

# MHRS BOARD MEETING

May 19, 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 – April 21, 2015	✓	✓		1-4
<input type="checkbox"/>	6. Treasurer’s Report ➤ April 2015 Financial Statements	✓	✓		5-12
<input type="checkbox"/>	7. Programs & Services Committee Report	✓	✓		13
<input type="checkbox"/>	8. Planning & Finance Committee Report ➤ FY 2016 Purchasing Plan – Proposed Allocations	✓	✓	✓	13 13-19
<input type="checkbox"/>	9. Governance Committee Report ➤ A Renewed Mind FY 2014 Audit Late Submission Penalty	✓	✓		20 20-22
	10. Director’s Report				
	11. Open Session				
	12. Adjournment				

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**MINUTES – Board Meeting**  
**Mental Health & Recovery Services Board of Lucas County**  
**April 21, 2015**

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**Roll Call - Members Present:**

Audrey Weis-Maag	Dr. Lois Ventura	Dr. Mary Gombash
Neema Bell	Linda Alvarado-Arce	Dr. Tim Valko
Tawny Cowen-Zanders	Tony Pfeiffer	Linda Howe
Pastor Perryman		

**After Roll Call:**

Pastor Earley	William Sanford	Kyle Schalow
Andre Tiggs	Robin Reeves	

**Members Absent:**

Scott D. Johnson	Lynn Olman
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**Staff:** Scott Sylak, Tim Goyer, Donna Robinson, Amy Priest, Kristal Barham, Carolyn Gallatin, Cami Roth Szirotnyak, Latisha Williams, Robert Kasprzak.

**Visitors:** Richard Arnold; Geof Allan, UMADAOP; Annette Clark, FSNO; John DeBruyne, Rescue; Deb Angel, Recovery Council; Wendy Shaheen, A Renewed Mind; Jessi Broz, Rescue; Carole Hood, Rescue; Joan Lozon, New Concepts; Marsha Elliott, Unison; Adam Nutt, Zepf Center; Ken Miller, Harbor; Larry Leyland, TASC; Joe Habib, SPCC; Nadia Lewis, Zepf Center; Jason Vigh, Rescue.

The meeting was called to order at 4:01 p.m., with Ms. Weis-Maag, Board Chair, presiding.

**Consent Agenda Items:** The Trustees reviewed the Consent Agenda items, and the following items were approved by consent. Voting to approve the Consent Agenda was: Ms. Alvarado-Arce-yes; Mr. Pfeiffer-yes; Dr. Ventura-yes; Dr. Gombash-yes; Ms. Cowen-Zanders-yes; Ms. Bell-yes; Dr. Valko-yes; Ms. Howe-yes; Mr. Tiggs-yes; Pastor Perryman-yes.

**Board Minutes – March 17, 2015**

**Treasurer's Report**

**March 2015 Financial Statements**

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

**Programs & Services Committee Meeting Report**

**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:**

*Jennifer N. Emahiser, LISW-S, Unison, not to exceed April 30, 2017*  
*Diann M. Hack, BA, LSW, Unison, not to exceed April 30, 2017*  
*Leona Lewis, PCC-S, Unison, not to exceed April 30, 2017*  
*Cathryn S. Ruffer, LISW-S, Unison, not to exceed April 30, 2017*  
*Karen M. Stuetzer, BS, LSW, LCDCIII, Unison, not to exceed April 30, 2017*  
*Kenneth G. Teitlebaum, LPCC, Unison, not to exceed April 30, 2017*

**For New Designation:**

*Elizabeth A. Waterfield, PhD, PCC-S, Harbor, not to exceed April 30, 2017*  
*Jessica M. Broz, MA, PCC-S, Rescue, not to exceed April 30, 2017*  
*Sarah R. Hall, MA, PC, Unison, not to exceed April 30, 2017*  
*Nicole R. Fritz, MSW, LISW, Zepf Center, not to exceed April 30, 2017*  
*Luana F. Holub, LSW, Zepf Center, not to exceed April 30, 2017*

**Planning & Finance Committee Meeting Report**

**A. Response to Agency Appeals of MHRSB 120-Day Notice**

*The Mental Health and Recovery Services Board of Lucas County allocates \$36,278 to Family Services of Northwest Ohio – Toledo to provide the Breaking the Cycle Program for the period of July 1, 2015 through June 30, 2016. MHRSB's Executive Director is authorized to negotiate acceptable outcomes and to execute an FY 2016 Provider Agreement.*

*and*

*The Mental Health and Recovery Services Board of Lucas County allocates \$18,000 to Sylvania Community Action Team to provide the Community Drug Drop Off Program for the period of July 1, 2015 through June 30, 2016. MHRSB's Executive Director is authorized to negotiate acceptable outcomes and to execute an FY 2016 Provider Agreement.*

**B. FY 2016 Subsidy Schedules**

*The Mental Health and Recovery Services Board of Lucas County approves the revised FY 2016 MH and AOD Services Schedules of Subsidies included in the April 21, 2015 MHRS Board packet to be effective July 1, 2015.*

