

STARK COUNTY  
**Mental Health &  
Addiction Recovery**

**BOARD MEETING MINUTES  
THURSDAY, FEBRUARY 22, 2018 @ 4:00 PM**

**I. CALL TO ORDER**

Andrew Turowski, Board President, called the February 22, 2018 StarkMHAR (Stark County Mental Health and Addiction Recovery) meeting to order at 4:02 PM

**A. Adoption of Agenda**

Upon motion by Elizabeth Bowen, seconded by Kristen Kaplanis, Board members hereby adopt the agenda for the February 22, 2018 Board meeting as presented. Ayes E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski, P. Williams: Nays: none; Abstentions: none. **Motion carried.**

**B. Roll Call of Members**

**Members Present**

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

**Members Absent**

Jack Cooper  
Joe Luckring

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

**Staff Present**

John Aller, Executive Director  
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 Partner Solutions  
Jeannie Cool, Manager of Programs & Evaluations  
Crystal Brodzinski, Recovery Services Coordinator

**Guests Present**

Canton KidSummit: Marisha Holman  
Coleman Professional Services: Stephen Inchak  
CommQuest: Keith Hochadel  
Ican Housing: Julie Sparks  
Ohio Guidestone: Monica Mlinac  
SCUMADAOP: Ida Ross Freeman

TASC: Joanne Niarchos

### C. Welcome and Introduction of Guests

Mr. Turowski welcomed everyone to the meeting. Jaylauna Davis, a prospective Board member, introduced herself to the audience as well as Crystal Brodzinski, StarkMHAR's new Recovery Services Coordinator.

## II. APPROVAL OF MINUTES

### A. January 25, 2018 Board Meeting Minutes

Mr. Turowski reported that the January 25, 2018 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 Eileen Schwartz, seconded by Brandice Schnabel, Board members hereby approve the January 25, 2018 Board meeting minutes as printed. **Ayes** E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski, P. Williams; **Nays:** none; **Abstentions:** none. **Motion carried.**

## III. EXECUTIVE COMMITTEE

### A. February 20, 2018 Executive Committee Meeting Report

Mr. Turowski reported that the February 20, 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 February 20, 2018 Executive Committee meeting:

- **Contracts Executed in January 2018**

StarkMHAR staff will be presenting contracts executed the previous month that are \$25K and under to the Executive Committee for review. These contracts will be listed in the Executive Committee meeting minutes. This is a change from the previous process where contracts were reviewed and approved in a monthly resolution to the Executive Committee and then the Board members. Contracts over \$25K will be approved via resolution prior to execution.

- **Update on Suicide Prevention**

Stark County Health Department has been working with the Ohio Department of Health on obtaining up-to-date data. Maureen Underwood, was brought in to meet with StarkMHAR, the Health Department, and ESC (Educational Service Center) staff as well as staff from the four local schools affected by suicides.

- **Workload Prioritization**

StarkMHAR staff are working on prioritization of workloads in order to determine which projects will be put on hold in order to address the suicide prevention initiative.

Upon motion by Andy Turowski, seconded by Elizabeth Bowen, Board members hereby approve the February 20, 2018 Executive Committee meeting minutes as printed. **Ayes** E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski, P. Williams; **Nays:** none; **Abstentions:** none. **Motion carried.**

#### 1.) Resolution 18-02-044 – SFY 2018 Provider Termination Notices

Mr. Aller stated that the Board, per Ohio Revised Code, annually provides the required 120-day notice of termination to contract providers. This allows for any necessary changes in Provider contracts for the upcoming fiscal year.

**WHEREAS,** Ohio Revised Code, Sections 340.03 A (8) and 340.033 (D) requires if either StarkMHAR or a facility or agency which StarkMHAR contracts with “proposes not to renew the contract or proposes substantial changes in contract terms, the other party shall be given written notice of at least one hundred twenty days before the expiration date of the contract: and

**WHEREAS,** StarkMHAR executed SFY 2018 Provider Service Contracts with the agencies listed below:

Canton Community KidSummit
Child and Adolescent Services
Coleman Professional Services
CommQuest Services
Crisis Intervention and Recovery Center
Domestic Violence Project
Foundations: A Place for Education and Recovery
ICAN Housing Solutions
Make-A-Way
NAMI of Stark County
OhioGuidestone
Stark County Family Council
Stark County TASC (Treatment Accountability for Safer Communities)
Stark Social Workers’ Network
Summit Psychological Associates, Inc.
The Children’s Network

**WHEREAS,** StarkMHAR proposes not to renew the provider contracts and/or proposes substantial changes in contract terms, and now therefore be it

**RESOLVED,** that upon **MOTION** by Tom Douce, **SECONDED** by Elayne Dunlap, Stark County Mental Health & Addiction Recovery does hereby approve, upon recommendation of the Executive Committee, termination of SFY 2018 Provider Service Contracts with the above listed agencies effective June 30, 2018; and therefore, be it finally

**RESOLVED,** StarkMHAR does hereby authorize the execution of the documents necessary to accomplish the intent of this Resolution

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

#### IV. FINANCE COMMITTEE

##### A. February 15, 2018 Finance Committee Meeting Report

Mr. Turowski, committee member, reported that the February 15, 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. Turowski reported the following topic was discussed at the February 15, 2018 Finance Committee meeting:

- **Review of Quarterly SFY 2018 Provider Billings**

All of the provider agencies are above or close to where they were last year.

