

## MHRS BOARD MEETING

October 18, 2016

4:00 p.m.

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 – September 20, 2016	✓	✓		1-4
<input type="checkbox"/>	6. Programs & Services Committee Report				5
<input type="checkbox"/>	A. Health Officer Credentialing	✓	✓		5
<input type="checkbox"/>	B. FY 2017 Community Mini-Grant Allocations	✓	✓	✓	6-10
<input type="checkbox"/>	7. Combined Planning & Finance Committee/Governance Report				
<input type="checkbox"/>	A. Treasurer’s Report: September 2016 Financial Statements	✓	✓		11-17
<input type="checkbox"/>	B. Toledo Lucas County Health Department Syringe Access Program	✓	✓	✓	18
<input type="checkbox"/>	C. OMHAS Re-Entry Coalition of Northwest Ohio Allocation	✓	✓	✓	19
<input type="checkbox"/>	D. Unison Request for Additional Funds - FY 2016 POS Overspending	✓	✓	✓	19-20
<input type="checkbox"/>	E. DYS Re-Entry Services – TASC Allocation	✓	✓	✓	20-21
	F. Inclusion Council Update and New Policy:	✓	✓		21-22
	• Human Resources: Diversity and Inclusion				23-25
	8. Director’s Report				
	9. Open Session				
	10. Executive Session: Personnel Related Matter	✓	✓		26

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**MINUTES – Board Meeting**  
**Mental Health & Recovery Services Board of Lucas County**  
**September 20, 2016**

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**Roll Call - Members Present:**

Marcia Silverman	Dr. Tim Valko	Neema Bell
Linda Alvarado-Arce	Andre Tiggs	James Stengle
Robin Reeves	Anthony (Tony) Pfeiffer	Pastor Perryman
William Sanford	Lynn Olman	Dr. Mary Gombash

**After Roll Call:**

Pastor Earley	Dr. Lois Ventura	Carol Ann Allen
Linda Howe	Andrea Mendoza Loch	

**Members Absent:**

Chief George Kral

**Staff:** Scott Sylak, Tim Goyer, Donna Robinson, Karen Olnhausen, Amy Priest, Carolyn Gallatin, Cynthia Brown-Chery, Delores Williams, Cami Roth Szirotnyak.

**Visitors:** Paul Lewis, Recovery Council; Richard Arnold; Steve Benjamin, Harbor; George Johnson, Rescue; Deb Angel, Recovery Council; Megan Mosiniak, City of Toledo/BCR; M. L. Tisdale, NAOMI; Chris Warner, Arrowhead; Bryan Renner, Zepf; Jason Holdswer, ARM; Marsha Elliott, Unison; Merisa Parker, Arrowhead; Norine Wasielewski, Zepf; Karen Wu, ABLE; Wendy Shaheen, ARM.

The meeting was called to order at 4:00 p.m., with Ms. Neema Bell, 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; Pastor Earley-yes; Mr. Pfeiffer-yes; Dr. Ventura-yes; Dr. Gombash-yes; Mr. Olman-yes; Mr. Sanford-yes; Dr. Valko-yes; Ms. Howe-yes; Ms. Silverman-yes; Mr. Stengle-yes; Mr. Tiggs-yes; Pastor Perryman-yes; Ms. Reeves-yes.

**Board Minutes – August 16, 2016**

**Planning & Finance Committee Report**

**A. Treasurer’s Report**

- **June 2016 Financial Statements**

*The Mental Health & Recovery Services Board of Lucas County approves the June 2016 financial statements as presented in the September 20, 2016 Board meeting packet.*

- **July and August 2016 Financial Statements**

*The Mental Health & Recovery Services Board of Lucas County approves the July through August 2016 financial statements and the July through August 2016 Voucher Schedules of Bills as presented in the September 20, 2016 Board meeting packet.*

**B. OMHAS Supplemental Funding**

- **Respite Care Services – Lucas County Family Council**

*The Mental Health and Recovery Services Board of Lucas County allocates \$63,083 to the Lucas County Family Council for recovery support using OMHAS FY2017 Respite Care funds, and authorizes its Executive Director to execute a FY 2017 Memorandum of Agreement to reflect this allocation.*

**C. FY 2017 BHJJ Allocation and Proposed Expansion**

*The Mental Health and Recovery Services Board of Lucas County allocates \$127,000 of BHJJ funds to Zepf Center for the provision of Multi-Systemic Therapy, and authorizes its Executive Director to amend Zepf Center's FY 2017 Provider Agreement to reflect this new allocation.*

*The Mental Health and Recovery Services Board of Lucas County allocates \$56,280 of BHJJ funds to the Lucas County Juvenile Court for a 1.0 FTE Assessment Center staff for the BHJJ grant between July 1, 2016 and June 30, 2017, and authorizes its Executive Director to execute a Memorandum of Agreement with Lucas County Juvenile Court.*

*The Mental Health and Recovery Services Board of Lucas County approves the \$25,000 grant proposal to Zepf Center for the provision of Multi-Systemic Therapy to the general youth population, and authorizes its Executive Director to amend Zepf Center's FY 2017 Provider Agreement to reflect this new allocation.*

**D. OMHAS Supplemental Funding**

- **Re-Entry Coalition of Northwest Ohio**

As noted on page 21 of the meeting packet, a recommendation was made from the Planning & Finance Committee at its August 30, 2016 meeting to allocate pass-through funds from OMHAS to the Re-entry Coalition of Northwest Ohio. Mr. Sylak, whose spouse is currently the Vice Chair of the coalition, reported that he had sought guidance from the Lucas County Prosecutor to assure that MHR SB would not be in violation of the conflict of interest provisions in ORC 340.02. The Board felt it was not prudent to act on the matter at hand until the Prosecutor responds with an official opinion.

### Director's Report

Mr. Sylak reported on the following informational items:

- According to the FY 2017 Provider Agreement, a change will occur with regard to Rescue's inpatient physician services. Exact procedures have yet-to-be determined, but changes to the ways in which patients are admitted to the psychiatric units in area hospitals will require less involvement with Rescue's inpatient physicians.
- A draft bed board concept that Staff introduced in early 2016 is still currently under discussion with the hospitals and agencies. The bed board would be organized and managed by the hospital systems to help them identify where an open bed is available and determine how patients would move back and forth between hospitals to find and fill open beds. The MHRSB has only received an initial approval to move forward in discussions from St. Charles, NOPH and Rescue. Mr. Sylak expressed concern for Board-funded clients without the development of a bed board or similar type patient referral process by January 1, 2017.
- There are ongoing high level discussions with regard to systemic changes that need to occur in addressing chronic homelessness within Lucas County, and what the MHRSB's roll is in helping to end it.
- Criminal justice reform has slowed down with a primary focus now on bed capacity at CCNO and discussions of how the MacArthur grant will be implemented. MHRSB continues discussions with criminal justice system representatives with the hope that a more robust collaboration will reduce the number of non-violent offenders put in jail.
- There is continued discussion surrounding the heroin/opiate epidemic in our community. This weekend, there were 10 heroin/opiate overdoses, and the number has been as high 20 overdoses in one day. The Board receives alerts from the State and Health Departments that are shared throughout the community, and community partnerships are engaged in formulating a more structured heroin/opiate task force than what currently exists, incorporating data sharing and impact modeling.
- The Staff is working internally to comply with the Fair Labor Standards Act effective as of December 1, 2016. There are a number of Board positions that need to be considered in relation to exempt and non-exempt status. Board staff will make recommendations at the October 2016 Governance Committee meeting.
- The Relocation Feasibility Committee was organized through the County Commissioners office to discuss the merits of renovating the 701 Adams Street building or relocating offices to a new location. Results from the feasibility study will be presented tomorrow.

