



STARK COUNTY  
**Mental Health &  
Addiction Recovery**

**BOARD MEETING MINUTES  
THURSDAY, DECEMBER 19, 2019 @ 4:00 PM**

**I. CALL TO ORDER**

Julie Gonzalez, Board President, called the December 19, 2019 StarkMHAR (Stark County Mental Health and Addiction Recovery) meeting to order at 4:07 PM

**A. Adoption of Agenda**

Upon motion by Brandice Schnabel, seconded by Sharla Elton, Board members hereby adopt the agenda for the December 19, 2019 Board meeting as presented. **Ayes:** E. Bowen, M. Brink, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, 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  
Kathy Catazaro-Perry  
Tom Douce  
Sharla Elton  
Julie Gonzalez  
Michael Pomesky  
Brandice Schnabel  
Leigh Shaheen  
Pat Williams  
Diane Wilson

**Members Absent**

Richard Bennett  
Rick Campbell  
Jaylaunna Davis  
Taylor Schauer  
Eileen Schwartz  
Andrew Turowski

Brandice Schnabel, Board Secretary, recognized a quorum allowing the Board to conduct business.

**Staff Present**

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

**Guests Present**

Foundations: Melissa Gilbert  
NAMI Stark County: Kay Raga  
Pathway: Marcie Girdlestone

**C. Executive Session (Executive Director's Evaluation)**

Upon motion by Julie Gonzalez, seconded by Tom Douce, Board members voted to go into executive session at 4:09 pm to discuss the Executive Director's annual performance evaluation. **Ayes:** E. Bowen, M. Brink, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, M.

Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson: **Nays: none; Abstentions: none.**  
**Motion carried.** Ms. Gonzalez excused guests and Board staff.

Ms. Gonzalez adjourned Executive Session at 4:36 PM. The December 19, 2019 StarkMHAR Board meeting was called back to open session.

**1. Resolution 19-12-024 – Executive Director’s Compensation**

Ms. Gonzalez stated that Mr. Aller’s yearly performance review was conducted in November and all performance expectations had been met or exceeded. Additionally, at the July 25, 2019 Board meeting, the Board of Directors approved a 2.8% cost of living plus an additional 2% flat rate pay increase for all staff including the Executive Director, John Aller,

**WHEREAS,** Resolution 08-03 approved on January 1, 2008 appointed John R. Aller as the executive director of the Stark County Mental Health and Addiction Recovery Board (the Board) effective January 1, 2008; and

**WHEREAS,** the Stark County Mental Health and Addiction Recovery Board’s bylaws states the Board’s Executive Committee shall receive and review the performance evaluation of the executive director according to agreed upon procedures; and

**WHEREAS,** the Board of Directors approved a 2.8% cost of living plus an additional 2% flat rate pay increase for all staff, including John Aller, at the July 25, 2019 Board meeting; and

**WHEREAS,** in November 2019 an evaluation was conducted that demonstrated Mr. Aller had met and/or exceeded all performance expectations; and therefore, be it

**RESOLVED,** upon a **MOTION** by Julie Gonzalez, **SECONDED** by Mike Pomesky, the Stark County Mental Health and Addiction Recovery Board, upon recommendation of the Executive Committee, does hereby approve the Executive Director’s continued employment at his current salary and compensation package; therefore, be it finally,

**RESOLVED,** that the Board does hereby authorize the execution of the documents necessary to implement the intent of this Resolution, including but not limited to appropriation, encumbrance, payroll status forms, and disbursement of funds.

**Ayes:** E. Bowen, M. Brink, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson: **Nays: none; Abstentions: none.**  
**Motion carried.**

**D. Welcome and Introduction of Guests**

Julie Gonzalez welcomed everyone to the meeting.

**II. APPROVAL OF MINUTES**

**A. November 21, 2019 Board Meeting Minutes**

Julie Gonzalez reported that the November 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 Elizabeth Bowen, seconded by Tom Douce, Board members hereby approve the November 21, 2019 Board meeting minutes as printed. **Ayes:** E. Bowen, M. Brink, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, M. Pomesky, B.

Schnabel, L. Shaheen, P. Williams, D. Wilson: Nays: none; Abstentions: none. Motion carried.

### III. EXECUTIVE COMMITTEE

#### A. December 17, 2019 Executive Committee Meeting Reports

Julie Gonzalez, Executive Committee Chair, reported that the December 17, 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:

- **Contracts executed in November**

The group reviewed contracts that were for expenses \$25K or less.

- **Grants Update**

The Board will be receiving funds from several foundations to support work on multiple projects. Additionally, StarkMHAR has learned that additional funding for the System of Care may be available. StarkMHAR is working on an application, which is due February 3, 2020.

