

MHR SB GOVERNANCE COMMITTEE MEETING

May 10, 2016

4:00 p.m.

Agenda

Item	Information Enclosed	Action Required	Allocation Required	Page
1. Call to Order				
2. Recognition of Visitors				
3. Meeting Minutes: April 12, 2016	✓	✓		1-4
4. UMADAOP FY 2015 Audit Last Submission Assessment Appeal	✓	✓		5-6
5. 120-Day Notice Update <ul style="list-style-type: none">• UMADAOP AOD Treatment Services	✓	✓		7
6. Affirmative Action Program Report	✓			7-9
7. Whistleblower Activity Annual Report	✓			10
8. Annual Health Officer Committee Appointments	✓	✓		10-11
9. Revised 2016 MHR SB Meeting Schedule	✓			12
10. Open Session				
11. Adjournment				

GOVERNANCE COMMITTEE MEETING MINUTES

April 12, 2016

Governance Committee Members Present:

Pastor Perryman

Neema Bell

Linda Alvarado-Arce

Andre Tiggs

Linda Howe

Dr. Tim Valko

Governance Committee Members Not Present:

Lynn Olman

Audrey Weis-Maag

Tony Pfeiffer

Staff: Scott Sylak, Tom Bartlett, Donna Robinson, Delores Williams.

Visitors: Richard Arnold; Paul Lewis, Recovery Council; Bryan Renner, Zepf; Tryna Sanders, SORC; Adam Nutt, Zepf Center; Geof Allan, UMADAOP.

Ms. Bell opened the meeting at 4:00 p.m., with introduction of visitors.

Minutes of Meeting – March 8, 2016

Dr. Valko made a motion and it was seconded by Mr. Tiggs. Following no discussion, the Committee recommended approval, followed by a unanimous vote of (5-0) to approve the minutes.

Governance Policy Revisions

- Board Committees and Sub-Committees
- Board, Committee, and Sub-Committee Meetings

Mr. Sylak stated that the 20 policies related to Governance and Public Affairs were approved with revisions at the March 15, 2016 Board meeting that will go into effect on April 1, 2016. In processing of those policies, Mr. Sylak recognized a potential problem with establishing a quorum and voting rights within the Board Committees structure (Planning & Finance and Programs & Services), and proposed changing the Board Committee and Sub-Committees and Board, Committee and Sub-Committee Meetings' policies included on pages 4-6 of the meeting packet to read a simple majority vote of its voting members in attendance at a quorum duly constituted, a quorum for Board, Committee and Sub-committee meetings is defined as over one-half of the voting membership in attendance, and non-members and sub-committees can vote, except at the Board level where only Trustees can vote.

The Mental Health & Recovery Services Board of Lucas County approves the Board Committees and Sub-Committees, and Board, Committee, and Sub-Committee Meetings Policies contained in the Board packet effective May 1, 2016.

Dr. Valko moved to make a motion and it was seconded by Pastor Perryman. Following discussion, the Committee recommended approval, followed by a unanimous vote of (5-0) to approve the motion.

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MHR SB Committee Charters

Mr. Sylak stated that with the recent MHR SB approved change in the Board Committees and Sub-Committees Policy, the Board will now approve a charter for each committee established under its authority. In accordance with the revised policy, Board Staff presented draft Charters for the Governance, Planning & Finance, and Programs & Services Committees for consideration.

The Mental Health & Recovery Services Board of Lucas County approves the Governance, Planning and Finance, and Programs and Services Committee Charters contained in the Board packet effective May 1, 2016.

Ms. Howe moved to make a motion and it was seconded by Mr. Tiggs. Following discussion, the Committee recommended approval, followed by a unanimous vote of (5-0) to approve the motion.

Strategic Plan Update

Mr. Sylak indicated that the Board's Strategic Plan is a two-year plan which was approved in May, 2014 cover calendar years 2014-2016. There was discussion of a holding a strategic planning session this spring to update the Plan. However, with the State's re-design of Medicaid benefits and the uncertainty of the impact on provider agencies, and coupled with several Board plans that have been developed (outlined on page 11 of the meeting packet) which contribute to the Strategic Plan, Board Staff made a recommendation to continue following the current Strategic Plan through December 31, 2016, and delay the strategic planning process until October or November when more information becomes available from OMHAS.