**Governance Committee Report**

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## MINUTES – Board Meeting

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

April 21, 2015

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#### Director's Report

- Mr. Sylak sent an email communication this morning, requesting everyone to contact your legislators to advocate for the continuation of Medicaid expansion. Representative Butler will be introducing from the floor tomorrow, an amendment to the budget bill to strip out the Group 8 funds for the Medicaid population. He contacted Representative Sears who does not support the budget bill amendment. Most of the new state money is being directed to AOD treatment (opiate/heroin)--\$13 million this year, and less support from the state with regard to mental illness. There is also a "push" by the state to move everyone into managed care.
- There is a potential state ballot initiative regarding the legalization of marijuana. Mr. Sylak indicated that he has been getting questions from the community regarding the MHRSB's stance on the initiative and is requesting guidance from the Trustees. The Trustees indicated that they did not feel they had enough information regarding the initiative and requested Staff to develop a balanced educational forum on the initiative. Mr. Sylak indicated staff will contact Responsible Ohio and the Ohio Drug Free Action Alliance to conduct a policy discussion with the Board.
- The MHRSB will be presenting the FY 2016 Purchasing Plan at the April 28, 2015 P&S Committee meeting. All of the 120-Day Notices will be resolved with no Board-to-Board meetings required.
- Mr. Sylak stated that the MHRSB received 4,022 responses to the heroin/opiate survey that was conducted in conjunction with the Health Department. The Board staff will work with the Health Department to present the results to the community in a Lucas County Opiate/Heroin Summit. One of the responses to a question on the survey stood out when asked where should a person call for resources on heroin/opiate addiction; only 44% knew where to call. This response tells the Board that we have a lot more education to do in the community with regard to accessing AOD treatment.
- The Board was given the responsibility to issue an RFP to improve family and consumer responses to our mental health awareness community planning efforts. Prior to sending out the RFP, Mr. Sylak met with Family Council to discuss the use of their infrastructure to gain access to families that are engaging with Family Council that are not in our system. They issued a survey at all of their meetings, advertised, and have conducted an electronic survey that generated 625 responses which will be included in the planning process.
- On May 12, 2015, there will be a public meeting at 12:30 p.m. and 6:00 p.m. with TARTA regarding the proposed changes to their cost structures. The Board will be present to support the behavioral health system as well as agencies providing their feedback. Mr. Sylak requested that written comments be sent to Mr. James Gee at TARTA and he will email contact information to the Board and stakeholders.

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**MINUTES – Board Meeting**  
**Mental Health & Recovery Services Board of Lucas County**  
**April 21, 2015**

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- Mr. Sylak introduced Mr. Kasprzak as the CIT Team Champion of the Year; he will receive an award on Friday in Columbus.
- A reminder to register for the May 1, 2015 MHRSB Recognition Awards Banquet. Sponsorships will be accepted, but are unsolicited by the Board. All sponsors will be recognized in the program.
- The NAMI walk is on May 9. MHRSB has a team and you are welcome to join our team for the one-mile walk.
- Unison is hosting their “Passport To Hope” fundraising event on May 16, 2015 which will include instructional ballroom dancing.

### **Open Session**

- Ms. Weis-Maag stated that the March Programs & Services Committee meeting packet included program descriptions which are a very valuable resource when discussing budgeting. This information is available on the MHRSB web site under the Board Resources link to P&S Committee meeting packets.
- Mr. Sylak stated there is a new coalition led by Sheriff Tharp to re-create the Lucas County prevention partnership. There has been one full meeting and one subcommittee meeting thus far.
- Mr. Schalow indicated that Connie Pelow was a previous employee of the Sheriff’s office and is pursuing her master’s degree in social work. She lost her adult son recently due to an opiate overdose, and he was in the re-entry program. Mr. Schalow expressed concern and is an advocate for treatment in lieu of incarceration.
- Mr. Kasprzak indicated that on Saturday, April 25, 2015, the big “drug take back” initiative across the County will occur. Kroger’s has two drive-thru locations to dispose of unwanted prescription medication, and there are 12 drop boxes located throughout the community. Mr. Sylak is participating in a public news conference on Thursday morning.
- Ms. Howe stated that she is working with Sheriff Tharp’s DART team; she gave him recognition for the officers and their ongoing efforts.

### **Adjournment**

The meeting was adjourned at 4:59 p.m.

**Treasurer's Report****➤ April 2015 Financial Statements**

Enclosed is the Consolidated Statement of Revenues and Expenditures for the month ending April 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 April, revenues exceeded expenses by \$1,622,187 which is \$930,742 favorable to the budget. Total Board revenues were \$271,867 above budget due to minor timing differences between actual and the monthly budget amounts. Expenses were \$658,876 lower than budget primarily due to lower AOD and MH Non-Medicaid POS spending, and less than the budgeted targeted allocations disbursements.

On an April FYTD basis, revenues exceeded expenses by \$6,112,389 which is \$3,660,960 favorable to the budget. Actual revenues were \$313,659 less than budgeted but actual expenses were \$3,974,619 favorable to the budget. Revenues were only 1.3% below plan primarily due to slower than expected federal SAPT funding received from OMHAS.

All expense categories were underspent, but the vast majority of this underspending is related to MH and AOD POS expenses. On an April FYTD basis, AOD POS spending was \$1,180,987 below budget (60% less than budget), and MH POS spending was \$1,424,843 below budget (39% less than budget).

Claims and Voucher information for April is as follows:

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

<b>AGENCY</b>	<b>AOD</b>	<b>MH</b>	<b>TOTAL</b>
HARBOR	5,615.10	83,008.10	88,623.20
PHILIO	32,053.93	502.20	32,556.13
UNISON	22,124.64	132,293.41	154,418.05
ZEPF	57,854.21	118,524.74	176,378.95
OUT-OF-COUNTY	-	666.75	666.75
<b>GRAND TOTAL</b>	<b>117,647.88</b>	<b>334,995.20</b>	<b>452,643.08</b>

- April Contract vouchers total \$288,532.70. Included in this amount is \$47,352.36 in MHRS Board local match funds for the Recovery to Work project.
- April Miscellaneous vouchers total \$ 27,488.91. Included in this amount is \$3,500.00 for stipends for Mental Health First Aid trainers for January - March.

