



STARK COUNTY  
**Mental Health &  
Addiction Recovery**

**BOARD MEETING MINUTES  
THURSDAY, JANUARY 24, 2019 @ 4:00 PM**

**I. CALL TO ORDER**

Julie Gonzalez, Board President, called the January 24, 2019 StarkMHAR (Stark County Mental Health and Addiction Recovery) meeting to order at 4:00 PM

**A. Adoption of Agenda**

Upon motion by Elayne Dunlap, seconded by Elizabeth Bowen, Board members hereby adopt the agenda for the January 24, 2019 Board meeting as presented. **Ayes** E. Bowen, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, D. Wilson; **Nays**: none; **Abstentions**: none. **Motion carried.**

**B. Roll Call of Members**

**Members Present**

Elizabeth Bowen  
Mark Brink  
Jaime Bunnell  
Jaylaunna Davis  
Tom Douce  
Elayne Dunlap  
Sharla Elton  
Julie Gonzalez  
Joe Luckring  
Michael Pomesky  
Brandice Schnabel  
Eileen Schwartz  
Mark Spaner  
Diane Wilson

**Members Absent**

Jack Cooper  
Leigh Shaheen  
Andrew Turowski  
Patricia Williams

Ms. Schnabel 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  
Allison Esber, Systems Initiative Manager  
Cheryl Metzger, Administrative Supervisor  
Jeannie Cool, Manager of Programs and Evaluations  
Jennifer McIntosh, Director of Partner Solutions  
Beth Watson, Director of Human Resources

**Guests Present**

Canton Community KidSummit: Marisha Holman-Mitchell  
Coleman Professional Services: Stephen Inchak  
NAMI: Kay Raga  
Ohio Guidestone: Monic Mlinac

Pathway: Marcie Girdlestone  
Stark County TASC: Dave Wills

**D. Welcome and Introduction of Guests**

Ms. Gonzalez welcomed everyone to the meeting.

**II. APPROVAL OF MINUTES**

**A. December 20, 2018 Board Meeting Minutes**

Ms. Gonzalez reported that the December 20, 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 Sharla Elton, seconded by Eileen Schwartz, Board members hereby approve the December 20, 2018 Board meeting minutes as printed. **Ayes** E. Bowen, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, D. Wilson: **Nays: none; Abstentions: none. Motion carried.**

**III. EXECUTIVE COMMITTEE**

**A. January 22, 2019 Executive Committee Meeting Report**

Ms. Gonzalez reported that the January 22, 2019 Executive 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 topics were discussed at the January 22, 2019 Executive Committee meeting:

- **Emergency Management System**

Board staff met with staff from the Stark County Emergency Management System to discuss how they can ensure the Board is connected to the local emergency response plan.

- **Board Member's Committee Assignments**

Board members were given a list of committees and current members and asked to ensure that they wanted to continue on those committees or switch to another one. Ms. Machamer will update the committee list after she receives everyone's response.

Upon motion by Julie Gonzalez, seconded by Brandice Schnabel, Board members hereby approve the January 22, 2019 Executive Committee meeting minutes as printed. **Ayes** E. Bowen, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, M. Spaner, D. Wilson: **Nays: none; Abstentions: none. Motion carried.**

**1. Resolution 19-01-041 – Change to Table of Organization**

Mr. Aller discussed three resolutions that were being presented to the Board tonight including Resolution 19-01-041. Board members have heard in various committees that PartnerSolutions is in contract discussions with Signature Health. Legal counsel has been part of the discussions and a letter of intent was signed in December. PartnerSolutions is preparing for the additional work by recommending the addition of two new positions to the table of organization.