Ms. Bell asked if there are enough strategic plan items outside of the State re-design that the Board could work on so we don't delay our Strategic Plan indefinitely while awaiting their feedback. Mr. Sylak said we could separate the Plan out with a priority population and service discussion independent of any of the State changes. The Board can engage in a more robust discussion of inclusion and health equity and set access to treatment goals, and set a two-stage plan based on Board priorities and then what is priority from the State re-design.

The Committee recommended extending the current Strategic Plan through December 31, 2016, and then depending on the State re-design, start working on other high priority topics of the MHR SB, and not delay indefinitely updating the Strategic Plan. Mr. Sylak recommended that the Board engage in a strategic planning session to update where we are on the current plan and then launch into a discussion on what the future focus is as we learn what the Medicaid re-design will do to the system, with a plan for a March/April 2017 revised Strategic Plan.

The Mental Health and Recovery Services Board of Lucas County approves the extension of the MHR SB two-year Strategic Plan through December 31, 2016.

Ms. Howe moved to make a motion and it was seconded by Mr. Tiggs. Following discussion, the Committee recommended approval, followed by a unanimous vote of (6-0) to approve the motion.

Diversity Workgroup Report

Pastor Perryman stated that the Diversity Workgroup has been one of the finest collaborative efforts he has engaged in with a tremendous amount of commitment and collegiality in developing the Report. He said the driving force behind the efforts was recognition and a desire to improve health equities throughout the entire system of care. Pastor Perryman explained the primary deliverables that the group worked on which is to provide a sustainable structured process and a set of recommendations that will position our local system as a leader in inclusion, diversity and equity into the future throughout our region.

Ms. Williams indicated that the Workgroup started in February 2015, and she explained that the workgroup developed their initial vision and mission, and followed it through the process of developing the framework for accountability and creating a “business case” for improving inclusion and health equity throughout the system. Ms. Williams reviewed the twenty-five recommendations contained in the Report within seven different elements outlined on pages 12-14 of the report included in the meeting packet, noting that the recommendations from the workgroup were coincidentally aligned perfectly with the four national Clinically and Linguistically Appropriate Standards (CLAS) which are incorporated into the Report.

Ms. Williams indicated that the next steps with the Report following a recommendation to the full Board for approval, is to develop the Inclusion Council and begin implementation of the twenty-five recommendations starting with Board staff and then begin working with the provider agencies. Mr. Sylak indicated that last week, the Lourdes University conducted consumer surveys of Harbor, Unison and Zepf clients. Lourdes College students will then provide a data analysis to the Inclusion Council in May. In addition, a press conference unveiling the Diversity Workgroup Report will occur that will include the agency providers.

The Mental Health and Recovery Services Board of Lucas County accepts the Diversity Workgroup Report as presented.

Dr. Valko moved to make a motion and it was seconded by Ms. Alvarado-Arce. Following discussion, the Committee recommended approval, followed by a unanimous vote of (6-0) to approve the motion.

Open Session

- Mr. Sylak stated at the April 5, 2016 P&F Committee, the Committee voted to exchange meeting times with the Governance Committee so the P&F Committee could receive the previous month’s financial statements prior to going to the full Board for approval. Mr. Bartlett explained that the previous month financials can’t be prepared for the P&F Committee’s review on the first Tuesday of the month. However, if the P&F Committee exchanged meeting times with Governance Committee, the P&F Committee could review financial statements in advance of the Board meetings. Otherwise, if the P&F Committee wants to review the financial statements prior to the Board meeting on the first Tuesday of the month, they would be reviewing the financials from the prior two months, not the

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previous month's financials. Another advantage of exchanging P&F and Governance Committee meeting times is that it provides the Board staff with an extra week to prepare the agenda items for the P&F Committee after the P&S Committee meetings on the last Tuesday of the month which starts the meeting cycle. This topic will be placed on the April 19, 2016 Board meeting Consent Agenda for consideration.

- Mr. Arnold said that last week, the Toledo City Council Safety Committee met and considered objections to liquor permits for a variety of downtown organizations; one of them is located at 601 Adams Street known as Jennifer's Snacks. Mr. Arnold stated that the Safety Committee said that Toledo Police responded 43 times from 88 calls in the past three years due to lack of control over customers at this store, and Mr. Arnold said the attorney stated that the mentally ill and substance abuse people are loitering outside of these businesses. Mr. Arnold expressed concern about more downtown businesses closing, and asked the Committee if no one has considered this as a community concern, that the MHR SB look into an outreach program to target this population of people in an effort to cut down on the problems associated with loitering at the downtown organizations.

