

# MHRS BOARD MEETING

August 18, 2015

4:00 p.m.

## Agenda

Consent Agenda	Item	Information Enclosed	Action Required	Allocation Required	Page
	1. Call to Order				
	2. Roll Call				
	3. Recognition of Visitors				
	4. Determination of Items to be Removed from Consent Agenda				
<input type="checkbox"/>	5. Board Minutes – June 16, 2015	✓	✓		1-7
<input type="checkbox"/>	6. Treasurer’s Report ➤ June 2015 Financial Statements	✓	✓		8-15
	7. Programs & Services Committee Report				16
<input type="checkbox"/>	A. Health Officer Credentialing	✓	✓		16-17
	8. Planning & Finance Committee Report				17
<input type="checkbox"/>	A. FY 2016 Zepf Center Recovery Housing Allocation	✓	✓	✓	18
	B. FY 2016 Cognitive Enhancement Therapy (CET) Allocations:				18-20
<input type="checkbox"/>	• A Renewed Mind	✓	✓	✓	
<input type="checkbox"/>	• Harbor	✓	✓	✓	
<input type="checkbox"/>	• Unison Behavioral Health Group	✓	✓	✓	
<input type="checkbox"/>	• Zepf Center	✓	✓	✓	
<input type="checkbox"/>	C. FY 2016 Peer Support Training Allocation	✓	✓	✓	20
<input type="checkbox"/>	D. FY 2015 TASC Second Contract Extension and Allocation	✓	✓	✓	21
<input type="checkbox"/>	E. FY 2016 CIT Allocation	✓	✓	✓	21-22
<input type="checkbox"/>	F. FY 2016 Purchasing Plan Modifications	✓	✓	✓	22-23
<input type="checkbox"/>	G. FY 2016 AOD Subsidy Schedule	✓	✓	✓	23-24
<input type="checkbox"/>	9. Governance Committee Report				25
	A. FY 2016 Behavioral Health Juvenile Justice Allocation	✓	✓	✓	25-26
<input type="checkbox"/>	B. MHRSB Policy Update: Finance and Operations <i>(See Separate Attachment)</i>	✓	✓		26-27  (1)-(14)
	10. Director’s Report				
	11. Open Session				
	12. Executive Session ➤ Personnel Related Matters	✓	✓		28
	13. Adjournment				

**MINUTES – Board Meeting**  
**Mental Health & Recovery Services Board of Lucas County**  
**June 16, 2015**

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**Roll Call - Members Present:**

Audrey Weis-Maag	Dr. Lois Ventura	Dr. Mary Gombash
Neema Bell	Linda Alvarado-Arce	Robin Reeves
Tony Pfeiffer	Scott D. Johnson	Pastor Perryman
Kyle Schalow	William Sanford	Lynn Olman

**After Roll Call:**

Andre Tiggs	Linda Howe
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**Members Absent:**

Pastor Earley	Tawny Cowen-Zanders	Dr. Tim Valko
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**Staff:** Scott Sylak, Tom Bartlett, Tim Goyer, Donna Robinson, Amy Priest, Carolyn Gallatin, Cami Roth Szirotnyak, Latisha Williams, Karen Olmhausen, Kristal Barham, Robert Kasprzak.

**Visitors:** Paul Lewis, Recovery Council; Kathy Bihn, NPI; Richard Arnold; Annette Clark, FSNO; John DeBruyne, Rescue; Deb Angel, Recovery Council; Kelly Skinner, Wernert Center; Wendy Shaheen, A Renewed Mind; Deb Flores, Zepf Center; John Irwin, SPCC; Charlotte Cuno, Recovery Council; Brianna Stephan, BCR; Micah Butler, BCR; Jessi Broz, Rescue; Tonalee Tucker, TMWC; Carole Hood, Rescue; George Johnson, Rescue; Joe Habib, SPCC; Jason Vigh, Rescue; Karen Wu, ABLE; Craig Gebers, Zepf; Jennifer Emahiser, Unison; Jim Aulenbacher, Harbor; Johnetta McCollough, TASC; Kayle Schalow.

The meeting was called to order at 4:00 p.m., with Ms. Weis-Maag, Board Chair, presiding.

**Consent Agenda Items:** The Trustees reviewed the Consent Agenda items, and the following 12 items were approved by consent. Voting to approve the Consent Agenda was: Mr. Johnson-yes; Ms. Alvarado-Arce-yes; Mr. Pfeiffer-yes; Dr. Ventura-yes; Dr. Gombash-yes; Mr. Olman-yes; Mr. Sanford-yes; Ms. Bell-yes; Ms. Howe-yes; Mr. Schalow-yes; Pastor Perryman-yes; Ms. Reeves-yes.

**Board Minutes – May 19, 2015**

➤ **May 2015 Financial Statements**

*The Mental Health & Recovery Services Board of Lucas County approves the May 2015 financial statements and the May 2015 voucher schedules of bills as presented in the June 2015 Board packet.*

**Combined Programs & Services/Planning & Finance Committee Meeting Report**

**A. Wernert Center Campus Capital Project Allocation**

*The Mental Health and Recovery Services Board of Lucas County approves the \$2,200,000 investment in The Wernert Center Campus capital project. The \$2,200,000 would be expensed in FY 2015 and funds would be distributed to The Wernert Center from this Set-Aside fund subject to the Board's Staff approval.*

**B. TASC Extension of the FY 2015 Contract Allocation**

*The Mental Health & Recovery Services Board of Lucas County approves the extension of the TASC's FY 2015 Provider Agreement from June 30, 2015 to August 31, 2015 and authorizes a one-time payment of \$153,447 for TASC to be made in July 2015.*

**C. NPI OHFA Capital Grant Match Allocation**

*The Mental Health and Recovery Services Board of Lucas County allocates \$200,000 to NPI in FY 2015 to provide the match requirement to access at least \$1,200,000 of CFEHI funds from OHFA to renovate NPI's Byrne and Arlington site.*

**D. St. Paul's Community Center OHFA Capital Grant Match Allocation**

*The Mental Health & Recovery Services Board of Lucas County allocates \$99,695 to St. Paul's Community Center in FY 2015 to provide the match requirement to access \$199,389 of CFEHI funds from OHFA to renovate their Community Center location.*

**E. Personal Service Contract Renewals:**

➤ **Ellen Jones, Client Rights Officer**

*The Mental Health and Recovery Services Board of Lucas County will contract with Ellen Jones to provide identified programmatic and supportive services to the MHRS Board from July 1, 2015 through June 30, 2016 for an amount not to exceed \$26,624 (832 hours) and authorizes its Executive Director to execute a Personal Services Agreement to that effect.*

➤ **Siva Yechoor, MD, Medical Director**

*The Mental Health & Recovery Services Board of Lucas County allocates an amount not to exceed \$50,000 (400 hours) from its Administration Budget for the services of a Medical Director position and authorizes its Executive Director to execute a Personal Services Agreement with Dr. Siva Yechoor for the period of July 1, 2015 through June 30, 2016.*

**F. Civil Commitment Designations**

➤ **Appointment of Pre-screeners and Attorneys**

*For the period of July 1, 2015 to June 30, 2016, the Mental Health and Recovery Services Board of Lucas County Designates Harbor, Rescue Inc., Unison Behavioral Health Group and Zepf Center to receive commitments from Probate Court under ORC 5122.15 (C)(4) and fulfill the requirements of ORC 5122.15 (F), (L), (M) and (N). In addition, the aforementioned agencies are designated to:*

- a. Complete evaluations of voluntary admission under ORC 5122.02;*
- b. Complete evaluations of involuntary admission under ORC 5122.05 (A);*
- c. Complete evaluations of affidavits under ORC 5122.13.*

and

*For the period of July 1, 2015 to June 30, 2016, the Mental Health and Recovery Services Board of Lucas County Designates Attorneys Carla B. Davis and David R. Taylor to fulfill the responsibilities of:*

- a. Timely hearings under ORC 5122.141(B);*
- b. Hearing for involuntary commitments under ORC 5122.15 (A) (10) and (H);*
- c. Hearing procedures under ORC 5122.15*

**G. Health Officer Credentialing**

*That the Mental Health & Recovery Services Board of Lucas County designates the following individuals listed as System Health Officers to serve a term not to exceed two years:*

**For Renewal of Designation:**

*Jacqueline D. Windless, LSW – Rescue – not to exceed June 30, 2017*  
*Ramona L. Bethany, MEd, LPCC-S – Unison – not to exceed June 30, 2017*  
*Kimber A. Grower Dowling, MA, LPCC – Unison – not to exceed June 30, 2017*  
*Michelle J. Holt, LSW – Unison – not to exceed June 30, 2017*  
*Pamela M. Lee, MA, PCC-S, LICDC-S – Unison – not to exceed June 30, 2017*  
*Andrea E. Mason, MSW, LSW – Unison – not to exceed June 30, 2017*  
*Tara M. Wick, LSW – Unison – not to exceed June 30, 2017*

**For New Designation:**

*Holly T. Gilsdorf, LISW-S – Unison – not to exceed June 30, 2017*  
*Erika G. Jay, MA, LPCC – Unison – not to exceed June 30, 2017*  
*Lindsay G. Gergorin, LSW – Zepf – not to exceed June 30, 2017*  
*Heather N. Weemes, LSW – Zepf – not to exceed June 30, 2017*

**H. Lucas County Behavioral Health Emergency Response Plan (See Separate Attachment)**

*The Mental Health and Recovery Services Board of Lucas County requests that the Board of Trustees endorse the Lucas County Behavioral Health Emergency Response Plan to be effective July 1, 2015.*

