



STARK COUNTY  
**Mental Health &  
Addiction Recovery**

**BOARD MEETING MINUTES**  
**THURSDAY, DECEMBER 16, 2021 @ 4:00 PM**

**I. CALL TO ORDER**

Brandice Schnabel, Board Vice President, called the December 16, 2021, StarkMHAR (Stark County Mental Health and Addiction Recovery) meeting to order at 4:07 PM.

**A. Adoption of Agenda**

Upon motion by Rick Campbell, seconded by Richard Bennett, Board members hereby adopt the agenda for the December 16, 2021, Board meeting as presented. **Ayes:** R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, M. Pomesky, B. Schnabel, L. Shaheen, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**B. Roll Call of Members**

**Members Present**

Richard Bennett  
Mark Brink  
Rick Campbell  
Kathy Catazaro-Perry  
Tom Douce  
Mike Pomesky  
Brandice Schnabel  
Leigh Shaheen  
Diane Wilson

**Members Absent**

Sharla Elton  
Taylor Schauer  
Eileen Schwartz  
Pat Williams

Richard Bennett, Board Secretary, recognized a quorum allowing the Board to conduct business.

**Staff Present**

John Aller, Executive Director  
Jill Machamer, Director of Administrative Support Services  
Michele Boone, Director of Clinical Services  
Allyson Rey, Director of Marketing, Communications & Community Relations  
Cheryl Metzger, Administrative Supervisor  
Emily Provance, Director of Human Resources  
Jennifer McIntosh, Director of PartnerSolutions  
Jen Richeson, Continuous Improvement Manager  
Anju Mader, Chief Integration Officer  
Stephanie Kutcher, Quality Improvement Coordinator  
Adele Holzer, Manager of Accounting and Financial Reporting  
Erin Ivers, Recovery Program Manager

**Guests Present**

Coleman : Steve Inchak  
Pathway: Wendy Tracy

**C. Executive Session – Executive Director’s Annual Performance Review**

Upon motion by Rick Campbell, seconded by Mike Pomesky, Board members voted to go into executive session at 4:08 pm to discuss the Executive Director’s annual performance evaluation. **Ayes:** R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, M.

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

Brandice Schnabel adjourned Executive Session at 4:25 PM. The December 16, 2021, StarkMHAR Board meeting was called back to open session.

**1. Resolution 21-12-030 -- Executive Director Review/Compensation**

Brandice Schnabel stated that Resolution 21-12-030 recommends the continued employment of the Executive Director with a 2.1% performance and length of service salary increase retroactive to June 24, 2021. Mr. Aller's yearly performance review was conducted in November and all performance expectations had been met or exceeded.

**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 in November 2021 an evaluation was conducted that demonstrated Mr. Aller had met and/or exceeded all performance expectations; and

**WHEREAS,** the Board of Directors approved a 1.3% cost of living increase for all staff, including John Aller, at the June 24, 2021, Board meeting; and

**WHEREAS,** the Board of Directors also approved performance and length of service increases for eligible staff at the June 24, 2021, Board meeting; therefore, be it

**RESOLVED,** upon a **MOTION** by Rick Campbell, **SECONDED** by Richard Bennett, the Stark County Mental Health and Addiction Recovery Board, upon recommendation of the Executive Committee, does hereby approve the Executive Director's continued employment and compensation package with a 2.1% performance and length of service salary increase retroactive to June 24, 2021: 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:** R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, M. Pomesky, B. Schnabel, L. Shaheen, D. Wilson: **Nays: none; Abstentions: none. Motion carried.**

**D. Welcome and Introduction of Guests**

Brandice Schnabel welcomed everyone to the meeting.

**II. APPROVAL OF MINUTES**

**A. October 28, 2021, Board Meeting Minutes**

Brandice Schnabel reported that the October 28, 2021, meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the Board meeting. Upon motion by Tom Douce, seconded by Diane Wilson, Board members hereby approve the October 28, 2021, Board meeting minutes as written. **Ayes:** R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, M. Pomesky, B. Schnabel, L. Shaheen, D.

Wilson: Nays: none; Abstentions: none. Motion carried.

### III. EXECUTIVE COMMITTEE

#### A. November 16, 2021, Executive Committee Meeting Report

Brandice Schnabel reported that the November 16, 2021, 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.

Upon motion by Kathy Catazaro-Perry, seconded by Tom Douce, Board members hereby approve the November 16, 2021, Executive Committee meeting minutes as printed. Ayes: R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, M. Pomesky B. Schnabel, L. Shaheen, D. Wilson: Nays: none; Abstentions: none. Motion carried.