Adjournment

The meeting was adjourned at 4:58 p.m.

UMADAOP FY 2015 Audit Last Submission Assessment Appeal

The MHR SB received UMADAOP's FY 2015 Audited Financial Statements on April 19, 2016. Under UMADAOP's FY 2016 Provider Agreement, Article 7.4.1 (Annual Audit) specifies that if the FY 2015 Audited Financial Statements are not submitted to the MHR SB by November 1, 2015, an assessment is due to the Board for late submission. Given this contract language, UMADAOP was informed that a \$13,250 assessment was payable to the MHR SB due to their late submission of their FY 2015 Audited Financial Statements.

Article 7.4.1 also provides UMADAOP the opportunity to appeal this assessment to the MHR SB within 14 days of the Board's notice of this assessment. Mr. John Edwards, Sr., Executive Director of UMADAOP, formally appealed this assessment on May 3, 2016 in the attached letter.

Under the same Article 7.4.1 of UMADAOP's FY 2016 Provider Agreement, the MHR SB has 30 days from the agency's appeal letter's date to act on this appeal. The MHR SB, acting in its discretion, can enforce, waive or amend the assessment, and the decision of the MHR SB is final.

The Board staff has no recommendation regarding this subject since the Governance Committee has not had the opportunity to discuss UMADAOP's appeal of this assessment. Under UMADAOP's FY 2016 Provider Agreement, the Board staff has no discretion or ability to make a formal recommendation regarding this assessment.

UMADAOP

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May 3, 2016

Scott Sylak, Executive Director
MHRSB of Lucas County
701 Adams Street
Toledo, Ohio 43604

Dear Mr. Sylak:

The UMADAOP Lucas County FY2015 Annual Audit was submitted (late) to the MHRS Board on April 19, 2016 and we are aware that an assessment in the amount of \$13,250 is to be paid to the MHRS Board.

The purpose of this letter is to provide a written appeal to rescind the assessment issued by the MHRS Board. This letter is being emailed on May 3, 2016 in order to comply with the 14 day deadline to request that the \$13,250 assessment be rescinded.

- UMADAOP Lucas County is in the process of transitioning to a new fiscal relationship with a new bookkeeping firm after having severed the relationship with Tucker Kissling & Associates. The engagement with Tucker Kissling & Associates was terminated because of numerous misallocations and other serious breaches of service that they were failing to provide per their contract with UMADAOP Lucas County. Their service missteps created an unwieldy and practically unmanageable amount of work that we were unable to contend with accurately, timely and with fiscal management competence.
- The transition of fiscal bookkeeping services being assumed by Todd Yost & Associates is a time consuming and labor intensive project that is still occurring. The transition requires a complete makeover of our chart of accounts, correcting unreconciled accounts and conducting countless hours of research to discover and correct errors resulting from misallocations and/or incorrect data input.

We are grateful for the technical assistance that has been provided by Tom Bartlett and other MHRS Board staff to provide information that is serving as a guidepost for the corrective steps that are now being implemented to enable UMADAOP Lucas to avoid inaccurate and late submissions of required fiscal reports and annual audit statements in the future.

Sincerely,



John L. Edwards, Sr., Executive Director



E.O.E.



120-Day Notice Update

- **UMADAOP AOD Treatment Services**

In February 2016, UMADAOP was issued a notice of intent not to renew their Provider Agreement for AOD treatment services because they were unable to bill for those services through MACSIS as the contract requires. UMADAOP formally appealed their notice and since then Board staff has met with them to seek resolution. Recently, Family Service of Northwest Ohio (FSNO) signed a Memorandum of Agreement with UMADAOP whereby FSNO would act as an Administrative Service Organization to, among other things, provide billing services for UMADAOP. With this agreement in place, the deficiencies are rectified, and Board staff recommends that the allocation for AOD treatment services at UMADAOP be included as part of the FY 2017 Purchasing Plan.

The following motion is presented for consideration by the Board of Trustees:

The Mental Health and Recovery Services Board of Lucas County withdraws its notice of intent issued February 16, 2016 to not renew or make material changes to its contract with UMADAOP for AOD treatment services so that these services may be included as part of the FY 2017 purchasing plan.