**Governance Committee Report**

**A. FY 2016 Provider Service Agreements**

*The Mental Health and Recovery Services Board of Lucas County approves the format and boilerplate content of the Provider Agreements for Mental Health and Addiction Treatment Services, and Prevention and Supportive Services as presented at the June 16, 2015 Board meeting, and authorizes its Executive Director to use the documents to enter into agreements with provider agencies that were awarded allocations at the May 19, 2015 Board meeting.*

**B. FY 2016 Board Administrative Budget**

*The Mental Health & Recovery Services Board of Lucas County approves the Fiscal Year 2016 MHRS Board Administrative Budget of \$1,580,399 as contained in the June 16, 2015 MHRS Board packet.*

**C. FY 2016/2017 Board Officer Nominations**

Ms. Weis-Maag referred to page eight of the meeting packet for a review of the slate of Board Officer nominations for FY 2016 & FY 2017. Following review of the Ad Hoc Nominations Committee, and upon no further nominations, the following motion was presented for consideration:

*The Mental Health and Recovery Services Board of Lucas County elects the following Trustees to serve as MHR SB Officers for the term beginning July 1, 2015 and ending June 30, 2017:*

- Chair – Neema Bell
- Vice Chair – Linda Howe
- Treasurer – Tim Valko, M.D.
- Secretary – Anthony (Tony) Pfeiffer

*Mr. Olman moved to approve the motion and it was seconded by Pastor Perryman. Voting on the motion was: Mr. Johnson-yes; Ms. Alvarado-Arce-yes; Mr. Pfeiffer-yes; Dr. Ventura-yes; Dr. Gombash-yes; Mr. Olman-yes; Mr. Sanford-yes; Ms. Bell-yes; Ms. Howe-yes; Mr. Schalow-yes; Pastor Perryman-yes; Ms. Reeves-yes, Mr. Tiggs-yes.*

### **Board Meeting and Committee Attendance**

Mr. Sylak presented the quarterly committee and board meeting attendance reports contained in the meeting packet. In addition to Board meeting attendance, Committee attendance is encouraged since the majority of in-depth discussion occurs at these meetings as many of the agenda items remain on the Consent agenda for no further discussion at the Board meetings.

Mr. Sylak indicated that there are two open board positions (one state and one county) to replace Ms. Mitchell-Lake and Ms. Cowen-Zanders appointments. Recruitment for these two appointments is forthcoming.

### **Director's Report**

- At last week's Governance Committee meeting, there was an endorsement of the "no wrong door" process and development of the Recovery Helpline from the Access to Treatment Workgroup. Upon recent approval of the FY 2016 Provider Agreements, Attachment One is the new Treatment Services Benefits Plan that will identify initial assessment up to 120 minutes and assessment updates for up to 60 minutes which is a precursor to implementing the "no wrong door" process of which there will be assurance that clients will receive services within 48 hours. If it isn't at the level of care recommended, interim services will be provided while the client awaits placement in the recommended level of care. If the agency can't provide the necessary services, then the client will be transferred to an agency where capacity is available.
- Mr. Sylak indicated that changes will occur at Central Access. There is ongoing discussion with Rescue to move Central Access into an "urgent care" model to fill the gaps that are remaining in the system. It will work in conjunction with the Recovery Helpline referral process that will include Wood and Hancock Counties. A Steering Committee has been developed to help create a formal process that will be presented to the P&S Committee.
- Congratulations to Harbor who was a recipient of a \$1.5 million SAMHSA grant for disbursement over a three-year period to develop a 15-bed residential treatment center for pregnant and post-partum women to receive comprehensive residential substance treatment, prevention, and recovery support services who otherwise may not have access to quality services.
- The State is planning to reduce its FY 2016 contribution by \$470,000 to prevention pass-thru grants. There is now a \$50,000 budget gap between what the Staff projected in the Financial Forecast and what is expected to be disbursed. It affects two Adelante programs, the St. Vincent Project for Hope, and three UMADAOP programs. Upon discussion by the Staff this morning, Mr. Sylak feels it is appropriate to provide a recommendation for these programs at the next P&S Committee meeting, noting that

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## MINUTES – Board Meeting

### Mental Health & Recovery Services Board of Lucas County

June 16, 2015

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the agencies should make a request to backfill those funds by justifying what is necessary and how their program(s) are incorporated to the System-Wide goals. In January 2016, the Board will initiate an RFP for FY 2017 prevention programming.

- The Staff is planning to make an allocation recommendation for CET continuation due to the positive feedback received from the first year. The agencies were asked what they need for continuation and expansion of their CET programs. In addition, the Board staff asked the Zepf Center to develop a recommendation for recovery housing and will consider extending it to A Renewed Mind and UMADAOP, if necessary. These targeted allocations will be brought forward for consideration at the August 4, 2015 P&F Committee meeting.
- The Board is participating in the development of two adult drug courts at the Common Pleas Court that will serve approximately 130 clients. There are high expectations on immediate access to treatment, participation in multiple case staffings, court hearings, and it is a high visibility/intensity model. There are expectations that the MHRSB will help fund the treatment component. It fits with in the Sequential Intercept Model and a high target priority for the BH/CJA Committee to improve the delivery of behavioral health services within the criminal justice system. The two drug courts will target heroin, opiate, as well as cocaine and marijuana users.
- The Staff continues to work on developing the Project DAWN initiative. It is a national program run in several communities state-wide for heroin/opiate overdose prevention through administration of Naloxone by a family member or first responder. Naloxone administration is an attempt to save the lives of the people who at high risk of overdose; such as those discharged from detox, or released from jail or hospitals without appropriate level of treatment services. The Health Department is providing training on dispensing of Naloxone to law enforcement. Recommendations will be brought forward to the P&S and P&F Committees.
- The State budget will be presented to the full Senate next week, followed by a closed conference committee for two weeks. It is anticipated that Boards will lose \$30 million dollars if the budget is approved as currently written. If the Board receives a state per capita cut, it will result in \$900,000 fewer dollars; however, this loss was built into the Board's Financial Forecast. Mr. Sylak said that language was added to the budget that identifies Boards having the ability to advocate on the behalf of individuals with Medicaid to managed care organizations.
- At a previous meeting, Mr. Sylak was requested to get a prosecutor's opinion if the MHRSB can continue to provide mental health first aid training. The initial response is yes, but a written response from the prosecutor is pending.

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**MINUTES – Board Meeting**

**Mental Health & Recovery Services Board of Lucas County**

**June 16, 2015**

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- Mr. Sylak thanked Ms. Weis-Maag and the Board officers for their support over the past two years and he welcomed the new Governance Committee chairs and vice chairs.

**Open Session**

- Mr. Kasprzak stated the Board held its second week-long CIT training on May 18-22; 27 law enforcement officers present from eight different departments. It was a very good class with 37 presenters from 12 different agencies of which he expressed appreciation for their participation. The four site visits were well received by the officers and was positive for the individuals who interacted with them while not in crisis.
- As a representative of the Toledo Lucas County Homelessness Board, Mr. Gebers expressed appreciation for the investment in the NPI and St. Paul's project which is a great asset to our community who serves the homeless population.
- Ms. Skinner from the Wernert Center expressed appreciation to the Board and staff for support in their proposed capital project. It means a great deal to them that the Board believes in the power of peer support.
- Ms. Weis-Maag stated that it is her last meeting as Board Chair and she expressed appreciation for all of the support, cooperation and patience under her leadership. However, she still has one more year of Board membership. Ms. Weis-Maag explained her commitment over the past 25 years serving in non-profit and shared a publication from Mike DeWine, Ohio Attorney General, entitled: Guide for Charity Board Members.

**Adjournment**

The meeting was adjourned at 5:04 p.m.

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Pastor Waverly Earley

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Scott A. Sylak, Executive Director

**Treasurer's Report**

➤ **June 2015 Financial Statements**

Enclosed is the Consolidated Statement of Revenues and Expenditures for the month ending June 2015. Also enclosed are the schedules of POS claims, contract vouchers and miscellaneous vouchers already delivered to the Auditor's office.

For the month of June, expenditures exceeded revenues by \$3,416,701 which is \$1,833,741 unfavorable to the budget. Total Board revenues were \$215,249 worse than budget due to reclassifying Community Collaborative Resources funds related to Peer Respite Housing and Vivitrol from FY 2015 revenues to Deferred Revenues. OMHAS will permit the Board to spend these allocations in FY 2016. Expenses were \$1,618,492 above budget primarily due to the \$2,200,000 allocation for the Wernert Center capital project made at the June 16, 2015 Board Meeting. Partially offsetting this negative variance was FY 2015 agencies' grant underspending which was recognized in June.

On a total FY 2015 basis, revenues exceeded expenses by \$748,768 which is \$3,210,214 favorable to the budget. This actual FY 2015 MHRS Board surplus was \$113,164 better the Board's Financial Forecast FY 2015 surplus projection. The actual FY 2015 POS underspending was higher than expected but the FY 2015 Grant underspending was less than anticipated. Given this actual FY 2015 surplus the MHRS Board will be able to spend \$2,570,000 in FY 2016 targeted allocations; an increase from the Board Financial Forecast's estimated \$2,450,000 targeted FY 2016 allocations amount.

Claims and Voucher information for June is as follows:

- Payments of POS claims for June are included for ratification. The total of these payments paid by agency were as follows:

<b>AGENCY</b>	<b>AOD</b>	<b>MH</b>	<b>TOTAL</b>
HARBOR	10,722.07	52,307.14	63,029.21
PHILIO	38,290.21	-	38,290.21
UMADAOP	8,708.67	-	8,708.67
UNISON	21,255.73	110,049.65	131,305.38
ZEPF	55,469.20	133,267.49	188,736.69
OUT OF COUNTY	-	876.89	876.89
<b>GRAND TOTAL</b>	<b>134,445.88</b>	<b>296,501.17</b>	<b>430,947.05</b>

- June Contract vouchers total \$94,279.34. There were no unusual payments included in this amount.
- June Miscellaneous vouchers total \$ 26,959.37. Included in this amount are Mental Health First Aid and BHJJ training expenses. .