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**BOARD MEETING**

**May 19, 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 April 2015 financial statements and the April 2015 voucher schedules of bills as presented in the May 2015 Board packet.*

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

	<u>April</u>	<u>April</u>	<u>April</u>	<u>April FYTD</u>	<u>FY 2015</u>
	<u>Actual</u>	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Budget Variance</u>	<u>Total Budget</u>
<b>Revenue</b>					
Local Levy Revenue	\$ 1,036,135	\$ 17,476,299	\$ 16,957,983	\$ 518,316	\$ 17,207,983
Federal Grants Revenue	\$ 1,053,759	\$ 2,116,215	\$ 2,872,898	\$ (756,683)	\$ 3,112,840
State Revenue	\$ -	\$ 2,512,493	\$ 2,486,779	\$ 25,715	\$ 2,543,589
HUD Revenue	\$ 54,009	\$ 487,069	\$ 494,334	\$ (7,265)	\$ 659,112
BHJJ/OOD/OAG Revenue	\$ 339,418	\$ 927,485	\$ 1,021,227	\$ (93,742)	\$ 1,183,968
<b>Total Revenue</b>	<u>\$ 2,483,321</u>	<u>\$ 23,519,561</u>	<u>\$ 23,833,220</u>	<u>\$ (313,659)</u>	<u>\$ 24,707,492</u>
<b>Expenditures</b>					
Grant Funded Program Expenses	\$ 63,718	\$ 10,329,297	\$ 11,496,079	\$ 1,166,782	\$ 14,532,880
MH Non-Medicaid POS Expenses	\$ 334,995	\$ 2,214,338	\$ 3,639,181	\$ 1,424,843	\$ 4,675,000
AOD Non-Medicaid POS Expenses	\$ 117,648	\$ 800,567	\$ 1,981,554	\$ 1,180,987	\$ 2,735,203
Pass Through Program Expenses	\$ 226,672	\$ 2,951,802	\$ 3,087,353	\$ 135,551	\$ 3,724,667
Board Administration Expenses	\$ 118,100	\$ 1,111,167	\$ 1,177,624	\$ 66,457	\$ 1,501,188
<b>Total Expenditures</b>	<u>\$ 861,133</u>	<u>\$ 17,407,172</u>	<u>\$ 21,381,791</u>	<u>\$ 3,974,619</u>	<u>\$ 27,168,938</u>
<b>Net Increase/(Decrease) in Net Assets</b>	<u>\$ 1,622,187</u>	<u>\$ 6,112,389</u>	<u>\$ 2,451,429</u>	<u>\$ 3,660,960</u>	<u>\$ (2,461,446)</u>

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

	March 31, 2015 Balance Sheet	April 2015 Changes	April 30, 2015 Balance Sheet
<b>ASSETS</b>			
Current Assets			
Total Cash	\$ 17,773,426	\$ 1,622,187	\$ 19,395,613
Total Current Assets	\$ 17,773,426	\$ 1,622,187	\$ 19,395,613
<b>TOTAL ASSETS</b>	\$ 17,773,426	\$ 1,622,187	\$ 19,395,613
 <b>LIABILITIES &amp; FUND BALANCES</b>			
Current Liabilities			
Total Accounts Payable	\$ 97,347	\$ -	\$ 97,347
Accrued Employee Benefits	\$ 190,278	\$ -	\$ 190,278
Total Current Liabilities	\$ 287,625	\$ -	\$ 287,625
Operating Fund Balance	\$ 17,485,801	\$ 1,622,187	\$ 19,107,988
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	\$ 17,773,426	\$ 1,622,187	\$ 19,395,613

5/11/2015

MHRSB of Lucas Co.  
 April 2015 - Purchase of Service Disbursements

PAYMENT DATE	VENDOR	VOUCHER	NET AMOUNT	DESCRIPTION
4/1/2015	Harbor	401144	11,942.39	CLAIMS WK 3/23/15
4/13/2015	Harbor	402165	22,404.13	CLAIMS WK 3/30/15
4/15/2015	Harbor	402825	20,828.38	CLAIMS WK 4/6/15
4/23/2015	Harbor	403775	17,538.56	CLAIMS WK 4/13/15
4/29/2015	Harbor	404617	15,909.74	CLAIMS WK 4/20/15
4/15/2015	Hopewell Health	402824	666.75	MH CRISIS CLAIMS WK 3/30/15
4/13/2015	New Concepts	402166	9,259.52	CLAIMS WK 3/30/15
4/15/2015	New Concepts	402826	4,546.93	CLAIMS WK 4/6/15
4/23/2015	New Concepts	403776	5,340.19	CLAIMS WK 4/13/15
4/29/2015	New Concepts	404618	13,409.49	CLAIMS WK 4/20/15
4/1/2015	Unison	401142	41,557.78	CLAIMS WK 3/23/15
4/15/2015	Unison	402828	62,911.62	CLAIMS WK 4/6/15
4/29/2015	Unison	404619	49,948.65	CLAIMS WK 4/20/15
4/1/2015	Zepf	401141	25,785.96	CLAIMS WK 3/23/15
4/13/2015	Zepf	402167	25,409.72	CLAIMS WK 03/30/15
4/15/2015	Zepf	402836	43,836.60	CLAIMS WK 4/6/15
4/24/2015	Zepf	403777	44,416.92	CLAIMS WK 4/13/15
4/29/2015	Zepf	404614	5,556.67	FEBRUARY SUBOXONE
4/29/2015	Zepf	404620	31,373.08	CLAIMS WK 4/20/15

\$ 452,643.08 TOTAL

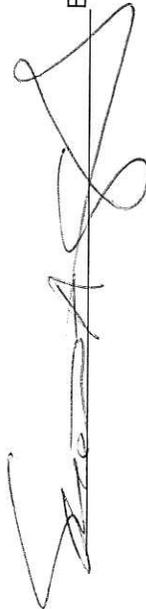
  
 Executive Director

MHRBSB of Lucas Co.

