CARRYOVER FROM PRIOR FY		26,155.00	26,155.00	
Total Income	\$58,120.86	\$10,001,003.00	\$9,942,882.14	0.58 %
GROSS PROFIT	\$58,120.86	\$10,001,003.00	\$9,942,882.14	0.58 %
Expenses				
852.5430 PROVIDER, SERVICE AGREEMENTS, & GRANTS	132,247.28	8,633,576.00	8,501,328.72	1.53 %
852.5900.5001 SALARIES	26,034.04	412,000.00	385,965.96	6.32 %
852.5900.5010 MEDICARE	359.45	5,974.00	5,614.55	6.02 %
852.5900.5011 OPERS	4,425.79	74,160.00	69,734.21	5.97 %
852.5900.5012 FRINGE BENEFITS	6,169.56	100,000.00	93,830.44	6.17 %
852.5900.5013 WORKERS COMP		2,500.00	2,500.00	
852.5900.5300 EQUIPMENT		20,000.00	20,000.00	
852.5900.5420 PROFESSIONAL SERVICES	605.00	292,000.00	291,395.00	0.21 %
852.5900.5500 COMM RELATIONS	120.00	10,000.00	9,880.00	1.20 %
852.5900.5600 OPERATING EXPS	15,288.32	16,000.00	711.68	95.55 %
852.5900.5700 OPER SUPPLIES	3,562.99	15,000.00	11,437.01	23.75 %
852.5900.5800 TRAVEL	242.36	9,000.00	8,757.64	2.69 %
852.5900.5901 BLDG EXPS	36,130.55	90,000.00	53,869.45	40.15 %
852.5900.5935 STATE CAPITAL EXPENSES		500,000.00	500,000.00	
852.5900.6100 MISCELLANEOUS	22,720.30	195,000.00	172,279.70	11.65 %
Total Expenses	\$247,905.64	\$10,375,210.00	\$10,127,304.36	2.39 %
NET OPERATING INCOME	\$ -189,784.78	\$ -374,207.00	\$ -184,422.22	50.72 %
NET INCOME	\$ -189,784.78	\$ -374,207.00	\$ -184,422.22	50.72 %

MH&R Board Wayne & Holmes Counties

852.11010 CHECKING, Period Ending 07/31/2025

RECONCILIATION REPORT

Reconciled on: 08/05/2025

Reconciled by: Dorrie Miller

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	5,459,370.83
Checks and payments cleared (90).....	-703,954.21
Deposits and other credits cleared (7).....	100,831.52
Statement ending balance.....	<u>4,856,248.14</u>

Register balance as of 07/31/2025.....4,856,248.14

Details

Checks and payments cleared (90)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/03/2025	Bill Payment	946187	VIOLA STARTZMAN CLINIC -...	-16,487.55
07/03/2025	Bill Payment	946006	AEP / AMERICAN ELECTRIC...	-18.45
07/03/2025	Bill Payment	39932	ANAZAO~09808	-9,014.89
07/03/2025	Bill Payment	39933	BOWMAN LTD 131-09190	-2,645.00
07/03/2025	Bill Payment	946015	COMMQUEST SERS INC~04...	-1,034.32
07/03/2025	Bill Payment	39936	COUNSELING CENTER~04960	-22,587.49
07/03/2025	Bill Payment	946017	ENBRIDGE - DOMINION EA...	-198.14
07/03/2025	Bill Payment	946044	WILLIAMS, NICOLE~00001-3...	-2,049.56
07/03/2025	Bill Payment	39941	ONE EIGHTY~06940-1	-37,702.84
07/03/2025	Bill Payment	946163	PSYTECHVR INC-09339	-3,448.00
07/03/2025	Bill Payment	946060	STERICYCLE~20766	-70.90
07/03/2025	Bill Payment	946066	US BANK EQUIPMENT FINA...	-872.18
07/10/2025	Bill Payment	946302	WAYNE COUNTY TREASUR...	-19,954.66
07/10/2025	Bill Payment	946417	WOOSTER CITY SERVICES...	-309.13
07/10/2025	Bill Payment	39948	ANAZAO~09808	-10,500.00
07/10/2025	Bill Payment	39948	ANAZAO~09808	-5,063.63
07/10/2025	Bill Payment	39948	ANAZAO~09808	-1,930.16
07/10/2025	Bill Payment	39948	ANAZAO~09808	-3,945.79
07/10/2025	Bill Payment	39948	ANAZAO~09808	-4,422.27
07/10/2025	Bill Payment	39948	ANAZAO~09808	-6,283.20
07/10/2025	Bill Payment	39948	ANAZAO~09808	-1,077.78
07/10/2025	Bill Payment	946228	BOND LAW LTD~08788	-400.00
07/10/2025	Bill Payment	946328	CLARK SCHAEFER HACKET...	-4,900.00
07/10/2025	Bill Payment	946238	COMMQUEST SERS INC~04...	-517.16
07/10/2025	Bill Payment	39951	COUNSELING CENTER~04960	-31,423.92
07/10/2025	Bill Payment	946355	HUMMEL GROUP INC~05157	-22,440.30
07/10/2025	Bill Payment	946372	MURR PRINTING & GRAPHI...	-272.15
07/10/2025	Bill Payment	39956	NAMI OF WAYNE & HOLMES...	-280.00
07/10/2025	Bill Payment	946377	OACBHA FOUNDATION~01446	-14,000.00
07/10/2025	Bill Payment	39958	ONE EIGHTY~06940-1	-80,833.39
07/10/2025	Bill Payment	39958	ONE EIGHTY~06940-1	-3,395.29
07/10/2025	Bill Payment	39958	ONE EIGHTY~06940-1	-12,393.27
07/10/2025	Bill Payment	39959	ROCIO HOWMAN~05537	-3,187.50
07/10/2025	Bill Payment	946291	TREASURER STATE OF OHI...	-237.80
07/10/2025	Bill Payment	946410	VOLUNTEERS OF AMERICA...	-1,080.00
07/11/2025	Check	PR9512 JE	WAYNE CO AUDITOR-PAYR...	-15,316.37
07/17/2025	Bill Payment	946760	WILES HANZIE REALTY-06020	-2,060.00
07/17/2025	Bill Payment	40069	ANAZAO~09808	-8,864.36
07/17/2025	Bill Payment	946615	BELLMANS LAWN AND LAN...	-400.00
07/17/2025	Bill Payment	40074	CATHOLIC CHARITIES OF W...	-5,342.16
07/17/2025	Bill Payment	40074	CATHOLIC CHARITIES OF W...	-18,067.81
07/17/2025	Bill Payment	40074	CATHOLIC CHARITIES OF W...	-2,594.10

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/17/2025	Bill Payment	946629	COMMERCIAL & SAVINGS B...	-2,466.00
07/17/2025	Bill Payment	40075	COUNSELING CENTER~04960	-8,376.68
07/17/2025	Bill Payment	946720	ROTARY CLUB OF WOOSTE...	-203.00
07/17/2025	Bill Payment	946767	WOOSTER EXPRESS-05997	-313.25
07/17/2025	Bill Payment	946651	FISHEL DOWNEY ALBRECH...	-3,220.00
07/17/2025	Bill Payment	946649	ES CONSULTING~09009	-1,097.35
07/24/2025	Bill Payment	40140	CATHOLIC CHARITIES OF W...	-1,421.84
07/24/2025	Bill Payment	947136	AEP / AMERICAN ELECTRIC...	-834.89
07/24/2025	Bill Payment	40137	ANAZAO~09808	-2,661.79
07/24/2025	Bill Payment	40137	ANAZAO~09808	-125.28
07/24/2025	Bill Payment	947138	ASHLAND CLEANING-09294	-245.00
07/24/2025	Bill Payment	947145	BSHM ARCHITECTS INC-09...	-6,500.00
07/24/2025	Bill Payment	947074	BRIGHTSPEED~19718-4	-34.95
07/24/2025	Bill Payment	40140	CATHOLIC CHARITIES OF W...	-837.95
07/24/2025	Bill Payment	947082	COMMQUEST SERS INC~04...	-406.34
07/24/2025	Bill Payment	947082	COMMQUEST SERS INC~04...	-110.82
07/24/2025	Bill Payment	40142	COUNSELING CENTER~04960	-3,290.05
07/24/2025	Bill Payment	947164	ES CONSULTING~09009	-1,770.19
07/24/2025	Bill Payment	947172	HOLMES CO DEPT JFS~09266	-50,000.00
07/24/2025	Bill Payment	947179	KRUPP MOVING AND STOR...	-1,085.32
07/24/2025	Bill Payment	947102	MCTV~03636	-359.90
07/24/2025	Bill Payment	947188	MOUNT CARMEL BEHAVIOR...	-6,400.00
07/24/2025	Bill Payment	947189	MURR PRINTING & GRAPHI...	-133.00
07/24/2025	Bill Payment	40145	ONE EIGHTY~06940-1	-123.15
07/24/2025	Bill Payment	40145	ONE EIGHTY~06940-1	-14,050.12
07/24/2025	Bill Payment	947212	STARK CO ESC HEALTH BE...	-6,086.85
07/24/2025	Bill Payment	947213	SUNBOW 57 GIRLS-09376	-200.00
07/24/2025	Bill Payment	947214	THE FROSTY FLAMINGO-09...	-717.00
07/25/2025	Check	PR9537 JE	WAYNE CO AUDITOR-PAYR...	-15,502.91
07/31/2025	Bill Payment	947370	MOUNT CARMEL BEHAVIOR...	-3,200.00
07/31/2025	Bill Payment	947371	MURR PRINTING & GRAPHI...	-5,000.00
07/31/2025	Bill Payment	40158	NAMI OF WAYNE & HOLMES...	-38,007.04
07/31/2025	Bill Payment	947261	WILLIAMS, NICOLE~00001-3...	-200.90
07/31/2025	Bill Payment	947261	WILLIAMS, NICOLE~00001-3...	-242.36
07/31/2025	Bill Payment	947419	VIOLA STARTZMAN CLINIC -...	-685.31
07/31/2025	Bill Payment	JE9558	WAYNE COUNTY CHILDREN...	-4,628.00
07/31/2025	Bill Payment	947343	HOLMES CO AGRICULTURA...	-120.00
07/31/2025	Bill Payment	40154	COUNSELING CENTER~04960	-306.83
07/31/2025	Bill Payment	40154	COUNSELING CENTER~04960	-81,540.17
07/31/2025	Bill Payment	40154	COUNSELING CENTER~04960	-25,653.75
07/31/2025	Bill Payment	40154	COUNSELING CENTER~04960	-1,790.75
07/31/2025	Bill Payment	40154	COUNSELING CENTER~04960	-9,781.62
07/31/2025	Bill Payment	40154	COUNSELING CENTER~04960	-8,799.48
07/31/2025	Bill Payment	40156	ILLUSIONS SCREEN PRINTI...	-3,251.78
07/31/2025	Bill Payment	40151	ANAZAO~09808	-13,971.47
07/31/2025	Bill Payment	947230	ANTHEM LIFE INSURANCE ...	-82.71
07/31/2025	Bill Payment	947232	BRIGHTSPEED~19718-4	-63.56
07/31/2025	Bill Payment	40152	CATHOLIC CHARITIES OF W...	-433.33