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**MINUTES – Board Meeting**  
**Mental Health & Recovery Services Board of Lucas County**  
**September 20, 2016**

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- The State’s billing system, MACSIS, will not accept non-Medicaid claims for services provided after June 30, 2017. It will continue to process claims for services delivered before that date, but will be taken off-line a year later. Board staff is investigating a number of options to move the Board’s claims process off of MACSIS, and notes that such changes may require a financial investment from MHRSB.
- The State budget process is starting to move in advance of a new biennium budget beginning on July 1, 2017. State Departments were instructed to present a balanced budget as it currently exists and develop one that is 10% lower than the current budget. The Board’s emerging budget strategy with other county agencies is to ensure that every Ohioan has access to crisis care and detox services throughout the state.
- The Political Action Committee (PAC) that governs the levy campaign funds, Citizens for Mental Health, is currently inactive. Mr. Sylak will engage the PAC to activate the committee and then bring forth their recommendations to the Governance Committee for feedback.

**Open Session**

- Mr. Sanford asked if the Board receives monthly reports from the DART team. Mr. Sylak said that the Board doesn’t directly receive their report that is posted on Face Book, but he does ask for clarification on some of their data. Information coming from the Coroner’s office that is shared with the Health Department will be used as an information clearinghouse.
- Ms. Silverman asked for an update on the Carfentanil situation; Mr. Sylak said besides the one notification through Facebook, no other reports have been provided. However, Board staff is developing a Crisis Management Plan in conjunction with the Toledo Lucas County Health Department and the Opiate Task Force should Lucas County experience a major spike in drug overdoses similar to what Summit County recently experienced with regard to Carfentanil laced heroin. Mr. Sylak said that the Lucas County Health Department will take the lead on implementation of the Crisis Management Plan once it is finalized.

**Adjournment**

The meeting was adjourned at 4:54 p.m.

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Anthony (Tony) Pfeiffer, Secretary

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Scott A. Sylak, Executive Director

## **Programs & Services Committee Report**

The Programs & Services Committee met for its regularly scheduled meeting on September 27, 2016. Two end-of-year items were presented to the Committee for review; the FY 2016 Compliance Review Report and the FY 2016 Year-end Provider Performance Report. Cami Roth Szirotnyak, Manager of Quality Improvement, gave an overview of each of the reports, noting that the compliance reviews for all providers were done as scheduled and, though there were a few minor corrective actions required, by and large the providers were in substantial compliance with their agreements. As for the Performance Report, Ms. Roth Szirotnyak reminded the Committee that most of the information displayed was self-reported performance measures as opposed to outcomes; Pastor Perryman noted that until we improve our data collection infrastructure, we would likely continue to get the same reports that raised the same questions. In addition to these two reports, there was a brief update from the Recovery Council.

Two items were presented to the Programs & Services Committee that resulted in action recommended for the Board's consideration as outlined below:

### **A. 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 MHR SB 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 two (2) renewal candidates, one (1) new candidate, and one (1) agency transfer candidate. 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 MHR SB policy. The individuals listed in the motion below have met the requirements for designation as a System Health Officer.

The Programs & Services Committee recommends the following motion 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 Designation:**

*Charles Simon-Straub, RN – Rescue – not to exceed October 31, 2018*

*Linda S. Howard, MHP, LSW – Rescue – not to exceed October 31, 2018*

**For New Designation:**

*Jacquelyn R. Caro, LISW – Harbor – not to exceed October 31, 2018*

*Vicki I. Ammons, MHP, LSW – Rescue – not to exceed October 31, 2018*

**For Agency Transfer Designation:**

*Melinda R. Claypool, CNP – Harbor to Rescue – not to exceed November 30, 2017*

**A. FY 2017 Community Mini-Grant Allocations**

In FY 2016, MHRSB implemented a “community mini-grant program” that sought to engage small “grass roots” organizations whose activities were in line with the Board’s mission. In the FY 2017 MHRSB Purchasing Plan, \$100,000 was approved to allocate funds for similar innovative projects provided by grass roots organizations that are making a difference in the communities they serve. The plan is to offer the mini-grants twice in the fiscal year (in \$50,000 blocks). Based on “lessons learned” from the previous funding period, eligibility requirements were changed this fiscal year to limit participants to organizations whose annualized budget did not exceed \$750,000, and the application for grassroots community-based organizations needed to clearly state that priority would be given to programming expenses. As indicated in the proposal, all unused funds must be returned to the Mental Health and Recovery Services Board of Lucas County, and previous years’ recipients are eligible in FY 2017, but a recipient may only receive one award per year.

A Request for Proposals was issued and a total of 16 proposals for funding were received in response. Of those submissions, three proposals were eliminated because they did not meet the eligibility requirements. The remaining 13 proposals were submitted to a proposal review committee consisting of one community member, three Board staff, and one Board member. Each member of the Proposal Review Committee evaluated the proposal submissions independently following a prescribed, uniform format. The proposals were ranked and evaluated on purpose and need, prior experience, creativity, clearly defined priorities, alignment with MHRSB mission, cost aligned with activities provided, reasonableness of proposed costs per client, and anticipated project outcomes.

The Program Review Committee submitted the attached 11 top-ranked proposals to the Programs & Services Committee for review. After discussion, the Programs & Services Committee recommends the following motion to the Board of Trustees:

***The Mental Health and Recovery Services Board of Lucas County approves the eleven (11) Mini-Grant allocations listed on the mini-grants worksheet included in the October 18, 2016 Board meeting packet totaling \$50,350, and authorizes its Executive Director to execute appropriate FY 2017 Agreements with each of the agencies/individuals for the amounts listed.***

