



STARK COUNTY
**Mental Health &
Addiction Recovery**

**BOARD MEETING MINUTES
THURSDAY, APRIL 25, 2019 @ 4:00 PM**

I. CALL TO ORDER

Julie Gonzalez, Board President, called the April 25, 2019 StarkMHAR (Stark County Mental Health and Addiction Recovery) meeting to order at 4:00 PM

A. Adoption of Agenda

Upon motion by Tom Douce, seconded by Elayne Dunlap, Board members hereby adopt the agenda for the April 25, 2019 Board meeting as presented. **Ayes** E. Bowen, M. Brink, B. Bunnell, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays**: none; **Abstentions**: none. **Motion carried.**

B. Roll Call of Members

Members Present

Elizabeth Bowen
Mark Brink
Bailey Bunnell
Tom Douce
Elayne Dunlap
Julie Gonzalez
Joe Luckring
Michael Pomesky
Brandice Schnabel
Leigh Shaheen
Pat Williams
Diane Wilson

Members Absent

Jaylaunna Davis
Sharla Elton
Mark Spaner
Eileen Schwartz
Andy Turowski

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

Staff Present

John Aller, Executive Director via phone
Stef Fakelis, Director of Business Operations
Jill Machamer, Director of Administrative Support Services
Allison Esber, Systems Initiative Manager
Cheryl Metzger, Administrative Supervisor
Jeannie Cool, Manager of Programs and Evaluations
Allyson Rey, Director of Marketing, Communications & Community Relations
Michele Boone, Director of Clinical Services
Jennifer McIntosh, Director of PartnerSolutions

Guests Present

Coleman Professional Services: Stephen Inchak
CommQuest: Lisa Gould
Foundations: Tiffeny Brown
Ohio Guidestone: Monica Mlinac
Pathway: Marcie Girdlestone
TASC: Dave Wills

D. Welcome and Introduction of Guests

Ms. Gonzalez welcomed everyone to the meeting. Ms. Tiffeny Brown, Interim Executive Director of Foundations, introduced herself to the audience.

II. APPROVAL OF MINUTES

A. March 21, 2019 Board Meeting Minutes

Ms. Gonzalez reported that the March 21, 2019 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 Joe Luckring, seconded by Brandice Schnabel, Board members hereby approve the March 21, 2019 Board meeting minutes as printed. **Ayes** E. Bowen, M. Brink, B. Bunnell, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

III. EXECUTIVE COMMITTEE

A. April 12, 2019 and April 23, 2019 Executive Committee Meeting Reports

Ms. Gonzalez reported that the Executive Committee had a special committee meeting on April 12, 2019 where they went into Executive session to discuss with legal counsel pending litigation.

Upon motion by Julie Gonzalez, seconded by Elizabeth Bowen, Board members hereby approve the April 12, 2019 special Executive Committee meeting minutes as printed. **Ayes** E. Bowen, M. Brink, B. Bunnell, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

Ms. Gonzalez reported that the April 23, 2019 Executive Committee meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the Board meeting. Ms. Gonzalez reported the following topics were discussed at the April 23, 2019 Executive Committee meeting:

- **Active Shooter/Hostile Intruder Response**
Lt. Marino and Sgt. Miller from the Canton Police/SWAT Department attended a StarkMHAR staff meeting in order to share information regarding a security assessment that they had conducted at the office. The officers gave feedback on the offices as well as advised staff on how to respond in the event of a hostile intruder or active shooter situation. Staff were advised to develop their own personal plan on how they would respond. Board members also need to think about their own personal response plan.
- **Board Member Training**
Board members are required, per Ohio Revised Code, to attend at least one in service training session each year. The Education and Training Committee discussed the training requirements for Board members at their April 4, 2019 committee meeting. The committee members recommended a one-hour Cultural and Linguistic Competency (CLC) training for this fiscal year. In order to minimize the scheduling challenges for Board members, it is scheduled for after the May 23, 2019 Board meeting.
- **Mindfulness Walk**
The StarkMHAR Marketing Department has been working with Stark Parks on a Mindfulness Walk. The Walk is being developed at Petros Lake Park, and the grand opening for the public is scheduled for Saturday, June 1, 2019 at 10 am with a special ceremonial opening for first responders on Thursday, May 30, 2019 at 10 am.