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BOARD MEETING

August 18, 2015

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The following motion is recommended to the Board of Trustees:

*The Mental Health & Recovery Services Board of Lucas County approves the June 2015 financial statements and the June 2015 voucher schedules of bills as presented in the August 18, 2015 Board packet.*

**Mental Health and Recovery Services Board of Lucas County**  
**Consolidated Statement of Revenues and Expenditures**  
 June 2015

	<u>June Actual</u>	<u>June FYTD Actual</u>	<u>June FYTD Budget</u>	<u>June FYTD Budget Variance</u>	<u>FY 2015 Total Budget</u>
<b>Revenues</b>					
Local Levy Revenue	\$ 256,673	\$ 17,732,972	\$ 17,207,983	\$ 524,989	\$ 17,207,983
Federal Grants Revenue	\$ 95,368	\$ 3,100,043	\$ 3,112,840	\$ (12,797)	\$ 3,112,840
State Revenue	\$ (496,813)	\$ 2,220,019	\$ 2,543,589	\$ (323,570)	\$ 2,543,589
HUD Revenue	\$ 120,329	\$ 656,554	\$ 659,112	\$ (2,558)	\$ 659,112
BHJJ/OOD/OAG Revenue	\$ 369,368	\$ 1,298,453	\$ 1,183,968	\$ 114,485	\$ 1,183,968
<b>Total Revenues</b>	<u>\$ 344,926</u>	<u>\$ 25,008,042</u>	<u>\$ 24,707,492</u>	<u>\$ 300,550</u>	<u>\$ 24,707,492</u>
<b>Expenditures</b>					
Grant Funded Program Expenses	\$ (103,598)	\$ 12,488,678	\$ 14,565,880	\$ 2,077,202	\$ 14,565,880
MH Non-Medicaid POS Expenses	\$ 653,879	\$ 3,081,630	\$ 4,675,000	\$ 1,593,370	\$ 4,675,000
AOD Non-Medicaid POS Expenses	\$ 283,389	\$ 1,156,263	\$ 2,735,203	\$ 1,578,940	\$ 2,735,203
Pass Through Program Expenses	\$ 497,926	\$ 3,859,038	\$ 3,691,667	\$ (167,371)	\$ 3,691,667
Board Administration Expenses	\$ 230,030	\$ 1,473,663	\$ 1,501,188	\$ 27,525	\$ 1,501,188
<b>Total Expenditures</b>	<u>\$ 1,561,627</u>	<u>\$ 22,059,273</u>	<u>\$ 27,168,938</u>	<u>\$ 5,109,665</u>	<u>\$ 27,168,938</u>
<b>Net Increase/(Decrease) in Net Assets</b>	<u>\$ (1,216,701)</u>	<u>\$ 2,948,768</u>	<u>\$ (2,461,446)</u>	<u>\$ 5,410,214</u>	<u>\$ (2,461,446)</u>
Wernert Center Capital Allocation	\$ 2,200,000	\$ 2,200,000	\$ -	\$ (2,200,000)	\$ -
<b>Adjusted Net Decrease in Net Assets</b>	<u>\$ (3,416,701)</u>	<u>\$ 748,768</u>	<u>\$ (2,461,446)</u>	<u>\$ 3,210,214</u>	<u>\$ (2,461,446)</u>

**Mental Health and Recovery Services Board of Lucas County  
Consolidated Balance Sheet  
As of June 30, 2015**

	May 31, 2015 Balance Sheet	June 2015 Changes	June 30, 2015 Balance Sheet
<b>ASSETS</b>			
Current Assets			
Total Cash	\$ 17,448,693	\$ (423,364)	\$ 17,025,329
Accounts Receivables	\$ -	\$ 1,067,923	\$ 1,067,923
<b>TOTAL ASSETS</b>	<b>\$ 17,448,693</b>	<b>\$ 644,559</b>	<b>\$ 18,093,252</b>
<b>LIABILITIES &amp; FUND BALANCES</b>			
Liabilities			
Total Accounts Payable	\$ 97,347	\$ 1,251,510	\$ 1,348,857
Accrued Salaries	\$ -	\$ 44,671	\$ 44,671
Accrued Employee Benefits	\$ 190,278	\$ 18,252	\$ 208,530
Deferred Revenue	\$ -	\$ 496,828	\$ 496,828
Total Liabilities	\$ 287,625	\$ 1,811,260	\$ 2,098,885
Fund Balances			
Board Designated Funds			
Disaster Response Board Desig.	\$ -	\$ 50,000	\$ 50,000
Wernert Center Board Designated	\$ -	\$ 2,200,000	\$ 2,200,000
Total Board Designated Funds	\$ -	\$ 2,250,000	\$ 2,250,000
Operating Fund Balance	\$ 17,161,068	\$ (1,166,701)	\$ 15,994,367
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 17,448,693</b>	<b>\$ 644,559</b>	<b>\$ 18,093,252</b>

8/14/2015

June 2015 - Purchase of Service Disbursements

PAYMENT DATE	VENDOR	VOUCHER	NET AMOUNT	DESCRIPTION
6/4/2015	Eastway Behavioral	409011	382.97	CLAIMS WK 5/25/15 (MH crisis)
6/11/2015	Firelands Counseling	410150	385.88	CLAIMS WK 6/1/15 (MH crisis)
6/24/2015	Firelands Counseling	411831	108.04	CLAIMS WK 6/15/15 (MH crisis)
6/3/2015	Harbor	409013	19,084.06	CLAIMS WK 5/25/2015
6/11/2015	Harbor	410151	18,312.43	CLAIMS WK 6/1/15
6/17/2015	Harbor	411049	23,855.88	CLAIMS WK 6/8/2015
6/24/2015	Harbor	411833	1,776.84	CLAIMS WK 6/15/15
6/11/2015	New Concepts	410428	20,486.64	CLAIMS WK 6/1/15
6/23/2015	New Concepts	411834	17,803.57	CLAIMS WK 6/15/15
6/23/2015	Unison	411835	67,034.80	CLAIMS WK 6/15/15
6/3/2015	Unison	409016	64,270.58	CLAIMS WK 5/25/2015
6/3/2015	UMADAOP	409015	1,637.07	CLAIMS WK 5/25/2015
6/11/2015	UMADAOP	410152	7,071.60	CLAIMS WK 6/1/15
6/3/2015	Zepf	409018	49,335.74	CLAIMS WK 5/25/2015
6/3/2015	Zepf	409019	7,684.69	SUBOXONE APRIL
6/11/2015	Zepf	410153	62,659.49	CLAIMS WK 6/1/15
6/17/2015	Zepf	411051	41,784.82	CLAIMS WK 6/8/2015
6/23/2015	Zepf	411836	26,864.21	CLAIMS WK 6/15/15
6/24/2015	Zepf	411837	407.74	FY15 BAD DEBT >90 DAYS
			<b>430,947.05</b>	<b>TOTAL</b>

 Executive Director

MHRBS of Lucas Co.

June 2015 - Contractual Disbursements

PAYMENT DATE	VENDOR	VOUCHER	NET AMOUNT	DESCRIPTION
6/11/2015	Buckeye Family Residential	410159	3,155.38	FEBRUARY RESIDENTIAL
6/24/2015	Ellen E Jones	411827	993.25	MAY/JUNE CONTRACT SERVICES
6/23/2015	Neighborhood Properties	411825	62,096.66	MAY HUD GRANTS
6/11/2015	Swanton Area Com. Coal.	410160	4,440.34	MAY/JUNE GRANT
6/23/2015	Zepf	411829	23,593.71	APRIL RECOVERY TO WORK
			<b>94,279.34</b>	<b>TOTAL</b>

