

MHR SB COMBINED GOVERNANCE/P&F COMMITTEE MEETING

October 11, 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: <ul style="list-style-type: none"> • P&F Committee: September 13, 2016 • Governance Committee: August 2, 2016 	✓ ✓	✓ ✓		1-5 6-9
4. Treasurer's Report <ul style="list-style-type: none"> ➤ September 2016 Financial Statements 	✓	✓		10-16
5. Toledo Lucas County Health Department Syringe Access Program	✓	✓	✓	17
6. OMHAS Re-Entry Coalition of Northwest Ohio Allocation	✓	✓	✓	18
7. Unison Request for Additional Funds – FY 2016 POS Overspending	✓	✓	✓	18-19
8. DYS Re-Entry Services – TASC Allocation	✓	✓	✓	19-20
9. Inclusion Council Update and New Policy: <ul style="list-style-type: none"> • Human Resources: <ul style="list-style-type: none"> ○ Diversity and Inclusion 	✓	✓		20-21 22-24
10. Open Session				
11. Executive Session-Personnel Related Matters	✓	✓		25
12. Adjournment				

PLANNING & FINANCE COMMITTEE**MEETING MINUTES****September 13, 2016**

Committee Members Present:

Linda Alvarado-Arce, Chair
Dr. Tim Valko

William Sanford
James Stengle

Lynn Olman, Vice Chair
Dr. Mary Gombash

Committee Members Not Present:

Pastor Waverly Earley

Chief George Kral

Visitors: Richard Arnold; Larry Leyland, TASC; Megan Mosiniak, BCR City of Toledo; Tiffany McBride, Zepf; Phil Snyder, Arrowhead; Joseph Denicola, Arrowhead; Merisa Parker, Arrowhead; George Johnson, Rescue; Annette Clark, FSNO; Bryan Renner, Zepf; Michele Bryant, NAOMI.

Staff: Scott Sylak, Karen Olnhausien, Donna Robinson, Tim Goyer, Carolyn Gallatin, Cami Roth Szirotnyak, Amy Priest.

Ms. Alvarado-Arce, Planning & Finance Committee Chair, opened the meeting at 4:00 p.m., followed by an introduction of visitors.

Meeting Minutes: August 9, 2016

Dr. Gombash requested that a break-down of medication by Suboxone, Methadone, and Vivitrol be provided from the FY 2016 AOD/MH Purchase of Service Adjustment Financial Report for Harbor, Unison and Zepf at the September 2016 Board meeting.

Dr. Valko made a motion to approve the minutes as presented and it was seconded by Mr. Olman. Following discussion, the minutes were approved by a voice vote.

Treasurer's Report

- **June 2016 Financial Statements**

Ms. Gallatin indicated the June 2016 financial statements were presented as preliminary at the August 16, 2016 Board meeting, pending approval of aggregating the MH and AOD allocations to allow additional claims to be accrued as part of the fiscal year end process for payment in July and August 2016. Ms. Gallatin reviewed the FY 2016 financial results highlighted as listed on page six of the meeting packet. The main change in this report was the initial June FYTD Actual report of \$982,000 that has now reported a decrease in net assets to \$731,839. The Balance Sheet on page nine of the meeting packet represents an increase in liabilities from the initial report due to accruing additional claims as part of the end of the fiscal year.

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- **July and August 2016 Financial Statements**

Ms. Gallatin reviewed the MHRSB July-August 2016 Statement of Revenue and Expenditures on page 10 of the packet. July-Aug FYTD Actual revenue was significantly lower than the projected revenue due to the local levy proceeds not yet received by the Board, as well as a delay in receiving federal and state grant pass-through payments due to the new state grants management system becoming operational. Ms. Gallatin reported that expenditures are under budget in all categories with a 16% favorable variance of the FYTD budget. A decrease in Net Assets of (\$2,012,379) was shown due to the delay of revenue receipts.

Ms. Gallatin reviewed the MHRSB Consolidated Balance Sheet as of August 31, 2016, shown on page eleven of the packet, noting that cash decreased by \$2,990,934 as the Board paid out a lot of the end of year accruals and hadn't yet received the levy funds. The liabilities were reduced to \$1,183,031 due to payment of the fiscal year end accruals; the Board's fund balance as of August 31, 2016 is \$15,067,463.

Ms. Gallatin reviewed the July and August 2016 AOD and MH claims paid to the agencies at \$965,614.22, as well as the contract vouchers in the amount of \$2,739,824.93 including the first grant payments for FY 2017, as well as Miscellaneous vouchers that totaled \$52,419.80 that included \$18,275 for the annual OACBHA dues. The detailed schedule of bills was listed on pages 12-18 of the meeting packet.

