



STARK COUNTY
**Mental Health &
Addiction Recovery**

**BOARD MEETING MINUTES
THURSDAY, JANUARY 25, 2018 @ 4:00 PM**

I. CALL TO ORDER

Andrew Turowski, Board President, called the January 25, 2018 StarkMHAR (Stark County Mental Health and Addiction Recovery) meeting to order at 4:02 PM

A. Adoption of Agenda

Upon motion by Kristen Kaplanis, seconded by Elayne Dunlap, Board members hereby adopt the agenda for the January 25, 2018 Board meeting as presented. **Ayes** E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski; **Nays:** none; **Abstentions:** none. **Motion carried.**

B. Roll Call of Members

Members Present

Elizabeth Bowen
Tom Douce
Elayne Dunlap
Julie Gonzalez
Kristen Kaplanis
Joe Luckring
Brandice Schnabel
Eileen Schwartz
Leigh Shaheen
Mark Spaner
Andrew Turowski

Members Absent

Jack Cooper
Patricia Williams

Ms. Kaplanis recognized a quorum allowing the Board to conduct business.

Staff Present

Stef Fakelis, Director of Business Operations
Michele Boone, Director of Clinical Services
Jill Machamer, Director of Administrative Support Services
Sarah Hayden, Director of Marketing, Communications & Community Relations
Cheryl Metzger, Administrative Coordinator
Jennifer McIntosh, Director of PartnerSolutions
Jeannie Cool, Manager of Programs & Evaluations
Allison Esber, Systems Initiative Manager

Guests Present

Canton KidSummit: Marisha Holman
Child & Adolescent Behavioral Health: Joe French
Coleman Professional Services: Stephen Inchak
CommQuest: Keith Hochadel
Crisis Intervention & Recovery: Jeff Allen
Domestic Violence Project: Cheli Curran
Ohio Guidestone: Monica Mlinac

TASC: Joanne Niarchos

C. Welcome and Introduction of Guests

Mr. Turowski welcomed everyone to the meeting.

II. APPROVAL OF MINUTES

A. December 21, 2017 Board Meeting Minutes

Mr. Turowski reported that the December 21, 2017 Board meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the meeting. Upon motion by Kristen Kaplanis, seconded by Elizabeth Bowen, Board members hereby approve the December 21, 2017 Board meeting minutes as printed. **Ayes** E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski; **Nays:** none; **Abstentions:** none. **Motion carried.**

III. EXECUTIVE COMMITTEE

A. January 23, 2018 Executive Committee Meeting Report

Mr. Turowski reported that the January 23, 2018 Executive Committee meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the meeting. Mr. Turowski reported the following topics were discussed at the January 23, 2018 Executive Committee meeting:

- **Strategic Plan Update**
Committee was updated on the status of StarkMHAR's strategic plan. StarkMHAR staff drafted a report to show the progress.
- **Contracts**
StarkMHAR staff are drafting a policy that addresses a change in Ohio Revised Code which requires Boards to approve contracts over \$25K prior to their execution.
- **Audrey Nelson Award**
StarkMHAR has been working with the city of Canton on opiate prevention work. Canton City was selected to receive the Audrey Nelson Award in Washington, D.C. on Friday, January 26, 2018 for its work in opiate prevention.
- **Suicide Prevention Work**
The StarkMHAR Clinical Department supplied Perry Schools a schedule of resources available and reviewed additional resources with Perry Administration. Resources for support staff have also been identified and developed.
- **StarkMHAR Levy Kick Off Meeting**
A levy kick-off meeting was held on Tuesday, January 16, 2018. There are seven internal groups working on elements of the levy planning. The Levy Planning Committee will be meeting quarterly until January of 2019 when they will start meeting more often.

Upon motion by Andy Turowski, seconded by Eileen Schwartz, Board members hereby approve the January 23, 2018 Executive Committee meeting minutes as printed. **Ayes** E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski; **Nays:** none; **Abstentions:** none. **Motion carried.**

1.) Resolution 18-01-036 - Ratification of Contracts/Consultants

Ms. Fakelis reported that the contracts executed in December 2017 are listed within Resolution 18-01-036. Ms. Fakelis reviewed the information for the Board members.

