



STARK COUNTY  
**Mental Health &  
Addiction Recovery**

**BOARD MEETING MINUTES  
THURSDAY, MAY 23, 2019 @ 4:00 PM**

**I. CALL TO ORDER**

Julie Gonzalez, Board President, called the May 23, 2019 StarkMHAR (Stark County Mental Health and Addiction Recovery) meeting to order at 4:00 PM

**A. Adoption of Agenda**

Upon motion by Sharla Elton, seconded by Elayne Dunlap, Board members hereby adopt the agenda for the May 23, 2019 Board meeting as presented. **Ayes:** E. Bowen, M. Brink, B. Bunnell, J. Davis, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, A. Turowski, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**B. Roll Call of Members**

**Members Present**

Elizabeth Bowen  
Mark Brink  
Bailey Bunnell  
Jaylaunna Davis  
Tom Douce  
Elayne Dunlap  
Sharla Elton  
Julie Gonzalez  
Joe Luckring  
Brandice Schnabel  
Eileen Schwartz  
Leigh Shaheen  
Andy Turowski  
Diane Wilson

**Members Absent**

Michael Pomesky  
Mark Spaner  
Pat Williams

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  
Jennifer McIntosh, Director of PartnerSolutions  
Beth Watson, Director of Human Resources

**Guests Present**

Coleman Professional Services: Stephen Inchak  
CommQuest: Keith Hochadel  
ICAN Housing: Julie Sparks  
NAMI Stark County: Kay Raga

Pathway: Wendy Tracy

**D. Welcome and Introduction of Guests**

Ms. Gonzalez welcomed everyone to the meeting.

**II. APPROVAL OF MINUTES**

**A. April 25, 2019 Board Meeting Minutes**

Ms. Gonzalez reported that the April 25, 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 Eileen Schwartz, seconded by Jaylaunna Davis, Board members hereby approve the April 25, 2019 Board meeting minutes as printed. **Ayes** E. Bowen, M. Brink, B. Bunnell, J. Davis, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, A. Turowski, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**III. EXECUTIVE COMMITTEE**

**A. May 21, 2019 Executive Committee Meeting Reports**

Ms. Gonzalez, Executive Committee Chair, reported that the May 21, 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 spring scholarship recipient was discussed at the May 21, 2019 Executive Committee meeting and asked Ms. Provance to share details on the recipient. Ms. Provance stated that Kristin Hooten was chosen to receive the Spring 2019 Workforce Development Scholarship. Ms. Hooten is an employee of the YWCA of Canton and is attending the University of Akron working on a master's in social work. Ms. Hooten will receive her \$1K certificate at the StarkMHAR Leadership Breakfast on June 5, 2019. Additionally, Ms. Provance shared that the Stark Community Charitable fund was started in January 2014 as a donor advised fund. StarkMHAR had about \$10K from donations for scholarships, which Stark Community Foundation matched so the program started with \$20K. StarkMHAR wanted to ensure that the funds were used as intended by the donors so StarkMHAR decided to award the funds to local students who were in recovery or working in the Stark County behavioral health system. The current scholarship is the tenth scholarship that StarkMHAR has been able to award.

There is an annual letter campaign and donations from that go directly to Stark Community Foundation. StarkMHAR also does an end of year letter to generate donations to the fund. The current balance is \$36,889. StarkMHAR also initiated its first community wellness mini grant process and were able to award two local organizations funds to support their programs.

Ms. Gonzalez shared other topics that were discussed at the Executive Committee. Upon motion by Julie Gonzalez, seconded by Tom Douce, Board members hereby approve the May 21, 2019 Executive Committee meeting minutes as printed. **Ayes** E. Bowen, M. Brink, B. Bunnell, J. Davis, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, A. Turowski, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**IV. FINANCE COMMITTEE**

**A. May 16, 2019 Finance Committee Meeting Report**

Ms. Elton, committee member, reported that the May 16, 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. Ms. Elton reported the following topics were discussed at the May 16, 2019 Finance Committee meeting:

- **Monthly Disbursements**  
There was nothing to note from monthly disbursements.
- **Provider Quarterly Report**  
Providers are down \$1.7M in billings from the previous year. The annual budget was less; therefore, the reduced billings were anticipated.
- **Five-Year Provider History**  
The 5-year history was presented to the finance committee for their review. The SFY 19 projections are being used for allocations for SFY 20.
- **CommQuest Presentation**  
CommQuest staff attended the Finance Committee meeting and shared some information on the changes that have been occurring at the agency.