- **Mini-Grants – Stark Community Foundation**
StarkMHAR offered a funding opportunity to Stark County based 501(c)3 non-profit organizations for the development of new, and continuation of current, youth programs that address social factors like education, poverty and lack of family supports that undermine physical and mental wellness. The goal of the RFP was to seek grantees to develop and/or continue, programs that promote resiliency and offer youth positive socio-emotional and/or educational experiences. The following organizations have been selected to receive \$2,500 mini-grants for Summer programming: The First Tee of Canton and Hannah’s House 119.
- **CommQuest’s Centennial Gala: Thursday, June 6, 2019**
CommQuest is celebrating their 100-year anniversary this year. CommQuest has scheduled their Centennial Gala for Thursday, June 6, 2019. Board members are encouraged to attend if possible. Contact Cheryl Metzger if you are interested in attending.
- **Receivership**
StarkMHAR and the Hillyer Group were working on an agreement which would have allowed PartnerSolutions to train Clifton Larson Allen on the NextGen system. StarkMHAR asked for assurance that they would not attempt to “clawback” any funds for billings that StarkMHAR used to offset advances given to CIRC. Recently, StarkMHAR was informed that the Hillyer Group, after determining that they would probably not be able to obtain funds for any treatment services rendered by CIRC, chose not to sign the agreement. They indicated that they would not need training for Clifton Larson Allen and that the access to NextGen for CIRC invoices could be closed. Coleman is working on an agreement with Huntington Bank to buy the 13th Street Building.

Julie Gonzalez made a motion to approve the Executive Committee minutes, seconded by Elizabeth Bowen. At this point, Board members asked for clarification on the contracts executed in March 2019 section. There were two contracts listed under expenses that are over \$25K, which should be presented to the Board in a resolution for approval before signatures. Ms. Fakelis explained that the contract with Topaz Information Solutions was presented to the Board in January. The other contract with the Canton Repository was an oversight. Board members recommended including that contract information in a resolution being reviewed later in the meeting. Ms. Fakelis further clarified that Board members only have to approve via a resolution for contracts that are for expenses \$25K and over, but they don’t have to approve contracts for revenue that are \$25K and over according to current policy. Board members hereby approve the April 23, 2019 Executive Committee meeting minutes as printed. **Ayes:** E. Bowen, M. Brink, B. Bunnell, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

1. Resolution 19-03-050 – Updates to the Table of Organization/PartnerSolutions

Ms. Gonzalez stated that last month the Board approved Resolution 19-03-050, which added a position to the PartnerSolutions department and changed a job title for another position in that same department. The requested addition to the department was for a Database System Analyst I. Since the resolution was approved, PartnerSolutions clarified that the position should be identified as a Database System Administrator I. This is the only change to the resolution.

WHEREAS, OhioMHAS previously retired the statewide system (MACSIS) effective 12/31/2017 and the twelve PartnerSolutions Boards have implemented Streamline SmartCareMCO effective 01/01/2018; and

- WHEREAS,** StarkMHAR staff have been reviewing the workloads and responsibilities over the course of the SmartCareMCO implementation and have determined that an additional staff member will be needed; and
- WHEREAS,** StarkMHAR would also like to rename the Database Administrator/Analyst to Database Administrator/Analyst II to better align with the newly proposed position; and
- WHEREAS,** the renaming of the current staff position, as well as the additional staffing request have been reviewed and approved by the PartnerSolutions Steering Committee; and
- WHEREAS,** PartnerSolutions' Boards will have this new position in their upcoming SFY20 budget with any costs being incurred in SFY19 being covered by current budget; and
- WHEREAS,** StarkMHAR wishes to update the Table of Organization to include an additional staff position and rename a current position; therefore, be it
- RESOLVED,** that upon **MOTION** by Elayne Dunlap, **SECONDED** by Bailey Bunnell, Stark County Mental Health & Addiction Recovery, does hereby approve, upon recommendation of the Executive Committee, the proposed changes as detailed below:

Additional Staff Position

- New position of Database System **Administrator I** is created with a Grade 5 salary range of \$44,800 - \$67,200 reporting to the Data Systems Manager.

Rename Staff Position

- Database Administrator/Analyst is changed to Database Administrator/Analyst II. No changes in salary grade or supervisor.