April 2015 - Contractual Disbursements

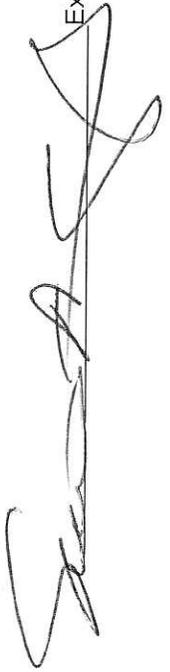
PAYMENT DATE	VENDOR	VOUCHER	NET AMOUNT	DESCRIPTION
4/10/2015	Buckeye Family Residential	402162	1,363.38	RESIDENTIAL SERVICES - MARCH
4/1/2015	Ellen E Jones	401113	949.75	CONTRACT SERVICES - MARCH
4/15/2015	Ellen E Jones	402845	1,094.75	CONTRACT SERVICES - APRIL
4/28/2015	Ellen E Jones	404604	913.50	CONTRACT SERVICES - APRIL
4/29/2015	Lucas County Juv. Court	404610	11,338.33	FAMILY DRUG COURT - Q3
4/29/2015	Lucas County Juv. Court	404611	13,756.02	ASSESS CENTER BHJJ GRANT - Q3
4/29/2015	Neighborhood Properties	404613	54,009.12	HUD GRANTS - MARCH
4/10/2015	Rescue Mental Health	402163	1,050.00	HOT SPOT TX - MERCER CO.
4/1/2015	St Paul's Community Center	401109	10,500.00	ADDITIONAL WINTER CRISIS
4/1/2015	Treasurer State of Ohio	401111	47,352.36	RTW MATCH PAYMENT - OOD
4/1/2015	Zepf	401127	61,235.40	RTW - NOV/DEC
4/23/2015	Zepf	403778	56,336.18	RTW - JAN/FEB
4/29/2015	Zepf	404606	28,633.91	RTW - OCTOBER

\$ 288,532.70 TOTAL

 Executive Director

April 2015 - Miscellaneous Disbursements

PAYMENT DATE	VENDOR	VOUCHER	NET AMOUNT	DESCRIPTION
4/10/2015	Amy J Priest	402189	55.00	CELL PHONE STIPEND - APRIL
4/10/2015	Amy J Priest	402174	271.77	TRAVEL REIMB - MARCH
4/23/2015	BRADLEY N. LANDER	403783	1,925.57	PRESENTER FEE/TRAVEL - APRIL
4/10/2015	Buckeye Cablesystem	402180	210.25	EMAIL HOSTING - APRIL
4/1/2015	Celeste Smith	401124	250.00	MAR MHFA TRAINING
4/10/2015	Daniel James Rodgers	402222	5.00	REC. COUNCIL STIPEND - MARCH
4/1/2015	Deborah A. Angel	401120	250.00	FEB MHFA TRAINING
4/10/2015	DEBORAH BARKER	402218	5.00	REC. COUNCIL STIPEND - MARCH
4/1/2015	Diann Revels	401117	250.00	JAN MHFA TRAINING
4/10/2015	Donna M Robinson	402173	50.08	OFFICE SUPPLIES - APRIL
4/15/2015	Donna M Robinson	402848	53.81	MEETING SUPPLIES - APRIL
4/28/2015	Donna M Robinson	404629	67.16	MEETING SUPPLIES - APRIL
4/1/2015	Enterprise Rent-A-Car	401157	118.85	CAR RENTAL - MARCH
4/10/2015	Enterprise Rent-A-Car	402177	98.56	CAR RENTAL - MARCH
4/10/2015	Enterprise Rent-A-Car	402179	98.56	CAR RENTAL - FEB
4/15/2015	Enterprise Rent-A-Car	402842	197.12	CAR RENTAL - MARCH
4/28/2015	Enterprise Rent-A-Car	404631	98.56	CAR RENTAL - APRIL
4/2/2015	Fed Ex	401150	41.08	OFFICE FURNITURE SHIP - MARCH
4/1/2015	George Hair Jr	401119	250.00	JAN MHFA TRAINING
4/10/2015	Gregory Collier	402220	10.00	REC. COUNCIL STIPEND - MARCH
4/15/2015	Household Central. Supplies	402843	18.99	EQUIPMENT SUPPLIES - MARCH
4/1/2015	Jennifer Tucker	401158	1,000.00	FEB/MAR MHFA TRAINING
4/10/2015	Joe Saad	402187	55.00	CELL PHONE STIPEND - APRIL
4/10/2015	Karen Olmhausen	402192	55.00	CELL PHONE STIPEND - APRIL
4/15/2015	Keystone Printing	402841	57.75	PRINTING - APRIL
4/10/2015	Kristal Barham	402212	55.00	CELL PHONE STIPEND - APRIL
4/23/2015	Kristal Barham	403782	460.94	REIMB. FEB-APR TRAVEL/TRAIN
4/15/2015	Kwik Parking	402851	648.75	GUEST PARKING - MARCH
4/23/2015	Leaf Commercial Capital	403772	437.00	COPIER LEASE - APRIL
4/1/2015	Linda Barnes	401121	250.00	MAR MHFA TRAINING

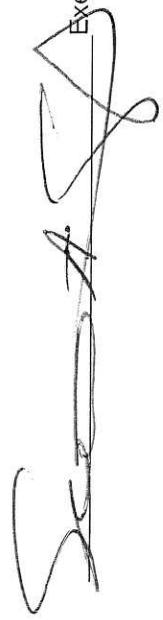
  
Executive Director

MHRB of Lucas Co.