FY 2017 Community Mlni-grant Round #1

No.	Agency	Project Description	Amount
1	Aurora Project, Inc.	Aurora Project is a comprehensive housing and life skills program that empowers homeless women and their children to achieve self-sufficiency and independence by providing resources and learning opportunities in a safe and supportive environment. Aurora is requesting \$5,000 to support the overall programs/operations provided to these families. Women served present with multiple and complex service needs, i.e., mental health and AOD; domestic violence, chaotic family histories, etc. To address these issues, Aurora provides intensive case management, linkage to community resources and programming designed to: increase a woman's employability potential, stabilize her family and provide her with the skills necessary to obtain and maintain permanent housing.	\$ 5,000.00
2	Awaken Hope Foundation	Awaken Hope Foundation (A.H.F.) is a nonprofit organization that is committed to assisting individuals in need with the achievement of positive life outcomes by providing a vast array of wrap-around therapeutic programs in effort to support not only the individual, but also their family and the community-at-large. Via the "Prevention of Homelessness & Recidivism in Ex-offenders" program, A.H.F. intends to assist in the efforts of further reducing Ohio's recidivism rates by offering stable housing to ex-offenders wherein the residents/clients will receive job skill and/or microbusiness startup training, assistance in achieving educational goals, facilitated peer group/individual counseling sessions, as well as goal-targeted case management by a trained staff and certified counselors. Individuals that participate in this program will be equipped with the necessary tools in order to take advantage of "another chance" to live a life wherein in they are a positive contributing member to society.	\$ 5,000.00
3	Behavioral Threat Assessment Teams	Deliver holistic training for K - 12 educators, staff, school resource officers, nurses, mental health personnel or any individual who is in contact with youth and has the capability to identify students at risk of perpetrating acts of intrapersonal violence. Grant funds will be used for training materials for each BTA team as well as conference room reservation and meal/beverage costs for attendees.	\$ 5,000.00

FY 2017 Community Mini-grant Round #1

No.	Agency	Project Description	Amount
4	Family House	<p>Family House is the 2nd largest homeless shelter for families in Ohio. We keep families together during the crisis of homelessness, providing not only emergency housing, food, clothing and basic human needs, but also advocacy and assistance in the identification of areas that are unhealthy, causing adverse life consequences for the families. Through Goal Support Groups, family members will interact with each other, with a facilitator to address mental health concerns, anxiety, depression, fear and other obstacles that impede the family member's ability to move forward and keep them "stuck" in a cycle of helplessness; creating hope and community. Family House does not have a mental health provider working in the shelter, therefore, there are times mental health needs are not addressed. These groups will provide an opportunity for peer-to-peer engagement to empower each other with resources, support and encouragement to yield higher results in program compliance and emotional support.</p>	<p>\$ 5,000.00</p>
5	Food for Thought	<p>This project is a partnership between Food for Thought and Cedar Creek Church's Addiction Recovery group called Celebrate Recovery. Food for Thought will provide nutrition education and mobile food pantry services to the group on a monthly basis. Along with the pantry, fresh fruits and vegetables will be provided each week for those in the recovery group to have as a healthy snack prior to the group. There will also be a community dinner at the end of the program that will be partially prepared by members of the recovery group.</p>	<p>\$ 3,600.00</p>
6	JLJ Vision Outreach Inc	<p>Our BUDDY Program serves as an alternative learning placement program for students that have found difficulties in a traditional classroom setting. The acronym BUDDY stands for Building Understanding Developing Disciplined Youth. Our services are conducted during regular school hours at ten Toledo Public School District Elementary and two Springfield School Districts Elementary. Our services help redirect students with behavioral referral, transition back into the class room with strengthened pro-social skills and mannerism consistent with the student code of conduct. Our BUDDY Program focuses on academic enrichment, behavior modification and character development. This program will serve as an alternative to suspension and detention, resulting in reduced out of school placement and higher instructional hours for children identified with discipline referrals.</p>	<p>\$ 5,000.00</p>

No.	Agency	Project Description	Amount
7	JRM Mentoring	<p>J.R.M. Mentoring is a non-profit organization that uses vehicles such as seasonal sports, group mentoring and educational enrichment activities to enhance the lives of at risk youth while empowering them to gain life-skills, independency and self-sufficiency. We inspire and motivate youth to realize their full potential, gain self-confidence, build integrity and continue their education. Our project is S.C.S.A (Success Coaches &amp; Student Athletes). We will target 12-15 youth between 5th -8th grades via teacher referrals from Arlington Elementary School. Students will be paired with Success Coaches that will dedicate at least 10 hrs/week through group mentoring, tutoring, activities and organized sports in attempts to help them focus more on their academics as well as decrease negative behaviors.</p>	<p>\$ 5,000.00</p>
8	SanCei Wellness with First Church Unity	<p>This educational course is designed for those persons interested in improving their recovery skills and overall wellbeing. Individuals will participate in developing an individual mindfulness practice, an additional tool to achieve long term emotional and spiritual growth. This proposal is to offer training in skills that provide creative complementary strategies for addiction recovery and 12 Step work for individuals to boost their capacity to envision and take actions toward achieving their hope for a healthy future. A Mindful Path to Living the Twelve Steps will give the opportunity for the participants to experience the efficacy of combining mindfulness with recovery programming, enhancing mind-body connectedness. The project is based on the successful pilot on Mindfulness in Twelve Step Recovery held in spring of this year with MHR SB support.</p>	<p>\$ 3,000.00</p>
9	Sofia Quintero Art and Cultural Center	<p>The Sofia Quintero Art and Cultural Center (501(c)(3) is a premier regional Latino based organization that supports and gives voice to artistic and educational expressions which advance community development, responsibility and social equity, cultural diversity, global awareness and stewardship. The Community Access Serving All (CASA) "Home" project will provide positive social and cultural activities in an area with limited opportunities for personal and community engagement. The programs in the CASA project are: "Tuesday Night Open Mike Night", First Friday (which provides information, an artistic highlight and a meal) and Third Thursday Art Loop. These events are inclusive, open to the public and welcoming to the entire community. The CASA project will provide a venue to inform and engage members of the Spanish speaking Latino communities, not currently aware of services to manage mental and emotional disorders and addictions.</p>	<p>\$ 5,000.00</p>

FY 2017 Community Mini-grant Round #1

No.	Agency	Project Description	Amount
10	T. Whitehead Recovery Center Inc.	<p>T. Whitehead Recovery Center is a 100% sober living facility for men of all ages and addictions. The truly unique piece of our program is the spiritual growth residents gain by drawing on the strength, sobriety and hope of the resident group as a whole. We recently began renovating and remodeling the residential portion of our current facility. Conditions, due to the incompetence, neglect and corrupt behavior of the previous Resident Manager, had become intolerable to and affecting the recovery of our residents. Our facility which housed 12-14 men, upon project completion, will now accommodate 22 residents and 600+ weekly recovery meeting attendees. The funds we are requesting to complete our project will be used to finance a portion of the purchase and installation of a badly needed boiler that provides heat throughout the entire facility.</p>	\$ 5,000.00
11	The Victory Center	<p>The Victory Center is a nonprofit cancer wellness center that offers holistic and complementary services to cancer patients, survivors and family members completely free of charge. We offer a broad array of programs including: art therapy, aromatherapy, nutrition, massage, reflexology, facials, support groups and exercise classes. Yoga classes are some of our most well-attended and most beneficial classes, held three times a week at The Victory Center. Currently, we offer Monday morning and Thursday evening 90 minute classes, as well as a Thursday afternoon chair yoga option which is 60 minutes in length. Many of our cancer patients and survivors battle depression and anxiety. Often their diagnosis exacerbates these issues. Because of the incredibly positive effect yoga has on alleviating stress, tension, and anxiety, these classes play a vital role in many of our participants' journeys.</p>	\$ 3,750.00
		TOTAL	\$ 50,350.00

**Combined Governance/Planning & Finance Committee Report**

The Planning & Finance and Governance Committees met in a combined session on October 11, 2016. Items presented and recommended for the Board's consideration are outlined below.