WHEREAS, the Ohio Revised Code Sections 340.032, 340.04(I), and 340.10 permit Stark County Mental Health & Addiction Recovery (StarkMHAR) to authorize its Executive Director to act on its behalf in the performance of its administrative duties, which includes engaging independent contractors and authorizing the County Auditor to issue warrants for the payment of StarkMHAR obligations; and

WHEREAS, StarkMHAR Board members authorized its Executive Director to act on its behalf in the performance of its administrative duties to execute the necessary agreements between StarkMHAR and an organization requesting services in Resolution No. 08-98; and

WHEREAS, a list of authorized organizations and accompanying amounts shall be presented to StarkMHAR Board members at its next regularly scheduled meeting for ratification and shall become part of the permanent record of StarkMHAR proceedings; now, therefore, be it

RESOLVED, upon **MOTION** by Elayne Dunlap, **SECONDED** by Kristen Kaplanis, StarkMHAR Board members in conjunction with Resolution No. 08-98 does hereby approve the actions taken by the Executive Director and ratify the agreement of the following organizations:

Organization	Scope	Amount	Period
Expense			
Canton Municipal Court	Specialized Docket Programs Administrative Cost	\$7,766.99	July 1, 2017 – June 30, 2018
Yellow Pages	Monthly Advertisement	\$ 1,986.00	July 1, 2018 – June 30, 2019
First Christian Church	Opiate Symposium Training Venue	\$3,645.00	December 6, 2017
Topaz	Specialized Template Creation	\$1,755.00	October 23, 2017 Until Complete
Shaynak- Diaz Law	Amendment to Contract 2018-6 to Increase Consulting Hours	\$2,775.00	November 17, 2017- June 30, 2018
Search Institute	Jackson Local School District – Attitudes & Behaviors Survey	\$5,650.00	November 17, 2017 – June 30, 2018
Topaz	SOF Stark 111617 for E Learning Licenses	\$1,611.90	November 16, 2017- December 15, 2017
Canton Repository	Gambling Advertisements	\$20,000.00	December 8, 2017- June 30, 2018
Kim Kost	Supervision Hours for Allison Esber to Obtain Independent Social Worker License	\$ 3,900.00	December 1, 2017- June 30, 2018
Strategic Leadership Associates	Strategic Business Plan Review and Update	\$ 4,000.00	February 5, 2018 – February 6, 2018
Other			

Spectrum	Amendment to Contract 2017-212 -- Time Extension	N/A	December 4, 2017-December 31, 2017
Revenue			
Montgomery County	Partner Solutions Health Informatics Agreement	\$128,381.00	July 1, 2017- Until Terminated
Stark County Sheriff	Funding to StarkMHAR to Implement Quick Response Team	\$24,991.48	November 1, 2017-June 30, 2019
Massillon CDBG	2017 Massillon Development Block Grant – Homeless Navigation Funding	\$ 8,750.00	July 1, 2017 – April 1, 2018

Ayes E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski: **Nays: none; Abstentions: none. Motion carried.**

IV. FINANCE COMMITTEE

A. January 18, 2018 Finance Committee Meeting Report

Mr. Luckring, Committee Chair, reported that the January 18, 2018, Finance Committee meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the meeting. Mr. Luckring reported the following topic was discussed at the January 18, 2018 Finance Committee meeting:

- **Payment Methodology**

StarkMHAR’s fiscal staff are monitoring programs to see how the providers are with their actual billings.

Upon motion by Joe Luckring, seconded by Eileen Schwartz, Board members hereby approve the January 18, 2018 Finance Committee meeting minutes as printed. **Ayes** E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski: **Nays: none; Abstentions: none. Motion carried.**

1.) Resolution 18-01-037 – StarkMHAR November Financial Statements

Mr. Luckring stated there were two sets of financial statements to review at the January 18, 2018 Finance Committee meeting. Mr. Luckring indicated that comments would focus on the December financial statements since there was nothing significant to review in the November statements.