Total -703,954.21

Deposits and other credits cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/02/2025	Deposit		COLEMAN PROFESSIONAL ...	4,383.33
07/08/2025	Deposit		STARK CO MH&R BOARD	5,135.34
07/11/2025	Deposit		WAYNE COUNTY AUDITOR	622.03
07/17/2025	Deposit		TREASURER STATE OF OHIO	44,700.60
07/22/2025	Deposit		ANAZAO	307.44
07/25/2025	Deposit		WAYNE COUNTY AUDITOR	622.03
07/31/2025	Deposit		TREASURER STATE OF OHIO	45,060.75

Total 100,831.52

WAYNE COUNTY, OHIO
Balance Statement by Fund
31-Jul-25

FUND 852: MENTAL HEALTH & RECOVERY BOARD

Account Number	Account Name	Beginning Balance	CPTD Debit	CPTD Credit	CYTD Debit	CYTD Credit	Ending Balance
ASSETS							
852.0000.00.1014.000.000	DUE FROM OTHER FUNDS	\$ 158,737,329.59	\$ 99,587.46	\$ 0	\$ 99,587.46	\$ 0	\$ 158,836,917.05
Total Assets		\$ 158,737,329.59	\$ 99,587.46	\$ 0	\$ 99,587.46	\$ 0	\$ 158,836,917.05
LIABILITIES							
852.0000.00.2001.000.000	ACCOUNTS PAYABLE	\$ 0	\$ 484,970.71	\$ 668,506.93	\$ 484,970.71	\$ 668,506.93	\$ 183,536.22
852.0000.00.2010.000.000	DUE TO OTHER FUNDS	153,277,958.76	0	519,173.93	0	519,173.93	153,797,132.69
852.0000.00.2901.000.000	ENCUMBRANCES	-1,349,935.58	6,008,742.84	2,268,023.10	6,008,742.84	2,268,023.10	-5,090,655.32
Total Liabilities		\$ 151,928,023.18	\$ 6,493,713.55	\$ 3,455,703.96	\$ 6,493,713.55	\$ 3,455,703.96	\$ 148,890,013.59
FUND EQUITY							
852.0000.00.3000.000.000	FUND BALANCES	\$ 5,459,370.83	\$ 703,954.21	\$ 100,831.52	\$ 703,954.21	\$ 100,831.52	\$ 4,856,248.14
852.0000.00.3001.000.000	RESERVED FOR ENCUMBRANCES	1,349,935.58	2,268,023.10	6,008,742.84	2,268,023.10	6,008,742.84	5,090,655.32
Total Fund Equity		\$ 6,809,306.41	\$ 2,971,977.31	\$ 6,109,574.36	\$ 2,971,977.31	\$ 6,109,574.36	\$ 9,946,903.46
Total Liabilities and Fund Equity		\$ 158,737,329.59	\$ 9,465,690.86	\$ 9,565,278.32	\$ 9,465,690.86	\$ 9,565,278.32	\$ 158,836,917.05

Mental Health & Recovery Board of Wayne & Holmes Counties
Benden Drive Statement of Activites

as of July 31st, 2025

			Budget to 12/25 (Estimated)	(ESTIMATED) Variance
	Current Month	YTD Actual Current YR		
OPERATING REVENUES AND SUPPORT:				
Revenue by Lease:				
State Grant	\$ 450,000.00	\$ 450,000.00	\$ 500,000.00	\$ 50,000.00
Coleman	\$ 3,800.00	\$ 26,600.00	\$ 41,800.00	\$ 15,200.00
Coleman CAM Payments	\$ 583.33	\$ 2,916.65	\$ -	\$ (2,916.65)
United Steel Workers of America	\$ -	\$ 9,600.00	\$ 9,600.00	\$ -
Total Revenue:	\$ 454,383.33	\$ 489,116.65	\$ 551,400.00	\$ 62,283.35
EXPENSES:				
Mortgage Payment:				
Commercial & Savings Bank	\$ 2,466.00	\$ 17,508.60	\$ 30,003.00	\$ 12,494.40
				\$ -
Property Taxes				\$ -
Wayne Co. Treasurer - Property Taxes - Building/year	\$ 16,633.68	\$ 16,633.68	\$ 16,633.68	\$ -
Wayne Co. Treasurer - Property Taxes - Lot/year	\$ 3,320.98	\$ 3,320.98	\$ 3,320.98	\$ -
Insurance:				
Hummel	\$ -	\$ 9,409.60	\$ 9,409.60	\$ -
Utilities:				
AEP - Electric				
Suite 1 A - (switching back to us from Coleman)	\$ 41.76	\$ 114.74	\$ 114.74	\$ -
Suite 2 B (Suite 4 on their invoice)	\$ 153.35	\$ 442.61	\$ 1,327.83	\$ 885.22
Suite 3 C (Suite 5 on their invoice)	\$ 163.37	\$ 619.48	\$ 1,858.44	\$ 1,238.96
Suite 4 D (Suite 5.1 on their invoice) (switching to Coleman)	\$ 6.23	\$ 269.34	\$ 808.02	\$ 538.68
Suite 5 E (Suite 6 on their invoice) (switched to Coleman)	\$ -	\$ 293.16	\$ 879.48	\$ 586.32
Suite 8 F (on their invoice) (Switched to Coleman)	\$ -	\$ 503.29	\$ 1,509.87	\$ 1,006.58
ENBRIDGE - Gas				
Suite 1 A (switching back to us from Coleman)	\$ 74.97	\$ 403.76	\$ 1,211.28	\$ 807.52
Suite 2 B	\$ 64.55	\$ 530.67	\$ 1,592.01	\$ 1,061.34
Suite 3 C	\$ 64.55	\$ 528.48	\$ 1,585.44	\$ 1,056.96
Suite 4 D (switched to Coleman)	\$ -	\$ 667.33	\$ 2,001.99	\$ 1,334.66
Suite 5 E (Switched to Coleman)	\$ -	\$ 535.14	\$ 1,605.42	\$ 1,070.28

Suite 1 A	\$	-	\$	-	\$	150.00	\$	150.00
Suite 2 B	\$	-	\$	-	\$	-	\$	-
Suite 3 C	\$	-	\$	-	\$	-	\$	-
Suite 4 D	\$	-	\$	-	\$	-	\$	-
Suite 5 E	\$	-	\$	-	\$	150.00	\$	150.00

WOOSTER CITY - Water / Sewer

Suite 1 A	\$	125.51	\$	866.03	\$	2,598.09	\$	1,732.06
Suite 2 B	\$	36.72	\$	273.90	\$	821.70	\$	547.80
Suite 3 & 4 Combined C & D	\$	42.30	\$	333.13	\$	999.39	\$	666.26
Suite 5 E	\$	36.72	\$	274.01	\$	822.03	\$	548.02

