



**BOARD MEETING MINUTES**

**THURSDAY, SEPTEMBER 26, 2019 @ 4:00 PM**

**I. CALL TO ORDER**

Julie Gonzalez, Board President, called the September 26, 2019 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 Jaylaunna Davis, Board members hereby adopt the agenda for the September 26, 2019 Board meeting as presented. **Ayes:** E. Bowen, M. Brink, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**B. Roll Call of Members**

**Members Present**

Elizabeth Bowen  
Mark Brink  
Rick Campbell  
Kathy Catazaro-Perry  
Jaylaunna Davis  
Sharla Elton  
Julie Gonzalez  
Eileen Schwartz  
Leigh Shaheen  
Andy Turowski  
Pat Williams  
Diane Wilson

**Members Absent**

Tom Douce  
Michael Pomesky  
Brandice Schnabel

Pat Williams, Board Vice-President, 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  
Cheryl Metzger, Administrative Supervisor  
Jeannie Cool, Manager of Programs and Evaluations  
Beth Watson, Director of Human Resources  
Michele Boone, Director of Clinical Services (via phone)  
Emily Provance, Resource Development Manager

**Guests Present**

Child and Adolescent: Cassandra Horsley  
Coleman Professional Services: Michelle Allison-Smith and Jess Brewer  
CommQuest: Lisa Gould  
ICAN Housing: Julie Sparks  
NAMI Stark County: Kay Raga  
Ohio Guidestone: Monica Mlinac and Jon Miller  
Pathway: Traci Tsai and Marcie Girdlestone

VOFA: Patricia Sweitzer and Brandon Svita

### **C. Welcome and Introduction of Guests**

Julie Gonzalez welcomed everyone to the meeting. Jon Miller of Ohio Guidestone and Nicole Osborne of TASC, were introduced to the audience.

## **II. SPECIAL RECOGNITION**

### **A. ACT (Assertive Community Treatment) Team**

Jeannie Cool, StarkMHAR Manager of Programs and Evaluations, stated that were present to accept the certificate of recognition for the ACT team. Jeannie shared the nomination that was sent in for the ACT team. "In working with one particular client, the ACT team has been consistent, strength-based and recovery oriented in their approach. As a team, they have supported the client in maintaining housing for a length of time which has been difficult for this client to do. Although concerned about the client taking on more of the individual responsibilities such as being their own payee, they have been able to collaboratively work with the client to identify progress and small successes and appropriately consider this request. They are truly taking on the idea that they are not the experts in an individual's life and allow the client to be their own advocate. Although, the work that they do is very tiresome and overwhelming, they can identify the small successes and build on that which makes the work that they do even more successful." Jeannie stated Michelle Gund is the manager of the team and was unable to be here tonight.

### **B. Fall 2019 StarkMHAR Scholarship Recipient**

Emily Provance, StarkMHAR Resource Development Manager, introduced Cassandra Horsley to the Board members. Cassandra was chosen to receive the \$1K Recovery Scholarship for fall 2019. Cassandra is an employee of Child & Adolescent Behavioral Health and is working on a Master's in Social Work from the University of Akron.

## **III. APPROVAL OF MINUTES**

### **A. August 22, 2019 Board Meeting Minutes**

Julie Gonzalez reported that the August 22, 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 Rick Campbell, seconded by Pat Williams, Board members hereby approve the August 22, 2019 Board meeting minutes as printed. **Ayes:** E. Bowen, M. Brink, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

## **IV. EXECUTIVE COMMITTEE**

### **A. September 24, 2019 Executive Committee Meeting Reports**

Julie Gonzalez, Executive Committee Chair, reported that the September 24, 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.

Julie Gonzalez shared other topics that were discussed at the Executive Committee including review of the Providers SFY 2019 fourth quarter dashboard, the timeline for the Executive Directors performance review and the schedule of Board and committee meetings for November and December. Upon motion by Julie Gonzalez, seconded by Eileen Schwartz, Board members hereby approve the September 24, 2019 Executive Committee meeting minutes as printed. **Ayes:** E. Bowen, M. Brink, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J.

Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson: Nays: none; Abstentions: none. **Motion carried.**

## V. FINANCE COMMITTEE

### A. September 19, 2019 Finance Committee Meeting Report

Sharla Elton, Committee Chair, reported that the September 19, 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. Sharla Elton reported the following topics were discussed at the September 19, 2019 Finance Committee meeting:

- **Provider Agency Fourth Quarter SFY 2019 Dashboard**  
Committee members reviewed the Provider agency fourth quarter SFY 2019 dashboard and discussed some of the low scores.
- **Fund Development Update**  
StarkMHAR has been tracking charitable donations since the establishment of the Stark Community Foundation donor fund. Nine scholarships and two mini grants have been awarded from the donor advised fund.
- **Audit**  
The Auditor of the State's office concluded its audit of Stark County for CY 2018. StarkMHAR was mentioned in the Management letter for immaterial noncompliance in two areas. First, StarkMHAR was mentioned for not having policies in place that addressed Federal Uniform Guidance requirements. It was noted that StarkMHAR was indeed following all of the requirement in practice; however, there were no formal policies in place until December 2018.
- **Grants**  
A three-year proposal totaling \$1.8M was submitted to individuals from multiple foundations. The funding would support projects related to process improvement, workforce development and improving productivity/no show rates.

Upon motion by Sharla Elton, seconded by Andy Turowski, Board members hereby approve the September 19, 2019 Finance Committee meeting minutes as printed. **Ayes:** E. Bowen, M. Brink, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

#### 1. Resolution 19-09-007 – August 2019 StarkMHAR Financial Statements

Sharla Elton stated that the Finance Committee reviewed August financial statements. Accounts payable are up because the county is two weeks behind compared to the same time last year. In that two-week period, large payments were made to NextGen and Topaz for licensing, to the Municipal court for the Specialized Docket program and to Coleman to wrap up SFY 19.

**RESOLVED,** that upon **MOTION** by Andy Turowski, **SECONDED** by Jaylaunna Davis, 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 August 31, 2019:

- Balance Sheet
- SFY 2019 Revenue and Expense (Budget vs. Actual)
- SFY 2020 Revenue and Expense (Budget vs. Actual)

**Ayes:** E. Bowen, M. Brink, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson; **Nays:** none; **Abstentions:**

none. **Motion carried.**

**VI. INFORMATION AND BUSINESS TECHNOLOGY COMMITTEE**

**A. No September meeting. Next meeting scheduled for October 15, 2019 at 4 pm.**

**VII. POLICY COMMITTEE**

**A. No September meeting. Next meeting scheduled for October 10, 2019 at 3 pm.**

**VIII. PROGRAM AND EVALUATION COMMITTEE**

**A. September 12, 2019 Program and Evaluation Committee Meeting Report**

Eileen Schwartz, Committee member, reported that the September 12, 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. Eileen Schwartz reported the following topics were discussed at the September 12, 2019 Program and Evaluation Committee meeting:

- **Child and Adolescent Six Sigma Project Presentation**

Joe French, Executive Director for Child and Adolescent (C&A) Behavioral Health reviewed the Six Sigma project recently implemented at C&A with committee members.

- **Provider Agency Fourth Quarter SFY 2019 Dashboard**

Committee members were unable to review the dashboard due to time constraints. It will be reviewed at the October Program and Evaluation Committee meeting.

Upon motion by Eileen Schwartz, seconded by Rick Campbell, Board members hereby approve the September 12, 2019 Program and Evaluation Committee meeting minutes as printed. **Ayes:** E. Bowen, M. Brink, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**1. Resolution 19-09-008 – Stark County Youth Led Prevention**

Eileen Schwartz stated that the Drug Free Communities grant previously awarded to StarkMHAR will end September 30, 2019, and that StarkMHAR would like to continue the Stark County Youth Led Prevention work in the community and recommends the work be sustained by a community behavioral health provider.

**WHEREAS,** the Drug Free Communities grant previously awarded to Stark County Mental Health & Addiction Recovery (StarkMHAR) will end with the FFY19; and

**WHEREAS,** StarkMHAR wishes to continue the Stark County Youth Led Prevention work in the community and recommends the work be sustained by a community behavioral health provider; and

**WHEREAS,** Child and Adolescent Behavioral Health has agreed to continue the leadership and development of the Stark County Youth Led Prevention Program; and

**WHEREAS,** funds were already included in the SFY20 annual budget to continue with Stark County Youth Led Prevention and listed as Provider To Be Determined; now therefore be it

**RESOLVED,** upon **MOTION** by Eileen Schwartz, **SECONDED** by Rick Campbell, StarkMHAR, upon recommendation of the Program and Evaluation, Finance and Executive Committees, does hereby approve the allocation of the extension of terms of the contract and the allocation of the aforementioned fund for the support of behavioral health prevention services in Stark County for the period October 1, 2019 through June 30, 2020 as detailed below:

<u>Revenue</u>	\$	0
<u>Expenses</u>		
Child and Adolescent Service Center		15,000
Provider To Be Determined		(15,000)
		<hr/>
<b>Total Expenses</b>		0
		<hr/>
<b>Net Income</b>	<b>\$</b>	<b>0</b>

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, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**2. Resolution 19-09-009 – Security at ICAN Housing**

Eileen Schwartz stated that that ICAN Housing received safety recommendations from the Occupational Safety and Health Administration (OSHA) regarding workplace safety and has already implemented several additional security measures based upon those recommendations. ICAN Housing has requested financial assistance in the amount of \$12,500 for implementing door locks and key card controls to provide additional security at their main office and aligns with recommendations they received from OSHA.