#### B. December 14, 2021, Executive Committee Meeting Report

Brandice Schnabel reported that the December 14, 2021, 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.

Upon motion by Kathy Catazaro-Perry, seconded by Tom Douce, Board members hereby approve the December 14, 2021, Executive Committee meeting minutes as printed. Ayes: R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, M. Pomesky B. Schnabel, L. Shaheen, D. Wilson: Nays: none; Abstentions: none. Motion carried.

#### 1. RESOLUTION 21-12-031 -- Board Reconfiguration

John Aller reminded Board members that the leadership team has been reviewing the structure of the table of organization (TO). The Executive Director currently has seven direct reports. With the proposed reconfiguration, the Executive Director would have four direct reports and the Associate Director would also have four direct reports. John outlined the recommended changes to the table of organization.

Emily elaborated by explaining that legal counsel advised the Board that to establish these new positions on the TO we must first remove the same number of positions from the TO. The resolution also states that the changes will be effective January 20, 2022, which allows us time to work through the internal posting process. Therefore, the Director of Business Operations, Manager of Accounting & Reporting and one of the Senior Staff Accountant positions would be removed from the TO so that the Associate Director of Operations, Director of Finance, and Manager of Accounting positions could be added to the TO. This would result in no increase or decrease in staffing.

**WHEREAS,** StarkMHAR has reviewed workloads and responsibilities, which has resulted in the following recommendations to the table of organization.

**WHEREAS,** StarkMHAR is recommending the following changes, effective January 20, 2022; therefore, be it

**Remove the following positions from the Table of Organization:**

- Director of Business Operations
- Manager of Accounting & Reporting
- 1 (of 2) Senior Staff Accountant

**Add the following positions to the Table of Organization:**

- Associate Director of Operations with a Grade 8 salary range of \$88,536-\$132,792 reporting to the Executive Director
- Director of Finance with a Grade 7 salary range of \$70,829-\$106,243 reporting to the Associate Director of Operations
- Manager of Accounting with a Grade 6 salary range of \$56,542-\$84,812 reporting to the Director of Finance

**RESOLVED,** that upon **MOTION** by Rick Campbell, **SECONDED** by Richard Bennett, Stark County Mental Health & Addiction Recovery, does hereby approve, upon recommendation of the Executive Committee, the proposed changes as detailed above and 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:** R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, M. Pomesky B. Schnabel, L. Shaheen, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

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

##### **A. October 21, 2021, Finance Committee Meeting Report**

A recommendation was made to table the Finance Committee meeting report and October financial statements until January. Upon motion by Richard Bennett, seconded by Mark Brink, the Finance Committee meeting report and financial statements were tabled until January.

#### **V. PROGRAM AND EVALUATION COMMITTEE**

##### **A. December 9, 2021, Program and Evaluation Committee Meeting Report**

Tom Douce reported that the December 9, 2021, 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 Board meeting. Tom reported the following items were discussed:

- **988 Mental Health Crisis Hotline Presentation**

Michelle Allison-Smith of Coleman Crisis Services presented information on the proposed 988 mental health crisis hotline. The 988 hotline is a statewide initiative to increase accessibility to crisis assistance by making the number easy to remember, much like 911.

- **SFY 22 Provider Dashboard – First Quarter**

The committee reviewed the Provider dashboard for the first quarter for SFY 2022.

Upon motion by Tom Douce, seconded by Richard Bennett, Board members hereby approve the December 9, 2021, Program and Evaluation Committee meeting minutes as printed. **Ayes:** R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, M. Pomesky B. Schnabel, L. Shaheen, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

##### **1. RESOLUTION 21-12-033 – Peer Navigation Pilot Program**

Tom Douce stated that resolution 21-12-033 is a request to fund the peer navigation pilot program with the following providers, Child and Adolescent Behavioral Health, Coleman Health Services, CommQuest Services, Inc., and Stark County TASC. This program provides referral to a peer support specialist when a client presents with a social determinant of health need prior to initial assessment.

**WHEREAS,** StarkMHAR has identified an unmet need to wrap services around people who have health-related social resource needs that are presenting for treatment services; and

**WHEREAS,** StarkMHAR worked with four provider treatment agencies to create a pilot peer navigator program to address unmet needs prior to treatment service engagement.