The following motions were recommended to the Board of Trustees:

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.

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.

Dr. Valko made a motion and it was seconded by Mr. Stengle. Following discussion, the motion was approved by a voice vote.

Detoxification Service Expansion

Mr. Sylak indicated that the information outlined on pages 19-21 of the meeting packet is for discussion only. Some of this information to expand detoxification services was presented at the August 30, 2016 P&S Committee for their feedback. Currently, there are two initiatives underway that do not immediately resolve the need for accessibility to residential detoxification services. They include the NWO Hospital Council Committee who is engaged in long-term strategies to identify ways to better respond to the heroin/opiate epidemic and Lima

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UMADAOP's 16-bed expansion unit at the House of Emmanuel in Spencer Township for detoxification and short-term residential services, pending an OMHAS site survey.

The MHR SB received a contract proposal from Arrowhead to provide acute detoxification services, and representatives were present to provide feedback and address questions from the Committee. Arrowhead has capacity of approximately 15 acute detox beds, as well as 19 other AOD rehabilitation beds. There are 48 acute inpatient substance abuse and psychiatric beds at their treatment facility in Maumee, Ohio.

Mr. Sylak provided highlights of Arrowhead's contract proposal, and explained some of the concerns/obstacles (outlined on Page 20 of the meeting packet), and asked the Committee for their feedback. Mr. Sylak reported ongoing discussions between the MHR SB, Arrowhead, and Zepf Center to determine a process to best utilize community resources to increase access of detoxification services in Lucas County. All parties agreed that it would be most appropriate if Zepf Center executed a sub-contract with Arrowhead whereby Zepf Center would divert private pay, Medicare and Board-funded clients to Arrowhead once they reach capacity. The cost of that contract as it relates to Board funded clients will be determined between Arrowhead and Zepf Center, but an immediate need for additional AOD POS funding for Zepf Center is not anticipated. However, the Board will closely monitor the process and if Zepf Center increases their AOD spending, the Board will evaluate the need for additional funding to Zepf Center.

The Committee expressed appreciation for Arrowhead's willingness to provide detoxification services to clients funded through the MHR SB, and for their efforts in collaborating with Zepf Center.

OMHAS Supplemental Funding

Ms. Gallatin reported that OMHAS is distributing to boards statewide, a one-time pass-through funding for two programs in FY 2017 that must be expended by June 30, 2017. The first OMHAS distribution is in the amount of \$50,000 to support the Re-Entry Coalition to assist offenders with behavioral health disorders. The staff recommended allocation of these pass-through funds to the Re-Entry Coalition of Northwest Ohio. The second distribution is in the amount of \$63,083 to provide respite care for caregivers of children and youth under the age of 21 with a mental health diagnosis. The Boards were instructed to work with local care entities, and staff is recommending allocating the funds to Lucas County Family Council due to their extensive experience in family care coordination.

The following motions were 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.

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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.

Mr. Olman made a motion and it was seconded by Dr. Valko. Following discussion, both motions were approved by a voice vote.

FY 2017 BHJJ Allocation and Proposed Expansion

Ms. Olnhausen referred to page 22 of the meeting packet for a review of the FY 2017 BHJJ allocation award to MHR SB in the amount of \$343,337 from the Ohio Department of Youth Services (ODYS) for the purpose of providing community based services to youth with behavioral disorders who are involved with the Juvenile Justice System and who are at-risk for admission to ODYS. Ms. Olnhausen presented a Board Staff recommendation that the funds be allocated between two contracts. Zepf Center will continue to provide Multi-Systemic Therapy (MST) services for the project. Additionally, the BHJJ allocation will fund one (1) FTE for the Juvenile Court's Assessment Center to identify potential candidates for MST services.

Ms. Olnhausen also reported that MHR SB has consistently contracted with the Zepf Center to provide Multi-Systemic Therapy Program services, explaining there were significant difficulties in meeting anticipated outcomes over the past couple of years (outlined on page 22 of the meeting packet). She explained that through Staff discussions with all of the parties involved, it was agreed that Zepf Center would expand access to MST services to non-court related referrals. The proposed change would require an additional allocation of \$25,000 in MHR SB funds since the change in target population would not be reimbursable using BHJJ funding. It was noted that these changes would result in a surplus of \$160,055.00 in BHJJ funds and that the Board staff and Juvenile Court would collaborate to develop recommendations for alternative uses for the funds.

The following three motions were recommended to the Board of Trustees:

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.

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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.