Upon motion by Julie Gonzalez, seconded by Brandice Schnabel, Board members hereby approve the December 17, 2019 Executive Committee meeting minutes as printed. Ayes: E. Bowen, M. Brink, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson: Nays: none; Abstentions: none. Motion carried.

### IV. FINANCE COMMITTEE

#### A. Sharla Elton, Finance Committee Chair, reported that the December 13, 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.

Sharla Elton reviewed the topics that were addressed:

- **Insurance Renewal**

Committee members reviewed the Board's current insurance coverage. The recommendation was made to stay with the current insurers.

- **CommQuest Update**

CommQuest is working on their proposals for funding for SFY 21 as well as wrapping up their audit for SFY 19. StarkMHAR and CommQuest staff and Board members are scheduled to meet again in early January 2020.

- **County Audit**

Committee members reviewed a letter Stark County Government that identified two items that StarkMHAR needed to address. StarkMHAR did not include several elements needed in a subaward agreement to pass-through entities. StarkMHAR was also identified as not having written policies in calendar year 2018 that addressed several federal uniform guidance requirements. All areas have been fully corrected.

Upon motion by Sharla Elton, seconded by Pat Williams, Board members hereby approve the December 13, 2019 Finance Committee meeting minutes with the addition of Taylor Schauer's name on the attendance list. Ayes: E. Bowen, M. Brink, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson: Nays: none; Abstentions: none. Motion carried.

**1. Resolution 19-12-025 -- StarkMHAR October Financial Statements**

Sharla Elton stated that the cash balance is up from last month and cash is also up compared to this time last year due to the timing of funds received from OhioMHAS. Receivables are down from last year due to timing of quarter two funds from OhioMHAS and a receivable from CommQuest in SFY 2019. Additionally, most Providers are within 10% of budget while inpatient expenses are underbudget. PartnerSolutions is under budget due to unfilled positions and consulting funds that haven't been utilized yet. Lastly, the NEOBHIC (electronic health record project) is underbudget due to challenges with invoices from the vendor.

**RESOLVED**, that upon **MOTION** by Sharla Elton, **SECONDED** by Pat Williams, 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 October 31, 2019:

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

**Ayes:** E. Bowen, M. Brink, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none.  
**Motion carried.**

**2. Resolution 19-12-028 -- Family Court – Specialized Docket**

Sharla Elton stated Resolution 19-12-028 allocates funds received from OhioMHAS to Stark County Family Court for their juvenile drug court.

**WHEREAS**, Cusma Sober Housing provides recovery housing for people in recovery from a substance use disorder; and

**WHEREAS**, StarkMHAR has determined that housing for people in the behavioral health system is important to a person's recovery and aligns with strategic plan goal A; and

**WHEREAS**, OhioMHAS (Ohio Department of Mental Health and Addiction Services) agreed to fund this recovery residence capital project in the amount of \$210,000 with a local match requirement of \$70,000; and

**WHEREAS**, StarkMHAR wishes to support Cusma Sober Housing to provide a ten-bed recovery residence for women located in Massillon; and

**WHEREAS**, StarkMHAR approves this project with an assurance of intent to support and to fund the applicant's program consistent with the application and, in addition, to annually monitor the program and operations of the facility to ensure compliance; now, therefore, be it

**RESOLVED**, that upon **MOTION** by Tom Douce, **SECONDED** by Sharla Elton, Stark County Mental Health & Addiction Recovery, does hereby approve, upon recommendation of the Program and Evaluation, Finance and Executive Committees, support of Cusma Sober Housing's application and, 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, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams; **Nays:** none; **Abstentions:** D. Wilson;  
**Motion carried.**

**V. INFORMATION AND BUSINESS TECHNOLOGY COMMITTEE**

A. The Information and Business Technology Committee did not meet in December. Their next meeting is Tuesday, February 11, 2020 at 4 pm.

**VI. POLICY COMMITTEE**

A. The Policy Committee did not meet in December. Their next meeting is Thursday, February 13, 2020 at 3 pm.

**VII. PROGRAM AND EVALUATION COMMITTEE**

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

Tom Douce, Committee Chair, reported that the December 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. Tom Douce stated that the Program and Evaluation Committee discussed the following:

• **Coleman Professional Services Presentation**

Jessica Brewer, of Coleman Professional Services, shared information regarding transitional beds at Coleman. Transitional beds are used for individuals transitioning out of an inpatient hospital or Crisis Stabilization Unit (CSU) back into the community.

• **Provider Dashboard**

Committee members reviewed the Quarter 1, SFY2020 dashboard with committee members. Providers are rated on compliance with reporting requirements as well as scores for clinical and fiscal elements that were recognized as key to an organizations' health.

• **CIT (Crisis Intervention Team)**

Committee members were informed that OhioMHAS approved funding for Crisis Intervention Team (CIT). The funds were a part of Governor DeWine's plan and is the first time that local programs have received state dollars. Northeast Ohio Medical University (NEOMED) will be providing oversight to the allocation.