Affirmative Action Program Report

The Affirmative Action Program requires an annual report to the MHR SB Trustees. The report compares the latest census figures for race and gender to actual MHR SB membership, MHR SB employees, funded agency Board Membership and Funded Agency employees.

The report below discusses a comparative analysis of the MHR SB system demographics as required. Census figures listed represent the latest figures released from the U.S. Census Bureau for 2014 in Lucas County.

In regards to MHR SB Trustee membership;

- Female Trustee membership percentage is slightly above the range of the 2014 U.S. Census estimates by 1.4%,
- White alone Trustee membership percentage is below U.S. Census estimates by 5.2%,
- African American Trustee percentage exceeds U.S. Census figures by 9.7%,
- Hispanic Trustee percentage is slightly below US Census figures by .8%,
- Asian Trustee percentage is below U.S. Census figures by 1.8%,
- All other minority percentages are above U.S. Census figures by 2.8%,
- An overall minority representation percentage for Trustees exceeds U.S. Census figures by 10%.

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In regards to MHRSB employees;

- White employee percentage is below U.S. Census figures by 6.8%,
- Female employee percentage exceeds U.S. Census figures by 11.7%,
- African American employee percentage exceeds U.S. Census figures by 6.6%,
- Hispanic employee percentage is slightly below U.S. Census figures by 1.4%,
- Overall minority representation percentages for employees exceeds U.S. Census figures by 5.7%.

In regards to Funded Agency Trustee membership as of June 30, 2015;

- White Trustee percentages are consistent with U.S. Census figures with a slight variance of .4%,
- Female Trustee percentages are consistent with U.S. Census figures,
- African American Trustee percentages are consistent with U.S. Census figures,
- Hispanic Trustee percentages are slightly below U.S. Census figures by .9%,
- Overall minority representation percentages for Trustees exceeds U.S. Census figures by 3.9%.

In regards to Funded Agency employees;

- Female employee percentages exceed U.S. Census figures by 23.5%,
- African American employee percentages exceed U.S. Census figures by 3.3%,
- Hispanic employee percentages are slightly below U.S. Census figures by 2%,
- Asian alone employee percentages are slightly above U.S. Census figures by 1%,
- All other reported minority category percentages are below U.S. Census figures by 2.8%
- Overall minority representation percentages for system employees is below U.S. Census figures by 8.8%.

MHR SB Trustee & Staff Diversity Information

2014 U.S. Census estimates			
White alone, not hispanic	69.9%		
Black/African American alone	19.7%	Female	51.5%
Hispanic or Latino	6.7%	Male	48.5%
Asian Alone	1.8%	Total	100%
All Other	2.8%		
Total	100%		

Source: Lucas County Quick Facts from the US Census Bureau

As of April 27, 2016

<u>MHR SB Trustees</u>	<u>Male (%)</u>	<u>Female (%)</u>	<u>Total</u>
White alone, not hispanic	6 (35.3%)	5(29.4%)	11(64.7%)
Black/African American alone	2 (11.8%)	3 (17.6%)	5 (29.4%)
Hispanic or Latino	0	1 (5.9%)	1 (5.9%)
Asian Alone	0	0	0
All Other	0	0	0
Total	8 (47.1%)	9 (52.9%)	17 (100%)

<u>MHR SB All Staff</u>	<u>Male (%)</u>	<u>Female (%)</u>	<u>Total(%)</u>
White alone, not hispanic	5(26.3%)	7(36.8%)	12(63.1%)
Black/African American alone	0	5(26.3%)	5(26.3%)
Hispanic or Latino	1(5.3%)	0	1(5.3%)
Asian Alone	0	0	0
All Other	1(5.3%)	0	1(5.3%)
Total	7(36.9%)	12(63.2%)	19(100%)

<u>Funded Agency Board Trustees</u>	<u>Male (%)</u>	<u>Female (%)</u>	<u>Total(%)</u>
White alone, not hispanic	89(34.4%)	90(34.9%)	179(69.1%)
Black/African American alone	19(7.3%)	31(11.96%)	50(19.3%)
Hispanic or Latino	7(2.7%)	8(3%)	15(6%)
Asian Alone	0	1(.3%)	1(.3%)
All Other	10(3.8%)	4(1.5%)	14(5.4%)
Total	125(48.2%)	134(52%)	259(1100%)