**A. Treasurer's Report**

➤ **September 2016 Financial Statements**

Included are the September 2016 financial statements. Also included are the schedules of POS claims, contract vouchers and miscellaneous vouchers already delivered to the Auditor's Disbursements office. Highlights include:

Revenue and Expenditures Statement:

- Local levy proceeds expected in August were received and were approximately \$200,000 over the projected amount.
- Other revenue has lagged compared to budget. As reported previously, OMHAS has disbursed most federal and state allocations for the first quarter, but has not made any pass-thru payments as the new grants management system is operationalized. Other funding sources' revenue has also lagged.
- Expenditures are under budget in all categories. This favorable variance is 20% of the FYTD budget.
- On a year-to-date basis, there was an increase in net assets of \$2.86 million.

Balance Sheet:

- Cash increased \$5.23 million due to receipt of local levy funds.
- Accounts Receivable and Accounts Payable were reduced with end of fiscal year 2016 payments and receipts.
- Net Fund balance was increased \$4.87 million; largely due to the receipt of the local levy funds.

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**BOARD MEETING****October 18, 2016**

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Claims and voucher information for September is as follows:

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

AGENCY	AOD	MH	TOTAL
FAM SERVICES	-	1,222.42	1,222.42
HARBOR	1,898.69	14,521.38	16,420.07
NEW CONCEPTS	24,128.93	701.20	24,830.13
RENEWED MIND	58,623.58	-	58,623.58
UNISON	32,041.89	88,370.69	120,412.58
ZEPF	97,273.55	157,537.05	254,810.60
Grand Total	213,966.64	262,352.74	476,319.38

- September Contract vouchers total \$2,012,214.19. Included in this amount are the second scheduled grant payments for FY17.
- September Miscellaneous vouchers total \$8,511.95.

The following motion was reviewed at the October 11, 2016 combined Planning & Finance and Governance Committees meeting and is recommended to the Board of Trustees:

***The Mental Health & Recovery Services Board of Lucas County approves the September 2016 financial statements and the September 2016 voucher schedules of bills as presented in the October 18, 2016 Board meeting packet.***

**Mental Health and Recovery Services Board of Lucas County**  
**Consolidated Statement of Revenues and Expenditures**  
**September 2016**

	<u>September Actual</u>	<u>September FYTD Actual</u>	<u>July-Sept FYTD Budget</u>	<u>July-Sept FYTD Budget Variance</u>	<u>FY2017 Annual Budget</u>
<b>Revenue</b>					
Local Levy Revenue	\$ 7,653,486	\$ 7,653,486	\$ 7,448,141	\$ 205,344	\$ 17,220,231
Federal Grants Revenue	\$ 75,981	\$ 568,683	\$ 948,480	\$ (379,797)	\$ 4,269,614
State Revenue	\$ 50,000	\$ 382,192	\$ 553,916	\$ (171,724)	\$ 1,876,415
BHJJ/OOD/Misc. Revenue	\$ 27,365	\$ 27,544	\$ 135,728	\$ (108,184)	\$ 601,626
<b>Total Revenue</b>	<u>\$ 7,806,832</u>	<u>\$ 8,631,904</u>	<u>\$ 9,086,264</u>	<u>\$ (454,360)</u>	<u>\$ 23,967,886</u>
<b>Expenditures</b>					
Grant Funded Program Expenses	\$ 2,053,811	\$ 4,094,422	\$ 4,993,595	\$ 899,173	\$ 17,376,837
MH Non-Medicaid POS Expenses	\$ 252,204	\$ 412,058	\$ 603,006	\$ 190,948	\$ 3,620,404
AOD Non-Medicaid POS Expenses	\$ 183,825	\$ 291,936	\$ 366,600	\$ 74,664	\$ 2,205,413
Pass Through Program Expenses	\$ 341,951	\$ 685,099	\$ 923,328	\$ 238,229	\$ 3,166,678
Board Administration Expenses	\$ 102,227	\$ 287,955	\$ 328,472	\$ 40,517	\$ 1,805,385
<b>Total Expenditures</b>	<u>\$ 2,934,019</u>	<u>\$ 5,771,470</u>	<u>\$ 7,215,001</u>	<u>\$ 1,443,531</u>	<u>\$ 28,174,717</u>
<b>Increase/(Decrease) in Net Assets</b>	<u>\$ 4,872,812</u>	<u>\$ 2,860,434</u>	<u>\$ 1,871,264</u>	<u>\$ 989,171</u>	<u>\$ (4,206,831)</u>

**Mental Health and Recovery Services Board of Lucas County  
Consolidated Balance Sheet  
As of September 30, 2016**

	<u>Aug 31, 2016 Balance Sheet</u>	<u>September Changes</u>	<u>Sept 30, 2016 Balance Sheet</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Total Cash	\$ 14,494,624	\$ 5,234,047	\$ 19,728,671
Accounts Receivable	\$ 572,839	\$ (431,670)	\$ 141,169
<b>TOTAL ASSETS</b>	<u>\$ 15,067,463</u>	<u>\$ 4,802,377</u>	<u>\$ 19,869,840</u>
<b>LIABILITIES &amp; FUND BALANCES</b>			
<b>Liabilities</b>			
Total Accounts Payable	\$ 179,896	\$ (70,436)	\$ 109,460
Total Accrued Employee Benefits	\$ 173,740	\$ -	\$ 173,740
Total Liabilities	\$ 353,636	\$ (70,436)	\$ 283,200
<b>Fund Balances</b>			
Disaster Response Board Designated	\$ 50,000	\$ -	\$ 50,000
Wernert Center Board Designated	\$ 2,050,000	\$ -	\$ 2,050,000
Total Board Designated Funds	<u>\$ 2,100,000</u>	<u>\$ -</u>	<u>\$ 2,100,000</u>
Non-Designated Board Fund Balances	\$ 12,613,828	\$ 4,872,812	\$ 17,486,640
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<u>\$ 15,067,463</u>	<u>\$ 4,802,377</u>	<u>\$ 19,869,840</u>