Dr. Valko made a motion and it was seconded by Mr. Stengle. Following discussion, the motion was approved by a voice vote.

OMHAS Stakeholder Assistance Review (SAR)

Ms. Gallatin stated that every 3-4 years, OMHAS visits each of the Boards and reviews their financial operations; the last SAR review occurred in 2012. In April 2016, OMHAS did a multi-year review of all of the MHR SB operations based on 10 objectives that are listed in the results letter provided by OMHAS on pages 24 & 25 of the meeting packet. Ms. Gallatin reviewed the OMHAS requirements and reported that the MHR SB satisfied 100% of the objectives.

Ms. Gallatin indicated that upon completing the SAR review, OMHAS discussed the Board's cash reserve with staff and recommended the Board have a minimum cash reserve balance equal to six months of Board expenses. Ms. Gallatin indicated that she will evaluate the OMHAS recommendation and Board cash flow needs and will recommend to the Board an actual amount of cash reserve based on OMHAS' recommendation. A timeframe for this recommendation was not provided.

Lucas County 2015 Calendar Year Audit

Ms. Gallatin said that MHR SB participated in Lucas County's 2015 Calendar Year audit. The results of this audit were unqualified (clean). The web site containing the 298 page audit report was provided on page 26 of the meeting packet.

Open Session

- Mr. Arnold reported that the VOA will present an amended special use permit at the October 12 Planning & Zoning Commission to add on to their current building to expand services to female residents. He said the Wernert Center will also be on the same agenda for a zone change request to expand their current facility on Woodruff.

Adjournment

The meeting was adjourned at 4:45 p.m.

The following motion is recommended to the Planning & Finance Committee:

The Planning & Finance Committee approves the September 13, 2016 minutes.

GOVERNANCE COMMITTEE MEETING MINUTES

August 2, 2016

Governance Committee Members Present:

Pastor Perryman	Neema Bell	Linda Alvarado-Arce
Andre Tiggs	Tony Pfeiffer	Lynn Olman
Dr. Tim Valko		

Governance Committee Members Not Present:

Linda Howe

Staff: Scott Sylak, Donna Robinson, Carolyn Gallatin, Delores Williams

Visitors: Paul Lewis, Richard Arnold; Pete Areddy, Zepf; Annette Clark, FSNO; Geof Allan, UMADAOP; Joseph Denicola, Arrowhead; Tryna Sanders, SORC; Chris Warner, Arrowhead.

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

Minutes of Meeting – June 7, 2016

Mr. Pfeiffer made a motion to approve the minutes and it was seconded by Mr. Tiggs. There was no discussion and the minutes were approved by a voice vote.

Committee Assignments

Mr. Sylak referred to page six of the meeting packet for a review of the proposed Programs & Services and Planning & Finance Committee assignments. In accordance with the Board Committee, and Sub-Committee Membership and Leadership Policy that was approved on April 1, 2016, the MHRSB Chair will make the committee appointments on an annual basis. The terms of the appointments will be August 1, 2016 through August 31, 2017.

Mr. Sylak said the proposed appointments represent a re-balancing of each committee, moving Dr. Mary Gombash from the P&S Committee to P&F Committee and adding Ms. Silverman to P&S Committee pending her Trustee appointment at the August 16, 2016 Board meeting. The Board Chair and Vice Chair each reviewed the appointments in advance of the Governance Committee meeting, and Ms. Bell approved the Committee Assignments as presented.

Shared Campus Feasibility Study

Mr. Sylak indicated that the Lucas County Board of Commissioners has engaged a trio of consultants to conduct an office space feasibility study for select related social service entities at 701 Adams Street as well as other off-site locations. Each entity was asked to complete a questionnaire regarding its prospective office space needs.

Mr. Sylak asked the Committee for their feedback in regard to their vision for the MHRSB's office space. He indicated that a Steering Committee is meeting on a regular basis to conduct a feasibility study, and a walk-through of the building will occur later this week to obtain

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feedback from departments from the consulting firm so they can complete an assessment of the current space and what the needs are of each agency. Below is a summary of the feedback received from the Committee:

- A concern was expressed if the MHR SB were to relocate outside of the central city, asking if it puts the Board outside of the area where most of the providers and clients are located, and what effect it will have on these relationships. Mr. Sylak also expressed concern with a potential relocation which might reduce accessibility to our provider network. He also noted the ability for providers to easily connect with the Board is essential to our decision making and planning efforts. Mr. Sylak said he likes that the MHR SB office is located centrally in an area where our constituents are known to frequent and to keep regular interaction with citizens receiving services in our community.
- Ms. Alvarado-Arce asked if the people that use the Board services have been contacted to obtain their opinion on a relocation of the MHR SB office. Mr. Sylak said it is only one week into the process, and indicated that with regard to the Board's services, the recovery community, client right services, as well as referrals from the probate or juvenile court have regular physical contact with the MHR SB.
- Mr. Pfeiffer asked if the MHR SB has a choice in moving its office. Mr. Sylak indicated that while the MHR SB is an independent Board, the need to relocate is dependent on the outcome of the feasibility study. If relocation is necessary, there will be multiple decision points that need to be discussed. Mr. Sylak noted that regardless of the Feasibility Study recommendations, we should expect administrative costs related to office leasing to increase substantively.

Proposed FY 2017 Contract Amendments

Mr. Goyer stated that the Board approved the FY 2017 MHR SB Provider Agreements at its June 21, 2016 meeting. The contracts were mailed out to 21 providers, 17 of which have been executed and returned back to the Board. On July 8, 2016, the MHR SB received feedback from Harbor stating that they were in disagreement with some of the language in Sections 2.1 and 2.3.3 (a), and informed Board staff that they wouldn't sign their provider agreement with the original language as written.

Mr. Goyer referred to pages 7 & 8 of the meeting packet and reviewed the original contract language in Sections 2.1 and 2.3.3 (a), Harbor's proposed changes, and Board Staff's language recommendations that were reviewed by the attorney who was initially hired to review the previous three individual provider agreements.

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The Committee asked the following questions and provided their feedback below:

- Ms. Bell asked if Harbor will accept the Staff's recommended language. Mr. Sylak said that Harbor has reviewed it in advance and he has written documentation that they will accept it.
- Ms. Bell asked if the Committee approves the language, is it likely that the other agencies will be in disagreement. Mr. Sylak said the other agencies would not likely have an issue given that the language is less stringent than the original language.
- Ms. Bell suggested that before an amendment is issued to all of the agencies that the Board staff obtain Harbor's signature on the revised language as approved by the Committee and the full Board in case Harbor would make any subsequent comments to the revised language; Board staff agreed with Ms. Bell's recommendation.
- Dr. Valko expressed concern with regard to the Staff's recommendation under Section 2.3.3 (a) to add "for the substantial part of the Agency's administrative operations and would otherwise have a substantial impact..." indicating that the word "substantial" could be interpreted in many different ways.

Mr. Goyer stated that if the Committee approves the recommended language changes in the FY2017 Provider Agreement just for Harbor, that this revised language would be need to be incorporated into an amendment for all of the agency agreements so that there is one standard provider agreement.

The Mental Health and Recovery Services Board of Lucas County amends section 2.1 of the FY 2017 Provider Agreement, approved at its June 21, 2016 meeting, to read: "General. The Agency agrees to provide the services specified in Attachment 3 to Eligible Persons in accordance with the terms and conditions of this Agreement. Unless expressly allowed elsewhere in this contract, Medicaid eligible services shall not be reimbursed under this Agreement for any persons with Medicaid coverage on the date of service, regardless of whether or not that individual has exceeded their Medicaid benefit limitations. Agency shall not materially change the provision of or access to any Service provided under this Agreement without prior written consent of the Board."

Mr. Olman made a motion and it was seconded by Mr. Tiggs. Following discussion, the motion was unanimously approved by a voice vote.

And

GOVERNANCE COMMITTEE MEETING MINUTES

August 2, 2016

The Mental Health and Recovery Services Board of Lucas County amends section 2.3.3(a) of the FY 2017 Provider Agreement, approved at its June 21, 2016 meeting, to read: "contract through a written lease for any non-Agency owned facility that: (i) is used to provide services reimbursed under this Agreement or for the performance of a substantial part of the Agency's administrative operations AND (ii) would otherwise have a substantial impact on the provision of services under this Agreement or Agency's operations if Agency's use of the facility was terminated without sufficient notice; said leases will include a provision that the landlord may not terminate the lease with fewer than 60 days of notice;"

The motion was made by Mr. Olman, but failed to receive a second; therefore, the motion failed.

*Dr. Valko made a new motion and it was seconded by Pastor Perryman to revert back to the Original Board Approved Language for 2.3.3 with additional language added marked in "bold" to read as follows: (a) contract through a written lease **or Memorandum of Understanding (MOU)** for any non-Agency owned facility used for agency operations; said leases/MOUs will include a provision that the landlord may not terminate the lease/**MOU** with fewer than 60 days of notice. Following discussion, the motion was unanimously approved by a voice vote.*

Inclusion Council Update

Ms. Williams stated that the newly formed Inclusion Council has met twice, most recently in June. She said the Council has identified the top five priorities that will be addressed during this calendar year, outlined on page 10 of the meeting packet. In addition, Ms. Williams indicated that the Board staff will begin implementation of a self-assessment tool internally before applying it at the provider agencies to assess their culture in relation to diversity and inclusion.

