

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

MHRB Secretary/Chair R. Estill **Welcome and Acceptance of Agenda**

PAGES #'S **001**
(IF APPLICABLE)

NEW BUSINESS

Ex. Director
N. Williams / Staff

Review of the Table of Organization

Page(s): **002**

Review of Job Descriptions

Executive Director

Motion:

Second:

Vote:

Page(s): **003-006**

Associate Director

Motion:

Second:

Vote:

Page(s): **007-010**

Finance Director

Motion:

Second:

Vote:

Page(s): **011-013**

Asst. Finance Director

Motion:

Second:

Vote:

Page(s): **014-016**

Motion for Adjournment

Motion:

Second:

Vote:

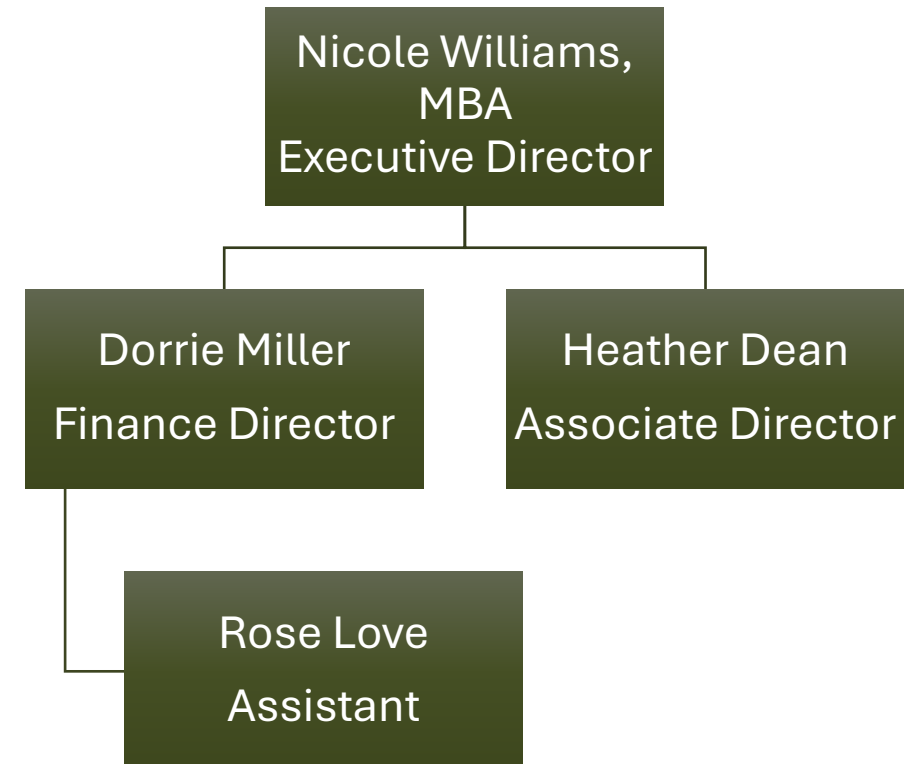
TIME:

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: \$85,000-\$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, including the Finance Director and Program Director, empowering them to manage their departments effectively.

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.

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: Finance 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.

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.

FINANCE DIRECTOR

- 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, Unclassified

RATE: \$35,000-\$50,000 (prorated for part-time)

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.

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.

ASSISTANT FINANCE 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