BELLMAN'S - Mowing	\$	500.00	\$	1,200.00	\$	3,200.00	\$	2,000.00
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Total Monthly Expenses:	\$	23,730.69	\$	54,727.93	\$	82,602.99	\$	27,875.06
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Misc.:

BECKLER'S - Snow Removal	\$	-	\$	1,890.00	\$	2,520.00	\$	630.00
Bogner Construction - Accoustic Ceiling/Lights	\$	-	\$	5,434.93	\$	-	\$	(5,434.93)
BRCC - Deep Clean	\$	-	\$	2,465.50	\$	-	\$	(2,465.50)
Locksmith Shop - Keys, Repairs	\$	-	\$	512.90	\$	-	\$	(512.90)
MW Robinson - Heating, BackFlow, Plumbing, etc.	\$	-	\$	5,987.50	\$	-	\$	(5,987.50)
BSHM - Feasibility Study for Single Family Res Dev on lot	\$	1,500.00	\$	1,500.00	\$	-	\$	(1,500.00)
BSHM - Phase 1 Remodel	\$	5,000.00	\$	35,092.76	\$	544,000.00	\$	508,907.24
al Misc Expense	\$	6,500.00	\$	17,790.83	\$	2,520.00	\$	(15,270.83)

NET OPERATING INCOME	\$	454,383.33	\$	489,116.65	\$	551,400.00	\$	62,283.35
EXPENSES Net Investment Income/(Loss)	\$	30,230.69	\$	72,518.76	\$	85,122.99	\$	12,604.23
	\$	424,152.64	\$	416,597.89	\$	466,277.01	\$	49,679.12

Expenses by Vendor Summary

MH&R Board Wayne & Holmes Counties

July 1-31, 2025

VENDOR	TOTAL
AEP / AMERICAN ELECTRIC POWER~12928	853.34
ANAZAO~09808	67,860.62
ANTHEM LIFE INSURANCE CO~00580	82.71
ASHLAND CLEANING-09294	245.00
BELLMANS LAWN AND LANDSCAPE~09098	400.00
BOND LAW LTD~08788	400.00
BOWMAN LTD 131-09190	2,645.00
BRIGHTSPEED~19718-4	98.51
BSHM ARCHITECTS INC-09353	6,500.00
CATHOLIC CHARITIES OF WAYNE CO.-02850	28,697.19
CLARK SCHAEFER HACKETT~07611	4,900.00
COMMERCIAL & SAVINGS BANK-04056	2,466.00
COMMQUEST SERS INC~04299	2,068.64
COUNSELING CENTER~04960	193,550.74
ENBRIDGE - DOMINION EAST OHIO	198.14
ES CONSULTING~09009	2,867.54
FISHEL DOWNEY ALBRECHT~06386	3,220.00
HOLMES CO AGRICULTURAL SOCIETY	120.00
HOLMES CO DEPT JFS~09266	50,000.00
HUMMEL GROUP INC~05157	22,440.30
ILLUSIONS SCREEN PRINTING~08567	3,251.78
KRUPP MOVING AND STORAGE~04007	1,085.32
MCTV~03636	359.90
MOUNT CARMEL BEHAVIORAL HEALTH-09374	9,600.00
MURR PRINTING & GRAPHICS CORP~12032	5,405.15
NAMI OF WAYNE & HOLMES COUNTIES~00279	38,287.04
OACBHA FOUNDATION~01446	14,000.00
ONE EIGHTY~06940-1	148,498.06
PSYTECHVR INC-09339	3,448.00
ROCIO HOWMAN~05537	3,187.50
ROTARY CLUB OF WOOSTER~03872	203.00
STARK CO ESC HEALTH BENEFIT PLAN~02087	6,086.85
STERICYCLE~20766	70.90
SUNBOW 57 GIRLS-09376	200.00
THE FROSTY FLAMINGO-09351	717.00
TREASURER STATE OF OHIO-AUDIT~13161	237.80
US BANK EQUIPMENT FINANCE~19874-5	872.18
VIOLA STARTZMAN CLINIC - 19926	17,172.86
VOLUNTEERS OF AMERICA~09015	1,080.00
WAYNE CO AUDITOR-PAYROLL	30,819.28
WAYNE COUNTY CHILDREN SERVICES~20650	4,628.00
WAYNE COUNTY TREASURER-20958	19,954.66
WILES HANZIE REALTY-06020	2,060.00
WILLIAMS, NICOLE~00001-3884	2,492.82
WOOSTER CITY SERVICES~19968	309.13
WOOSTER EXPRESS-05997	313.25
TOTAL	\$703,954.21

PERSONNEL MEETING AGENDA



Location: 1985 Eagle Pass Dr. Wooster, OH 44691
Date: July 28th, 2025
Time: 2:00pm
Facilitator: Roger Estill - Chair

Committee Members: N. Williams, Executive Director (Ex-Officio Officer), S. Rotolo, M. Brumfield

AGENDA ITEMS

Welcome and Acceptance of Agenda

Review of the Table of Organization

N. Williams stated to the committee that what they have in front of them is an updated organizational chart and updated job descriptions. N. Williams stated that when she was updating the job descriptions, she did send them to each of her staff members to review as well. N. Williams said that the big change is moving Heather Dean from Program Director to Associate Director. N. Williams stated that it makes the most sense as H. Dean is already acting as this role.

N. Williams stated that she functions as her second in command now. N. Williams stated to the committee, that in this job description, they will note that she is not removing H. Dean's program work though, she did incorporate the Program Director duties into the job description, along with the Associate Director duties.

M. Brumfield asked if H. Dean has signed anything yet and N. Williams stated no not yet. N. Williams stated that she did have H. Dean review this job description and N. Williams did have a conversation with her about whether she would be willing to accept this position. N. Williams stated that her role as Executive Director is to ensure that she is preparing for that next person to step up into her role. N. Williams stated that she thinks H. Dean doesn't see herself as the next Executive Director of the Mental Health and Recovery Board and so N. Williams had to have the conversation with her. N. Williams stated she is that person though. N. Williams stated that Heather prefers to work behind the scenes, and her favorite place is not public facing roles. N. Williams stated to be the next Executive Director she does not have to be that person. N. Williams stated she is that person who is out in the community, but the next person doesn't necessarily have to be that person. You just have to then have your second in charge be that person. N. Williams stated she had that conversation with H. Dean that she could be who she is, but then she has to line up the next person behind her to be the forward-facing person who is out in the community. H. Dean just needs to find the right person to offset her limitations, just like H. Dean offsets mine.

N. Williams stated H. Dean is the most logical step to move into next Executive Director position. M. Brumfield asked if N. Williams thought H. Dean was truly capable of being Executive Director, not just stepping in when N. Williams was off for a short period of time. N. Williams stated yes. N. Williams stated that if asked a year ago, she would not have answered the same way. N. Williams stated the reason for the change is that H. Dean has had

tremendous growth over this past year. H. Dean operates at an exceptionally high level and more quickly, which can be challenging when others don't work at the same pace. H. Dean has made wonderful strides in learning to navigate these differences and work effectively with different working styles. N. Williams stated that H. Dean takes feedback well and as N. Williams notices areas that she believes could benefit H. Dean as she prepares to be the next Executive Director, H. Dean always listens and never shuts down.

N. Williams stated that H. Dean knows the programs inside and out, she gives the level of professionalism you need, and if N. Williams were to step out at the end of the contract, H. Dean would be your person. However, N. Williams stated that H. Dean would take it with grace if the Board had a search committee and selected someone other than H. Dean, which is exactly the type of person you would need.

S. Rotolo stated that his snapshot is just a snapshot, but going back a year ago and having conversations with H. Dean about what was going on, he has seen H. Dean change as well.

M. Brumfield stated that he is impressed with H. Dean's resilience in the fact that she's pushed through under enormous people in the community coming at her pretty hard, and some things that shouldn't even have happened. I give her kudos for that.

M. Brumfield stated that he would like to see H. Dean be more involved with the board. He thinks working with the board will be a good step going into this role and preparing her.

M. Brumfield stated that he had a few questions about the job descriptions. He asked if in the Executive Director's job description, it should note that the Executive Director is to also carry out the contract that is executed by the board and the Executive Director. The committee agreed at the end of the job description the following would be added:

The Executive Director is expected to adhere to all terms and conditions of any employment or service agreement entered into with the Board of Directors, including the initial contract, and any subsequent agreements.

M. Brumfield stated that looking at the Finance Director's job description it doesn't note that she reviews and oversees the Financial Consultant, currently Clark Schaefer Hackett. N. Williams stated that the Assistant Finance job description will be changed too. S. Rotolo stated it should be non-specific in case it would change. N. Williams stated that her job description should also add, the IT vendor relationship too, as she manages that relationship. Those two changes will be made.

M. Brumfield asked if the Part-time Assistant Finance Director should be at an hourly rate and not a prorated amount. S. Rotolo agreed. N. Williams stated she also agreed and will change it to \$35-\$45 an hour.