April 2015 - Miscellaneous Disbursements

PAYMENT DATE	VENDOR	VOUCHER	NET AMOUNT	DESCRIPTION
4/29/2015	Lucas County	404624	10,131.40	RENT - MARCH/APRIL
4/10/2015	MENTAL HEALTH ASSOC	402168	2,366.00	MHFA PARTICIPANT MANUALS
4/1/2015	Michelle S Glanville	401154	30.59	MILEAGE REIMB - 2015
4/15/2015	Michelle S Glanville	402846	11.20	MILEAGE REIMB - 2014
4/23/2015	NEW ENGLAND TRANSCRIPT	403771	445.50	DIVERSITY WORKGROUP TRANSC.
4/1/2015	Nextel Communication	401153	107.06	WIRELESS SERVICES - MARCH
4/28/2015	Nextel Communication	404627	107.10	WIRELESS SERVICES - APRIL
4/1/2015	Nuestra Gente Commun	401123	250.00	MAR MHFA TRAINING
4/2/2015	Office Max Contract	401147	172.26	OFFICE SUPPLIES - MARCH
4/10/2015	Office Max Contract	402169	118.09	OFFICE SUPPLIES - MARCH
4/28/2015	Office Max Contract	404623	535.98	OFFICE SUPPLIES - APRIL
4/23/2015	OACHBA Foundation	403780	490.00	MARKETING/EDUC. MATERIALS
4/23/2015	Park Inn Toledo	403781	2,009.50	RECOG. CEREMONY - 2ND PMT.
4/1/2015	Ramona Bethany	401122	250.00	MAR MHFA TRAINING
4/10/2015	Robert Arquette	402216	10.00	REC. COUNCIL STIPEND - MARCH
4/10/2015	Scott A. Sylak	402182	55.00	CELL PHONE STIPEND - APRIL
4/1/2015	Sierra A. Ortiz	401114	750.00	MAR MHFA TRAINING
4/1/2015	Steve Spinelli	401152	321.60	REIMB. - DOMAIN RENEWAL
4/10/2015	Steve Spinelli	402184	55.00	CELL PHONE STIPEND - APRIL
4/23/2015	Steve Spinelli	403779	181.83	OFFICE SUPPLIES - APRIL
4/15/2015	The Blade	402839	378.00	AD - HOLIDAY SAFETY - MARCH
4/10/2015	Timothy Goyer	402194	55.00	CELL PHONE STIPEND - APRIL
4/1/2015	Toledo-Lucas Co. Library	401155	447.50	MEETING SPACE DEPOSIT
4/15/2015	Toledo-Lucas Co. Library	402850	320.50	MEETING SPACE REMAINDER
4/2/2015	USPS	401151	220.00	ANNUAL P.O. BOX FEE
4/2/2015	VARIDESK, LLC	401476	325.00	OFFICE FURNITURE - MARCH

\$ 27,488.91 TOTAL

  
Executive Director

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

The Programs & Services Committee met for its regularly scheduled meeting on April 28, 2015. The Committee considered staff proposals for FY 2016 funding recommendations and for revised contract language regarding Coordination of Benefits (Section 6.1.1 of Treatment agreement). The funding recommendations were referred to the Planning & Finance Committee for further review and will be considered at the May 19, 2015 Board meeting under the P&F Committee Report.

The Programs & Services Committee reviewed the revised Recovery Council By-laws dated April 21, 2015, and approved them by consensus.

### **Planning & Finance Committee Report**

The Planning & Finance Committee held their regularly scheduled meeting on May 5, 2015. At that meeting three items were discussed. Two of the agenda items that were reviewed concerned the proposed FY 2016 Provider Agreement.

Board staff reviewed the proposed revision to the Annual Audit Article 7.5.1 language which discussed the process that would be used if an agency fails to provide their audited financial statements within four months of the end of their fiscal year. The most significant change is that the assessment of the penalty changes would be contractually fixed, but adds an agency appeals process if the agency wishes to appeal this assessment to the MHRSB. The Executive Director retains the ability to collect this assessment in more than one payment, but the MHRSB would decide the assessment when the agency appeals their assessment. The Committee members were supportive of this revised language, and it will be added to the proposed FY 2016 Provider Agreement which will be discussed in total at the June 2, 2015 Planning & Finance Committee meeting.

The Board staff also discussed the proposed Coordination of Benefits language changes. There was energetic discussion about this topic. The Committee decided to create a one-topic Work Group which would include Board members, treatment service providers, and Board staff to decide on the proposed Coordination of Benefits language which would be brought back to the June 2, 2015 Planning & Finance Committee meeting for their review.

The remaining topic discussed was the proposed FY 2016 Purchasing Plan which requires an allocation and the Board's approval:

#### **➤ FY 2016 Purchasing Plan – Proposed Allocations**

Attached is a list of allocations by agency and program proposed for the MHRSB's consideration for FY 2016 funding. The allocations have been reviewed by both the Programs & Services Committee and the Planning & Finance Committee without objection. For comparative purposes, the list also includes FY 2015 approved allocations. The total investment proposed at

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**BOARD MEETING****May 19, 2015**

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this meeting is \$17,480,606. The P&S and P&F Committees have been advised that there will likely be allocations made subsequent to these, but they are not ready for recommendation.

Highlights of the proposed FY 2016 allocations include:

- Allocations for MH Outpatient Treatment (non-Medicaid) are reduced by \$1,200,000 (26%) from FY 2015 allocations due to projected under-utilization in FY 2015 by all providers.
- Allocations for AOD Treatment services are down 3%. Under-utilization of FY 2015 allocations was offset by increases in Medication Assisted Treatment (MAT) for opiates at Harbor, New Concepts, Unison, and Zepf. Allocations to A Renewed Mind, Lutheran Social Services and UMADAOP that were made from the 507 Rapid Response funding in FY 2015 is recommended for continuation in FY 2016.
- AOD allocations to Zepf reflect the following significant changes from past years:
  - First, it is recommended that MHRSB provide an allocation for Methadone Administration for non-Medicaid clients. In the past, clients were required to pay for this service regardless of their income. The Board's allocation would be subject to current eligibility requirements.
  - Second, because of limitations to the utilization of their 16-bed inpatient facility, Zepf Center has decided to take a different approach to what was previously called "Short Term Residential Treatment Service." In FY 2016, clients will be housed in the new Recovery Housing Program and will be transported to the Ashland Avenue office for intensive AOD outpatient treatment. This change is reflected in the elimination of the "Residential Treatment" line item and an increase in "AOD Outpatient Treatment." Similarly, what was previously billed as "Inpatient Detox" will now be billed as individual AOD outpatient treatment services.
- Twenty-four (24) programs are recommended for a 2% increase which adds a total of just over \$121,400 in additional funding. These are all grant funded programs that were meeting the agreed upon outcomes in FY 2015.
- Three (3) programs have been recommended for allocation increases based on programmatic needs or increased demand that was identified in the application process; they were Community Senior Prevention (Harbor), Creative Expressions (NAMI) and Winter Crisis (St. Paul's Community Center).
- Allocations to CCNO and the Lucas County Jail for medication upon release were reduced by \$25,000 each, based upon utilization.

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**BOARD MEETING****May 19, 2015**

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The attached worksheet also shows two allocations that the MHR SB has already approved, Family Services and SCAT. The Board has a commitment to funding match for the Recovery to Work Program, but that allocation request will be brought forward later this year in conjunction with the Federal Fiscal Year. The last detail line item on the spreadsheet is simply an estimate of what may likely be requested through targeted RFPs sometime after July 1, 2015.

The following motion is recommended to the Board of Trustees:

*The Mental Health and Recovery Services Board of Lucas County allocates \$17,480,606 to fund the purchase of prevention, treatment, and other supportive services in FY 2016. The Board's Executive Director is authorized to execute appropriate FY 2016 Provider Agreements with the Agencies and for the amounts listed on the FY 2016 Allocations Worksheet included in the May 19, 2015 Board meeting packet.*

## FY 2016 Purchasing Plan Allocations Worksheet

Agency	Program	Approved FY 2015 Allocations	Proposed FY 2016 Allocations
A Renewed Mind	Cognitive Enhancement	\$ 53,000	\$ -
A Renewed Mind	AOD Outpatient Treatment	\$ 50,000	\$ 50,000
A Renewed Mind	LCCC Vivitrol Program	\$ 100,000	\$ 100,000
<b>Total ARM</b>		<b>\$ 203,000</b>	<b>\$ 150,000</b>
ABLE	MH Impact Project	\$ 132,177	\$ 132,176
ABLE	Government Benefits	\$ 71,925	\$ 73,364
ABLE	Government Benefits	\$ 5,000	\$ 5,000
<b>Total ABLE</b>		<b>\$ 209,102</b>	<b>\$ 210,540</b>
Adelante	Buena Vida	\$ 90,000	\$ 91,800
Adelante	Nosotras	\$ 28,200	\$ -
<b>Total Adelante</b>		<b>\$ 118,200</b>	<b>\$ 91,800</b>
Big Brothers BS	Mentoring Triad	\$ 45,122	\$ 45,122
Harbor	MH Outpatient Treatment	\$ 1,205,000	\$ 900,000
Harbor	AOD Outpatient Treatment	\$ 100,000	\$ 200,000
Harbor	Suboxone	\$ -	\$ -
Harbor	Mental Health First Aid		\$ -
Harbor	Engagement Services	\$ 245,000	\$ 249,900
Harbor	Preventing Psych. Emerge.	\$ 153,856	\$ 156,933
Harbor	Cognitive Enhancement	\$ 53,000	\$ -
Harbor	School/Comm. Prevention	\$ 360,000	\$ 367,200
Harbor	Early Childhood Prevention	\$ 79,000	\$ 79,000
Harbor	Community Senior Prev.	\$ 154,026	\$ 205,000
Harbor/UMADAOP	Heroin Prev. Education	\$ 100,000	\$ 102,000
<b>Total Harbor</b>		<b>\$ 2,449,882</b>	<b>\$ 2,260,033</b>
Learning Club	After School Programming	\$ 107,602	\$ 109,754
Lutheran Social Svcs	AOD Outpatient Treatment	\$ 50,000	\$ 50,000
Mercy St. Vincent's	Mother & Child Dependency	\$ 143,565	\$ 71,829
NAMI	Suicide Prevention	\$ 30,000	\$ 30,600
NAMI	Education/Outreach/Advoc.	\$ 102,900	\$ 104,958
NAMI	Creative Expressions	\$ 40,996	\$ 79,754
NAMI	Family Navigator	\$ 100,000	\$ 102,000
<b>Total NAMI</b>		<b>\$ 273,896</b>	<b>\$ 317,312</b>