**WHEREAS,** ICAN Housing received recommendations from OSHA for workplace safety and has already implemented several additional security measures based on the recommendations;

**WHEREAS,** ICAN Housing has requested financial assistance with implementing door locks and key card controls to provide additional security at their main office location; and

**WHEREAS,** StarkMHAR agrees with the need for ICAN Housing to enhance security and recommends supporting the purchase of needed equipment and installation; now therefore be it

**RESOLVED,** that upon **MOTION** by Eileen Schwartz, **SECONDED** by Rick Campbell, the Stark County Mental Health & Addiction Recovery Board, does hereby approve, upon recommendation of the does hereby approve, upon recommendation of the Program and Evaluation, Finance, and Executive Committees, SFY 2020 budget adjustment of the aforementioned funds for the support of services in Stark County as detailed below:

<u>Revenue</u>	\$	0
<u>Expenses</u>		
ICAN Housing		<u>12,500</u>
<b>Total Expenses</b>		<u>12,500</u>
<b>Net Income</b>	<u>\$</u>	<u>(12,500)</u>

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, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**3. Resolution 19-09-010 – Safe Families, Safe Communities Grant**

Eileen Schwartz stated that StarkMHAR has received notice from OhioMHAS (Ohio Mental Health and Addiction Services) that the application for collaborative funding has not been awarded for SFY 2020. This was a multi-county initiative and StarkMHAR will not be distributing resources to other Alcohol, Drug, and Mental Health counties included in the project. StarkMHAR will continue to fund the local portion of the program within Stark County from supplementary funding sources.

**WHEREAS,** StarkMHAR has received notice from OhioMHAS (Ohio Mental Health and Addiction Services) that the application for collaborative funding has not been awarded for SFY20; and

**WHEREAS,** StarkMHAR will not be distributing resource to other Alcohol, Drug, and Mental Health included in the project; and

**WHEREAS,** StarkMHAR will continue to fund the program within Stark County from other funding sources, now therefore be it

**RESOLVED,** that upon **MOTION** by Eileen Schwartz, **SECONDED** by Sharla Elton, Stark County Mental Health & Addiction Recovery, does hereby approve, upon recommendation of the Program and Evaluation, Finance and the Executive Committees, a revised SFY 2020 budget of the aforementioned funds to reduce the funding originally budgeted with resolution 19-06-062, as detailed below:

<u>Revenue</u>	
Federal Funds	\$ (325,000)
<u>Expenses</u>	
Board Administered Grants	(230,772)
<b>Net Income</b>	<b>\$ (94,228)</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>
685.60.0000.67000	Purchased Services	\$(230,772)

**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, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**4. Resolution 19-09-011 – System Navigator**

Sharla Elton stated that StarkMHAR has identified the need to establish a pilot position for a System Navigator to assist Stark County residents with navigating the behavioral health system and accessing services. NAMI Stark County has agreed to hire and pilot the System Navigator project throughout SFY 2020 by working with the Stark County Cultural Competence Learning Community to focus on minority populations and work with cross system partners in order to connect individuals to services.

**WHEREAS,** Stark County Mental Health & Addiction Recovery (StarkMHAR) identified the need to establish a pilot project for a System Navigator to assist unlinked Stark County residents with navigating the behavioral health system and accessing services; and

**WHEREAS,** NAMI Stark County has agreed to hire and pilot the System Navigator concept throughout SFY20 by working with the Stark County Cultural Competence Learning Community & Committee to focus on minority population connection and cross system partners on connection to service for all residents; and

**WHEREAS,** StarkMHAR wishes to support this pilot project as it aligns with Strategic Plan Goal A; now therefore be it

Revenue

\$ 0

Expenses

NAMI

31,000

Pilot Projects

(25,000)

**Total Expenses**

6,000

**Net Income**

\$ (6,000)

**RESOLVED,** that upon **MOTION** by Eileen Schwartz, **SECONDED** by Andy Turowski, the Stark County Mental Health & Addiction Recovery Board, does hereby approve, upon recommendation of the Program and Evaluation, Finance and Executive Committees, SFY 2020 budget adjustment of the aforementioned funds for the support of services in Stark County as detailed below:  
 and, be it further:

Revenue

\$ 0

Expenses

NAMI

31,000

Pilot Projects

(25,000)

**Total Expenses**

6,000

**Net Income**

\$ (6,000)

**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, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson: **Nays:** none; **Abstentions:** none. **Motion carried.**

5. **Resolution 19-09-012 – Stark County Behavioral Health Process Improvement Project**  
 Sharla Elton stated that StarkMHAR applied for and was awarded funding for a process improvement project from the Sisters of Charity Foundation for \$150,000 through August



2021. John Aller stated that the award requires a match portion from StarkMHAR for the project of \$100K.

**WHEREAS,** StarkMHAR applied for and was awarded funding for a process improvement project from the Sisters of Charity Foundation for \$150,000 through August 2021; and

**WHEREAS,** the awarded funding requires a match portion from StarkMHAR for the project of \$100,000; and

**WHEREAS,** the project includes partnering with Mercy Medical Center to: recruit and hire a Process Improvement Leader to coordinate activities, including helping to identify and implement process solutions based on Six Sigma practices; offer agency staff Project Management training to continue Process Improvement activities after the grant ends; and contract with the local behavioral health Electronic Health Records vendor to develop enhancements to improve functionality; and

**WHEREAS,** the project aligns with Strategic Plan Goal E; now, therefore be it,  
**RESOLVED,** that upon **MOTION** by Eileen Schwartz, **SECONDED** by Elizabeth Bowen, the Stark County Mental Health & Addiction Recovery, does hereby approve, upon recommendation of the Program and Evaluation, Finance and Executive Committees, SFY 2020 budget and allocation adjustments of the aforementioned funds for the support of workforce development in Stark County as detailed below:

Revenue

Local Revenue	\$	75,000
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Expenses

Board Administered Grants		125,000
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Net Income

	\$	(50,000)
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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, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**IX. COMMUNITY AFFAIRS COMMITTEE**

**A. September 9, 2019 Community Affairs Committee Meeting Report**

Leigh Shaheen, Community Affairs member, reported that the September 9, 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. Leigh reported the following topics were discussed at the September 9, 2019 Community Affairs Committee meeting:

- **Marketing Planning Materials**

Committee members reviewed the marketing plan. This is in support of Culture of Quality (COQ) certification which requires the marketing department to share information with the Committee.

- **Mental Health and Violence Discussion**

Committee members discussed possible advocacy efforts in response to occurrences of mass violence. It was decided that a press release, possibly accompanied by strategic social media posts, would be the best way to reach the community.

Upon motion by Leigh Shaheen, seconded by Eileen Schwartz, Board members hereby approve the September 9, 2019 Community Affairs Committee meeting minutes as printed. **Ayes:** E. Bowen, M. Brink, R. Campbell, K. Catazaro-Perry, J. Davis, S. Elton, J. Gonzalez, E. Schwartz, L. Shaheen, A. Turowski, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**X. EDUCATION AND TRAINING COMMITTEE**

A. No September committee meeting. Next meeting April 2, 2020 at 4 pm

**XI. EXECUTIVE DIRECTOR REPORT**

A. Mr. Aller reported on the following:

- **Workforce Development Project**

John Aller shared that work continues on workforce development. Mark Plaster, a consultant that StarkMHAR has been working with, conducted a training at StarkMHAR on employee engagement and retention. StarkMHAR and provider agency staff attended the training. Mark will be meeting with the agencies individually to develop retention and engagement plans.

- **Vista Health – New Psychiatric Hospital**

Several StarkMHAR staff and John Aller participated in a site visit of the Vista Health, a psychiatric hospital, that is under construction on Market Avenue. The hospital will be opening in the next 3 to 4 months. StarkMHAR would like to facilitate meetings with police departments, the court system, local hospitals and Provider agencies.

**XII. CORRESPONDENCE/INFORMATION**

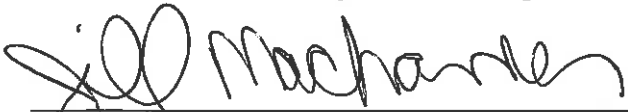
A. There was no correspondence.

**XIII. PUBLIC COMMENT**

A. Julie Sparks, Executive Director of ICAN Housing, distributed pictures of ICAN's new housing facility for formerly homeless adults living with severe and persistent mental illness. Julie stated that StarkMHAR helped fund the new housing facility and John Aller cut the ribbon at the grand opening.

**XIV. ADJOURNMENT**

Ms. Gonzalez adjourned the September 26, 2019 StarkMHAR Board meeting at 4:55 pm.

  
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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