Upon motion by Sharla Elton, seconded by Brandice Schnabel, Board members hereby approve the May 16, 2019 Finance Committee meeting minutes as printed. Ayes E. Bowen, M. Brink, B. Bunnell, J. Davis, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, A. Turowski, D. Wilson: **Nays: none; Abstentions: none. Motion carried.**

#### 1. Resolution 19-05-055 – April 2019 StarkMHAR Financial Statements

Ms. Elton stated receivables are up due to advances to Provider agencies. There was also a timing issue with funds received from OhioMHAS (Ohio Mental Health and Addiction Services). On the statement of Revenues and Expenditures, PartnerSolutions and EHR (Electronic Health Record) are under budget. PartnerSolutions is under budget due to unfilled positions and unused consultation budgets, and EHR is under budget due to the timing of the Signature Health contract and unfilled positions.

**RESOLVED**, that upon **MOTION** by Sharla Elton, **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 April 30, 2019:

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

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

#### 2. Resolution 19-05-056 – Approval of Contracts/Consultants

Ms. Elton explained that contracts for expenses \$25K and over must be approved by the Board members.

**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 Sharla Elton, **SECONDED** by Tom Douce, 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
<b>Expense</b>			
The Karcher Group	Amend current contract to increase site functionality, continue content development and additional 3 <sup>rd</sup> party marketing and advertising	\$34,722	March 8, 2018 – June 30, 2019
The Karcher Group	Content marketing and search engine optimization; social media marketing; 3rd party digital advertising; and quarterly content audits	\$138,888	July 1, 2019 – June 30, 2020

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

**V. POLICY COMMITTEE**

**A. No June meeting. Next meeting August 8, 2019 at 3 pm.**

**VI. PROGRAM AND EVALUATION COMMITTEE**

**A. May 9, 2019 Program and Evaluation Committee Meeting Report**

Mr. Douce, Program and Evaluation Committee Chair stated that the May 9, 2019 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 May 9, 2019 Program and Evaluation Committee meeting:

- **Foundations Update**  
Committee members were updated on the status of several programs at Foundations, A place for Education & Recovery.
- **Meeting of Behavioral Health Providers in Private Practice**  
A meeting was coordinated for May 22, 2019 with behavioral health providers in private practice. The intention of the meeting was to connect private practice providers with StarkMHAR as well as each other’s organizations.
- **Centers for Disease Control and Prevention (CDC) Epi-Aid Final Report**  
Committee members were updated on the results of the report that was published by the Ohio Department of Health and Centers for Disease Control and Prevention (CDC) on the suicide cluster in SFY 18. The report included three new recommendation areas in addition to the original six identified in the interim report. School districts will continue to conduct additional surveys for at least the next four years to help inform strategies, opportunities, and successes.
- **State Fiscal Year (SFY)20 Request for Proposal (RFP) Review**  
Committee members reviewed the list of Provider services and programs proposed for SFY 20. Ninety-seven programs were recommended for funding.

Upon motion by Tom Douce, seconded by Eileen Schwartz, Board members hereby approve the May 9, 2019 Program and Evaluation Committee meeting minutes as printed. **Ayes** E. Bowen, M. Brink, B. Bunnell, J. Davis, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, A. Turowski, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**1. Resolution 19-05-057 – Stark County Family Council**

Mr. Douce stated that StarkMHAR received funds from OhioMHAS (Ohio Mental Health and Addiction Services) for services to address the needs of youth involved in multiple public systems (Multi-System Youth). Stark County Family Council has requested funds for a WrapAround Service Coordinator, a WrapAround Family Supporter, and various individualized service requests received by the Service Review Committee that aligns with the intended use of the OhioMHAS funds