**WHEREAS,** StarkMHAR is negotiating an additional new member to the PartnerSolutions Health Informatics consortium not originally included in the budget; and

**WHEREAS,** the initial implementation is expected to occur during calendar year 2019, with ongoing services on a continuous basis; and

**WHEREAS,** StarkMHAR has analyzed the internal effort required related to this new member and determined that additional staff will be needed, and

**WHEREAS,** such increase in business allows for the opportunity to integrate physical medicine into the EHR platform to better support and serve the boards and providers, and

**WHEREAS,** StarkMHAR wishes to update the Table of Organization to include additional staff positions for SFY19; now therefore be it

**RESOLVED,** that upon **MOTION** by Brandice Schnabel, **SECONDED** by Tom Douce, Stark County Mental Health & Addiction Recovery, does hereby approve, upon recommendation of the Information and Business Technology, Finance and Executive Committees, the proposed changes as detailed below:

**Additional Staff Positions:**

- New position of Health Information Technology Solutions Architect is created with a Grade 5, salary range of \$44,800 - \$67,200 reporting to Health Information Technology Manager.
- New position of Electronic Health Record Supervisor is created with a Grade 6, salary range of \$53,600 - \$80,400 reporting to Health Information Technology Manager.

**Reporting Changes:**

- Electronic Health Records Specialist to report to Electronic Health Record Supervisor
- Electronic Practice Management Specialist to report to Electronic Health Record Supervisor
- Electronic Health Record Help Desk Specialist to report to Electronic Health Record Supervisor

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

Ayes E. Bowen, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, M. Spaner, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

#### **IV. FINANCE COMMITTEE**

##### **A. January 17, 2019 Finance Committee Meeting Report**

Mr. Luckring reported that the January 17, 2019 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 topics were discussed at the January 17, 2019 Finance Committee meeting:

- **Monthly Disbursements**  
The only item highlighted in December disbursements was an advance to Child & Adolescent Behavioral Health.
- **Review of Provider Under Billings**  
StarkMHAR staff are reviewing Provider under billings.

Upon motion by Joe Luckring, seconded by Michael Pomesky, Board members hereby approve the January 17, 2019 Finance Committee meeting minutes as printed.

**Ayes** E. Bowen, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalcz, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, M. Spaner, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

### 1. Resolution 19-01-038 – November 2018 StarkMHAR Financial Statements

Mr. Luckring stated that there was nothing to note in November. Mr. Luckring will review the financial statements for December, which will include information from November.

**RESOLVED**, that upon **MOTION** by Joe Luckring, **SECONDED** by Michael Pomesky, 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, 2018:

- Balance Sheet
- SFY 2019 Revenue and Expense (Budget vs. Actual)

**Ayes** E. Bowen, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, M. Spaner, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

### 2. Resolution 19-01-039 – December 2018 StarkMHAR Financial Statements

Mr. Luckring stated cash was down compared to last month as well as compared to last year at this time. This is due to usage of the fund balance. Receivables are also down compared to last year due to timing of funds from OhioMHAS (Ohio Department of Mental Health and Addiction Services).

**RESOLVED**, that upon **MOTION** by Joe Luckring, **SECONDED** by Andy Turowski, 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, 2018:

- Balance Sheet
- SFY 2019 Revenue and Expense (Budget vs. Actual)

**Ayes** E. Bowen, J. Bunnell, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, M. Spaner, A. Turowski, P. Williams, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

### 3. Resolution 19-01-040 – Approval of Contracts/Consultants

Mr. Luckring stated that, as mentioned earlier, this contract is necessary in order to support the Signature Health contract. StarkMHAR would like to contract with Topaz Information Solutions for software, licenses and professional services. Ms. McIntosh stated that this contract will allow Signature Health to join the NextGen project and work with StarkMHAR's reseller, Topaz Information Solutions. StarkMHAR will work with Topaz on the purchase of licenses.

**WHEREAS**, with the Boards review and approval of Resolution 19-01-042 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 Joe Luckring, **SECONDED** by Tom Douce, the Stark County Mental Health and Addiction Recovery Board, does hereby approve, upon recommendation of the Information and Business Technology, Finance and Executive Committees, the Executive Director's execution of the following contracts;

Organization	Scope	Amount	Period
<b>Expense</b>			
Topaz Information Solutions	NextGen Software, Licenses, and Professional Services – Signature Health	\$746,196.74 (not to exceed)	Upon Execution until Terminated

Ayes E. Bowen, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, M. Spaner, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

**4. Resolution 19-01-042 -- PartnerSolutions Health Informatics Budget Adjustment**

Mr. Luckring asked Ms. Fakelis to clarify Resolution 19-01-042. Ms. Fakelis shared that this Resolution adjusts PartnerSolution's budget for the remainder of SFY 2019 in order to purchase the items needed to support the Signature Health contract this year. Only a portion of the contract costs will be utilized this year.