RESOLVED, StarkMHAR is recommending the proposed changes as outlined; 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

A roll call vote was conducted by Ms. Schnabel. **Ayes:** E. Bowen, M. Brink, B. Bunnell, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

IV. FINANCE COMMITTEE

A. April 18, 2019 Finance Committee Meeting Report

Mr. Luckring reported that the April 18, 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 April 18, 2019 Finance Committee meeting:

- **Monthly Disbursements**

All disbursements were for ordinary expenses and payments to providers.

Upon motion by Joe Luckring, seconded by Tom Douce, Board members hereby approve the April 18, 2019 Finance Committee meeting minutes as printed. **Ayes:** E. Bowen, M. Brink, B. Bunnell, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

1. Resolution 19-04-051 – March 2019 StarkMHAR Financial Statements

Mr. Luckring stated the balance is almost identical to the same time last year. This is due to receiving some new monies mid-year which the state forwarded the entire amount to the Board. Receivables increased in part due to Provider advances and SFY 18 paybacks that are outstanding. Accounts payable has an approximate two-week lag time due to the new county system which is improving.

RESOLVED, that upon **MOTION** by Joe Luckring, **SECONDED** by Tom Douce, 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 March 31, 2019:

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

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

2. Resolution 19-04-052 – Approval of Contracts/Consultants

Mr. Luckring explained that contracts for expenses \$25K and over must be approved by the Board members. The Topaz contract for \$96,135 is for work needed to develop and implement the Electronic Health Record Project for Signature Health. Board members recommended earlier in the meeting amending this resolution to include the contract for expenses with the Canton Repository. Tom Douce made a motion to approve Resolution 19-04-052, seconded by Brandice Schnabel. Then Tom Douce motioned to approve amending Resolution 19-040-52 with the additional contract information for the Canton Repository expense of \$28,660 for the production of Healthy Minds magazine. Seconded by Brandice Schnabel.

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 Tom Douce, **SECONDED** by Brandice Schnabel, the Stark County Mental Health & Addiction Recovery Board, does hereby approve, upon recommendation of the StarkMHAR Board Members, the Executive Director’s execution of the following contracts; and be it further

Organization	Scope	Amount	Period
Expense			
Topaz Information Solutions	Assist with the development and implementation of the electronic health record project for Signature Health	\$96,135	April 26, 2019 – March 6, 2020

Canton Repository	Produce Healthy Minds magazine	\$28,660.00	December 18, 2018- April 30, 2019
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Ayes E. Bowen, M. Brink, B. Bunnell, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson: **Nays: none; Abstentions: none.**
Motion carried.

3. Resolution 19-03-053 – Provider to be Determined (former Crisis Center) Budget Adjustment

Mr. Luckring stated that the allocations for CIRC in SFY19 were placed on a budget line labeled Provider to be determined. The programs formerly implemented by CIRC have transitioned to other providers. The remaining balance of the Provider to be determined line will not be utilized in SFY19.

WHEREAS, Stark County Mental Health & Addiction Recovery (StarkMHAR) passed resolution 18-06-056 which included a line item budget labeled Provider To Be Determined, which included some amounts formerly allocated to Crisis Intervention and Recovery Center; and

WHEREAS, throughout the year as programs formerly implemented by CIRC were transitioned to other providers the Provider To Be Determined line was reduced and the appropriate provider budget line was increased; and

WHEREAS, all program transitions are deemed to be completed and monies remain in the Provider To Be Determined budget line and will not be utilized in SFY19; now therefore be it

RESOLVED, that upon **MOTION** by Joe Luckring, **SECONDED** by Elayne Dunlap, the Stark County Mental Health & Addiction Recovery Board, does hereby approve, upon recommendation of the Finance and Executive Committees, SFY 2019 budget adjustment of the aforementioned funds for the support of recovery support services in Stark County as detailed below:

Revenue

\$ 0

Expenses

Provider To Be Determined

(477,889)

Net Income

\$ 477,889

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, M. Brink, B. Bunnell, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson: **Nays: none; Abstentions: none.**
Motion carried.

4. Resolution 19-04-054 – Board Operations – Budget Adjustment

Mr. Luckring noted that the expenses related to the May levy will not be presented to StarkMHAR until late summer 2019. StarkMHAR will budget the expenses for SFY 20; therefore, they would like to adjust the SFY 2019 budget.