 Executive Director

June 2015 - Miscellaneous Disbursements

PAYMENT DATE	VENDOR	VOUCHER	NET AMOUNT	DESCRIPTION
6/30/2015	ALICE Training Inst.	412784	595.00	TRAINING ALICE/RK
6/3/2015	Amy J Priest	409031	55.00	CELL PHONE REIMB JUNE
6/11/2015	Buckeye Cablesystem	410165	210.25	JUN TELESYSTEMS
6/11/2015	Camilla Roth-Szirotnyak	410173	42.31	MILEAGE REIMB
6/30/2015	Carolyns Person. Catering	412786	164.14	MHFA TRAINING SUPPLIES
6/30/2015	Century Promotions	412793	157.55	COMM ENGAGE PROMOTIONS
6/11/2015	CHARLOTTE I. CUNO	410147	5.00	MAY RECOVERY COUNCIL
6/17/2015	Charter One	411046	60.19	ANNUAL SAFE DEP BOX RENTAL
6/11/2015	CMRS-FP	410163	1,000.00	POSTAGE REFILL
6/30/2015	Donna M Robinson	412785	85.28	TRAVEL AND SUPPLIES REIMB.
6/17/2015	Drug-Free Action Alliance	395431	238.40	Check Reissue 2015 TRAINING
6/3/2015	Enterprise	409024	98.56	MAY CAR RENTAL
6/3/2015	Enterprise	409026	295.68	MAY CAR RENTAL
6/24/2015	Enterprise	411819	39.28	JUNE CAR RENTAL
6/11/2015	Fred Pryor Seminars	410170	79.00	EXCEL TRAINING
6/11/2015	Gregory Collier	410145	5.00	MAY RECOVERY COUNCIL
6/17/2015	JD WEISER	411058	156.81	MHFA TRAINING SUPPLIES
6/17/2015	JD WEISER	411058	220.73	MHFA TRAINING SUPPLIES
6/3/2015	Joe Saad	409032	55.00	CELL PHONE REIMB JUNE
6/3/2015	Karen Olmhausen	409030	55.00	CELL PHONE REIMB JUNE
6/30/2015	Karen Olmhausen	412811	781.19	TRAVEL REIMB NOV-APR
6/3/2015	Kristal Barham	409028	55.00	CELL PHONE REIMB JUNE
6/24/2015	Kristal Barham	411822	223.26	COMM ENGAGEMENT MTGS/EVE
6/30/2015	Kristal Barham	412794	2,661.65	MHFA TRAINING SUPPLIES
6/24/2015	Kwik Parking	411817	780.00	MAY VISITOR PARKING
6/11/2015	Latisha Williams	410172	49.12	MILEAGE REIMB
6/24/2015	Leaf Commercial Capital	411816	437.00	JUNE COPIER LEASE
6/17/2015	Lucas Co. Auditor - HR	411041	5,000.00	HR SUPPORT SERVICES FY15
6/17/2015	Lucas Co. Children Services	411056	3,500.00	CPT CONSULTATION
6/24/2015	MENTAL HEALTH ASSOC	411823	1,573.79	MHFA MANUALS
6/17/2015	Michelle S Glanville	411062	171.61	JUNE TRAVEL REIMB.
6/17/2015	MLKKOTP, INC CPL	411060	200.00	VENDOR BOOTH/INFO TABLE
6/11/2015	NEW ENGLAND TRANSCR.	410157	236.50	MAY TRANSCRIPT SERVICES

June 2015 - Miscellaneous Disbursements

6/3/2015	Nextel Communication	409022	107.10	MOBILE/DATA SERVICES MAY
6/3/2015	Nuestra Gente	409009	500.00	MHFA TRAINING MAR/APR
6/24/2015	Nuestra Gente	411818	23.78	MHFA TRAINING EXP. REIMB
6/17/2015	OACBHA	411067	755.00	SUPPLIES - COMM. PROMOT.
6/3/2015	Office Max Contract	409020	214.29	OFFICE SUPPLIES MAY
6/17/2015	Office Max Contract	411053	75.52	OFFICE SUPPLIES MAY
6/3/2015	OACBHA	409027	90.00	MHFA TRAINING YOUTH CERT
6/11/2015	Ohio Business Machines	410162	14.50	JUN COPER SUPPLIES
6/24/2015	Ohio Business Machines	411815	105.44	APRIL COPIER COVERAGE
6/25/2015	Ohio Teaching Family	411820	5,000.00	BHJJ TRAINING - TRAUMA
6/11/2015	Paul Lewis Jr	410148	5.00	MAY RECOVERY COUNCIL
6/11/2015	Robert Arquette	410144	5.00	MAY RECOVERY COUNCIL
6/30/2015	Robert Kasprzak	412788	365.30	TRAVEL REIMB JAN-JUN
6/3/2015	Scott A. Sylak	409034	55.00	CELL PHONE REIMB JUNE
6/17/2015	Seagate Office Products	411052	30.00	OFFICE SUPPLIES JUNE
6/3/2015	Steve Spinelli	409033	55.00	CELL PHONE REIMB JUNE
6/17/2015	Thomas Bartlett	411064	16.24	TRAVEL REIMB. JUNE
6/3/2015	Timothy Goyer	409029	55.00	CELL PHONE REIMB JUNE
6/3/2015	Toledo Journal	409021	199.90	AD MEMORIAL DAY WEEKEND
			<b>26,959.37</b>	<b>TOTAL</b>

  
Executive Director

### **Programs & Services Committee Meeting Report**

The Programs & Services Committee met for its regularly scheduled meeting on July 28, 2015. The first item on the agenda was to review the Charter for the P&S Committee which was affirmed without change. The Committee next considered staff proposals for FY 2016 funding for Cognitive Enhancement Therapy, Peer Support Training, and a second extension of the FY 2015 Provider Agreement with TASC. These items are all being covered under the Planning & Finance Committee Report at the August 18, 2015 Board meeting.

The Programs & Services Committee also received the Recovery Council update announcing the new leadership that was elected by its members:

- Bob Arquette, Chair
- Charlotte Cuno, Vice-Chair
- Susan Helppie, Secretary

### **Health Officer Credentialing**

System Health Officer Candidates are reviewed and approved based on criteria established in Board Policy – Designation of Health Officers, in accordance with ORC 5122.01(J) to facilitate emergency hospitalization as described in ORC 5122.10. Designation as a health officer by MHRSB authorizes agency staff to take into custody persons who are thought to be mentally ill for the purpose of emergency examination in a hospital or community mental health agency.

The Health Officer Credentialing Committee reviewed applications for four (4) renewal candidates and seven (7) new candidates. The Committee reviewed documentation to verify that the individuals being considered have the required licensure or certifications, experience in the field, and trainings as required by MHRSB policy. The individuals listed in the motion below have met the requirements for designation as a System Health Officer.

The Programs & Services Committee reviewed the recommendation at its July 28, 2015 meeting, and the following motion is recommended to the Board of Trustees:

***That the Mental Health & Recovery Services Board of Lucas County designates the following individuals listed as System Health Officers to serve a term not to exceed two years:***

#### **For Renewal of Designation:**

*Megan C. A. Bonds-Stokes (MSW, LSW) -Unison – not to exceed August 31, 2017*  
*Carol R. Coder (MA, ATR-BC, PCC) -Unison – not to exceed August 31, 2017*  
*Ludmil G. Georgiev (MA, LPC) - Unison – not to exceed August 31, 2017*  
*Olga Soto (LSW, LICDC) - Unison – not to exceed August 31, 2017*

**For New Designation:**

*Brenda K. Behan (LSW) - Rescue – not to exceed August 31, 2017*

*Victoria B. Boraggina (LPC) - Rescue – not to exceed August 31, 2017*

*Jason E. Fuller (LSW) - Rescue – not to exceed August 31, 2017*

*Krystina M. Strimpel (MSW, LISW) - Rescue – not to exceed August 31, 2017*

*Beth A. Braducksieck (LSW) - Unison – not to exceed August 31, 2017*

*Donna S. Howard (LPC) - Unison – not to exceed August 31, 2017*

*Heather L. McCoy (LSW) - Unison – not to exceed August 31, 2017*

**Planning & Finance Committee Meeting Report**

The Planning & Finance Committee met on August 4, 2015. At that meeting, nine items were discussed. Three of these agenda items did not require an allocation, and they are summarized in the following narrative:

- The FY 2016 OMHAS Board allocations were reviewed. As compared to the Board's FY 2015 OMHAS allocations, the Board received a net reduction of \$796,491. OMHAS will not be making a Community Behavioral Health allocation in FY 2016 since this line item was eliminated in the new SFY 2016/2017 Biennium Budget which accounts for the vast majority of this year-to-year reduction. OMHAS will distribute more Federal SAPT funding in FY 2016 by restoring 50% of the funding reduction that the Board received in FY 2015 due to OMHAS' need to build a SAPT reserve to insure that any SAPT funding received by the Boards will have been received from SAMHSA as opposed to expected funding. This increase was offset by a reduction in the MH Community Medications allocation due to Medicaid expansion. Most of these OMHAS reductions were anticipated in the most recent Board Financial Forecast, so the Board will experience a \$36,384 reduction in FY 2016 OMHAS allocations as compared to the Board Financial FY 2016 revenue projection.
- An update on the Information Technology Lifecycle Management Budget was shared with the committee. Spending is somewhat below the allocation amounts for the first two years of the IT budget, but it is projected that by the end of this four year budget cycle, the total amount of the original allocation will be necessary to keep the Board current in terms of the Board's investments in hardware and software.
- The FY 2016 AOD Schedule of Subsidies was modified to add Methadone Administration as a new 100% subsidized service to be consistent with the Board's FY 2016 Purchasing Plan. Sub-Acute Detoxification and Short Term Residential Treatment services were eliminated from the AOD Schedule of Subsidies for FY 2016. Zepf Center will de-bundle these treatment services into individual treatment services as opposed to the bundled day rates.

The remaining six items that were discussed require an allocation. These agenda items are discussed in the following narrative which includes motions for the Board's consideration.

### **FY 2016 Zepf Center Recovery Housing Allocation**

In FY 2015, Zepf Center received a \$482,000 award from the Ohio Attorney General's Office to renovate and convert the former COMPASS headquarters into 70 Recovery Housing units for individuals who are in treatment and recovery by providing safe and stable housing. The objective of this grant was that the combination of stable housing and associated support services will result in a sustainable improvement in the quality of life for those residing in the housing facility once they return to living on their own. This renovation has been completed, and since these recovery housing units have been opened, there has been strong demand for these units.

To further support this Zepf Center initiative, OMHAS provided approximately \$150,000 in pilot project funding to partially defray the operational costs associated with these recovery housing units. OMHAS did not make a Zepf Center recovery housing allocation for FY 2016 and Zepf Center approached the Board staff to request \$150,000 in grant funding for FY 2016.

The Board staff is supportive of this Zepf Center allocation request. Until the former COMPASS headquarters was converted into 70 recovery housing units, Lucas County had a shortage of recovery housing. These units would house Lucas County residents who are involved in AOD treatment services, and/or in their early stages of recovery. These recovery housing units would be available for both Zepf Center and other AOD treatment services agencies as long as they are Lucas County residents. In addition to this \$150,000 grant allocation request, these recovery housing units would be supported by income generated by their residents (up to 30% of their income), as well as AOD treatment services delivered to these residents.