M. Brumfield asked about the other pay ranges listed on the job descriptions. M. Brumfield asked if N. Williams had the salaries of the other boards. N. Williams stated that association just collected that data this year. N. Williams provided that data for each position.

N. Williams also mentioned that she included a snippet of what the Executive Director is receiving in Richland County for an automobile allowance. N. Williams stated the amount is \$600. N. Williams stated that she does a lot of driving since it is Wayne and Holmes and she obviously understood the requirement when accepting the position. However, completing the mileage form does take considerable time that she would prefer not to do and this would allow for this task to be removed. N. Williams purchased a brand-new vehicle in December of 2024, and she has approximately 20k in miles on it already. Of course, N. Williams stated, some of those are personal miles.

M. Brumfield questioned if N. Williams would be losing money at \$600 a month. N. Williams stated she was unsure, but she would love not to fill out a mileage form. She is very diligent in filling out a mileage form, using MapQuest. It is painful.

M. Brumfield asked N. Williams is that what you would prefer. N. Williams stated yes. N. Williams stated she thinks it is fair, she would lose some months, she would gain some months. However, a set of tires and a few oil changes will take care of it N. Williams states.

M. Brumfield stated to N. Williams are you sure you want that on your automobile? N. Williams stated yes. M. Brumfield stated that it would then eliminate N. Williams from tracking her mileage. N. Williams stated that it would be amazing.

M. Brumfield motioned and S. Rotolo seconded to give current Executive Director N. Williams a monthly mileage stipend of \$600.00 in lieu of completing mileage reimbursements.

Motion: M. Brumfield

Second: S. Rotolo

Vote: All For

Review of Job Descriptions

Executive Director Job Description

R. Estill asked where the committee wanted to go now. M. Brumfield stated that if they look at the ranges, looking at the Executive Director, and looking at how all of the other boards in Ohio pay, only six are paid under 100k. M. Brumfield stated the range should be 100k-160k. He stated there is a mental aspect of having that number when looking for candidates. S. Rotolo agreed.

M. Brumfield motioned and S. Rotolo seconded to accept the Executive Director Job Description as presented with the following changes:

Executive Director job description, with the following changes:

Salary range 100k-160k

Include management of IT Vendor as a responsibility

Include this at the end:

The Executive Director is expected to adhere to all terms and conditions of any employment or service agreement entered into with the Board of Directors, including the initial contract, and any subsequent agreements.

Motion: M. Brumfield

Second: S. Rotolo

Vote: All For

M. Brumfield then asked what the current cost of living is. S. Rotolo stated he knows based on his role, but it might not apply here. R. Estill stated he is seeing 8%. N. Williams stated that for Social Security they gave a COLA for retirees 2.5% this year. M. Brumfield stated that N. Williams has been with the board now almost 18 months and M. Brumfield thinks a 6% raise is not unreasonable. S. Rotolo stated agreed.

M. Brumfield stated he is making a motion to give N. Williams a 6% cost of living increase. S. Rotolo seconded the motion.

Motion: M. Brumfield

Second: S. Rotolo

Vote: All For

N. Williams stated she was not expecting the 6% and thanked the committee very much and also thanked them for the automobile allowance.

Associate Director

R. Estill moved onto the Associate Director pay range.

S. Rotolo said he was good with the pay range. M. Brumfield stated, we are setting a competitive range and keeping good talent.

Motion: M. Brumfield

Second: S. Rotolo

Vote: All For

Finance Director

R. Estill stated the last one to review is the Finance Director, because the Assistant Finance Director was already reviewed. M. Brumfield and S. Rotolo were fine with that range.

S. Rotolo motioned and M. Brumfield seconded to accept the Finance Director job description, with the following changes:

Adding - oversees the Financial Consultant

Motion: S. Rotolo

Second: M. Brumfield

Vote: All For

Asst. Finance Director

S. Rotolo motioned and M. Brumfield seconded to approve the Assistant Finance Director job description, with the following changes:

Add backup to Finance Director to oversee the Financial Consultant

Change rate to hourly, and to \$35-45 an hour

Motion: S. Rotolo

Second: M. Brumfield

Vote: All For

Motion for Adjournment

Motion: S. Rotolo

Second: M. Brumfield

Vote: All For

Time: 3:20pm

RESOLUTION FY26-07

COLEMAN GUARDIANSHIP SERVICES:

WHEREAS, the organization has identified a need for Guardianship Services to be provided to clients; and

WHEREAS, Coleman Health Services has been identified as a qualified provider of these services; and

WHEREAS, a contract with Coleman Health Services for Guardianship Services for up to \$84,541.00 for Fiscal Year 2026 (FY26) has been prepared; and

WHEREAS, the Board of Directors wishes to authorize the Executive Director to execute this contract on behalf of the organization.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the Executive Director to enter into and execute a contract with Coleman Health Services for Guardianship Services and that the total amount of this contract shall not exceed \$84,541.00 for Fiscal Year 2026.

The undersigned hereby certifies that they are the duly elected and acting Finance Director of MHRB of Wayne & Holmes Counties , and that the foregoing is a true and correct copy of a resolution adopted at a meeting of the Board of Directors held on 8/27/2025.

Dorrie Miller
Finance Director, MHRB

Steve Glick
Board Chair, MHRB

RESOLUTION FY26-08

VIOLA STARTZMAN FUNDING – TELEHEALTH/EVALUATIONS:

WHEREAS, the Viola Startzman Clinic has submitted a funding request for up to \$2,500 to furnish and equip two offices for telehealth and on-site psychiatric evaluations; and

WHEREAS, the Board of Directors recognizes the importance of increasing access to mental health services in the community; and

WHEREAS, the Board of Directors has determined that this funding request aligns with the organization's mission and goals.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby approves the funding request from the **Viola Startzman Clinic** for an amount **not to exceed \$2,500** and that these funds are to be used specifically for the purpose of furnishing and equipping two offices for telehealth and on-site psychiatric evaluations.

The undersigned hereby certifies that they are the duly elected and acting Finance Director of MHRB of Wayne & Holmes Counties , and that the foregoing is a true and correct copy of a resolution adopted at a meeting of the Board of Directors held on 8/27/2025.

Dorrie Miller
Finance Director, MHRB

Steve Glick
Board Chair, MHRB

RESOLUTION FY26-09

MHRB JOB DESCRIPTIONS/TABLE OF ORGANIZATION:

WHEREAS, the Board of Directors has reviewed and considered the proposed new job descriptions for the roles of Executive Director, Assistant Director, Finance Director, and Assistant Finance Director; and

WHEREAS, the Board of Directors has also reviewed and considered the proposed new table of organization; and

WHEREAS, the Board of Directors has determined that these changes are necessary for the effective and efficient operation of the organization.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby accepts and approves the new job descriptions for the positions of **Executive Director, Assistant Director, Finance Director, and Assistant Finance Director** and that the Board of Directors hereby accepts and approves the new as presented.

The undersigned hereby certifies that they are the duly elected and acting Finance Director of MHRB of Wayne & Holmes Counties , and that the foregoing is a true and correct copy of a resolution adopted at a meeting of the Board of Directors held on 8/27/2025.

Dorrie Miller
Finance Director, MHRB

Steve Glick
Board Chair, MHRB

RESOLUTION FY26-10

MONTHLY AUTOMOBILE ALLOWANCE – EXECUTIVE DIRECTOR

WHEREAS, the Executive Director is required to use a personal vehicle to perform their duties and responsibilities; and

WHEREAS, the Board of Directors wishes to provide a monthly allowance to cover these transportation costs.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby approves a **monthly automobile allowance of \$600.00** for the Executive Director.

BE IT FURTHER RESOLVED, that this allowance is intended to cover all transportation expenses incurred by the Executive Director in the performance of their duties and that in the event of exceptional circumstances requiring additional transportation expenses, the Executive Director must obtain prior approval by a majority vote of the Board of Directors.

The undersigned hereby certifies that they are the duly elected and acting Finance Director of MHRB of Wayne & Holmes Counties , and that the foregoing is a true and correct copy of a resolution adopted at a meeting of the Board of Directors held on 8/27/2025.

Dorrie Miller
Finance Director, MHRB

Steve Glick
Board Chair, MHRB

the Executive Director is seeking permission to accept a grant of \$180,243.00 for Women's Treatment & Recovery; and
these funds will be used to contract with One Eighty for Women's Residential Programming; and
this funding will be supplemented with \$134,757.00 from the levy, bringing the total amount for One Eighty's Women's Residential Programming to \$315,000.00; and
this structure is a new process from previous years in which One Eighty was the direct applicant for the funds; and
due to the timing of the award notification, a mini-contract was necessary to secure the funding for this year; and
the funding amount is consistent with awards from previous years and would have been included in the base contract had the award notice been received earlier.

that the Executive Director is granted permission to accept the \$180,243.00 in grant funding for Women's Treatment & Recovery and that the Executive Director is authorized to enter into a contract with One Eighty up to the amount of \$315,000.00 to fund Women's Residential Programming, utilizing the \$180,243.00 grant and the \$134,757.00 levy supplement.