**WHEREAS,** StarkMHAR has received one-time use funds from OhioMHAS (Ohio Mental Health and Addiction Services) for services to address the needs of youth involved in multiple public systems (Multi-System Youth); and

**WHEREAS,** Stark County Family Council has requested funds for a WrapAround Service Coordinator, a WrapAround Family Supporter, and various individualized service requests received by the Service Review Committee that aligns with the intended use of the OhioMHAS funds; 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 Program and Evaluation, Finance and the Executive Committees, revised SFY 2019 budget and allocation of the aforementioned funds to Stark County Family Council for the support of mental health services in Stark County; monies to be utilized by June 30, 2019, as detailed below:

Revenue

Federal Funds	\$	39,492
---------------	----	--------

---

Expenses

Stark County Family Council		39,492
-----------------------------	--	--------

---

<b>Net Income</b>	<b>\$</b>	<b>0</b>
-------------------	-----------	----------

and, be it finally

**RESOLVED,** StarkMHAR does hereby approve the appropriation and the distribution of the above funds in Fund #685 StarkMHAR, as follows:

<u>Expense Account No:</u>	<u>Expense Account Name</u>	<u>Appropriations</u>
685.60.0000.64000	Purchased Services	\$39,492

and, be it further

**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, J. Davis, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, A. Turowski, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**2. Resolution 19-05-058 – Supportive Housing Program Match/ICAN**

Mr. Douce stated that StarkMHAR received notice from OhioMHAS awarding ICAN Housing matching dollars in connection with a grant received from ODSA (Ohio Development Services Agency). ICAN applied for the grant; however, the funding will pass through StarkMHAR.

**WHEREAS,** StarkMHAR has received notice from OhioMHAS (Ohio Mental Health and Addiction Services) awarding ICAN Housing matching dollars in connection with a grant they received from the ODSA (Ohio Development Services Agency); now, therefore be it

**RESOLVED,** that upon **MOTION** by Tom Douce, **SECONDED** by Elizabeth Bowen, Stark County Mental Health & Addiction Recovery, does hereby approve, upon recommendation of the Program and Evaluation, Finance and the Executive Committees, revised SFY 2019 budget and allocation of the aforementioned funds to ICAN Housing for the support of mental health services in Stark County; monies to be utilized by June 30, 2019, as detailed below:

<u>Revenue</u>	
Federal Funds	\$ 50,000
<u>Expenses</u>	
ICAN Housing Solutions	50,000
<b>Net Income</b>	<b>\$ 0</b>

and, be it finally  
**RESOLVED,** StarkMHAR does hereby approve the appropriation and the distribution of the above funds in Fund #685 StarkMHAR, as follows:

<u>Expense Account No:</u>	<u>Expense Account Name</u>	<u>Appropriations</u>
685.60.0000.64000	Purchased Services	\$50,000

and, be it further  
**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, J. Davis, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, A. Turowski, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

**VII. INFORMATION AND BUSINESS TECHNOLOGY COMMITTEE**

**A. May 14, 2019 Information and Business Technology Committee Meeting Report**

Dr. Schwartz, Information and Business Technology Chair, stated that the May 14, 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 May 14, 2019 Information and Business Technology Committee meeting:

- **Staffing Update**  
 Committee members were informed that Jason Angione was hired as the new Electronic Health Record Supervisor.
- **Signature Health Project Update**  
 Committee members were updated on the status of the project with Signature Health. The installation of software has been completed at Signature Health. PartnerSolutions has seven two-hour work sessions scheduled with Topaz staff who are familiar with the medical and health aspects of the software to train members of the PartnerSolutions staff.

Upon motion by Eileen Schwartz, seconded by Jaylaunna Davis, Board members hereby approve the May 14, 2019 Information and Business Technology Committee meeting minutes as printed. **Ayes** E. Bowen, M. Brink, B. Bunnell, J. Davis, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, A. Turowski, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

**1. Resolution 19-05-056 – Approval of Contracts/Consultants**

Dr. Schwartz stated that this resolution requests approval of a contract with Topaz Information Solutions for assistance with the electronic data conversion for the Signature Health EHR (Electronic Health Record) conversion. The contract is over the \$25K threshold, which requires prior approval from Board members prior to contract execution by the StarkMHAR Executive Director.