<u>Funded Agency Staff 2014</u>	<u>Male (%)</u>	<u>Female (%)</u>	<u>Total(%)</u>
White alone, not hispanic	213(16.9%)	661(52.6%)	874(69.5%)
Black/African American alone	78(6.2%)	211(16.8%)	289(23%)
Hispanic or Latino	9(.7%)	51(4.0%)	60(4.7%)
Asian Alone	9(.7%)	13(1.0%)	22(1.75%)
All Other	6(.4%)	6(.4%)	12(1%)
Total	315(25%)	942(75%)	1259(100%)

Whistleblower Activity Annual Report

The Whistleblower Policy approved by the Mental Health and Recovery Services Board (MHRSB) of Lucas County effective February 1, 2014 requires trustees and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The policy identifies responsibilities for reporting suspected violations, it ensures non-retaliation for reporting suspected violations, and provides a reporting procedure for suspected violations established by the MHRSB Executive Director as the Compliance Officer, and requires the Compliance Officer to provide an annual report to the Governance Committee regarding compliance activities related to alleged accounting and financial improprieties.

In compliance with the Whistleblower Policy requirements, the Whistleblower Compliance Officer is reporting that there have been no allegations of accounting and/or financial improprieties during the period of February 1, 2014 through May 6, 2016.

Annual Health Officer Committee Appointments

The MHRSB Policy entitled "Designation of Health Officers" states the following:

"The Mental Health and Recovery Services Board of Lucas County will establish a process to credential and designate certain key agency staff to serve Lucas County as Health Officers, as defined in ORC 5122.01(J) to facilitate emergency hospitalization as described in ORC 5122.10."

Accordingly:

"MHRSB will appoint a standing committee (The Health Officers Credentialing Committee) to review credentials of applicants to serve as Health Officers prior to their approval by MHRSB."

Further, the associated procedure adds:

- 1) The MHRSB will maintain a Health Officer Credentialing Committee made up of at least five individuals, who collectively meet the following requirements:
 - One (1) lay person who is a consumer of mental health services;
 - One (1) Mental Health and Recovery Services Board staff person;
 - A licensed psychologist or a psychiatrist;
 - Two (2) agency clinical managers or supervisors, who are independently licensed mental health professionals, with three (3) years of experience in the community mental health system; and
 - One (1) health officer.

- 2) The MHRSB Chair will appoint each member annually to a term of one (1) year beginning July 1. There is no limit to the number of terms a committee member may serve.

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The MHR SB Chair appoints the following individuals to serve on the Health Officer Credentialing Committee for the term July 1, 2016 through June 30, 2017:

- Stacey Stubblefield; Thomas Wernert Center
- Amy Priest; MHR SB Staff
- Jim Aulenbacher; Harbor
- Dr. Jean Roberts, Psychiatrist/Psychologist; Harbor
- Jennifer Emahiser; Unison
- Angela Hendren; Zepf
- Merisa Parker; Rescue
- Al Mendel; Community Member

MEETING SCHEDULE
January - December 2016

Revised 5.2.16 - Exchange P&F and Governance Committee Meetings Effective June 2016 as Highlighted												
Meeting	Jan 16	Feb 16	March 16	Apr 16	May 16	June 16	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16
Programs & Services	1/26	Canc. 2/23	3/29	4/26	5/31		7/26	8/30	9/27	10/25	11/29	12/27
Governance	*1/2	*2/9	*3/9	*4/12	*5/10	*6/7		*8/2	*9/6	*10/4	*11/1	*12/6
Planning & Finance	Canc. Comb. P&S/P&F 1/5	2/2	Comb. P&S/P&F 3/1	4/5	5/3	6/14		8/9	9/13	10/11	11/8	12/13
Board	Canc 1/19	2/16	3/15	4/19	5/17	6/21		8/16	9/20	10/18	11/15	12/20

*Governance Committee: First Tuesday of the Month 4:00 p.m., as needed
 Planning & Finance Committee: Second Tuesday of the month at 4:00 p.m.
 Board: Third Tuesday of the Month 4:00 p.m.
 Programs & Services Committee - Last Tuesday of the Month 4:00 p.m.