Dorrie Miller
Finance Director, MHRB

Steve Glick
Board Chair, MHRB

Contract for Guardianship Services

This Funding Contract ("Contract") is by and between the Mental Health & Recovery Board of Wayne and Holmes Counties, 1985 Eagle Pass, Wooster, Ohio 44691 (hereinafter "Board"), and Coleman Health Services, 400 West Tuscarawas St, Canton Ohio 44702 (hereinafter "Provider") (collectively, the "Parties").

WHEREAS, Board desires to provide funding to Provider for the provision of certain services and/or activities; and,

WHEREAS, Provider has agreed to and is able to provide such services and/or activities in exchange for the funding described herein; and,

WHEREAS, Board and Provider wish to set forth their respective and mutual responsibilities and obligations in regard to this funding arrangement.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, the Parties agree as follows:

Section 1 Provider Responsibilities

1.1 Provider agrees to deliver the following

- **Transition support, 3 months**
- **Guardianship Programming, to include: 1 FTE Guardian, who will provide services for up to 40 wards as outlined below:**

The Coleman Guardianship program will provide a court appointed guardian for individuals who are deemed incompetent. The guardian will make important decisions for the ward regarding medical care, treatment options, and housing placement under the guidance of the Probate court in situations where there is not another appropriate person willing or able to serve as guardian.

1.2 Provider shall provide services under this Contract in accordance with the terms of this Contract and all applicable federal, state, and local laws and regulations governing the provision and certification of such services.

1.2 All OhioMHAS-certified services shall be provided in accordance with the service requirements set forth in Chapter 5122-29 of the Administrative Code.

1.3 Provider shall submit quarterly reports via Smartsheet and information as may reasonably be requested by Board throughout the term of this Contract. Quarterly report include:

- **Number of Wards**
- **Number of Wards who had inpatient hospitalization**
- **Number of wards who were incarcerated**
- **Did Guardian meet all mandates**

1.4 Provider shall ensure expenditures of such funds comply with the allowable and restricted expenditures and costs set forth in Attachment 1 and any additional, applicable funding requirements promulgated by federal, state, and local agencies, including OhioMHAS, during the term of this Contract.

1.5 Provider certifies that it has read and shall comply with the applicable requirements of the current fiscal year's OhioMHAS Agreement and Assurances, located at: <https://mha.ohio.gov/supporting-providers/apply-for-funding/for-current-awardees/57-fy25-agreements-and-assurances-signature-pages>, including, but not limited to, the requirements contained in the Certifications, Assurances and Standard Affirmation and Disclosure Form sections and any other sections that are applicable to Provider based on the type of funding received from Board. Said OhioMHAS Assurances are incorporated by reference herein as if fully set forth herein.

Provider shall ensure that the form set forth in Attachment 4 of the OhioMHAS Agreement, in regard to the location of services to be performed under this Contract, has been completed and submitted to Board prior to the effective date of this Contract.

1.6 Provider agrees to comply with all evaluation, monitoring, and compliance activities which Board determines to be necessary pursuant to the requirements of the Uniform Guidance.

1.7 Provider shall retain, and make available to Board upon request, all documentation related to the provision of services and activities under this Contract and make such documentation available to Board as necessary for Board to fulfill its administrative and legal requirements.

1.8 Provider shall comply with all financial audit requirements related to grant funds received under this Contract.

1.9 Provider shall not discriminate in its employment practices and shall provide services in accordance with Federal, State and County statutes or regulations concerning nondiscrimination on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, citizenship, sexual orientation, marital status, physical or mental disability, genetic information, age, membership in an employee organization, retaliation, parental status, or military service. Provider shall ensure that its contractors and subcontractors are also bound by the requirements of this section.

1.10 Provider shall secure and maintain such insurance as is reasonably necessary to protect Provider against any and all claims or malpractice and to indemnify and hold Board harmless from any and all losses or expenses arising out of any such claims or malpractice of the Provider asserted against Board in regard to Provider's provision of services and activities under this Contract. Provider will be solely responsible for and will keep, save, and hold Board harmless from all claims, loss, liability, expense, or damage resulting from all losses, including death, to clients, employees of Provider or any other persons, or from any damage to any property sustained in connection with the provision of services and activities under this Contract which results from any acts or omissions, including negligence or malpractice. Liability under this Contract will continue after the termination of the Contract with respect to

any liability, loss, expense, or damage resulting from acts occurring prior to termination.

- 1.11 Provider shall adhere to and abide by all Board policies governing the provision of services, including but not limited to Board's client rights and grievance policy.

Section 2 Responsibilities of the Parties

- 2.1 Provider shall invoice monthly for services via Smartsheet link. Provider will shadow bill through Smartcare.
- 2.2 Board shall promptly disburse funds to Provider upon receipt of an invoice described in Section 2.1.
- 2.3 Total amount of funds to be provided under this Contract: **\$84,541.00**
- **\$69,008.00 (Guardianship Programming-9 months)**
 - **\$15,533.00 (Transition Support- 3 month)**
- 2.4 The Parties shall comply with all applicable state, federal and local laws and regulations in fulfilling their respective and mutual obligations under this Contract.
- 2.5 Both Parties acknowledge and agree that this Contract is for special funding set aside for designated, shorter-term services beyond any annual certified funding contract, and is therefore not subject to the notice and/or renewal requirements set forth in Ohio Revised Code § 340.036(D).
- 2.6 Both Parties shall retain all documentation and public records pursuant to the laws of the State of Ohio related to the provision of funding under this Contract and provide such documentation to the other party upon request for the requesting party to fulfill its administrative and legal requirements.
- 2.7 The Parties are autonomous and neither Party is an agent, representative, employee, or partner of the other. This Contract shall not be interpreted or construed to create an association, agency, employment, joint venture, or partnership between the Parties or to impose any liability attributable to such a relationship upon either Party.

Section 3 Miscellaneous Provisions

- 3.1 This Contract shall be effective from 7.1.25 and shall continue until 6.30.26.
- 3.2 As set forth in Section 2.6 above, the Parties hereby agree that Ohio Revised Code § 340.036(D) does not apply to this Contract. Nonetheless, to the extent that any court of competent jurisdiction were to rule that Ohio Revised Code § 340.036(D) governs the funding and services provided under this Contract, Provider is hereby notified that Board does not intend to enter into a subsequent contract for the purposes stated in this Contract after the

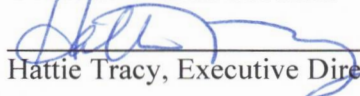
expiration of this Contract term. Any subsequent renewals of this Contract, dependent upon grant funding availability, will be executed separately in writing by the Parties.

- 3.3 The Parties acknowledge and understand that funding provided under this Contract is subject to Board's receipt of public funding. Board will promptly notify Provider of any decrease in or elimination of funding.
- 3.4 Rights and obligations under this Contract which by their nature should survive will remain in effect after termination of this Contract until such time as those requirements are fulfilled.
- 3.5 This Contract, together with all parts incorporated herein by reference or Attachment hereto, represents the entire agreement between the Parties and supersedes any and all prior agreements of the Parties with respect to the subject matter of this Contract.
- 3.6 No change, amendment, or modification of any provision of this Contract shall be valid unless set forth in a written instrument and signed by the Parties.
- 3.7 This Contract shall be governed by and construed in accordance with the laws of the State of Ohio.
- 3.8 Nothing express or implied in this Contract is intended or shall be deemed to confer upon any person other than the Parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities. Neither Party may assign or delegate its rights or obligations pursuant to this Contract without the prior written consent of the other.
- 3.9 Should any portion of this Contract be deemed unenforceable by any administrative or judicial officer or tribunal of competent jurisdiction, the balance of this Contract shall remain in full force and effect unless revised or terminated pursuant to the requirements of this Contract.

IN WITNESS WHEREOF, the Parties hereto, each acting under due and proper authority, have duly executed this Contract on the dates set forth below.

Coleman Professional Services, Inc. dba

Coleman Health Services



Hattie Tracy, Executive Director/CEO

Date: 7.29.2025

Mental Health & Recovery Board of Wayne & Holmes Counties

Nicole Williams, Executive Director

Date: _____

From: [Mark Yoder](#)
To: [Nicole Williams](#)
Cc: [Heather Dean](#)
Subject: Mental Health Services Funding and Community Needs
Date: Friday, August 1, 2025 3:15:31 PM
Attachments: [Outlook-ws3vno0u.png](#)

Hi Nicole and Heather,

I hope this message finds you well. I'm writing to share some urgent concerns, as well as a promising opportunity, regarding mental health services in Wayne and Holmes Counties—particularly in light of the current funding priorities of the Mental Health and Recovery Board.

Over the past year, the Viola Startzman Clinic has seen a significant increase in patients transferring their mental health care from the Counseling Center to our clinic. This shift is a clear indicator of unmet needs in the community and is placing substantial strain on our mental health team, impacting our scheduling capacity and increasing the burden of uncompensated care.