WHEREAS, Stark County Mental Health & Addiction Recovery (StarkMHAR) passed resolution 18-06-056 which included estimated costs for expenses related to the May 2019 StarkMHAR ballot initiative; and

WHEREAS, it has been determined that these expenses will not be presented to StarkMHAR until late summer 2019; and

WHEREAS, StarkMHAR plans to budget these expenses in the SFY20 budget; now therefore be it

RESOLVED, that upon **MOTION** by Joe Luckring, **SECONDED** by Pat Williams, the Stark County Mental Health & Addiction Recovery Board, does hereby approve, upon recommendation of the Finance and Executive Committees, SFY 2019 budget adjustment of the aforementioned funds for the support of recovery support services in Stark County as detailed below:

Revenue

\$ 0

Expenses

Board Operations

(175,000)

Net Income

\$ 175,000

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, M. Brink, B. Bunnell, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson: Nays: none; Abstentions: none.

Motion carried.

V. POLICY COMMITTEE

A. No April meeting. Next meeting June 13, 2019 at 3 pm.

VI. PROGRAM AND EVALUATION COMMITTEE

A. No April meeting. Next meeting May 9, 2019 at 4 pm.

VII. INFORMATION AND BUSINESS TECHNOLOGY COMMITTEE

A. No April meeting. Next meeting scheduled for May 14, 2019 at 4 pm.

VIII. COMMUNITY AFFAIRS COMMITTEE

A. No April meeting. Next meeting scheduled for May 13, 2019 at 4 pm

IX. EDUCATION AND TRAINING COMMITTEE

A. April 4, 2019 Education and Training Committee Meeting Report

Ms. Gonzalez reported that the April 4, 2019 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 topics were discussed at the April 4, 2019 Education and Training Committee meeting:

- **2019 Clinical Conference**

The annual event will be held on April 30, 2019 at the First Christian Church from 8:30-4:30 p.m. The focus of this year's conference will be geared towards vicarious trauma, compassion fatigue and taking care of yourself, your staff, and others. .

- **Leadership Breakfast**

The 2019 Leadership Breakfast is scheduled for June 5, 2019 at the First Christian Church. The fee for attending this training is \$20.00 as well. This year's keynote speaker will be Lisa Ryan of Grategy based in North Royalton, Ohio.

- **Board Member Training**

A Board member training is scheduled for after the May 23, 2019 Board meeting. Isaac Baez, StarkMHAR's Engagement & Inclusion Coordinator will present on Cultural and Linguistic Competency (CLC).

Upon motion by Julie Gonzalez, seconded by Elizabeth, Board members hereby approve the April 4, 2019 Education and Training Committee meeting minutes as printed. Ayes E. Bowen, M. Brink, B. Bunnell, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson: Nays: none; Abstentions: none. **Motion carried**

X. EXECUTIVE DIRECTOR REPORT

A. Mr. Aller reported on the following:

- **Levy Update**

The marketing department has been going to senior citizen expos and senior citizen centers to share information on the levy. Additionally, mailers are going out to absentee voters and there have been several letters to the editor regarding supporting the levy. In the next phase, the marketing department will be continuing to focus on social media. StarkMHAR is hosting a levy watch party at the StarkMHAR offices on Tuesday, May 7, 2019 from 7 to 9 pm. All are welcome to attend.

XI. CORRESPONDENCE/INFORMATION

A. There was no correspondence.


XII. PUBLIC COMMENT

A. Tom Douce, StarkMHAR Board member, shared information on a Chorus for a Cause, which has two concerts coming up. The funds raised support local non-profits. The proceeds from these concerts will go to NAMI Stark County. Mr. Douce is a member of the group.

B. Tiffeny Brown, Executive Director of Foundations, distributed flyers on Foundations' Health and Wellness Symposium scheduled for May 21, 2019 from 11 am to 3 pm.

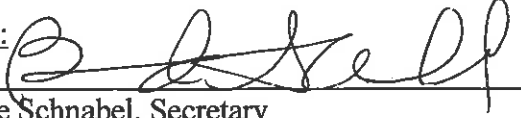
XIII. ADJOURNMENT

Ms. Gonzalez adjourned the April 25, 2019 StarkMHAR Board meeting at 4:51 pm.




Jill Machamer
Director of Administrative Support Services

APPROVAL DATE:

ATTEST: 

Brandice Schnabel, Secretary
Stark County Mental Health & Addiction
Recovery



Stef Fakelis, Director of Business Operations
Stark County Mental Health & Addiction
Recovery