## FY 2016 Purchasing Plan Allocations Worksheet

Agency	Program	Approved FY 2015 Allocations	Proposed FY 2016 Allocations
New Concepts	MH Outpatient Treatment	\$ 75,000	\$ 25,000
New Concepts	AOD Outpatient Treatment	\$ 598,054	\$ 640,000
<b>Total New Concepts</b>		<b>\$ 673,054</b>	<b>\$ 665,000</b>
NPI	ACF Operations	\$ 986,315	\$ 1,006,041
NPI	Rental Assistance	\$ 780,060	\$ 795,661
NPI	PATH (Match)	\$ 53,517	\$ 53,517
NPI	Road to Recovery	\$ 105,000	\$ 105,000
NPI	PSH Modernization	\$ 600,000	\$ 250,000
NPI	Peer Respite Home	\$ -	
NPI	Peer Recovery Coaching	\$ 300,000	\$ 306,000
<b>Total NPI</b>		<b>\$ 2,824,892</b>	<b>\$ 2,516,220</b>
Rescue	Adult Crisis Stabilization Unit	\$ 500,000	\$ 500,000
Rescue	Outreach/Emergency Svcs.	\$ 1,358,808	\$ 1,358,808
Rescue	Child/Adolescent CSU	\$ 560,000	\$ 560,000
Rescue	Inpatient Doctors	\$ 450,000	\$ 450,000
Rescue	Incentives	\$ -	
Rescue	Central Access	\$ 530,000	\$ 530,000
Rescue	Juvenile Detention/Assess.	\$ 122,000	\$ 137,400
<b>Total Rescue</b>		<b>\$ 3,520,808</b>	<b>\$ 3,536,208</b>
St. Paul's	Winter Crisis	\$ 38,500	\$ 55,000
St. Paul's	Shelter Beds	\$ 230,375	\$ 230,375
St. Paul's	Payee Program	\$ 199,500	\$ 203,490
St. Paul's	Outreach Coordinator	\$ 55,000	\$ 55,000
<b>Total St. Paul's</b>		<b>\$ 523,375</b>	<b>\$ 543,865</b>
Swanton Area CC	Parent & Community	\$ 26,642	\$ 26,642
Sylvania CAT	Parent Training & Education	\$ 82,882	\$ 110,509
TASC	Community Transition	\$ 220,000	
TASC	Forensic Linkage	\$ 158,550	
TASC	Release to Recovery	\$ 8,000	
TASC	Community Innovations	\$ 89,333	
TASC	Family Drug Court	\$ 70,110	\$ 70,110
TASC	Operations	\$ 48,728	\$ 24,364
<b>Total TASC</b>		<b>\$ 594,721</b>	<b>\$ 94,474</b>

## FY 2016 Purchasing Plan Allocations Worksheet

Agency	Program	Approved FY 2015 Allocations	Proposed FY 2016 Allocations
UMADAOP	AOD Outpatient Treatment	\$ 50,000	\$ 50,000
UMADAOP	Healthy Workplace	\$ 50,000	\$ 51,000
UMADAOP/Harbor	Heroin Prevention	\$ 150,000	\$ 150,000
UMADAOP	Circle of Recovery	\$ 6,932	\$ 3,466
<b>Total UMADAOP</b>		<b>\$ 256,932</b>	<b>\$ 254,466</b>
Unison	MH Outpatient Treatment	\$ 1,792,000	\$ 1,200,000
Unison	Dual Disorder Treatment	\$ 268,625	\$ 400,000
Unison	Adult AOD Treatment	\$ 200,000	
Unison	Engagement Services	\$ 248,000	\$ 252,960
Unison	Preventing Psych. Emerge.	\$ 149,586	\$ 152,578
Unison	Residential Support	\$ 121,000	\$ 123,420
Unison	Cognitive Enhancement	\$ 53,000	\$ -
Unison	St. Paul's MH Liaison	\$ 88,428	\$ -
Unison	Prevention Services	\$ 78,000	\$ 79,560
<b>Total Unison</b>		<b>\$ 2,998,639</b>	<b>\$ 2,208,518</b>
Wernert Center	Operations/Club Room	\$ 256,700	\$ 261,834
Wernert Center	Peer Enrichment Program	\$ 313,800	\$ 320,076
<b>Total Wernert Center</b>		<b>\$ 570,500</b>	<b>\$ 581,910</b>
Zepf	MH Outpatient Treatment	\$ 1,553,000	\$ 1,300,000
Zepf	AOD POS Outpatient	\$ -	\$ -
Zepf	AOD Outpatient Treatment	\$ 417,981	\$ 908,269
Zepf	AOD - SASI Methadone	\$ 131,024	\$ -
Zepf	MAT - Suboxone	\$ 203,700	\$ -
Zepf	Residential Treatment	\$ 392,272	\$ -
Zepf	Inpatient Detox	\$ 143,547	\$ -
Zepf	Methadone Administration		\$ 232,067
Zepf	Inpatient Detox - Food		\$ -
Zepf	Engagement Services	\$ 100,000	\$ 102,000
Zepf	Preventing Psych. Emerge.	\$ 150,000	\$ 153,000
Zepf	Preventing Psych. Emerg.		\$ -
Zepf	Cognitive Enhancement	\$ 53,000	\$ -
Zepf	Residential Support	\$ 393,828	\$ 401,705
Zepf	Womens Set Aside	\$ 36,766	\$ 18,383
Zepf	Recovery Housing		\$ -
Zepf	Gambling Prevention	\$ 58,250	\$ 58,250
Zepf	Gambling Treatment	\$ 20,000	\$ 20,000
<b>Total Zepf</b>		<b>\$ 3,653,368</b>	<b>\$ 3,193,674</b>

## FY 2016 Purchasing Plan Allocations Worksheet

Agency	Program	Approved FY 2015 Allocations	Proposed FY 2016 Allocations
<i>Board/Staff Directed Allocations</i>			
CCNO	Medication	\$ 65,000	\$ 40,000
Family Council	Pooled Funds	\$ 228,000	\$ 228,000
LC Adult Probation	Forensic Monitor	\$ 60,730	\$ 60,730
LC Sheriff - Jail	Medication	\$ 65,000	\$ 40,000
MHRS Board	Disaster Services	\$ -	\$ -
MHRS Board	Mental Health First Aid	\$ 50,000	\$ 50,000
United Way	Social/Emotional Learning	\$ 24,000	\$ 24,000
<b>FY 2016 Allocations</b>		<b>\$ 19,818,911</b>	<b>\$ 17,480,606</b>
FSNO	Breaking the Cycle	\$ 162,703	\$ 36,278
Sylvania CAT	Community Drug Drop Off	\$ 18,000	\$ 18,000
OOD	Recovery to Work	\$ 265,000	\$ 265,000
<b>Targeted Allocations</b>	To Be Determined	<b>\$ 1,087,885</b>	<b>\$ 1,800,000</b>
<b>FY 2016 Purchasing Plan</b>		<b>\$ 21,352,499</b>	<b>\$ 19,599,884</b>
<i>Pending Allocations:</i>			
<i>System</i>	<i>CET Continuation/Expansion</i>		
<i>TASC</i>	<i>Forensic Linkage and Reentry Allocation</i>		
<i>Zepf</i>	<i>Recovery Housing Grant Allocation</i>		

Updated on 5/12/2015

**Governance Committee Report**

The Governance Committee met on May 12, 2015 to review the Fiscal Year 2016 proposed administrative budget, discuss the staff's recommendation regarding A Renewed Mind's FY 2014 Audit penalty and provide input to the MHRSB Chair regarding the annual appointment of the Health Officer Committee.