Upon motion by Andy Turowski, seconded by Elizabeth Bowen, Board members hereby approve the February 15, 2018 Finance Committee meeting minutes as printed. **Ayes** E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, B. Schnabel, E. Schwartz, L. Shaheen, M.

Spaner, A. Turowski, P. Williams: **Nays: none; Abstentions: none. Motion carried.**

**1.) Resolution 18-02-041 – StarkMHAR January Financial Statements**

Mr. Turowski stated financial statements are consistent with previous months. Cash is down this year due to providers billing more.

**RESOLVED**, that upon **MOTION** by Kristen Kaplanis, **SECONDED** by Brandice Schnabel, 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 January 31, 2018:

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

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

**2.) Resolution 18-02-045 – Approval of Contracts/Consultants – Zero Suicide and Karcher Group Contract**

Mr. Aller reported that, as a result of a change in Ohio Revised Code, any contracts that are more than \$25,000 have be approved by the governing Board prior to execution by the Board’s Executive Director. Resolution 18-02-045 lists two contracts that are more than \$25,000 for approval:

**WHEREAS**, with the Boards review and approval of Resolution 18-02-042 creating a policy to comply with Ohio Revised Code Sections 340.041 regarding the execution of contracts; and

**WHEREAS**, the policy requires the Executive Director to receive prior approval from the Board prior to executing contracts with expenditure amounts of \$25,000 or more, or those that are for expenditures less than \$25,000 that are not for standard board operations or emergency clinical and recovery support services; now, therefore, be it

**RESOLVED**, that upon **MOTION** by Brandice Schnabel, **SECONDED** by Kristin Kaplanis, the Stark County Mental Health & Addiction Recovery Board, does hereby approve, upon recommendation of the Program and Evaluation, Finance, and the Executive Committees, the Executive Director’s execution of the following contracts; and be it further

<b>Organization</b>	<b>Scope</b>	<b>Amount</b>	<b>Period</b>
<b>Expense</b>			
Education Development Center	Zero Suicide Academy – Consultation and 2 Day Training	\$70,000	March 1, 2018 – July 31, 2019
The Karcher Group	Digital and Traditional Marketing Program – Stark Help	\$129,900	March 1, 2018 – February 28, 2019

**RESOLUTION APPROVED**, by vote of the Members as follows:

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

**V. INFORMATION AND BUSINESS TECHNOLOGY**

A. No February meeting. Next meeting is May 8, 2018.

## VI. POLICY COMMITTEE

### A. February 8, 2018 Policy Committee Meeting Report

Ms. Dunlap, Committee Chair, reported that the February 8, 2018 Policy Committee meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the meeting. Ms. Dunlap reported the following topic was discussed at the February 8, 2018 Policy Committee meeting:

- **Contracting Authority**

A change in ORC (Ohio Revised Code) has resulted in the need to develop a policy that clarifies the process for approval of contracts for the Board.

Upon motion by Elayne Dunlap, seconded by Mark Spaner, Board members hereby approve the February 8, 2018 Policy Committee meeting minutes as printed. **Ayes** E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski, P. Williams; **Nays:** none; **Abstentions:** none. **Motion carried.**

#### 1.) Resolution 18-02-042 – Policy – Contracting Authority

Ms. Dunlap stated that the Board's legal counsel had indicated that contracts \$25,000 or less could be signed by the Executive Director prior to Board approval, but contracts over \$25,000 needed Board approval prior to execution. Resolution 18-02-042 clarifies the Board's policy regarding execution of contracts.

**WHEREAS,** Stark County Mental Health and Addiction Recovery (StarkMHAR) desires to adopt the following policy:

**StarkMHAR Board Policy**

- Contracting Authority

**RESOLVED,** that upon **MOTION** by Tom Douce, **SECONDED** by Eileen Schwartz, Stark County Mental Health and Addiction Recovery does hereby approve, upon recommendation of the Policy Committee and the Executive Committee, the attached StarkMHAR policy and; therefore, be it finally

**RESOLVED,** the Board authorized the execution of the documents necessary to accomplish the intent and purpose of this Resolution.