Funding for this allocation would come from the FY 2016 Targeted Allocation amount that is estimated to be \$2,450,000. After discussion, the Planning & Finance Committee was supportive of this allocation recommendation.

The following motion is recommended to the Board of Trustees:

*The Mental Health & Recovery Services Board of Lucas County allocates \$150,000 in grant funding to support Zepf Center's recovery housing units in FY 2016 and authorizes its Executive Director to make an amendment to the Zepf Center's FY 2016 Mental Health and Addiction Services Provider Agreement to that effect.*

### **FY 2016 Cognitive Enhancement Therapy (CET) Allocations**

In FY 2015, a goal of the MHRSB was to implement Cognitive Enhancement Therapy (CET) in Lucas County. To do that, MHRSB funding enabled A Renewed Mind, Harbor, Unison and Zepf to train staff and obtain CET licensing. Additional POS funds were provided for those clients who exhausted their Medicaid benefit limits while in the CET program.

The delay in bringing forth a funding recommendation for CET during the FY 2016 purchasing process was to afford Board staff the opportunity to engage providers, as well as CET Cleveland in a discussion regarding "Lessons Learned" throughout the FY 2015 implementation year. The meeting took place on May 18, 2015, at which time anecdotal reports substantiated CET's claim to assist individuals with schizophrenia and other cognitive disorders to improve their processing speed, attention span, memory, problem solving, and their ability to interact with others in a positive fashion.

The general feedback suggests that clients who have graduated from CET are more attentive, more responsive, actively engaged in activities, more effective at work, more confident with their abilities, better communicators, and have improved relationships. Board staff felt there was enough evidence of the benefits of CET to recommend to the Board of Trustees an FY 2016 allocation to do the following: expand CET capacity which includes the annual licensing fee and conference; train agency staff to become on-site CET mentor/coaches in order to facilitate the training of additional staff when needed; increase the number of groups offered; and establish an alumni group at each agency to sustain the progress that was achieved by graduates of the CET program.

The above recommendation was presented at the July 28, 2015 Programs & Services Committee meeting at which time the Board of Trustees inquired about outcome information. Staff is in the process of pursuing reports regarding outcomes from CET Cleveland. However, all required data has not been collected from the agencies regarding the prescribed outcome measures developed by CET. The agencies are working to complete this process and it is anticipated that a full report will be forthcoming later in August. With that, the Programs & Services Committee was supportive of moving this recommendation forward to the Planning & Finance Committee for review.

The Planning & Finance Committee discussed this subject and was supportive of these proposed allocations. The following motions are recommended to the Board of Trustees:

*The Mental Health and Recovery Services Board of Lucas County allocates \$27,000 to A Renewed Mind for the expansion of CET including the provision of one CET group, Mentor/Coach training for two staff, CET licensing fee, CET annual conference and the development of an alumni group. Additionally, the Board allocates \$10,000 in Mental Health POS for individuals participating in CET who exceed their Medicaid benefit limits. The Board's Executive Director is authorized to execute an amendment for the FY 2016 Provider Agreement.*

*The Mental Health and Recovery Services Board of Lucas County allocates \$37,000 to Harbor for the expansion of CET including the provision of three CET groups, Mentor/Coach training for two staff, CET licensing fee, CET annual conference and the development of an alumni group. The Board's Executive Director is authorized to execute an amendment for the FY 2016 Provider Agreement.*

*The Mental Health and Recovery Services Board of Lucas County allocates \$37,000 to Unison Behavioral Health Group for the expansion of CET including the provision of three CET groups, Mentor/Coach training for two staff, CET licensing fee, CET annual conference and the development of an alumni group. The Board's Executive Director is authorized to execute an amendment for the FY 2016 Provider Agreement.*

*The Mental Health and Recovery Services Board of Lucas County allocates \$32,000 to Zepf Center for the expansion of CET including the provision of two CET groups, Mentor/Coach training for two staff, CET licensing fee, CET annual conference and the development of an alumni group. The Board's Executive Director is authorized to execute an amendment for the FY 2016 Provider Agreement.*

### **FY 2016 Peer Support Training Allocation**

At the July 28, 2015 Programs & Services Committee meeting, staff presented a recommendation for a \$10,000 allocation for the provision of up to two Peer Supporter Trainings in Lucas County in FY 2016. The catalyst for bringing the Peer Supporter training to Lucas County stemmed from the positive gains made by the CET graduates and the desire to create opportunities for them to utilize their newly developed skills. The training will provide consumers with the skills needed to become Peer Supporters and create a prepared workforce when opportunities for employment such as Peer Run Respite Housing present themselves.

The Ohio Empowerment Coalition (OEC) provides training for individuals with lived experience of (and have at least two years of continuous recovery from) addiction to alcohol and other drugs, and/or a mental health challenge. The training consists of 12-hours of pre-course work on-line, as well as 40-hours of in-person training over the course of a five-day period.

Additionally, Peer Supporter training supports the MHR SB's objectives to increase the consumer's connectedness to family, friends, etc. of which the target is that 50 consumers will be trained as peer mentors/supporters.

The Programs & Services Committee was supportive of moving this recommendation forward to the Planning & Finance Committee for review. The Planning & Finance Committee reviewed this topic and was supportive of this allocation.

The following motion is recommended to the Board of Trustees:

*The Mental Health and Recovery Services Board of Lucas County allocates \$10,000 in FY 2016 for two week-long Peer Support Trainings to be conducted by the Ohio Empowerment Coalition.*

**FY 2015 TASC Second Contract Extension and Allocation**

The Board will recall that TASC was given a 120-day notice of intent to change their contract as part of the FY 2016 Purchasing Plan. Their funding at the time included MHRSB funding and two grants for reentry projects (which were not renewed) in addition to their TASC Grant from OhioMHAS. TASC and the Board Staff were in agreement that it was the appropriate time to consolidate their three reentry projects and the in-house jail project (FLP) into one comprehensive Board funded project. At the same time, the Lucas County Jail was contemplating some rather significant changes that would have an impact on TASC's role in the jail. Because these issues at the jail were not resolved by the time allocations were made for FY 2016, it was not appropriate to redefine TASC's role, so the Board decided to extend the FY 2015 Provider Agreement with TASC through August 2016. A corresponding amount of funding was allocated so that the agency could continue providing the services it had in the past.

Staffs from the Board, TASC and the Jail have been meeting regularly since July 1. The Jail implemented a new screening process which was to have eliminated the need for TASC to perform that function, but it was discovered that the change was not communicated to everyone involved, so TASC continues to do screening and referral. Board Staff continues to be hopeful that this issue will be resolved and that we can go ahead and redesign the program so that it will be more efficient and targeted. Until that time, TASC is continuing to perform services for which they should be reimbursed. Correspondingly, Board staff recommends a second extension to the Provider Agreement that would last through October 31, 2015. If approved, an allocation of \$243,483 would be required.

Both the Programs & Services Committee and the Planning & Finance Committee reviewed this recommendation at their respective July and August 2015 meetings, and they were both supportive.

The following motion is recommended to the Board of Trustees:

*The Mental Health & Recovery Services Board of Lucas County approves the extension of the TASC's FY 2015 Provider Agreement from August 31, 2015 to October 31, 2015 and authorizes a one-time payment of \$243,483 for TASC to be made in September 2015.*

**FY 2016 CIT Allocation**

At the June 9, 2015 Governance Committee meeting, the proposed FY 2016 Board Administrative Budget, as well as a separate Crisis Intervention Team Training (CIT) allocation request were discussed. The Governance Committee did not have any problems regarding the proposed Board Administrative Budget, but it was unclear as to how the separate CIT allocation request was calculated. This separate CIT allocation was tabled by the Governance Committee and the Board staff indicated that this topic would be re-visited at the August 4, 2015 Planning & Finance Committee meeting.

In FY 2015, the MHRSB provided two 40-hour CIT trainings and two 4-hour dispatcher training classes. Given the extremely positive reaction to CIT training, the Board staff wants to expand this CIT training to four 40-hour CIT training classes and two one-day CIT refresher and/or dispatcher classes.

With this expanded training schedule, the Board staff is recommending that a CIT allocation which would be separate from the Board Administrative Budget be established at \$37,000. The cost of four 40-hour CIT training classes would cost \$8,000 each and two one-day CIT refresher and/or dispatcher training classes would cost \$2,500 each, for a total cost of \$37,000 for all trainings. None of the Board staff's effort and expenses in planning for these CIT trainings is included in this separate allocation. This new allocation would enhance law enforcement's ability to recognize that in some of their encounters with the general public that the person may have mental health issues, and these situations would be dealt with in a more satisfactory manner that increases the safety of both the law enforcement officers and the citizens. The Planning & Finance Committee reviewed this subject and was supportive of this allocation.

The following motion is recommended to the Board of Trustees:

*The Mental Health & Recovery Services Board of Lucas County approves a \$37,000 allocation for CIT to expand this training in FY 2016 which is separate from the FY 2016 Board Administrative Budget.*

#### **FY 2016 Purchasing Plan Modifications**

At the May 19, 2015 MHRS Board meeting, the Board approved the FY 2016 Purchasing Plan. Included in this \$17,480,606 FY 2016 Purchasing Plan was three estimated FY 2016 amounts for agencies which had reductions in their FY 2015 SAPT pass-through program allocations. It was anticipated that these three programs would need additional FY 2016 funding to provide stable funding for these programs. At the time of the Board's approval of the FY 2016 Purchasing Plan, the Board staff did not have any OMHAS information regarding FY 2016 allocations.