**WHEREAS,** Child and Adolescent Behavioral Health, Coleman Health, CommQuest, and Stark County TASC have agreed to provide peer navigation services for the pilot project; now therefore be it,

**RESOLVED,** that upon **MOTION** by Tom Douce, **SECONDED** by Richard Bennett, the Stark County Mental Health & Addiction Recovery Board, does hereby approve, upon recommendation of the Program and Evaluation, Finance, and Executive Committees, SFY 2022 budget adjustment of the aforementioned funds for the support of services in Stark County as detailed below:

<b>Federal Revenue</b>	<b>\$132,750</b>
<b>Expenses</b>	
Child & Adolescent	59,000
Coleman	147,500
CommQuest	59,000
TASC	<u>44,250</u>
<b>Total Expense</b>	<b>\$309,750</b>
<b>Net Income</b>	<b><u>\$(177,000)</u></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 authorized the execution of the documents necessary to implement the intent of this Resolution, including but not limited to allocation notices, appropriation, encumbrance, and disbursement of funds.

**Ayes:** R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, M. Pomcsky B. Schnabel, L. Shaheen, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

**2. RESOLUTION 21-12-034 -- Foundations**

Tom Douce stated that resolution 21-12-034 requests a budget revision to Foundations' allocation to reflect updated operating, audit, and legal expenses so that programming can continue for the remainder of SFY22. Foundation has worked with their fiscal consultant to finalize the amount of the increased allocation request totaling \$59,576.

**WHEREAS,** StarkMHAR received budget revisions from Foundations for SFY22 that reflect updated expenses to operate the organization and its programming for the remainder of the fiscal year; and

**WHEREAS,** StarkMHAR is recommending Foundations' allocation be increased based on their submitted proposal and desire to continue operations; now therefore be it,

**RESOLVED,** that upon **MOTION** by Tom Douce, **SECONDED** by Rick Campbell, the Stark County Mental Health & Addiction Recovery Board, does hereby approve, upon recommendation of the Program and Evaluation, Finance, and Executive Committees, SFY 2022 budget and allocations of the aforementioned funds for the support of services in Stark County as detailed below:

<u>Revenue</u>	
Revenue	\$ 0.00

<u>Expenses</u>	
Foundations	59,576

<u>Net Income</u>	<u>\$ (59,576)</u>
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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 Board 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:** R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, S. Elton, T. Schauer, B. Schnabel, L. Shaheen, P. Williams, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

## VI. COMMUNITY AFFAIRS COMMITTEE

### A. November 8, 2021, Community Affairs Committee Meeting Report

Brandice Schnabel reported that the November 8, 2021, Community Affairs Committee meeting minutes (as well as resolutions and committee meeting reports) were emailed to Board members for their review prior to the Board meeting. Leigh reported the following items were discussed:

- **Advocacy Efforts**

StarkMHAR contracted with Knox Marketing to distribute overdose response resources in targeted zip codes using pizza box toppers. StarkMHAR is also advertising in the Belden Village Mall and on AM radio.

- **Business Continuity**

A crisis communication plan is being drafted as part of StarkMHAR's business continuity plan.

Upon motion by Rick Campbell, seconded by Tom Douce, Board members hereby approve the November 8, 2021, Community Affairs Committee meeting minutes as printed. **Ayes:** R. Bennett, M. Brink, R. Campbell, K. Catazaro-Perry, T. Douce, M. Pomesky B. Schnabel, L. Shaheen, D. Wilson; **Nays:** none; **Abstentions:** none. **Motion carried.**

## VII. EXECUTIVE DIRECTOR REPORT

### A. John Aller reported on the following:

- Agencies are struggling with workforce shortages due to COVID.
- There are several initiatives being proposed by the state. They include the 988 implementation, review of crisis services, and OhioRise.
- John expressed appreciation to the StarkMHAR Board members for their service to the Board and Stark County.

## VIII. CORRESPONDENCE/INFORMATION

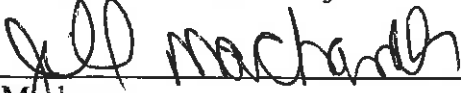
### A. There was no correspondence.

**IX. PUBLIC COMMENT**

A. No public comment.

**X ADJOURNMENT**

Brandice Schnabel adjourned the December 16, 2021, StarkMHAR Board meeting at 5:02 pm.



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Jill Machamer  
Director of Administrative Support Services

**APPROVAL DATE:**

**ATTEST:**



\_\_\_\_\_  
Richard Bennett, Secretary  
Stark County Mental Health & Addiction  
Recovery



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