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

## VII. PROGRAM AND EVALUATION COMMITTEE

### A. February 8, 2018 Program and Evaluation Committee Meeting Report

Tom Douce, Committee Chair, reported that the February 8, 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 February 8, 2018 Program and Evaluation Committee meeting:

- **Coleman Professional Services ACT Team**

Coleman Professional Services asked to be paid on actual costs rather than on units to capture some of their uncovered costs that occurred in the first and second quarter of the year due to the delay in release of behavioral health redesign codes.

- **Alliance Neighborhood Project - Foundations**

A new architect has been hired for the project and will need \$3,900 for the floor plan. The funding would be adjusted from Foundation's current allocation.

Upon motion by Tom Douce, seconded by Eileen Schwartz, Board members hereby approve the February 8, 2018 Program & Evaluation Committee meeting minutes as printed. **Ayes** E. Bowen, T. Douce, E. Dunlap, J. Gonzalez, K. Kaplanis, B. Schnabel, E. Schwartz, L. Shaheen, M. Spaner, A. Turowski, P. Williams; **Nays:** none; **Abstentions:** none. **Motion carried.**

**1. Resolution 18-02-043 – Board Support for CSH's Opening Doors Institute**

Mr. Douce stated that StarkMHAR staff and Coleman Professional Services would like to participate in a training conducted by Opening Doors Institute. Opening Doors requested a resolution demonstrating support for participation.

**WHEREAS,** the Stark County Mental Health & Addiction Recovery Board is committed to and supports Coleman Professional Services, as well as the staff of StarkMHAR participation in the Opening New Doors Institute, a training program managed by the Corporation for Supportive Housing (CSH); and

**WHEREAS,** the Board has a mission to support initiatives that continue making affordable, community-based residential housing available; and

**WHEREAS,** the Board wishes to provide resources so homeless individuals with behavioral health issues can live successfully in a stable housing environment, therefore be it

**RESOLVED,** that upon **MOTION** by Kristin Kaplanis, **SECONDED** by Elayne Dunlap, the Stark County Mental Health & Addiction Recovery Board, does hereby approve, upon recommendation of the Program and Evaluation Committee and the Executive Committee participation in CSH's Opening Doors Institute; and be it further

**RESOLVED,** the Board does hereby authorize the execution of the documents necessary to implement the intent of this Resolution, including but not limited to allocation notices, contracts, appropriation, encumbrance and disbursement of funds

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

**VIII. COMMUNITY AFFAIRS COMMITTEE**

**A. No February meeting. Next meeting March 12, 2018**

**IX. EDUCATION AND TRAINING COMMITTEE**

**A. February 1, 2018 Education and Training Committee**

Ms. Gonzalez, Committee Chair, reported that the February 1, 2018, Education and Training Committee meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the meeting. Ms. Gonzalez reported the following topic was discussed at the February 1, 2018 Education and Training Committee meeting:

• **Suicide Training**

Schools are participating in a readiness assessment and trainings are being scheduled.

Upon motion by Julie Gonzalez, seconded by Tom Douce, Board members hereby approve the February 1, 2018 Education and Training Committee meeting minutes as printed. **Ayes** E.

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

**X. EXECUTIVE DIRECTOR REPORT**

A. Mr. Aller shared the following:

- A resolution that was passed by Plain Local Schools, which asks the President, Governor and congress to pass state legislation supporting funding of adequate healthcare, including mental health and substance abuse, for all Americans as well as funds for additional safety measures and enacting reasonable laws around guns.

**XI. CORRESPONDENCE/INFORMATION**

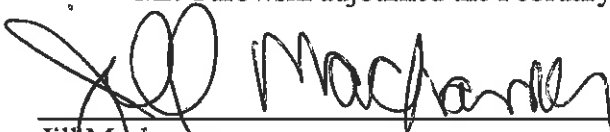
A. There was no correspondence.

**XII. PUBLIC COMMENT**

- A. Ms. Ida Ross Freeman, of SCUMADAOP (Stark County Urban Minority Alcohol & Drug Addiction Outreach Project) shared that she was having trouble getting housing assistance for someone with a disability.
- B. Ms. Kay Raga, Executive Director of NAMI (National Alliance on Mental Illness) Stark County, reminded the audience that individuals could nominate professionals and peers for their work with NAMI until March 9, 2018.

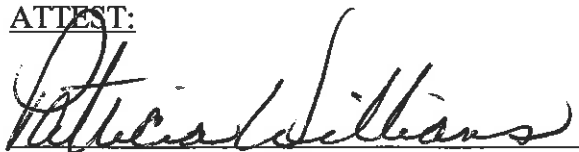
**XIII. ADJOURNMENT**


Mr. Turowski adjourned the February 22, 2018 StarkMHAR Board meeting at 5:20 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