MHRBSB OF LUCAS CO.  
 SEPTEMBER 2016 EXPENDITURES

PAYMENT DATE	VENDOR	VOUCHER	AMOUNT	DESCRIPTION
<b>CONTRACTUAL PAYMENTS:</b>				
9/6/2016	ABLE	478859	32,310.16	GRANT SEP/OCT
9/6/2016	Adelante	478860	43,413.66	GRANT SEP/OCT
9/6/2016	Big Brothers Big Sisters	478866	7,500.00	GRANT SEP/OCT
9/9/2016	City of Compassion (ARM)	479282	2,700.00	GRANT SEP/OCT
9/6/2016	Court Diagnostic	478868	56,745.00	GRANT SEP/OCT
9/6/2016	Family Service Of N.W.O.	478872	3,627.67	GRANT SEP/OCT
9/15/2016	Lucas County (Adult Probation)	479276	11,471.12	MH LIASON FY16 Q4
9/9/2016	Mercy Health Foundation	479279	12,211.00	GRANT SEP/OCT
9/29/2016	Motto Forth LLC	482668	5,911.44	NALOXONE ADVERTISING
9/6/2016	Nami of Greater Toledo	478876	53,034.86	GRANT SEP/OCT
9/6/2016	Neighborhood Properties	478877	393,083.82	GRANT SEP/OCT
9/6/2016	Neighborhood Properties	478901	1,197.00	ACCESS TO SUCCESS SEP
9/6/2016	RAMA Consulting Group	478902	19,860.00	FAMILY ENG JUL/AUG
9/7/2016	Rescue Mental Health	478879	586,289.04	GRANT SEP/OCT
9/6/2016	SCAT	478888	21,786.50	GRANT SEP/OCT
9/6/2016	St Paul's Community Center	478884	92,457.16	GRANT SEP/OCT
9/6/2016	Swanton Area Comm. Coal.	478885	4,440.50	GRANT SEP/OCT
9/6/2016	TASC of Northwest Ohio	478890	54,818.33	GRANT SEP/OCT
9/6/2016	The Learning Club	478874	18,658.17	GRANT SEP/OCT
9/6/2016	Thomas M Wernert Center	478894	102,093.17	GRANT SEP/OCT
9/29/2016	Thread Information	482643	1,260.00	RECOV HELPLINE ADVERTISING
9/29/2016	Thread Information	482644	1,090.00	RECOV HELPLINE ADVERTISING
9/29/2016	Thread Information	482647	11,156.90	RECOV HELPLINE ADVERTISING
9/29/2016	Thread Information	482650	720.00	RECOV HELPLINE ADVERTISING
9/29/2016	Thread Information	482654	1,185.90	RECOV HELPLINE ADVERTISING
9/29/2016	Thread Information	482657	433.30	RECOV HELPLINE ADVERTISING
9/2/2016	UMADAOP	478903	81,062.32	GRANT SEP/OCT
9/2/2016	Unison	478892	144,501.67	GRANT SEP/OCT
9/2/2016	United Way	478900	6,855.67	GRANT SEP/OCT
9/6/2016	Zepf	478896	219,231.83	GRANT SEP/OCT
9/22/2016	Zepf	481544	21,108.00	RECOV HOUSING AUG
			<b>2,012,214.19</b>	<b>TOTAL CONTRACTUAL</b>
<b>PURCHASE OF SERVICE PAYMENTS:</b>				
9/22/2016	City of Compassion (ARM)	481559	30,055.44	CLAIMS WK 9/12/16

PURCHASE OF SERVICE PAYMENTS:

9/22/2016 City of Compassion (ARM) 481559 30,055.44 CLAIMS WK 9/12/16

**2,012,214.19** **TOTAL CONTRACTUAL**

  
 Executive Director

MHR SB OF LUCAS CO.  
 SEPTEMBER 2016 EXPENDITURES

PAYMENT DATE	VENDOR	VOUCHER	AMOUNT	DESCRIPTION
9/29/2016	City of Compassion (ARM)	482660	28,568.14	CLAIMS WK 9/19/16
9/6/2016	Family Service Of N.W.O.	478852	277.98	CLAIMS WK 8/22/16
9/9/2016	Family Service Of N.W.O.	479284	501.51	CLAIMS WK 8/29/16
9/29/2016	Family Service Of N.W.O.	482662	442.93	CLAIMS WK 9/19/16
9/6/2016	Harbor	478856	3,666.20	CLAIMS WK 8/22/16
9/6/2016	Harbor	478857	380.37	BAD DEBT AUG
9/9/2016	Harbor	479287	3,928.55	CLAIMS WK 8/29/16
9/15/2016	Harbor	480380	5,214.08	CLAIMS WK 8/6/16
9/22/2016	Harbor	481554	1,228.77	MAT MEDICATION AUG
9/23/2016	Harbor	481556	1,792.10	CLAIMS WK 9/12/16
9/29/2016	Harbor	482659	210.00	FY16 BAD DEBT
9/6/2016	New Concepts	478854	5,635.92	CLAIMS WK 8/22/16
9/9/2016	New Concepts	479281	6,386.93	CLAIMS WK 8/29/16
9/22/2016	New Concepts	481558	3,873.14	CLAIMS WK 9/12/16
9/29/2016	New Concepts	482661	8,934.14	CLAIMS WK 9/19/16
9/16/2016	Unison	480383	5,885.62	MAT MEDICATION AUG
9/29/2016	Unison	482670	114,526.96	CLAIMS WK 9/16/16
9/8/2016	Zepf	479285	245.16	GAMBLING SRV AUG
9/9/2016	Zepf	479280	45,502.43	CLAIMS WK 8/29/16
9/12/2016	Zepf	478855	62,084.36	CLAIMS WK 8/22/16
9/16/2016	Zepf	480379	28,759.50	CLAIMS WK 9/6/16
9/22/2016	Zepf	481565	32,991.81	CLAIMS WK 9/12/16
9/29/2016	Zepf	482671	85,227.34	CLAIMS WK 9/19/16
			<b>476,319.38</b>	<b>TOTAL PURCHASE OF SERVICE</b>

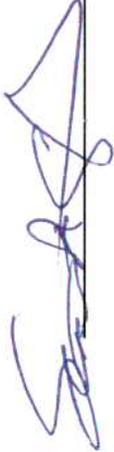
MISCELLANEOUS PAYMENTS:

9/2/2016	Carolyn Gallatin	478831	149.99	REIMB. MEMORIAL ARTWORK
9/9/2016	Carolyn Gallatin	479292	55.00	CELL PHONE SEPT
9/14/2016	Carolyns Person. Catering	480375	203.00	MHFA TRAINING SEPT
9/29/2016	Carolyns Person. Catering	482355	158.25	MHFA TRAINING SEPT
9/29/2016	Cdw Government, Inc	482640	2,542.40	EQUIPMENT - LAPTOPS
9/9/2016	Concord III, LLC	479289	200.00	INTERNET FAX AUG
9/2/2016	Delores C Williams	478832	34.34	TRAVEL REIMB AUG
9/2/2016	Delores C Williams	478833	35.10	TRAVEL REIMB JUL
9/15/2016	Delores C Williams	480373	55.00	CELL PHONE SEPT
9/2/2016	Eileen Sullivan	478907	200.00	CIT TRAINING AUG