RESOLVED, that upon **MOTION** by Kristen Kaplanis, **SECONDED** by Eileen Schwartz, Stark County Mental Health & Addiction Recovery does hereby approve, upon recommendation of the Finance and Executive Committees, StarkMHAR’s financial statements listed below for the period ending November 30, 2017:

- Balance Sheet
- SFY 2018 Revenue and Expense (Budget vs. Actual)

Ayes E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski: **Nays: none; Abstentions: none. Motion carried.**

2.) Resolution 18-01-038 – StarkMHAR December Financial Statements

Mr. Luckring reported that cash is down from last year due to StarkMHAR using cash and not receiving funding from the state at the same time as previous years. The Board operations are under budget due to four open personnel positions. Providers overall are at 92% of budget which is 10% higher over the same time last year for billing

RESOLVED, that upon **MOTION** by Julie Gonzalez, **SECONDED** by Kristen Kaplanis, Stark County Mental Health & Addiction Recovery does hereby approve, upon recommendation of the Finance and Executive Committees, StarkMHAR's financial statements listed below for the period ending December 31, 2017:

- Balance Sheet
- SFY 2018 Revenue and Expense (Budget vs. Actual)

Ayes E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski: Nays: none; Abstentions: none. **Motion carried.**

V. INFORMATION AND BUSINESS TECHNOLOGY

A. No January meeting. Next meeting is February 13, 2018.

VI. POLICY COMMITTEE

A. No January meeting. Next meeting is February 8, 2018 at 3:30 pm

VII. PROGRAM AND EVALUATION COMMITTEE

A. January 11, 2018 Program and Evaluation Committee Meeting Report

Tom Douce, Committee Chair, reported that the January 11, 2018, Program and Evaluation Committee meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the meeting. Mr. Douce reported the following topics were discussed at the January 11, 2018 Program and Evaluation Committee meeting:

- **TASC - Peers in Hospitals Presentation**
Nicole Osborne, Peer Recovery Support Supervisor at Stark County TASC shared information with the committee regarding the 21st Century Cures Peer Support Program.
- **SFY 2019 RFPs**
StarkMHAR staff are reviewing RFP submissions for any missing information. There were 17 local provider agencies that submitted 112 proposals. StarkMHAR clinical and fiscal staff will review the submissions and bring recommendations to the Program and Evaluation Committee meetings scheduled for May and June, 2018.
- **CHIP (Community Health Improvement Plan)**
Ms. Esber asked the committee members to review the draft report before the Program and Evaluation Committee meeting scheduled for February 8. Revisions can be sent to Allison.Esber@StarkMHAR.org.

Upon motion by Tom Douce, seconded by Elayne Dunlap, Board members hereby approve the January 11, 2018 Program & Evaluation Committee meeting minutes as printed. Ayes E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski: Nays: none; Abstentions: none. **Motion carried.**

1. Resolution 18-01-039 – Willowrow

Mr. Douce stated that Resolution 18-01-039 addresses funds currently allocated to Coleman Professional Services for the supportive service operation of eleven permanent supportive housing beds. The allocation was previously funded by the CABHI grant that recently ended in September 2017. Coleman and StarkMHAR have agreed to utilize three of the eleven beds as short-term transitional stays to prevent homelessness in vulnerable populations recently discharged from higher levels of care back into the community.

WHEREAS, the CABHI grant ended and Coleman and StarkMHAR have agreed to utilize three of the eleven beds as short-term transitional stays to prevent homelessness in vulnerable populations recently discharged from higher levels of care back into the community; and

WHEREAS, this change results in a reduction to Coleman’s current allocation related to the reduction in Permanent Supportive Housing beds and no offsetting increase is required as funding for short-term transitional beds are included in the current budget; now, therefore be it,

RESOLVED, that upon **MOTION** by Elizabeth Bowen, **SECONDED** by Eileen Schwartz, the Stark County Mental Health & Addiction Recovery, does hereby approve, upon recommendation of the Program and Evaluation, Finance, and Executive Committees, SFY 2018 budget and allocation adjustments of the aforementioned funds for the support of prevention services in Stark County as detailed below:

<i>Revenue</i>	
	\$ 0
<i>Expenses</i>	
Coleman Professional Services	(15,786)
<i>Total Expenses</i>	(15,786)
<i>Net Income</i>	\$ 15,786

and, be it further

RESOLVED, StarkMHAR does hereby authorize the transfer of appropriations from one account to another account within Fund #685 StarkMHAR and; therefore, be it finally

RESOLVED, StarkMHAR does hereby authorize the execution of the documents necessary to accomplish the intent of this resolution, including but not limited to appropriation, encumbrance, and disbursement of funds.