To highlight the impact:

- **21.2% of our current psychiatric panel consists of patient transfers from the Counseling Center**, a provider currently prioritized for mental health funding.
- These transfers have resulted in **\$61,762 in charitable care adjustments** over the past 12 months.
- Despite these challenges, we remain committed to access: **we are currently the only agency in the area able to schedule new psychiatric evaluations within 1–2 weeks—and, in some cases, same-day.**

This level of responsiveness is critical for community well-being and continuity of care—particularly in high-risk situations—and reflects our clinic's efficiency and commitment to meeting actual community needs.

In addition, we've recently been approached by **Ana Zao Community Partners** about a potential collaboration to bring mental health services to their **Holmes County location in Millersburg**. They have generously offered on-site office space to support this initiative.

To operationalize this partnership, we are requesting that the Mental Health and Recovery Board consider a modest **funding allocation of \$2,500** to help us furnish and equip two of the offices for **telehealth and on-site psychiatric evaluations**. This would include funding for computers, webcams, chairs, and other essential supplies needed to provide high-quality

mental health care to this underserved region.

As you continue to evaluate funding priorities, we respectfully urge you to consider directing support to the providers who are currently delivering the bulk of mental health care in our community and responding to rising demand. The Viola Startzman Clinic is uniquely positioned to provide immediate, compassionate, and effective care—and with your partnership, we can continue expanding our reach to those who need us most.

Thank you for your thoughtful consideration, and please don't hesitate to reach out if you would like additional data or to further discuss this initiative.

Warm regards,

Dr. Mark Yoder DNP, FNP-C
Executive Director
1739 Cleveland Road
Wooster, Ohio 44691
(330)-262-2500 Ext:102



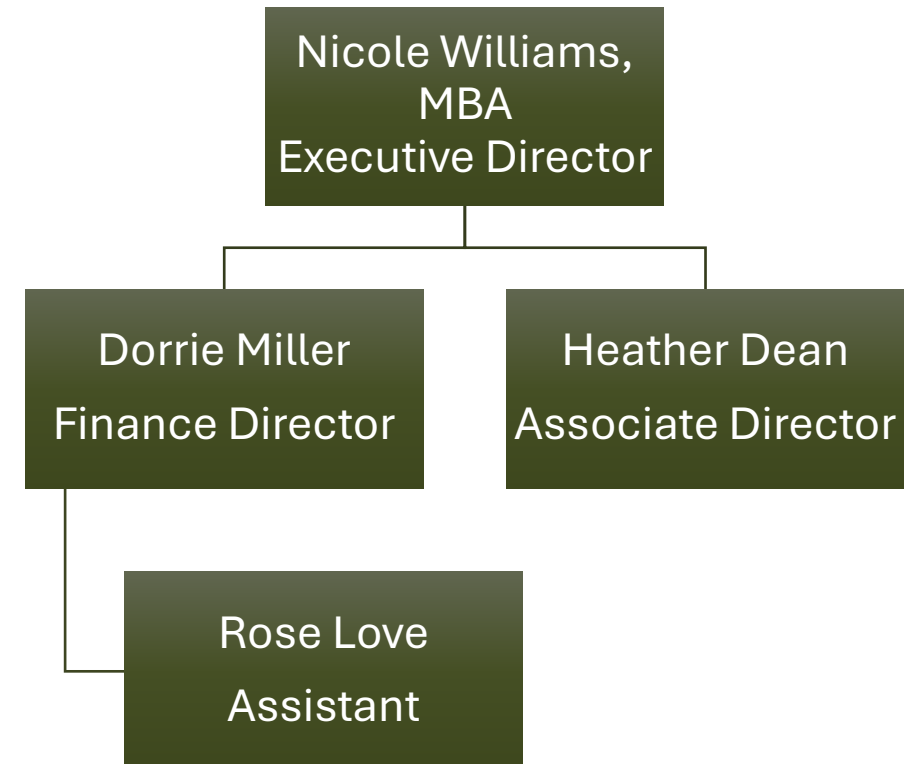
VIOLA STARTZMAN
CLINIC

Organizational Chart 2025

Updated 7/14/2025



**Mental Health &
Recovery Board**
of Wayne and Holmes Counties





POSITION: Executive Director

SUPERVISOR: MHRB Board

POSITION STATUS: Full-time, salaried, classified

RATE: \$100,000-\$160,000

GENERAL JOB DESCRIPTION

The Executive Director provides strategic leadership and operational oversight for the Mental Health and Recovery Board. The Executive Director is a champion of the mission to foster a culturally competent, trauma-informed, and recovery-oriented system of care for the communities of Wayne and Holmes. Reporting to the Board of Directors, this individual is responsible for the overall strategic direction, financial sustainability, programmatic excellence, and community standing of the Board. The Executive Director leads a dedicated team and serves as the primary liaison to the Board, community partners, and key stakeholders, ensuring the Board's responsiveness to Wayne and Holmes needs and compliance with all guiding statutes, including ORC 340.

MAJOR DUTIES AND RESPONSIBILITIES

Strategic Leadership & Vision:

- In partnership with the Board of Directors, establish and execute a compelling strategic vision for the organization's future.
- Lead the development and implementation of innovative system-wide initiatives and long-range service plans.
- Identify and secure diverse funding streams and resources to ensure the Board's financial health and support its mission.
- Foster a culture of collaboration, excellence, and continuous improvement throughout the Board and its network of provider agencies.
- Lead and mentor a team, may include the Finance Director Associate Director, and Program Director, empowering them to manage their departments effectively.
- Management of IT Vendor.

Financial & Operational Oversight:

- Provide executive oversight of all financial operations, ensuring fiscal integrity and responsibility. In collaboration with the Finance Director, manage the annual budget, oversee accounting systems, and ensure robust financial controls.
- Ensure the effective delivery of high-quality, evidence-based services by guiding and empowering the Program Director.
- Oversee the entire contract lifecycle, from development and negotiation to administration and evaluation, holding provider agencies accountable for performance and outcomes.
- Guarantee organizational compliance with all legal, regulatory (including ORC 340), and

contractual obligations.

Board Governance & Support:

- Serve as the primary liaison to the Board of Directors, fostering a strong and transparent working relationship.
- Advise the Board on all aspects of the Board's activities and provide the necessary information, analysis, and recommendations to support effective governance and decision-making.
- Facilitate new Board member orientation and ongoing professional development for the full Board.
- Staff all Board and committee meetings, preparing agendas, reports, and materials to ensure productive engagement. Serve as an ex-officio, non-voting member of all committees.

Community Engagement & Advocacy:

- Serve as the principal spokesperson and public face of the Board, effectively representing its mission and programs to the public, government agencies, and community partners.
- Cultivate and maintain strong, collaborative relationships with provider leadership, community coalitions, and other key systems to build broad support and drive collective impact.
- Champion mental health and recovery initiatives through public speaking, leading community task forces, and actively participating in local and state-level advocacy efforts.

Supervisory Responsibilities:

- Directly supervises the Finance Director and the Program Director.
- Is responsible for the overall direction, coordination, and evaluation of these departments, and for the performance of the Board as a whole.
- Carries out supervisory responsibilities in accordance with the Board's policies and applicable laws.

QUALIFICATIONS FOR THE JOB

Qualifications & Experience:

- **Education:** A Master's degree from an accredited college or university is required.
- **Licensure:** Professional/independent clinical licensure in a mental health or substance use field is strongly preferred.
- **Experience:** A minimum of four (ideally 5-7+) years of progressive leadership experience in behavioral health administration. This must include demonstrated success in program management, financial oversight, strategic planning, and senior staff supervision.

Core Competencies:

- **Strategic Vision & Execution:** Ability to think strategically, anticipate future trends, and translate vision into actionable, results-oriented plans.
- **Financial Acumen:** Sophisticated understanding of nonprofit financial management, budgeting, and resource development.
- **Decisive Leadership & Team Development:** Proven ability to lead, mentor, and empower a team, fostering a positive and productive work environment.
- **Exceptional Communication:** Superior written, verbal, and public speaking skills, with the ability to effectively articulate the Board's mission to diverse audiences.
- **Community Advocacy & Relationship Building:** A natural collaborator with a track record of building and maintaining strong relationships with a wide range of stakeholders

WORKING ENVIRONMENT

Work Environment & Travel:

- This is a full-time, 40-hour per week position based in a professional office environment.
- Flexibility is required to attend evening meetings, community events, and special projects as needed.
- Regular in-state travel is a requirement of the position; mileage is reimbursed.

ESSENTIAL FUNCTIONS OF THE POSITION

Technical Proficiency:

- Demonstrated proficiency with Microsoft Office Suite (Word, Excel, Outlook) and other standard office software applications.
- Ability to efficiently navigate and utilize a variety of computer systems, databases, and cloud-based platforms.
- Skilled in the use of video conferencing tools (Zoom, Microsoft Teams) to facilitate virtual meetings and presentations.

Communication & Interpersonal Skills:

- Exceptional written and verbal communication skills, with strong command of grammar, spelling, and professional correspondence.
- Confident and articulate public speaker, capable of representing the organization in a variety of settings, including public forums and media engagements.
- Strong interpersonal skills with a proven ability to establish and maintain positive, collaborative relationships with a wide range of individuals and organizations.