  
 Executive Director

MHRBSB OF LUCAS CO.  
 SEPTEMBER 2016 EXPENDITURES

PAYMENT DATE	VENDOR	VOUCHER	AMOUNT	DESCRIPTION
9/22/2016	Enterprise Rent-A-Car	481575	49.28	RENTAL CAR/DW SEPT
9/22/2016	Fred Pryor Seminars	481567	119.00	SEMINAR/SB SEP
9/29/2016	JD WEISER	482666	79.90	MHFA TRAINING - SEPT
9/2/2016	Jennifer Tucker	478905	200.00	CIT TRAINING - SEPT
9/9/2016	Karen Olnhausen	479291	55.00	CELL PHONE SEPT
9/2/2016	Kristal Barham	478834	249.00	TRAINING REIMB AUG
9/15/2016	Kwik Parking	480377	599.00	VISITOR PARKING AUG
9/6/2016	Laprensa De Toledo	478850	59.00	CLASS AD RFP AUG
9/6/2016	Laprensa De Toledo	478851	68.00	CLASS AD WANT AD AUG
9/22/2016	LEAF Commercial Capital	481552	437.00	COPIER SYSTEM SEPT
9/23/2016	Nami of Greater Toledo	481572	25.00	TRAINING - OCT
9/6/2016	OACBHA	478838	40.00	TRAINING - OCT
9/22/2016	OACBHA	481574	300.00	MHFA TRAINING - SEPT
9/8/2016	Ohio Business Machines	479283	155.63	COPIER COVERAGE JULY
9/15/2016	Ohio Business Machines	480351	14.50	TONER SHIPPING
9/29/2016	One Day Sign	482667	19.00	TABLE TENT MEETING SUPPLY
9/6/2016	Sprint	478839	42.99	WIRELESS SERVICE AUG
9/8/2016	Steve Spinelli	479290	55.00	CELL PHONE SEPT
9/29/2016	Steve Spinelli	482665	204.00	REIMB. SURVEY SOFTWARE
9/19/2016	Telesystem	480370	190.84	WEB/EMAIL HOST SEPT
9/16/2016	The Blade	480352	355.00	CLASSIFIED AD - WANT AD
9/16/2016	The Blade	480353	73.32	CLASSIFIED AD - RFP
9/6/2016	The Sojourner's Truth	478848	75.00	CLASSIFIED AD - WANT AD
9/6/2016	The Sojourner's Truth	478849	55.00	CLASSIFIED AD - RFP
9/29/2016	Timothy Goyer	482664	55.00	CELL PHONE SEPT
9/6/2016	Toledo Journal	478841	88.75	CLASS AD FIN MGR AUG
9/8/2016	Toledo Journal	479288	62.13	CLASSIFIED AD - RFP
9/16/2016	Toledo Journal	480354	199.90	AD - RESPONSIBLE HOLIDAY
9/6/2016	Touchstone Merchandise	478835	257.71	COMM. ENGAGE. SUPPLIES
9/6/2016	Touchstone Merchandise	478837	494.92	COMM. ENGAGE. SUPPLIES
9/2/2016	Victoria Calvina Kelly	478904	200.00	CIT TRAINING - AUG
			<b>8,511.95</b>	<b>TOTAL MISCELLANEOUS</b>
			<b>2,497,045.52</b>	<b>GRAND TOTAL SEPTEMBER</b>

  
 Executive Director

**B. Toledo Lucas County Health Department Syringe Access Program**

Board Staff is in receipt of a request from the Toledo Lucas County Health Department (TLCHD) to partner with the MHR SB and the University of Toledo Medical Center (UTMC) in a Syringe Access Program. The request is born out of growing health concerns regarding prevention of Hepatitis C and HIV in the population of people that are using heroin intravenously. According to the TLCHD, “research conducted in the U.S. shows conclusively that infectious disease prevention programs targeting intravenous drug users (IDUs) can lower the incidence of Hepatitis C and HIV transmission by providing medical care, education, and clean syringes to IDUs.” These programs also provide the ideal venue for dispensing naloxone, doing overdose prevention education, and successfully referring IDUs into treatment programs. While the full array of services has not been finalized, infectious disease prevention programs for injection drug users usually provide the following services that reduce overdose deaths, disease transmission, and visits to an emergency room:

- Overdose prevention education
- Active referrals to substance abuse recovery services
- Naloxone kits and training
- Testing for Hepatitis C and HIV and prevention education
- Exchange of used syringes for new ones
- Vein care education and assessment of infections at injection spots

The transmission of HIV among IDUs should be a growing concern for the region. There were four new HIV cases in IDUs diagnosed in Shelby County Ohio in 2015, and all of them were confirmed to be the result of sharing syringes, or sharing the “cooker” used to dissolve heroin. Additionally, there were over 200 cases of HIV related to sharing syringes in southeastern Indiana in 2015 and 90% of those people were co-infected with Hepatitis C.

It is proposed that the TLCHD will administer the program and UTMC will provide funding for the staff at TLCHD; the request to MHR SB is to fund the supplies for the program. Program supplies include syringes, cookers, sterile water and filters, and other necessary items including sharps containers for disposal of syringes after use. The total amount of funds requested by TLCHD is \$19,987.26.

The project is in alignment with our current Strategic and Community Plans as it increases collaboration, reduces potential loss of life, and improves opportunities to receive substance use treatment services to a vulnerable population.

The following motion was reviewed at the October 11, 2016 combined Planning & Finance and Governance Committees meeting and is recommended to the Board of Trustees:

***The Mental Health and Recovery Services Board of Lucas County allocates \$19,987.26 for FY 2017 to the Toledo Lucas County Health Department for necessary items requested by the Health Department for the implementation of a Syringe Access Program; MHR SB’s Executive Director is authorized to execute the appropriate agreements between MHR SB and TLCHD.***

**C. OMHAS Re-Entry Coalition of Northwest Ohio Allocation**

OMHAS announced a one-time allocation of pass-through funding for the Re-Entry Coalition of Northwest Ohio, and MHRSB received the funds on September 22, 2016. The State directed that the Board pass-thru those funds directly to the Re-Entry Coalition of Northwest Ohio which must be expended by June 30, 2017.

The purpose of these funds is to provide support to Re-Entry Coalitions for assisting offenders with behavioral health disorders. The MHRSB has received \$50,000 for this one-time funding which is to be used for recovery support services that eliminate barriers to behavioral health treatment and that are specific to an individual's needs. Tracking and reporting requirements were provided with the funding notification. There is no expectation of receiving OMHAS funds for this initiative beyond FY 2017.

This allocation was discussed at the September 13, 2016 Planning & Finance Committee meeting, and members were in support of moving the motion forward to full Board. Subsequent to that meeting, concern was raised about a potential conflict of interest, so when the allocation was discussed at the September 20, 2016 Board meeting, no action was taken until an opinion could be obtained from the Lucas County Prosecutor's office. The opinion was rendered that "since the grant was made by the State and not the County Board, there is no conflict."