**WHEREAS,** StarkMHAR is negotiating an additional new member to the PartnerSolutions Health Informatics consortium not originally included in the budget; and

**WHEREAS,** the initial implementation is expected to occur during calendar year 2019, with ongoing services on a continuous basis; and

**WHEREAS,** StarkMHAR has analyzed the internal effort required related to this new member and determined that additional staff will be needed, and

**WHEREAS,** such increase in business allows for the opportunity to integrate physical medicine into the EHR platform to better support and serve the boards and providers, and

**WHEREAS,** StarkMHAR wishes to update the Table of Organization to include additional staff positions for SFY19; now therefore be it

**RESOLVED,** that upon **MOTION** by Brandice Schnabel, **SECONDED** by Tom Douce, Stark County Mental Health & Addiction Recovery, does hereby approve, upon recommendation of the Information and Business Technology, Finance and Executive Committees, the proposed changes as detailed below:

**Additional Staff Positions:**

- New position of Health Information Technology Solutions Architect is created with a Grade 5, salary range of \$44,800 - \$67,200 reporting to Health Information Technology Manager.

- New position of Electronic Health Record Supervisor is created with a Grade 6, salary range of \$53,600 - \$80,400 reporting to Health Information Technology Manager.

**Reporting Changes:**

- Electronic Health Records Specialist to report to Electronic Health Record Supervisor
- Electronic Practice Management Specialist to report to Electronic Health Record Supervisor
- Electronic Health Record Help Desk Specialist to report to Electronic Health Record Supervisor

**RESOLVED,** StarkMHAR is recommending the proposed changes as outlined, providing the contract is ratified; therefore, be it

**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, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, M. Spaner, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

## V. POLICY COMMITTEE

### A. January 10, 2019 Policy Committee Meeting Report

Ms. Dunlap reported that the January 10, 2019 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 topics were discussed at the January 10, 2019 Policy Committee meeting:

- **Review of Two Policies**

Members of StarkMHAR's Policy Committee discussed the Health Officer policy and the Leave Donation policy at the January 10, 2019 meeting.

Upon motion by Elayne Dunlap, seconded by Elizabeth Bowen, Board members hereby approve the January 10, 2019 Policy Committee meeting minutes as printed. **Ayes** E. Bowen, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, M. Spaner, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

#### 1. Resolution 19-01-043 – Policies

Ms. Dunlap stated that the Policy Committee had reviewed the policies listed in Resolution 19-01-043 and recommended they be approved by the Board.

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

- a. Health Officer Requirements
- b. Leave Donation

**RESOLVED,** that upon **MOTION** by Elayne Dunlap, **SECONDED** by Tom Douce, Stark County Mental Health and Addiction Recovery does hereby approve, upon recommendation of the Policy Committee and the Executive Committee, the attached StarkMHAR policies 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, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez,

J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, M. Spaner, D. Wilson: **Nays: none; Abstentions: none. Motion carried.**

**VI. PROGRAM AND EVALUATION COMMITTEE**

**A. No January meeting. Next meeting February 14, 2019**

**VII. INFORMATION AND BUSINESS TECHNOLOGY COMMITTEE**

**A. January 15, 2019 Information and Business Technology Committee Meeting Report**

Dr. Schwartz, Committee Chair, reported that the January 15, 2019 Information and Business Technology Committee meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the meeting. Dr. Schwartz reported the following topics were discussed at the January 15, 2019 Information and Business Technology Committee meeting:

- **Review of Resolutions**

The committee reviewed the three resolutions pertaining to the upcoming changes due to the Signature Health contract.