Organizational & Administrative Competence:

- Effective leadership and management abilities, with demonstrated success in overseeing teams and departmental functions.
- Excellent organizational and time-management skills, with the ability to balance competing priorities and meet critical deadlines.
- Capable of working independently with minimal supervision while also thriving in a collaborative team environment.
- High level of attention to detail and commitment to accuracy in all work products.

Physical & Travel Requirements:

- Ability to remain seated for extended periods while performing administrative functions.
- Capacity for regular in-state travel by car, including the ability to drive for extended periods as necessary to fulfill job responsibilities.
- Flexibility to work evenings and attend community meetings, events, and other functions outside of standard business hours.

The Executive Director is expected to adhere to all terms and conditions of any employment or service agreement entered into with the Board of Directors, including the initial contract, and any subsequent agreements.

I reviewed my position description with the director and received a copy for my records:

Executive Director Signature

Date

Board Chair Signature

Date



POSITION: Associate Director

SUPERVISOR: Executive Director

POSITION STATUS: Full-time, salaried, classified

RATE: \$85,000-\$120,000

GENERAL JOB DESCRIPTION

The Associate Director (Programs) serves as the second-in-command of the Mental Health & Recovery Board of Wayne and Holmes Counties (WHMHRB), providing strategic leadership and operational oversight in the areas of program development, contract management, and service system evaluation. Reporting directly to the Executive Director, this role plays a critical part in ensuring a comprehensive, culturally competent, trauma-informed, and recovery-oriented continuum of care throughout the communities of Wayne and Holmes Counties.

The Associate Director acts on behalf of the Executive Director in their absence and provides leadership in advancing the Board's statutory responsibilities under ORC 340. This position works collaboratively with state and local partners, provider agencies, courts, hospitals, and community stakeholders to enhance behavioral health systems, develop new initiatives, and ensure accountability for quality outcomes.

MAJOR DUTIES AND RESPONSIBILITIES

Leadership & Strategic Oversight:

- Serve as Acting Executive Director during the absence of the Executive Director, with authority to sign documents and carry out responsibilities per policy.
- Assist the Executive Director in fulfilling the statutory responsibilities of the Board (ORC 340), including system oversight, planning, funding, and accountability.
- Support the development and oversight of provider and vendor contracts in alignment with Board objectives and strategic plans.
- Provide subject-matter leadership on mental health and addiction services, including prevention, intervention, treatment, and recovery supports, with a particular emphasis on court-involved and recovery-oriented programming.
- Lead or support local task forces, coalitions, and initiatives to advance mental health and addiction services across systems.
- Represent the Board in public forums, advocacy activities, and collaborative partnerships with state and local government agencies, including OhioMHAS.
- Participate in the Board's strategic planning processes and contribute to the development of reports, budgets, and funding applications.

Program Oversight & System Management:

- Oversee and evaluate the quality, outcomes, and performance of mental health and addiction services funded by the Board.

- Monitor inpatient psychiatric services, including probate, outpatient commitment, and discharge planning.
- Manage utilization and oversight of state and private psychiatric hospital placements.
- Provide consultation and problem-solving with contract providers to ensure service access, quality, and compliance.
- Monitor implementation of evidence-based practices and ensure alignment with Recovery-Oriented System of Care (ROSC) principles.
- Lead development and submission of OhioMHAS Community Plan and associated reports, including Community Capital and Housing Plans.
- Prepare or contribute to the preparation of agency annual contracts and service plans.
- Oversee compliance with OhioMHAS, Medicaid, and other regulatory and funding bodies as appropriate.
- Review outcome data, monitor incident reports, and manage grant opportunities as assigned.
- Coordinate programmatic responses to emerging needs and system gaps, leveraging community partnerships and resources.

Community Engagement & Representation:

- Serve as Board liaison to community partners including courts, law enforcement, child welfare, developmental disabilities, public health, education, and housing systems.
- Serve as a support to the Executive Director in representing the Board to community partners including courts, law enforcement, child welfare, developmental disabilities, public health, education, and housing systems.
- Represent the Board on committees and coalitions as assigned by the Executive Director (e.g., Heartland Collaborative, prevention coalitions).
- Maintain collaborative working relationships with local providers and systems to ensure coordination of services and system improvement efforts.
- Support the Executive Director's efforts with OhioMHAS, OACBHA, and other statewide organizations, participating when appropriate.
- Assist in preparing public presentations and materials for community outreach, education, and advocacy under the direction of the Executive Director.

QUALIFICATIONS FOR THE JOB

Qualifications & Experience:

- Master's degree in a human services-related field from an accredited institution preferred.
- Professional/independent clinical licensure in a mental health or substance use field strongly preferred.
- Minimum of 5-7 years of progressive leadership experience in behavioral health program administration or system oversight.

Core Competencies:

- Behavioral Health Knowledge: In-depth understanding of prevention, intervention, treatment, and recovery services; knowledge of ASAM criteria, evidence-based practices, MAT, and housing supports preferred.
- System Navigation: Knowledge of cross-sector systems including courts, child welfare, developmental disabilities, healthcare, education, corrections, and public assistance.
- Leadership & Advocacy: Ability to lead with authority, influence community collaboration, and advocate for behavioral health priorities.
- Program Planning & Evaluation: Skilled in program development, monitoring, and outcomes evaluation.
- Communication: Strong written, verbal, and interpersonal skills; capable of public speaking and representing the Board with professionalism.
- Analytical & Reporting: Ability to compile, analyze, and report on complex data sets for accountability and planning.
- Technical Proficiency: Proficient with Microsoft Office Suite, including Teams and Excel; experience with GFMS, EHR systems, and data platforms preferred.
- Ethics & Compliance: Knowledge of HIPAA, civil rights regulations, and the ethical obligations of the behavioral health field.

WORKING ENVIRONMENT

Work Environment & Travel:

- This is a full-time, 40-hour per week position.
- Flexibility is required to attend evening meetings, community events, and special projects as needed.
- Regular in-state travel is a requirement of the position; mileage is reimbursed.
- Remote work may be permitted based on job function and schedule.

ESSENTIAL FUNCTIONS OF THE POSITION

Technical Proficiency:

- Demonstrated proficiency with Microsoft Office Suite (Word, Excel, Outlook) and other standard office software applications.
- Ability to efficiently navigate and utilize a variety of computer systems, databases, and cloud-based platforms.
- Skilled in the use of video conferencing tools (Zoom, Microsoft Teams) to facilitate virtual meetings and presentations.

Communication & Interpersonal Skills:

- Exceptional written and verbal communication skills, with strong command of grammar, spelling, and professional correspondence.
- Confident and articulate public speaker, capable of representing the organization in a variety of settings, including public forums and media engagements.
- Strong interpersonal skills with a proven ability to establish and maintain positive, collaborative relationships with a wide range of individuals and organizations.

Organizational & Administrative Competence:

- Effective leadership and management abilities, with demonstrated success in overseeing teams and departmental functions.
- Excellent organizational and time-management skills, with the ability to balance competing priorities and meet critical deadlines.
- Capable of working independently with minimal supervision while also thriving in a collaborative team environment.
- High level of attention to detail and commitment to accuracy in all work products.

Physical & Travel Requirements:

- Ability to remain seated for extended periods while performing administrative functions.
- Capacity for regular in-state travel by car, including the ability to drive for extended periods as necessary to fulfill job responsibilities.
- Flexibility to work evenings and attend community meetings, events, and other functions outside of standard business hours.

COMMITMENT TO THE MISSION

A demonstrated commitment to advancing the mission of the Mental Health & Recovery Board and supporting the behavioral health needs of Wayne and Holmes Counties.

Familiarity with Ohio’s behavioral health systems, recovery principles, and community partnerships is a plus.

I reviewed my position description with the director and received a copy for my records:

Associate Director Signature

Date

Executive Director Signature

Date



POSITION: Executive Director

SUPERVISOR: Executive Director

SUPERVISES: Part-time Assistant Finance Director

POSITION STATUS: Full-time, Exempt

RATE: \$70,000-\$96,000

GENERAL JOB DESCRIPTION

The Finance Director serves as the chief financial officer for the Mental Health & Recovery Board of Wayne and Holmes Counties, providing strategic financial leadership and operational oversight to ensure fiscal integrity, accountability, and sustainability. Reporting directly to the Executive Director, the Finance Director is responsible for all financial operations, contract administration, compliance, and operational processes that support the Board's mission to promote a recovery-oriented system of care. This position supervises the Finance Assistant and provides support and guidance across the organization's administrative functions.