OMHAS released their FY 2016 Board allocations on July 13, 2015. In reviewing the OMHAS FY 2016 allocations, it was discovered that two of these "placeholder" allocation amounts were not needed since OMHAS increased both the Zepf Center Women's Set Aside and TASC's Operations pass-through allocations in excess of OMHAS' FY 2014 pass-through allocations. In the final case, OMHAS allocated a UMADAOP Circle of Recovery pass-through allocation which was less than anticipated in the MHRSB's FY 2016 Purchasing Plan.

It is the Board staff's recommendation that the three FY 2016 pass-through allocation amounts that were included in the \$17,480,606 FY 2016 purchasing plan be rescinded. The Planning & Finance Committee reviewed the recommendation and is supportive of this action.

The following motion is recommended to the Board of Trustees:

*The Mental Health & Recovery Services Board of Lucas County rescinds the TASC's \$24,364 Operations, UMADAOP's \$3,466 Circle of Recovery and Zepf Center's \$18,383 Women's Set Aside allocations that were part of the \$17,480,606 FY 2016 Purchasing Plan approved at the May 19, 2015 Board meeting. The revised FY 2016 Purchasing Plan allocations is \$17,434,393; a reduction of \$46,213.*

#### **FY 2016 AOD Subsidy Schedule**

At the April 21, 2015 MHRS Board meeting, the FY 2016 Subsidy Schedule was approved. Included in the approved AOD Schedule of Subsidies, the rates for Sub Acute Detoxification and Residential Treatment were undetermined since the Board staff was in negotiations regarding these two day rates.

The MHRSB approved the FY 2016 Purchasing Plan at the May 19, 2015 Board meeting which necessitated a change in the AOD Schedule of Subsidies. Zepf Center will no longer bill the MHRSB for Sub Acute Detoxification and Residential Treatment services using a day rate. In FY 2016, Zepf Center will be billing the Board for individual treatment services as opposed to day rates which is more reflective of the costs associated with the delivery of these treatment services.

Additionally, the adoption of the FY 2016 Purchasing Plan permitted Zepf Center to bill for Methadone Administration beginning on July 1, 2015. This new treatment service has to be added to the AOD Schedule of Subsidies and a copy of this revised AOD Schedule of Subsidies is attached.

In reviewing the updated AOD Schedule of Subsidies, the Sub Acute Detoxification and Residential Treatment services have been eliminated and the Methadone Administration has been added as a 100% subsidized service. Methadone Administration is classified as a 100% subsidized service which means clients do not have to make a co-payment. To require client co-payments for a service which is delivered seven days per week would largely defeat the Board's interest in eliminating the \$80 per week payment that a Non-Medicaid Methadone client had to pay prior to July 1, 2015. The financial impact on the MHRSB is minimal since only one Non-Medicaid client which receives Methadone has an income level which would require a co-payment if this service required a co-payment.

The Governance Committee discussed this subject and was supportive of this revision. The following motion is recommended to the Board of Trustees:

*The Mental Health & Recovery Services Board of Lucas County approves the revised FY 2016 AOD Schedule of Subsidies included in the August 18, 2015 MHRS Board packet to be effective retroactively beginning on July 1, 2015.*

# Mental Health and Recovery Services Board of Lucas County

## Alcohol and Other Drug Services

### Revised FY 2016 Schedule of Subsidies

100% Subsidized Services	Base	Level A	Level B	Level C
Methadone Administration*	\$11.56	\$11.56	\$11.56	\$11.56
<b>Partially Subsidized Services</b>				
Assessment	\$96.24	\$86.24	\$81.24	\$76.24
Case Management	\$78.17	\$68.17	\$63.17	\$58.17
Crisis Intervention	\$129.59	\$119.59	\$114.59	\$109.59
Group Counseling**	\$38.08	\$28.08	\$23.08	\$18.08
Individual Counseling**	\$87.28	\$77.28	\$72.28	\$67.28
Intensive Outpatient	\$136.90	\$126.90	\$121.90	\$116.90
Laboratory Urinalysis	\$60.00	\$50.00	\$45.00	\$40.00
Medical/Somatic	\$176.28	\$166.28	\$161.28	\$156.28
<b>Client Co-payment</b>	<b>\$0.00</b>	<b>\$10.00</b>	<b>\$15.00</b>	<b>\$20.00</b>

\* Methadone Admin has been added to the Schedule of Subsidies since the MHRB Board approved this service to be eligible for Non-Medicaid POS effective July 1, 2015. This is a 100% subsidized service since this service is delivered seven days per week.

\*\* These services are billed in 1/4 hour units, but subsidy is reflected per one hour of service

Note: Subsidies are based on the assumption that agencies' rates are at or above the Medicaid ceiling. If an agency's rates are below the Medicaid ceiling rates appropriate adjustments will be made as necessary.

7/17/2015

### **Governance Committee Report**

On August 11, 2015, the Governance Committee met to review the following: Board committee assignments, trustee membership recruitment efforts, progress related to the MHR SB's Strategic Plan, and the Lucas County Prosecutor's opinion regarding the MHR SB's ability to facilitate Mental Health First Aid trainings. The Committee also approved an allocation recommendation related to the FY2016 BHJJ grant be forwarded to the full Board for consideration, as well as the revision of seven financial policies and the deletion of one financial policy. The Governance Committee also indicated that the appropriate committees should evaluate all policies that are up for review and not just those that the Board staff are recommending for revision.

Finally, the Governance Committee went into Executive Session to consider personnel matters related to the revision of the Table of Organization, including the addition and deletion of positions, and increases in salary for several other positions. Upon exiting Executive Session, the meeting concluded.

### **FY 2016 Behavioral Health Juvenile Justice Allocation**

The MHR SB was recently awarded a \$343,337 allocation from the Department of Youth Services (DYS) for FY 2016, as well as FY 2017 to administer the Behavioral Health Juvenile Justice (BHJJ) grant. Lucas County has been a recipient of the BHJJ grant for the past six years. The primary goal of the BHJJ initiative is to decrease commitments to the Department of Youth Services by providing appropriate community based programs that are evidence based. Throughout the life of the BHJJ grant, Lucas County went from 76 commitments in FY 2009 to 10 commitments in FY 2015.

For FY 2016-2017, the MHR SB in collaboration with the Lucas County Juvenile Court and Lucas County Family Council, were required to re-apply for the grant because DHS reduced the funding available. This reduction stemmed in part from DHS receiving requests for funding in excess of available resources by \$1.8 million. In light of this funding gap, DHS wanted to preserve those services that directly impacted the target population so they required that we modify the program.

Lucas County was successful in getting the grant; however, not all of the proposed funding was approved. Of the funding requested, DHS will continue to support the Multi-Systemic Therapy (MST) program administered by Zepf Center and one staff position (1.0 FTE) housed at the Lucas County Juvenile Court's Assessment Center. DHS did not approve funding for the Lucas County Family Council for a small portion of Wraparound services, a Juvenile Sequential Intercept Mapping process, or funding dedicated to workforce development training.

The above was presented at the Governance committee meeting on August 11, 2015

The following motions were recommended to the Board of Trustees:

*The Mental Health and Recovery Services Board of Lucas County allocates \$287,307 to Zepf Center to administer the Multi-Systemic Therapy program, and authorizes its Executive Director to execute a contract amendment to the FY 2016 Provider Agreement to reflect this change.*

*The Mental Health and Recovery Services Board of Lucas County allocates \$56,030 to the Lucas County Juvenile Court for one staff member (1.0 FTE) housed at the Juvenile Court's Assessment Center, and authorizes its Executive Director to execute a FY 2016 Memorandum of Understanding to reflect this allocation.*

### **MHR SB Policy Update – Finance and Operations**

According to the MHR SB's Promulgation of Policies and Procedures Policy, the Governance Committee will review each policy at least once every three years. To comply with the Policy, Board staff has developed a three-year review schedule for each policy section. It is proposed that the 27 policies related to Finance and Operations, and the 20 policies related to Governance be reviewed this fiscal year. Human Resources, consisting of 35 policies will be reviewed in FY 2017, and the remaining policies: Mission and Programs (24 policies) and HIPAA (13 policies) will be reviewed in FY 2018.

In order to expedite the review process, Board staff has reviewed each policy related to Finance and Operations on behalf of the Governance Committee. In the area of Finance and Operations, one policy is being recommended for deletion and seven policies for revision as outlined below:

- Board Administrative Budget Preparation and Execution Policy – recommended for deletion (covered in the Operating Budget Policy).
- Board Expenditure Approval
- Operating Fund Balance Preservation
- Payor of Last Resort – First Party Payor Subsidy
- Provider Eligibility of Board Funded Services
- Purchasing
- Uncollectible Accounts Receivable
- Withholding Payments

Attached is a summary detailing the change(s) made in each of the policies, as well as a copy of each policy. The Governance Committee reviewed the recommended changes and they agree with all of the proposed changes except for Provider Eligibility of Board Funded Services change to eliminate the continuous use of a line of credit to fund ongoing operations. The Board staff agreed to restore the policy language back to the current version.

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**BOARD MEETING**

**August 18, 2015**

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The following motions are recommended for the Board of Trustees:

*The Mental Health & Recovery Services Board of Lucas County approves the Finance and Operations Policies contained in the Board packet effective September 1, 2015.*

*The Mental Health & Recovery Services Board of Lucas County approves the deletion of the Board Administrative Budget Preparation and Execution Policy, effective September 1, 2015.*

Executive Session

➤ Personnel Related Matters

At the June 9, 2015 Governance Committee meeting, the Executive Director sought direction from the Governance Committee regarding their desire to strengthen the MHR SB's capacity to respond to community needs. At that time, the Executive Director was instructed to present a plan to the Governance Committee for the revision of the Board's Table of Organization. This plan was presented to the Governance Committee during Executive Session on August 11, 2015 and is now being presented to the full Board for consideration.