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

Organization	Scope	Amount	Period
<b>Expense</b>			
Topaz Information Solutions	Assistance with electronic data conversion for Signature Health’s EHR Implementation	\$28,800	May 24, 2019-January 11, 2020

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

**VIII. COMMUNITY AFFAIRS COMMITTEE**

**A. May 13, 2019 Community Affairs Committee Meeting Report**

Ms. Shaheen, Community Affairs member, stated that the May 9, 2019 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 May 9, 2019 Program and Evaluation Committee meeting:

- **Levy**  
Committee members discussed the May 7, 2019 levy for StarkMHAR, which was successful.
- **Mindfulness Walk**  
Board members were encouraged to attend the be Saturday, June 1, 2019 grand opening of the walk at Petros Park.
- **Clinical Day and Leadership Breakfast**  
The April 30, 2019 Clinical Day was a success. Attendees received self-care baskets that were greatly appreciated. The Leadership Breakfast is scheduled for Wednesday, June 5, 2019 from 7:30 am to 11:30 am. Registration is open.
- **May is Mental Health Month**  
StarkMHAR is recognizing Mental Health Month with lots of activities including the following:
  - The System of Care Team had a bracelet making booth set up at First Friday.
  - The Stark County courthouse will be lit up green every night in May in observance of mental health month.
  - The Stark County Commissioners proclaimed May 9, 2019 Children's Mental Health Awareness Day.

Upon motion by Leigh Shaheen, seconded by Sharla Elton, Board members hereby approve the May 13, 2019 Community Affairs Committee meeting minutes as printed. **Ayes** E. Bowen, M. Brink, B. Bunnell, J. Davis, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, A. Turowski, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

## IX. NOMINATIONS COMMITTEE

Mr. Turowski, Committee Chair, reported the Nominations Committee met on May 13, 2019 and the printed report is provided (further detail provided within the printed meeting report). Mr. Turowski reported the following topic was discussed during the May 13, 2019 Nominations Committee meeting:

- **SFY 2020 Slate of Officers**  
Discussed the appointment of the below-listed names for Board officers for SFY 2020.
  - President: Julie Gonzalez
  - Vice President: Pat Williams
  - Secretary: Brandice Schnabel
  - Treasurer: Sharla Elton
  - Past President: Andrew Turowski

Ms. Gonzalez called for further nominations for President, Vice President, Secretary, and Treasurer. There were no further nominations from the floor. Ms. Gonzalez closed the nominations and asked for a motion to approve the proposed slate of officers for SFY 20. Upon motion by Andrew Turowski, seconded by Brandice Schnabel, Board members hereby approve the May 13, 2019 Nominations Committee meeting minutes as printed. **Ayes** E. Bowen, M. Brink, B. Bunnell, J. Davis, T. Douce, E. Dunlap, J. Gonzalez, J. Luckring, B. Schnabel, E. Schwartz, L. Shaheen, A. Turowski, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**



**X. EDUCATION AND TRAINING COMMITTEE**

**A. No June meeting. Next meeting**

**XI. EXECUTIVE DIRECTOR REPORT**

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

• **Status of State Budget**

The Ohio House passed the budget for SFY 20 and it is residing in the Senate. The Board budget that is being proposed at next month's Board meeting will reflect a flat budget.

• **Issue One**

Issue one failed but a new bill is being introduced called Senate Bill 3. Issue one would have reduced the penalties for certain drug offenders. It did not pass, but Senate Bill three is a continuation of the discussion on criminal justice reform. The bill reduces the penalties for possession of illegal drugs. It also contains some criminal justice reforms that capture some of the ideas from Issue one.

**XII. CORRESPONDENCE/INFORMATION**

**A. There was no correspondence.**

**XIII. PUBLIC COMMENT**

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

**XIV. ADJOURNMENT**

Ms. Gonzalez adjourned the May 23, 2019 StarkMHAR Board meeting at 4:50 pm.



Jill Madhamer  
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