Upon motion by Tom Douce, seconded by Elizabeth Bowen, Board members hereby approve the December 12, 2019 Program and Evaluation meeting minutes as printed. **Ayes:** E. Bowen, M. Brink, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**1. Resolution 19-12-026 – Recovery Residence Capital Project**

Tom Douce stated that StarkMHAR is planning to partner with Cusma Sober Housing to develop a women's level-two housing for women in recovery from a substance use disorder.

**WHEREAS,** Cusma Sober Housing provides recovery housing for people in recovery from a substance use disorder; and

**WHEREAS,** StarkMHAR has determined that housing for people in the behavioral health system is important to a person's recovery and aligns with strategic plan goal A; and

**WHEREAS,** OhioMHAS (Ohio Department of Mental Health and Addiction Services) agreed to fund this recovery residence capital project in the amount of \$210,000 with a local match requirement of \$70,000; and

**WHEREAS,** StarkMHAR wishes to support Cusma Sober Housing to provide a ten-bed recovery residence for women located in Massillon; and

**WHEREAS,** StarkMHAR approves this project with an assurance of intent to support and to fund the applicant’s program consistent with the application and, in addition, to annually monitor the program and operations of the facility to ensure compliance; now, therefore, be it

**RESOLVED,** that upon **MOTION** by Tom Douce, **SECONDED** by Sharla Elton, Stark County Mental Health & Addiction Recovery, does hereby approve, upon recommendation of the Program and Evaluation, Finance and Executive Committees, support of Cusma Sober Housing’s application and, 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, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none.  
**Motion carried.**

**2. Resolution 19-12-027 – Approval of Contracts/Consultants**

Tom Douce stated Resolution 19-12-027 identifies two contracts that StarkMHAR would like Board member’s approval. Achara Consulting will be consulting with StarkMHAR on development of a Recovery Oriented System of Care (ROSC) in Stark County. The second contract is for Cusma Housing mentioned in Resolution 19-12-026.

**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 Program and Evaluation, Finance and Executive Committees, the Executive Director’s execution of the following contracts; and be it further

Organization	Scope	Amount	Period
<b>Expense</b>			
Achara Consulting	Conduct a baseline assessment of Stark County’s Recovery Oriented System of Care status that will include research and document review, site visits, development of a change management team, planning session, and report out.	\$50,000	01-01-20 through 06-30-20

Cusma Sober Housing	Recovery residence capital project for women located in Massillon	\$70,000	01-01-20 through 6-30-20
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**Ayes:** E. Bowen, M. Brink, K. Catazaro-Perry, T. Douce, S. Elton, J. Gonzalez, M. Pomesky, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none.  
**Motion carried.**

**VIII. COMMUNITY AFFAIRS COMMITTEE**

The Community Affairs Committee did not meet in December. Their next meeting is January 13, 2020 at 4 pm.

**IX. EDUCATION AND TRAINING COMMITTEE**

A. The Education and Training Committee did not meet in December. Their next meeting is February 6, 2020 at 4 pm.

**X. EXECUTIVE DIRECTOR REPORT**

A. Mr. Aller reported on the following:

- **Expansion of School's Prevention Work**

Mike DeWine allocated funds in the budget to expand prevention work within the school systems. StarkMHAR will be working with 24 schools to determine what types of prevention efforts they will be working on.

- **Grants**

As mentioned earlier in the meeting, StarkMHAR has been awarded multiple grants through several of the local Foundations. Additionally, the current System of Care grant is scheduled to end October 1, 2020. StarkMHAR is working on a grant application for additional funds to support the System of Care work. The application is due in early February 2020.

- **Early Childhood Resource Center**

The Early Childhood Resource Center is interested in a workforce development project. They are looking for a statewide project to participate in.

- **Office Hours for StarkMHAR Board**

The offices of the Board will be closed Tuesday, December 24 and Wednesday, December 25, 2019 as well as Wednesday, January 1, 2020 for the holidays.

**XI. CORRESPONDENCE/INFORMATION**

A. There was no correspondence.

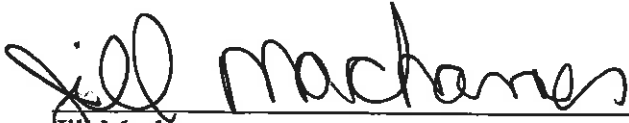
**XII. PUBLIC COMMENT**

A. Kay Raga, of NAMI Stark County, shared that Critical Incident Stress Management teams were sent to Alliance today and last week to assist with Alliance teachers and students deal with a recent car accident that took the lives of a school teacher and parent.

**XIII. ADJOURNMENT**

Ms. Gonzalez adjourned the December 19, 2019 StarkMHAR Board meeting at 5:14 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