Given that the plan and subsequent discussion will include the addition of positions, elimination of a position, changes to an existing position, and salary adjustments where appropriate, it is recommended that the MHR SB adjourn to Executive Session.

Therefore, the following motion is presented for the Trustee's consideration.

*Move that the MHR SB adjourn into Executive Session for the purpose of discussing changes to the existing MHR SB Table of Organization including the addition of positions, elimination of a position, changes to existing positions and compensation levels where appropriate.*

As a reminder to the Trustees, the following is being provided.

This motion must be seconded, and passed by roll-call vote by a majority of a quorum. This vote must be recorded in the minutes.

NO VOTE MAY BE TAKEN IN EXECUTIVE SESSION.

After the discussion is completed, the Board will go back into open session. The Open Session must begin with a motion to adjourn the Executive Session. The motion to adjourn the Executive Session should state:

*Move that the Executive Session for the purpose of discussing changes to the existing MHR SB Table of Organization including the addition of positions, changes to existing positions, and compensation levels where appropriate be adjourned.*

The vote to adjourn may be by a show of hands and does not require a roll-call vote.

Any action taken by the MHR SB to approve the recommended personnel related adjustments must be made via motion and roll call vote in Open Session.

MHRS Board Finance and Operations Policies  
Proposed Policies Changes

Policy Name	Proposed Policy Changes
Board Administrative Budget Preparation and Execution	<b>Delete</b> - Duplicated in Board Operating Budget policy. A separate policy isn't needed.
Board Expenditures Approval	Restricted the Executive Director's board expenditures approval to three categories: previously approved Board motions, approved as part of the Board's Administrative Budget and for out of county agencies which provide crisis services for a Lucas County resident.
Operating Fund Balance Preservation	Added policy language that proposed expenditures cannot be approved without intruding on the minimum Board Operating Fund Balance without the affirmative vote of two-thirds of the Trustees.
Payor of Last Resort - First Party Payor Subsidy	Remove "registered persons" from the policy since enrolled clients is in the policy and that description is more accurate.
Purchasing Policies - Administrative Expenses	Change Policy Name to Purchasing Policy.
Uncollectible Accounts Receivable	Increased the Executive Director's discretion in writing off uncollectible accounts receivables from \$500 to \$5,000.
Withholding Payments	Adding "plan" in the final policy bullet point.

8/12/2015

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**Board Administrative Budget Preparation and Execution**

**Effective: 1/1/14**

**Supersedes: 9/2010**

RECOMMEND DELETION OF THIS POLICY

**POLICY**

The Mental Health and Recovery Services Board of Lucas County will adopt an annual operating budget to maintain internal administrative controls and assure effective fiscal management.

**ACCOUNTABILITY**

Executive Director, Associate Executive Director

**PROCEDURE**

- A. Budget Preparation: The budget is initially prepared by the Executive Director or his/her designee and reviewed by the appropriate Board Committee. The Board will approve the Board's Administrative Budget as part of its annual purchasing plan allocation process. This budget will be the financial basis to implement the Board's annual work plan.
- B. Line Item Transfers: In the event that any proposed expenditures exceed the amounts allotted in each individual line item by the greater of \$5,000.00 or ten percent, the Executive Director shall bring the proposed change to the appropriate Board Committee for review and approval prior to any additional expenditures within that line item. Any administrative expenditure that would result in total administrative spending in excess of the total approved administrative budget requires prior Board approval.
- C. Fixed Assets: All fixed assets expected to be purchased for the Board shall be specified in the budget. Any expenditure outside the approved budget for fixed assets requires prior Board approval.
- D. Board Actions: Any approved motions by the Board of Trustees shall be reflected in the budget prior to the next Board meeting.

**Approved:**

\_\_\_\_\_  
Scott A. Sylak, Executive Director

\_\_\_\_\_  
Date

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**Board Expenditures Approval**

**COQ: VII-A.7  
Effective: 9/1/15  
Supersedes: 1/1/14**

**POLICY**

The Mental Health and Recovery Services Board of Lucas County authorizes its Executive Director, or persons authorized by the Executive Director, to be the sole signature necessary for the approval of Board expenditures as defined by the following procedure. The Executive Director is authorized to approve any expenditure that is (1) for an out-of-county agency providing crisis services for a Lucas County resident, (2) previously approved by the Mental Health and Recovery Services Board of Lucas County, or (3) approved as part of the Board Administrative Budget.

**ACCOUNTABILITY:**

Executive Director and Associate Executive Director

**PROCEDURE**

1. The Finance Manager prepares vouchers for all potential expenditures on a weekly basis.
2. All potential expenditures are reviewed and signed with initial approval by the Associate Executive Director to ensure that all items are related to previously approved Board decisions to disburse funds. Potential expenditures are entered into the county Enterprise Resource Planning (ERP) system and an Outstanding Encumbrances Report is generated.
3. The Executive Director, or designee, reviews and signs the Outstanding Encumbrances Report as authorization for payment. Any line items not approved by the Executive Director or designee will be deleted from the county ERP system and not processed for payment. The detailed vouchers are then taken to the Lucas County Auditor's office for disbursement of funds.
4. A Schedule of Bills report detailing all disbursement of funds for the month is prepared, then signed by the Executive Director, or designee, and is included in the monthly board packet for ratification by the Board of Trustees.

**Approved:**

\_\_\_\_\_  
Scott A. Sylak, Executive Director

\_\_\_\_\_  
Date

# MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

**Operating Fund Balance Preservation**

**COQ: VII A-6**  
**Effective: 9/1/15**  
**Supersedes: 1/1/14**

## **POLICY**

The Mental Health and Recovery Services Board of Lucas County will maintain a minimum Operating Fund balance determined by the Board of Trustees. This minimum Operating Fund balance, which is a combination of Cash and Accounts Receivables, is intended to provide a minimal amount of financial flexibility to handle unexpected revenue shortages and to provide the capacity to make emergency purchases in response to unanticipated needs. The amount of the current minimum Operating Fund balance will be documented in Board of Trustees meeting minutes. If any proposed expenditure, including the annual Purchasing Plan and the Board Administrative Budget, cannot be approved without intruding on the minimum Operating Fund Balance based on the most current financial projection model, the proposed expenditure may be authorized only upon the affirmative vote of two-thirds of the Trustees.

## **ACCOUNTABILITY**

Associate Executive Director

## **PROCEDURE**

1. The Board will review the most current financial projection model before approving the annual Purchasing Plan and Board Administrative Budget to assure that an adequate Operating Fund balance will be maintained based upon anticipated revenues and proposed purchasing plan allocations.
2. The Planning & Finance Committee will review all updated financial projections and will report to the Board if it appears reasonably certain that the Board's current contractual commitments and budgeted Board administrative expenses will cause the Operating Fund balance to fall below the minimum balance.
3. If the Planning & Finance Committee reports to the Board that it is reasonably probable that the Operating Fund balance will fall below the minimum balance based on the most current financial projections, the Board will consider whether it is necessary or appropriate to (a) invoke Agency contract provisions that allow the Board to reduce agency funding in the event that projected governmental revenue to the Board is not forthcoming, (b) reduce the Board's administrative spending, (c) cancel or re-negotiate Board contracts to the extent permitted by law, or (d) take any other action to maintain the minimum Operating Fund balance required by this Policy.

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**Operating Fund Balance Preservation**

**COQ: VII A-6  
Effective: 9/1/15  
Supersedes: 1/1/14**

4. The Board will review the minimum Operating Fund balance amount annually to determine if the amount is reasonable and appropriate.

**Approved:**

\_\_\_\_\_  
**Scott A. Sylak, Executive Director**

\_\_\_\_\_  
**Date**

# MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Payor of Last Resort - First Party Payor Subsidy

Effective: 9/1/15

Supersedes: 2/1/14

## POLICY

The Mental Health and Recovery Services Board of Lucas County expects each Provider Agency rendering non-Medicaid services to Enrolled Clients on a purchase of service basis to provide a written statement of incurred expenses for non-Medicaid services to all such Clients. Such incurred expenses are the obligation of the Client except to the extent subject to Third Party Liability. As the Payor of Last Resort, the Board may pay the Client's obligation for incurred expenses that are not subject to Third Party Liability based upon documented limitations in the Client's ability to pay. Should the Board pay the Client's incurred expenses not subject to Third Party Liability, it will do so according to the Schedule of Subsidy attached hereto, which Schedule may be periodically modified by the Board in its sole discretion, and according to the terms of the Board's Provider Agreement with the Agency. If a client's services result in charges that exceed either 10% of his/her monthly or annual income, the Board will subsidize the charges in excess of 10% at a 100% level, providing the client's agency adequately documents the client's income.

## ACCOUNTABILITY

Associate Executive Director

## PROCEDURE

1. Written documentation of incurred expenses shall be reported to the Client, or the person financially responsible for the Client (hereinafter the "First Party Payor") not less than monthly based on the approved rate for the services rendered established by the then current Provider Agreement. The statements must show the date the service was rendered and the units of each service provided.
2. The Provider Agency shall collect all information necessary, current to the date of service, to determine the amount of First Party Payor incurred expense, if any, to be presented to the Board for consideration under the Schedule of Subsidy. Payments from insurance carriers that have a contractual agreement with the Agency will be considered full and total payments and these claims are not eligible for Board payment.
3. The Provider Agency shall bill the Board for the amount permitted by the Schedule of Subsidy under the procedures consistent with the current Provider Agreement language less any non-contracted insurance carrier payments.