The following motion was reviewed at the October 11, 2016 combined Planning & Finance and Governance Committees meeting and is recommended to the Board of Trustees:

***The Mental Health and Recovery Services Board of Lucas County allocates \$50,000 to the Re-Entry Coalition of Northwest Ohio for recovery support using OMHAS FY2017 Re-Entry Coalition funds, and authorizes its Executive Director to execute a FY 2017 Memorandum of Agreement to reflect this allocation.***

**D. Unison Request for Additional Funds – FY2016 POS Overspending**

As previously discussed at the August 9, 2016 Planning & Finance Committee meeting, after aggregating the purchase-of-service (POS) MH and AOD treatment allocations for Harbor, Unison, and Zepf, it was still possible that one or more of the agencies may still exceed their FY2016 POS allocations. Unison currently has approximately \$57,000 of FY2016 uncompensated claims due to exceeding their allocation. The MHRSB has received a written request for payment of up to \$60,000 for uncompensated claims. Upon reviewing Unison's FY2016 claims compared to FY2015, Unison served 350 more individuals, and also has \$25,000 additional claims related to their CET program; Board staff recommends payment for these outstanding claims.

The following motion was reviewed at the October 11, 2016 combined Planning & Finance and Governance Committees meeting and is recommended to the Board of Trustees:

***The Mental Health and Recovery Services Board of Lucas County allocates \$60,000 to Unison for the period of July 1, 2016 through June 30, 2017 for MH and AOD treatment services provided during FY2016 that exceeded Unison's purchase of service allocation for FY2016, and authorizes its Executive Director to amend Unison's FY 2017 Provider Agreement to reflect the increased allocation.***

**E. DYS Re-Entry Services – TASC Allocation**

For many years, TASC has been the recipient of MHR SB funding allocated to the Board by OMHAS for programming aimed at helping young people returning to the community from Ohio's DYS facilities who have behavioral health needs. The funding has been in the range of \$100,000 to \$200,000 per year and is renewed automatically, but not in consistent amounts. Over time, the population served has shifted from a large number of youth with charges of varying degrees of severity, to a small number of youth with serious felony charges. This change occurred intentionally through a collaborative community effort to provide diversionary alternatives and intensive services to preclude sentencing youth with less serious charges to ODYS institutions.

From meetings with DYS and TASC, concern was raised that the programming that had been used for years was not meeting the needs of this smaller group of youth. At its March 2016 meeting, MHR SB issued TASC a 120-day notice of intent not to renew the contract in FY 2017 with the goal of creating alternative programming. During the appeal period, staff worked with TASC's staff to see if significant changes could be made, but did not receive an acceptable proposal. Consequently, at the June 2016 Board meeting, a decision was made to extend TASC's FY 2016 contract until November 1, 2016 so that services could continue while the MHR SB sought alternative proposals to serve this very difficult population.

A Request for Proposal (RFP) was issued, and three agencies responded (TASC was one of the three). The three proposals were scored; all of them were relatively close in score, and the scores were all fairly low. Because of the low scores, staff did an independent review of the three proposals and concluded (as the scores indicated) that the respondents did not demonstrate new and innovative approaches to engaging and serving the population. Therefore, Board staff's recommendation is to not fund any of the proposals that were submitted.

However, in order to assure that current clients in the program, and those who will be released to Lucas County during the remainder of the fiscal year have some services available to them, staff recommends that TASC now be awarded a FY 2017 contract for the remainder of the fiscal year. Further, it is recommended that TASC be provided notice that the FY 2017 contract for the current model will not be renewed in FY 2018. Instead, Board staff will take a lead role in collaborating with DYS, Juvenile Court, and other appropriate stakeholders to develop a program for implementation and select qualified provider(s) who will implement the project as planned.

The amount provided by OMHAS in FY 2017 was \$194,486. Board staff recommends that from that funding, TASC be awarded an FY 2017 allocation of \$122,265 to provide its current services for the period November 1, 2016 through June 30, 2017. Staff also recommends that TASC be allocated the remainder of their funding (\$72,221) for the purpose of purchasing intensive services as outlined in guidance from OMHAS regarding uses of the SAPT Block Grant funds. Those services could include work with parents/families, education/employment, mentoring, transportation, housing, social recreational programs, etc. These funds would be passed-through to TASC in a reimbursement model as they are expended.

The following motion was reviewed at the October 11, 2016 combined Planning & Finance and Governance Committees meeting, and is recommended to the Board of Trustees:

***The Mental Health and Recovery Services Board of Lucas County allocates \$122,265 in grant funding to TASC for the continuation of existing re-entry services for DYS clients for the period November 1, 2016 through June 30, 2017, and for the same period allocates \$72,221 to TASC which can be drawn down for reimbursement of intensive services for offenders which TASC provides or purchases; MHR SB's Executive Director is authorized to execute the appropriate FY 2017 contract amendments.***

#### **F. Inclusion Council Update and New Policy**

A subgroup of the Inclusion Council, consisting of Jesus Salas (ABLE), Nadia Lewis (Zepf Center), Gwen Jones (Harbor), Dr. Sarah Twitchell, and Board staff met on September 29, 2016 to continue work on the organizational self-assessment tool and its administration at provider agencies. It was recommended that the distribution date for agencies be moved to a timeframe within the first quarter of CY 2017 to allow agencies the time necessary to properly introduce and orient their staff to the process and the tool before it is administered in agencies. Additionally, the recommendation was made that Agency and MHR SB Trustees be asked to complete the tool as well as paid staff. The tool is in the process of formatting into Survey Monkey for distribution.

The MHR SB has been invited to participate in community activities and events and the Manager of Inclusion and Health Equity has engaged with these and other existing Board supported events including training the Diversity Council of the Mental Health and Recovery Services Board of Stark County, NAMI Toledo's 1-in-3 Annual conference as well as their African American and Latino Forums, MHR SB's consumer satisfaction survey process, Lucas County Board of Developmental Disability planning forums, Mental Health First Aid Training for Trainers, etc. The focus and goals of these collaborations is to leverage current Board resources and community relationships to support the furtherance of MHR SB diversity goals.

Several scheduled sessions with VocaLink, the identified vendor for translation and interpretation services within the system, have been rescheduled by the vendor due to reorganization within their organization. The Diversity and Inclusion Manager continues to receive occasional calls about needed language interpretation services. Thus, this goal remains a top priority in achieving greater accessibility for populations that are non-English speaking.

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**BOARD MEETING**  
**October 18, 2016**

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Finally, consistent with the Inclusion Council Report recommendations accepted by the MHRSB Trustees, a draft Diversity and Inclusion Policy was created. The draft policy was reviewed by Board staff and the Inclusion Council, and subsequently presented at the October 11, 2016 combined Planning & Finance and Governance Committees meeting. Several policy revisions were requested by MHRSB trustees in attendance. Board staff made the requested revisions as noted in the final draft policy attached and is recommending the following motion to the Board of Trustees:

***The Mental Health & Recovery Services Board of Lucas County approves the Diversity and Inclusion Policy contained in the Board packet effective November 1, 2016.***

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

Diversity and Inclusion	<b>COQ:</b> <b>Effective: 11/1/16</b> <b>Supersedes: N/A</b>
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**POLICY**

Mental Health and Recovery Services Board (MHRSB) of Lucas County believes in a patient-centered approach to care and embraces core Board values of integrity, transparency, collaboration, community, and accountability. All employees of the MHRSB will promote, model and leverage diversity, and foster a culture of inclusion. This culture will be evident in all hiring activities and development of talent, in its promotion activities and purchasing of goods and services, as well as in accessing and delivery of services through its system of care. Through its contracting process, the Board will ensure a system of care that is culturally and linguistically appropriate.