- **Resignation of Sandor Gyarmati, PartnerSolutions Health Information Technology Manager,**

Sandor Gyarmati submitted his resignation. Signature Health was updated on that change to the table of organization.

Upon motion by Eileen Schwartz, seconded by Elayne Dunlap, Board members hereby approve the January 15, 2019 Information and Business Technology Committee meeting minutes as printed.

**Ayes** E. Bowen, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, M. Spaner, D. Wilson: **Nays: none; Abstentions: none. Motion carried.**

**VIII. COMMUNITY AFFAIRS COMMITTEE**

**A. January 14, 2019 Community Affairs Committee Meeting Report**

Mark Spaner, Committee Chair, reported that the January 14, 2019 Community Affairs Committee meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the meeting. Mr. Spaner reported the following topics were discussed at the January 14, 2019 Community Affairs Committee meeting:

- **Stark Parks**

StarkMHAR has partnered with Stark Parks to build a 1.1-mile mindfulness walk through Petros Park. The park is located at the corner of Perry Drive and Faircrest. There will be stations every tenth of a mile with a mindfulness activity.

- **Drug Drop Boxes**

StarkMHAR is working with some locally owned pharmacies to advertise the drug drop boxes on their grocery bags. In addition, Ms. Esber from StarkMHAR is working with Aultman Hospital to provide Detera bags to dispose of unused medicines.

- **Levy Update**

Work continues on the levy campaign. StarkMHAR is working with Provider agencies on identifying a point person at each agency for the levy. Board members and Board staff will also be asked to support the levy. Vendors have already been contacted.

Upon motion by Mark Spaner, seconded by Elizabeth Bowen, Board members hereby approve the January 14, 2019 Community Affairs Committee meeting minutes as printed.

**Ayes** E. Bowen, M. Brink, J. Bunnell, J. Davis, T. Douce, E. Dunlap, S. Elton, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, E. Schwartz, M. Spaner, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

**IX. EDUCATION AND TRAINING COMMITTEE**

**A. No January meeting. Next meeting TBD.**

**X. EXECUTIVE DIRECTOR REPORT**

**A. Mr. Aller reported on the following:**

- **New Ohio Governor**  
Mike DeWine was appointed as the Governor as of January 14, 2019. Governor DeWine has appointed a new person at the state department as well as at Medicaid.
- **The StarkMHAR's May 2019 Levy**  
StarkMHAR staff are working on fundraising for the levy. We have started with communications to StarkMHAR vendors, then we will reach out to Provider agencies, Board members and staff.
- **Signature Health**  
The Signature Health contract is a large project that has required a lot of attention from the PartnerSolutions and StarkMHAR staff.
- **Board Member Committee Assignments**  
Board members were reminded to review committee assignments and make any necessary changes.

**XI. CORRESPONDENCE/INFORMATION**

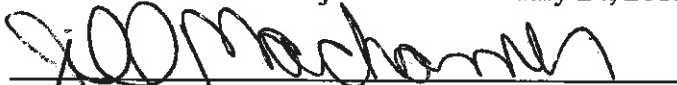
**A. There was no correspondence.**

**XII. PUBLIC COMMENT**

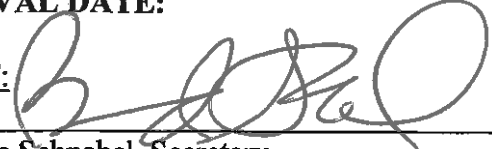
**A. There was no public comment.**

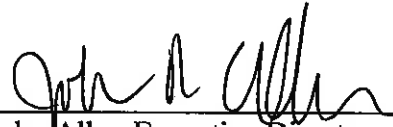
**XIII. ADJOURNMENT**

Ms. Gonzalez adjourned the January 24, 2019 StarkMHAR Board meeting at 4:45 pm.

  
\_\_\_\_\_  
Jill Machamer  
Director of Administrative Support Services

**APPROVAL DATE:**

**ATTEST:**   
\_\_\_\_\_  
Brandice Schnabel, Secretary  
Stark County Mental Health & Addiction  
Recovery

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