**MENTAL HEALTH & RECOVERY SERVICES  
BOARD OF LUCAS COUNTY**

**Payor of Last Resort - First Party Payor Subsidy**

**Effective: 9/1/15**

**Supersedes: 2/1/14**

4. Upon receipt of Board subsidy payments, the Provider Agency shall credit the payment against the Client's account, and the Board's payment shall be disclosed to the Client and/or the First Party Payor.
5. First Party Payor revenue will be reported by the Provider Agency to the Board in a manner consistent with the current information system application in effect for claims submission. The Provider Agency may bill the Board for any uncollected First Party Payor incurred expenses that are outstanding greater than ninety days. If the Provider Agency has made a good faith effort to collect the First Party Payor incurred expenses, the Board shall reimburse the Provider Agency for the amount of the uncollected expense, subject to the POS cap.
6. Audits will be performed concurrently and retrospectively to assure policy compliance.

**Approved:**

\_\_\_\_\_  
**Scott A. Sylak, Executive Director**

\_\_\_\_\_  
**Date**

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**Purchasing**

**COQ: VII-A.7**

**Effective: 9/1/15**

**Supersedes: 1/1/14**

**POLICY**

The Mental Health and Recovery Services Board (MHR SB) of Lucas County will purchase equipment, materials, and professional services for the MHR SB in accordance with ORC Section 307.86, the standards and regulations established by the county, prudent business practices, and the MHR SB's commitment to affirmative action.

**ACCOUNTABILITY**

Director of Operations and Information Technology, Associate Executive Director

**PROCEDURE**

**A. State Regulations:**

Anything to be purchased, leased, leased with an option or agreement to purchase, or constructed, including, but not limited to, any product, structure, construction, reconstruction, improvement, maintenance, repair, or service, except the services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor, or appraiser by or on behalf of the county or contracting authority, as defined in Section 307.92 of the Revised Code at a cost in excess of \$50,000, except as otherwise provided in division (D) of section 713.23 and in sections 9.48, 125.04, 125.6 to 125.6012, 307.022, 307.041, 307.861, 339.05, 340.03, 4115.31 to 4115.35, 5119.44, 5513.01, 5543.19, 5713.01, and 6137.05 of the Revised Code, shall be obtained through competitive bidding. However, competitive bidding is not required in instances outlined in ORC 307.86, including, but not limited to:

1. The Board of County Commissioners determines that an emergency exists.
2. It is determined that there is only a single supplier of the item to be purchased.
3. Such purchase is from the federal government, state, county or contract authority thereof, a board of education, township or municipal corporation.

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**Purchasing**

**COQ: VII-A.7**

**Effective: 9/1/15**

**Supersedes: 1/1/14**

**B. State Regulations:**

1. Purchases of \$50,000.00 and over shall be advertised on the MHR SB's website or through a legal notice published in local print media that has wide distribution in the African American and Hispanic communities. Bids may also be solicited directly from known responsible suppliers. If the Board uses a legal notice it shall be advertised at least once a week for two consecutive weeks.
2. Purchases of \$7,500.00 through \$49,999.99, requires that three written quotations be solicited from known responsible suppliers. See F. Affirmative Action for additional requirements.
3. Purchases of any equipment that will access Lucas County Auditor's Office network must receive prior approval from the Lucas County Auditor's Office IT department.

**C. Award of Purchases:**

Purchases under this policy should, whenever possible, be based on competitive bids but shall be awarded to the lowest and best bid based on the criteria established for that bid which shall include but not be limited to price, quality, delivery, qualifications, etc. The MHR SB shall retain the right to reject any and all bids.

**D. Purchase Orders:**

1. All purchases of \$250 or more shall be made using an approved purchase order signed by an authorized MHR SB employee. The purchase order shall include, at a minimum, the name and address of the supplier, a description(s) of the goods and/or services being purchased along with the agreed upon price.
2. A list of employees who are authorized to approve purchase orders will be approved on an annual basis by the Executive Director. The list will also contain any dollar limitations or limits on the type of purchase that each employee may approve.

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**Purchasing**

**COQ: VII-A.7**

**Effective: 9/1/15**

**Supersedes: 1/1/14**

**E. Contracts:**

Using the MHR SB's professional services contract form, a contract shall be prepared and executed for the purchase of all professional services in excess of \$3,000.

**F. Affirmative Action:**

The MHR SB shall follow its Affirmative Action Program in its implementation of this policy in accordance with ORC 340.12. In the interest of increasing our purchases from Minority Business Enterprises, as defined in ORC, the MHR SB will take these additional steps:

1. Purchases of \$3,000 through \$49,999.99 will require that three written quotations be solicited from known responsible suppliers. Reasonable effort will be made to obtain written quotations from Minority Business Enterprises. These purchase opportunities will be advertised on the MHR SB website.
2. For purchases of over \$7,500, a legal notice will be published in local print media that has wide distribution in the African American and Hispanic communities.
3. The MHR SB will access the PlanetBids portal which is maintained by Lucas County to find Minority Business Enterprises that are responsible suppliers which may be interested in submitting written quotations for purchases of \$3,000 through \$49,999.99.

**G. Violations:**

MHR SB staff will be held personally liable for any unauthorized purchase, and may result in disciplinary action up to and including termination.

**Approved:**

\_\_\_\_\_  
**Scott A. Sylak, Executive Director**

\_\_\_\_\_  
**Date**

# MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

**Uncollectible Accounts Receivable**

**Effective: 9/1/15  
Supersedes: 1/1/14**

## **POLICY**

The balance sheet of the Mental Health and Recovery Services Board (MHRSB) of Lucas County shall fairly present Accounts Receivable as those items, which have a reasonable probability of being collected. When an item is determined to be doubtful or uncollectible, staff will seek documented approval from the MHRSB to make entries to the books to either establish reserves against the Accounts Receivable balance or write off receivables in excess of \$5,000 as bad debts.

## **ACCOUNTABILITY**

Finance Manager

## **PROCEDURE**

1. The Finance Manager shall perform a documented review of the accounts receivable balance at least quarterly. For any items, which are overdue by more than 90 days, a written request for payment shall be issued.
2. When it is determined that there is doubt that an account balance will be collectable, the Finance Manager may approve an entry to create an "allowance for doubtful accounts" with a corresponding offset to the fund balance. This will appear as a reduction to the unreserved fund balance on the balance sheet. Continued efforts shall be made to collect this amount due to the MHRSB.
3. After an account has been open for more than one year, the Finance Manager shall make a written recommendation as to whether the account should be kept open or written off as a bad debt. Recommendation to write off must be approved by the Executive Director. The Executive Director has the discretion to write off an account up to \$5,000.
4. For all proposed writes-offs in excess of \$5,000, the proposal shall first be presented to the Planning & Finance Committee for consideration. Write-offs approved by the Planning & Finance Committee will then be added to the agenda for the next regularly scheduled meeting of the MHRSB. MHRSB approved write-offs will be recorded in the financial statements as Bad Debt Expense.

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**Uncollectible Accounts Receivable**

**Effective: 9/1/15  
Supersedes: 1/1/14**

5. Detail regarding the description of the account balance, vendor, purpose for expenditure, correspondence relating to attempts to collect the debt, as well as a copy of authorization to dispose of the account off shall be maintained as part of the support for any journal entry required to write off bad debts.

**Approved:**

\_\_\_\_\_  
**Scott A. Sylak, Executive Director**

\_\_\_\_\_  
**Date**

# MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

**Withholding Payments**

**Effective: 9/1/15**

**Supersedes: 1/1/14**

## **POLICY**

Payments may be withheld or suspended by formal action of the Mental Health and Recovery Services Board (MHRSB) of Lucas County under, but not limited to, the following conditions:

- Agency insolvency;
- Suspension of a license or certification required by law or necessary for the operation of the agency;
- Agency conditions exist that represent substantial risk or harm;
- Agency has any delinquent tax, interest or penalty obligations to any governmental authority;
- There is reasonable cause to believe that the agency is in violation of MHRSB, State or Federal billing procedures, rules or regulations;
- There is reasonable cause to believe that a program, service or responsibility funded by the MHRSB on a grant, performance or capacity contract basis is not being rendered by the agency or is being rendered in a manner substantially out of compliance with MHRSB funding guidelines, MHRSB policies, or other agreements pertaining to such program, service or responsibility.
- Excessive errors in claims data is determined;
- Failure to submit the annual independent audit within required time lines; and
- Lack of acceptable corrective action plan.

## **ACCOUNTABILITY**

Executive Director

## **PROCEDURE**

- A. In the event that the MHRSB staff identify that one of the above conditions apply, a report will be immediately forwarded to the Executive Director with a recommendation for action.
- B. Alternatively, an agency may also identify one of the above situations. In that event, the agency is expected to notify the Executive Director of the MHRSB as soon as possible in writing with a report outlining the exact condition or situation that exists, together with a description of the action that is being taken to remedy the situation.

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**Withholding Payments**

**Effective: 9/1/15**

**Supersedes: 1/1/14**

- C. If the Executive Director determines that agency payments should be withheld, the Agency will receive written notice of intent to request MHRSB action at the next regularly scheduled MHRSB meeting to withhold stating the reason for doing so.
- D. Upon written request, the Agency shall be afforded an opportunity to meet with a Board Committee designated by the Board Chair. The Board Committee shall make written recommendations to the MHRSB and shall state the basis for the recommendation. The MHRSB will consider the situation at the next regularly scheduled MHRSB meeting or call a special meeting of the MHRSB if circumstances warrant immediate consideration.
- E. The MHRSB will decide if payments should be withheld or continue.
- F. Payments will resume to the Agency only upon proof satisfactory to the Board that correction or removal of the events for which funds were withheld have been addressed by the Agency.

**Approved:**

\_\_\_\_\_  
**Scott A. Sylak, Executive Director**

\_\_\_\_\_  
**Date**