MAJOR DUTIES AND RESPONSIBILITIES

Financial Leadership & Oversight:

- Oversee all fiscal operations, including accounting, budgeting, financial reporting, internal controls, and payroll.
- Develop and maintain accurate and compliant accounting systems in alignment with governmental and nonprofit standards.
- Lead the preparation of the Board's annual budget, monitor performance, and provide detailed financial analysis and reporting to the Executive Director, Board of Directors, and Finance Committee.
- Manage fiscal reporting and compliance for all County, State (OhioMHAS), and Federal Funding, including preparation of 040 reports and other required documentation.
- Serve as the Board's purchasing agent and liaison to the County Auditor's office; ensure procurement and financial practices comply with policies and procedures.
- Oversee accounts payable and receivable functions, claims processing, reconciliations, and third-party billing operations.
- Work collaboratively with external financial consultants and auditors to ensure compliance and transparency.
- Oversees the Financial Consultant.

Contract Administration & Compliance:

- Manage the fiscal components of contracts with provider agencies, including budget review, fiscal monitoring, and compliance oversight.
- Lead the preparation, processing, and monitoring of all provider contracts, ensuring alignment with Board policies and state requirements.

- Support community plan development, including fiscal reporting components and budget projections.
- Coordinate audit activities and respond to inquiries from state and local oversight bodies.

Administrative & Operational Support:

- Oversee the daily administrative operations of the office, including records management, purchasing, facilities, and supplies.
- Provide executive-level administrative support to the Executive Director, acting on their behalf in their absence for fiscal and operational matters as appropriate.
- Supervise office staff responsible for clerical and finance-related functions, ensuring the smooth operation of administrative processes.
- Manage Board records, rosters, and compliance with records retention policies.
- Coordinate logistics for Board and committee meetings, trainings, and events, including preparation of materials and reports.

Technology & Systems Management:

- Administer financial software and databases, ensuring efficient interfaces between accounting systems and claims processing systems (SmartCare).
- Collaborate with state partners and vendors to resolve issues related to fiscal systems and data reporting.
- Maintain knowledge of evolving technology tools to enhance operational efficiency.

Supervisory Responsibilities:

- Directly supervises the Assistant Finance Director

QUALIFICATIONS FOR THE JOB

Qualifications & Experience:

- Associate or Bachelor's degree in Accounting, Finance, Business Administration, or a related field is preferred; CPA or advanced credentials also preferred.
- Minimum of 3-5 years of progressively responsible financial management experience, preferably in a governmental or nonprofit environment.
- Experience with public sector accounting, grant management, and behavioral health funding preferred.

Core Competencies:

- Financial Acumen: Deep understanding of nonprofit and governmental financial practices, budgeting, and compliance.
- Analytical Skills: Ability to interpret complex financial data, identify trends, and make informed recommendations.
- Leadership: Proven skills in supervising staff, managing workflows, and fostering a

collaborative team environment.

- Communication: Strong written and verbal communication skills, including the ability to present financial information clearly to non-financial audiences.
- Organizational Skills: Exceptional time management, attention to detail, and the ability to manage multiple priorities effectively.
- Problem Solving: Proactive in identifying challenges and developing creative solutions.

Technical Skills:

- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and accounting software.
- Experience with databases, financial management systems, and claims processing platforms (SmartCare preferred).
- Skilled in virtual meeting platforms (Zoom, Teams) and office equipment.

WORKING ENVIRONMENT

Work Environment & Travel:

- Full-time, 40-hour workweek, generally Monday–Friday, 8:00 a.m.–4:30 p.m., with flexibility for occasional evening meetings and events.
- Occasional in-state travel required; mileage reimbursement provided.
- Ability to sit for extended periods and travel by car for Board-related business.
- Partial remote work flexibility depending on operational needs.

COMMITMENT TO THE MISSION

A demonstrated commitment to advancing the mission of the Mental Health & Recovery Board and supporting the behavioral health needs of Wayne and Holmes Counties.

Familiarity with Ohio’s behavioral health systems, recovery principles, and community partnerships is a plus.

I reviewed my position description with the director and received a copy for my records:

Finance Director Signature

Date

Executive Director Signature

Date



POSITION: Assistant Finance Director (Part-Time)

SUPERVISOR: Finance Director

POSITION STATUS: Part-time, hourly, non-exempt

RATE: \$35-\$45 an hour

GENERAL JOB DESCRIPTION

The Assistant Finance Director supports the financial and administrative operations of the Mental Health & Recovery Board of Wayne and Holmes Counties. Reporting to the Finance Director, this position assists with fiscal management, contract oversight, claims processing, and administrative functions that contribute to the Board's financial integrity and operational efficiency. This role provides vital backup support for both finance and administrative operations and plays a key part in ensuring accuracy, compliance, and accountability within Board processes.

The position offers a flexible schedule with hours determined in collaboration with the Finance Director and Executive Director. Occasional evening hours may be required to support meetings or special projects.

MAJOR DUTIES AND RESPONSIBILITIES

Financial & Administrative Support:

- Assist in maintaining accurate Board accounting records and financial reports.
- Support preparation of Board and county budgets in collaboration with the Finance Director and Financial Consultant.
- Assist with state reporting requirements (including 040s and OhioMHAS reports) and provide data for financial analysis and reporting.
- Assist with the preparation of Mix of Funds reports and other funding-related analyses.
- Prepare fiscal charts and reports as directed.
- Process third-party claims and assist with staff payroll processing as needed.
- Serve as a backup purchasing agent and liaison to the County Auditor's office.

Contract Administration & Compliance:

- Assist in preparing the fiscal components of provider contracts.
- Process agency billings and monitor fiscal compliance as directed.
- Provide support for audits and annual community plan reporting requirements.
- Assist with billings and communication with state officials regarding fiscal matters.

Claims Processing & SmartCare Operations:

- Oversee day-to-day claims processing through SmartCare and address related troubleshooting needs.
- Work with Partner Solutions representatives and stakeholders to ensure efficient operations and resolve issues related to claims processing.

Executive & Administrative Assistance:

- Serve as backup to the Finance Director for administrative functions, including supporting the Executive Director and staff in their absence.
- Provide general office support, including scheduling, document preparation, and records management as needed.

Other Duties:

- Perform additional administrative or fiscal tasks as assigned by the Finance Director or Executive Director.
- Back up Finance Director to oversee the Financial Consultant.

QUALIFICATIONS FOR THE JOB

Qualifications & Experience:

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred.
- Previous experience in accounting, fiscal management, or nonprofit finance is strongly preferred.
- Experience with governmental or behavioral health funding is a plus.

Core Competencies:

- Strong understanding of basic accounting and bookkeeping principles.
- Skilled in organizing, compiling, and analyzing financial data.
- Familiarity with public sector or nonprofit financial operations is desirable.
- High level of attention to detail, accuracy, and confidentiality.
- Ability to manage multiple projects and deadlines simultaneously.
- Professional and courteous communication skills, both written and verbal.
- Commitment to the mission of the Mental Health & Recovery Board and the principles of behavioral health care systems.

Technical Skills:

- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and accounting software.
- Experience with databases, financial management systems, and claims processing platforms (SmartCare preferred).
- Skilled in virtual meeting platforms (Zoom, Teams) and office equipment.

WORKING ENVIRONMENT

Work Environment & Travel:

- Part-time, hourly position with flexible scheduling based on organizational needs and

approval by the Executive Director.

- Occasional evening hours may be required to support Board meetings or special projects; flex time or comp time will apply as appropriate.
- Primarily office-based with some remote flexibility, depending on duties.

COMMITMENT TO THE MISSION

A demonstrated commitment to advancing the mission of the Mental Health & Recovery Board and supporting the behavioral health needs of Wayne and Holmes Counties.

Familiarity with Ohio's behavioral health systems, recovery principles, and community partnerships is a plus.

I reviewed my position description with the director and received a copy for my records:

Assistant Finance Director Signature

Date

Finance Director Signature

Date

YOU ARE INVITED TO
THE MENTAL HEALTH & RECOVERY BOARD
OF WAYNE AND HOLMES COUNTIES

Annual Dinner

SEPTEMBER **24** AT 5:30 PM

THE CARLISLE INN
4949 WALNUT STREET WALNUT CREEK, OH 44687

Guest Speaker Mark Woods
EXECUTIVE DIRECTOR, ANAZAO COMMUNITY PARTNERS

RSVP BY 9.15.25:
WHMHRB ANNUAL DINNER RSVP LINK
WHMHRB.ORG OR BY PHONE 330-264-2527

Award Nomination Request

THE GUARDIAN AWARD

HONOR A FIRST RESPONDER WHO DEMONSTRATES EXCEPTIONAL DEDICATION AND COMPASSION IN SERVING INDIVIDUALS EXPERIENCING BEHAVIORAL HEALTH CRISES

THE BEACON AWARD

RECOGNIZE A STAFF MEMBER WHO HAS GONE ABOVE AND BEYOND TO SUPPORT INDIVIDUALS LIVING WITH MENTAL HEALTH OR SUBSTANCE USE CHALLENGES.

THE PHOENIX AWARD

CELEBRATE AN INDIVIDUAL WITH LIVED EXPERIENCE WHO HAS SHOWN REMARKABLE RESILIENCE AND COMMITMENT TO RECOVERY.



PLEASE SUBMIT NOMINATIONS VIA:
WHMHRB AWARD NOMINATION LINK
OR AT: WHMHRB.ORG