Board staff presented for discussion the proposed FY 2016 MHRSB Administrative Budget in two parts. The first part of the FY 2016 Board Administrative Budget was a presentation on anticipated spending using the same basic assumptions that were used to prepare the FY 2015 Board Administrative Budget. A two-page comparison of FY 2015 Approved Board Administrative Budget, projected FY 2015 Board Administrative actual spending, and the proposed FY 2016 Board Administrative Budget was presented and discussed. It was noted that the proposed FY 2016 Board Administrative Budget is projected to be \$76,715 higher (5.1% increase) than the approved FY 2015 Board Administrative Budget due primarily to higher salaries expenses and increased health/dental/prescription insurance expenses.

The second part of the FY 2016 Administrative Budget discussion presented information related to potential increased administrative activities that could enhance the MHRSB's capabilities to meet emerging needs within the community. Board staff presented three items for discussion, including an expansion of CIT training for law enforcement officers, the purchase of a new non-Medicaid billing software and an the potential expansion of Board staff to improve their ability to respond to community needs. The Governance Committee agreed that the staff should present a FY 2016 Administrative budget that proposes an expansion of CIT training and identifies those expenses in a separate line item. While the Governance Committee voiced concern over the fragile nature of the Board's current billing software, it concurred with the staff recommendation that the purchase of new software could be delayed. Board staff was instructed to continue to monitor the appropriate developments and report back to the Governance Committee should circumstances related to MACSIS change. The Governance Committee also indicated a willingness to consider additions to the Board's Table of Organization, based upon justification and expense. Board staff will develop a recommendation for the Governance Committee to consider at its next meeting.

Finally, the Governance Committee reviewed the process for appointing the Health Officer Committee. It noted that the psychiatrist/psychologist position was vacant. All other positions were appointed by the MHRSB Chair as presented for the term of July 1, 2015 through June 30, 2016.

➤ **A Renewed Mind FY 2014 Audit Late Submission Penalty**

In all of the Board's FY 2015 Provider Agreements, agencies are obligated to provide their audited financial statements no later than four months after the end of the agency's fiscal year (Article 7.5.1 Annual Audit). Despite this contractual requirement, A Renewed Mind delivered their FY 2014 audited financial statements to the Board on April 1, 2015, which was not in compliance with the Board's Provider Agreement referenced above.

Under Article 7.5.1, the Executive Director has broad discretion to assess a penalty and can recommend, in lieu of a cash payment for assessed penalties, a mutually beneficial settlement that may be enacted upon by approval of the MHRSB's Trustees. From an historical perspective, the Executive Director has recommended a mutually beneficial settlement to the Trustees' which did not impose a cash penalty payment on the agencies that did not submit their audited financial statements within four months after the end of the agency's fiscal year.

At the February 10, 2015 Governance Committee meeting, the Committee members sent a motion for the waiving of UMADAOP's penalty which was approved at the February 17, 2015 Board meeting. In their discussion, the Committee members were concerned about the precedent that may be set by the approval of this motion. The Governance Committee requested that the Board staff propose changes in this Article 7.5.1 which would eliminate the Executive Director's discretion and add language that would permit an agency initiated appeal process.

Since that February Governance Committee meeting, the Board staff has modified this Article 7.5.1 consistent with the direction of the Governance Committee for the FY 2016 Provider Agreement. Going forward, this revised language will guide the process for late agency audited financial statements submission, but the late submission of A Renewed Mind's audited financial statement must be considered under the FY 2015 Provider Agreement.

Under the FY 2015 Article 7.5.1, the Executive Director has the discretion to assess a \$12,000 penalty for A Renewed Mind's late submission of their audited financial statements. Mr. Sylak considers this \$12,000 penalty excessive due to the unique situation that A Renewed Mind faced in the preparation of their FY 2014 audit. For this audit cycle, A Renewed Mind changed their audit firm and their new audit firm had to separate the City of Compassion financials from A Renewed Mind's financials.

There were good communications between A Renewed Mind and Board staff indicating that A Renewed Mind's audit would be late in November and December. For a variety of reasons, this good communication changed into vague declarations from A Renewed Mind about when the FY 2014 audited financial statements would be delivered to the Board starting in January.

By any reasonable expectation, A Renewed Mind's submission of their FY 2014 audited financial statements was excessively late (five months after the deadline). In consideration of all of these factors, the Board staff is recommending that A Renewed Mind be assessed a \$7,500 penalty for their late submission. This recommended penalty is the \$1,000 initial penalty and 13 weeks of \$500.00 additional penalty discussed in Article 7.5.1 which covers the January 1 through April 1 time period.

This topic was discussed at the May 12, 2015 Governance Committee meeting. The Governance Committee was supportive of the Board Staff's recommendation.

The following motion is recommended to the Board of Trustees:

*The Mental Health and Recovery Services Board of Lucas County approves a \$7,500 penalty to A Renewed Mind for the late submission of their FY 2014 audited financial Statements in accordance with Article 7.5.1 of A Renewed Mind's FY 2015 Provider Agreement for Mental Health and Addiction Services which will be withheld from future Board payments which are due to A Renewed Mind.*