Ayes E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski: Nays: none; Abstentions: none. **Motion carried.**

VIII. COMMUNITY AFFAIRS COMMITTEE

A. January 8, 2018 Community Affairs Committee Meeting Report

Mr. Spaner, Committee Chair, reported the Community Affairs Committee met on January 8, 2018 and the printed report is provided. Mr. Spaner reported the following topics were discussed during the January 8, 2018 Community Affairs Committee meeting:

- **HOPE Award/CIT Award**

HOPE Award nominations are open until February 14, 2018. The new CIT Award will honor and recognize police officers and a champion of CIT. Stark County has the second most police officers that have graduated from the program in Ohio.

- **Stark County Leadership Sponsor**
StarkMHAR sponsored the Leadership Stark County Health & Human Services Day.
- **Leadership Breakfast**
Planning for the Leadership Breakfast has started. The HOPE and CIT Award winners will be announced at the event. A time and date are being finalized.
- **Stark County Coloring Day**
Stark County Coloring Day is scheduled for Tuesday, May 22, 2018. The StarkMHAR marketing department is contacting libraries and Stark County Commissioners for their participation.
- **Levy Planning**
Levy planning is underway with the project kickoff on January 16, 2018.
Upon motion by Mark Spaner, seconded by Kristen Kaplanis, Board members hereby approve the January 8, 2018 Community Affairs Committee meeting minutes as printed. **Ayes** E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski; **Nays:** none; **Abstentions:** none. **Motion carried.**

IX. EDUCATION AND TRAINING COMMITTEE

A. No January meeting. Next meeting is February 1, 2018

X. EXECUTIVE DIRECTOR REPORT

A. Ms. Fakelis, Director of Business Operations, stated that the clinical and marketing departments have been working on suicide prevention work. Ms. Boone reported that, in conjunction with marketing, that the clinical department has been working to ensure additional crisis text line billboards and Facebook ads have been posted.

Additionally, Ms. Hayden shared that StarkMHAR's e-newsletter shared information about the new youth suicide prevention landing page. The page has practical tips about how to talk with individuals that could be in crisis and crisis text line information that can be shared across social media platforms.

Ms. Boone stated that the Mobile Response Program at CIRC has seen an increase in calls and is in the process of adding staff in order to be able to respond. Ms. Boone and Ms. Davenport, StarkMHAR's Consultation Education & Prevention Coordinator, met with Perry Local School employees to discuss developing small group or individual consultation sessions to assist staff, additional school-based consultation service needs, and self-care kits for staff and students. Perry Schools has planned an event for February 1, 2018 to discuss adolescent mental health. StarkMHAR will have a resource table at the event.

Lastly, Ms. Esber and Ms. Boone have a conference call scheduled with Maureen Underwood and will be discussing an on-site visit to occur in the near future. Ms. Underwood is a suicide cluster and contagion prevention expert.

XI. CORRESPONDENCE/INFORMATION

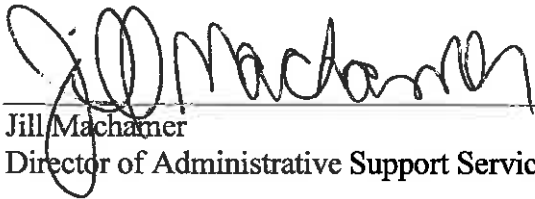
A. There was no correspondence.

XII. PUBLIC COMMENT

A. There was no public comment.

XIII. ADJOURNMENT

Mr. Turowski adjourned the January 25, 2018 StarkMHAR Board meeting at 4:51 pm.



Jill Machamer
Director of Administrative Support Services

APPROVAL DATE:

ATTEST:



Pat Williams, Board Secretary
Stark County Mental Health & Addiction
Recovery



John Aller, Executive Director
Stark County Mental Health & Addiction
Recovery