**ACCOUNTABILITY**

Board of Trustees, All staff

**PROCEDURE**

Vehicles to achieving the MHRSB staff diversity and inclusion goals include the following:

1. Policies - All MHRSB policies which govern staff and Board activities, will be critiqued during the respective review cycles, to evaluate whether guiding principles and procedures include a framework that ensures the mental health and recovery service needs of Lucas County’s diverse and underserved populations are factored into decision-making processes. Prior to implementing any new or revised policy, reviews will be conducted by the Executive Director or a designee(s) to ensure compliance with existing policy, federal, state and local discrimination laws.
2. Employee Conduct – All MHRSB employees have a responsibility to exhibit dignity and respect at all times. Staff members are expected to exhibit conduct that reflects respect and inclusion during work whether on or off the work site, and at all other company-sponsored and participative events. Any employee who fails to demonstrate such behavior may be subject to disciplinary action up to and including termination.
3. Training:
  - a. MHRSB will offer trainings and/or development opportunities on diversity and inclusion topics, and the impact that cultural competency has on mental health and recovery service outcomes. All trainings offered by the

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

<b>Diversity and Inclusion</b>	<b>COQ: Effective: 11/1/16 Supersedes: N/A</b>
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MHR SB will be consistent with Board goals for a diverse and inclusive system of care. The Manager of Inclusion and Health Equity and Manager of Training & Development are responsible for ensuring that the content of all respective staff and community trainings are research-based or based on empirical evidence, community centered and include input from representatives of the diverse populations served.

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- b. Staff attendance at above trainings and development workshops is mandatory. The trainings are provided as a means of helping each staff person understand the Board commitment to diversity, inclusion and respect in all functions and to enhance their ability to fulfill responsibilities detailed in this policy.
  - c. To assure compliance, all employees will, upon completion of trainings, provide documentation of attendance to their supervisors. Supervisors are responsible for ensuring all employees under their supervision have completed at least 25% of the required annual training hours in diversity and inclusion topics.
4. Contracting - MHR SB will work collaboratively with its contract provider agencies to ensure the provision of training and development activities for staff and resources within the system that support a system of care which is culturally and linguistically appropriate, cost effective, efficient and of high quality.
5. Monitoring and Reporting - Manager of Inclusion and Health Equity is responsible to collect and review pertinent data and prepare a written report to the Board of Trustees in an effort to track progress and to inform future strategies towards the identified diversity and inclusion goals.

**Definitions:**

Inclusion - the creation of an environment where people feel supported, listened to and able to do their personal best.

Diversity - the quality of being different or unique at the individual or group level. Diversity takes into account, but is not limited to race, religion, sexual orientation, gender identity, language, age, ethnicity, ability, physical and mental health status, socioeconomic status, and national origin.

Health Equity - attainment of the highest level of health for all people. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of disparities in health as well as health care.

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

<b>Diversity and Inclusion</b>	<b>COQ: Effective: 11/1/16 Supersedes: N/A</b>
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Culture – a system of collectively held values, beliefs and practices of a group which guides decisions and actions in patterned ways.

Cultural Competency – A continuous learning process that builds knowledge, awareness, skills, and capacity to identify, understand, and respect the unique beliefs, values, customs, languages, abilities, and traditions of all Lucas County residents.

Sources: Definitions formulated by the Federal Interagency Health Equity Team for the U.S. Department of Health and Human Services for the National Stakeholder Strategy.

**Approved:**

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

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

**Deleted: Definitions:**

¶  
**Inclusion** - The creation of an environment where people feel supported, listened to and able to do their personal best.¶

¶  
**Diversity** - The quality of being different or unique at the individual or group level. Diversity takes into account, but is not limited to race, religion, sexual orientation, gender identity, language, age, ethnicity, ability, physical and mental health status, socioeconomic status, and national origin. ¶

¶  
**Health Equity** - Attainment of the highest level of health for all people. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address voidable inequalities, historical and contemporary injustices, and the elimination of health and health care disparities. ¶

¶  
**Inclusive Organizations** - Organizations that embrace inclusion and the power of diversity to achieve health equity as measured by the National CLAS Standards Assessment Tool and the achievement of quantifiable benchmarks that track progress on employment, leadership and consumer health related outcomes related to race, religion, sexual orientation, gender identity, language, age, ethnicity, ability, physical and mental health status, sex, socioeconomic status, and national origin.¶

¶  
**Culture** – a system of collectively held values, beliefs and practices of a group which guides decisions and actions of a group in patterned ways. ¶

¶  
**Cultural Competency** – A continuous learning process that builds knowledge, awareness, skills, and capacity to identify, understand, and respect the unique beliefs, values, customs, languages, abilities, and traditions of all Lucas County residents. ¶

¶  
**Linguistic Competence** – Organizations whose infrastructure, resources and procedures that support the capacity of its staff to communicate effectively and convey information in a manner that is easily understood by diverse populations, including persons with low literacy skills, disabilities, those who are deaf or hard of hearing and those with limited English proficiency. ¶

¶  
**Sources:** Definitions formulated by the Federal Interagency Health Equity Team for the U.S. Department of Health and Human Services for the National Stakeholder Strategy. Wenger, A.F.Z. (1993). Cultural meaning of symptoms. Holistic Nursing Practice, 7(2), 22. ¶

¶  
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**Executive Session – Personnel Related Matters**

At the September 20, 2016 Board meeting, the Executive Director informed the Trustees of the need for the MHR SB to comply with the newly revised Fair Labor Standards Act (FLSA) requirements by December 1, 2016. It was noted that the revisions to the FLSA will impact a number of MHR SB employees and a compliance plan will need to be presented to the Governance Committee either at the October or November 2016 meeting. To that end, Board staff sought legal guidance regarding this matter from Christina Shaynak-Diaz, Esq. and have developed a response to ensure compliance.

At the October 11, 2016 meeting, the Combined Planning & Finance and Governance Committees adjourned into Executive Session. Those in attendance reviewed and discussed personnel related matters regarding the proposed compliance plan for the revised FLSA requirements and a proposed minor change to the MHR SB Table of Organization.

There were no recommendations coming from the October 11, 2016 Executive Session, so it is recommended that the Trustees adjourn to Executive Session to continue the discussion at the October 18, 2016 Board meeting.

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

To adjourn into Executive Session, the following motion should be made:

***Move that the Mental Health & Recovery Services Board of Lucas County adjourn into Executive Session for the purpose of discussing personnel related matters and related policies, and a change to the existing MHR SB Table of Organization.***

This motion must be seconded, and passed by roll-call vote by a majority of the trustees present. 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 personnel related matters and related policies, and a change to the existing MHR SB Table of Organization 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.