Open Session

There were no comments made.

Adjournment

The meeting was adjourned at 4:46 p.m.

The following motion was recommended to the Governance Committee:

The Governance approves minutes from the August 2, 2016 meeting.

Treasurer's Report

➤ September 2016 Financial Statements

Enclosed are the September 2016 financial statements. Also enclosed 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.

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 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>
Revenue					
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
Total Revenue	<u>\$ 7,806,832</u>	<u>\$ 8,631,904</u>	<u>\$ 9,086,264</u>	<u>\$ (454,360)</u>	<u>\$ 23,967,886</u>
Expenditures					
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
Total Expenditures	<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>
Increase/(Decrease) in Net Assets	<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</u> Balance Sheet	<u>September</u> Changes	<u>Sept 30, 2016</u> Balance Sheet
ASSETS			
Current Assets			
Total Cash	\$ 14,494,624	\$ 5,234,047	\$ 19,728,671
Accounts Receivable	\$ 572,839	\$ (431,670)	\$ 141,169
TOTAL ASSETS	<u>\$ 15,067,463</u>	<u>\$ 4,802,377</u>	<u>\$ 19,869,840</u>
LIABILITIES & FUND BALANCES			
Liabilities			
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
Fund Balances			
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
TOTAL LIABILITIES & FUND BALANCES	<u>\$ 15,067,463</u>	<u>\$ 4,802,377</u>	<u>\$ 19,869,840</u>

MHR SB OF LUCAS CO.
 SEPTEMBER 2016 EXPENDITURES

PAYMENT DATE	VENDOR	VOUCHER	AMOUNT	DESCRIPTION
CONTRACTUAL PAYMENTS:				
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
			2,012,214.19	TOTAL CONTRACTUAL
PURCHASE OF SERVICE PAYMENTS:				
9/22/2016	City of Compassion (ARM)	481559	30,055.44	CLAIMS WK 9/12/16


 Executive Director

MHRBS 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
			476,319.38	TOTAL PURCHASE OF SERVICE

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

MHR SB 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
			8,511.95	TOTAL MISCELLANEOUS
			2,497,045.52	GRAND TOTAL SEPTEMBER


 Executive Director

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 MHRSB and the University of Toledo Medical College (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. UTMC will provide funding for the staff at TLCHD, and the request to MHRSB 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 requested 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.

In light of the fact that Lucas County is still in a state of epidemic with respect to the use of heroin and opiates, staff recommends the following motion 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; MHRSB's Executive Director is authorized to execute the appropriate agreements between MHRSB and TLCHD.

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 MHR SB 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 MHR SB 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 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.

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 MHR SB 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 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.

DYS Re-Entry Services – TASC Allocation

For many years, TASC has been the recipient of MHRHSB 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, MRHSB 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 MHRHSB 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, 2016. 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-thru to TASC in a reimbursement model as they are expended.

The following motion 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, 2016, 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.

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. Finally, consistent with the Inclusion Council Report recommendations accepted by the MHR SB Trustees, a draft Diversity and Inclusion Policy has been created. The attached draft policy has been reviewed by Board staff and the Inclusion Council and is now submitted to the Governance Committee for consideration:

The following motion is recommended to the Board of Trustees:

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

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

Diversity and Inclusion

**COQ:
Effective: 11/1/16
Supersedes: N/A**

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 and state 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, inclusion and health equity topics and the impact that cultural competency has on mental health and recovery service outcomes. All trainings offered by the

MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Diversity and Inclusion

COQ:
Effective: 11/1/16
Supersedes: N/A

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 includes input from representatives of the diverse populations served.

- 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 voidable inequalities, historical and contemporary injustices, and the elimination of health and health care disparities.

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

Diversity and Inclusion

**COQ:
Effective: 11/1/16
Supersedes: N/A**

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.

Approved:

Scott A. Sylak, Executive Director

Date

Executive Session – Personnel Related Matters

At the September 20, 2016 Board meeting, the Executive Director informed the Trustees of the need for the MHRSB 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 MHRSB 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 Shynak Diaz, Esq. and have developed a response to ensure compliance.

Given the Compliance Plan includes a number of personnel matters related to salaries, re-defining positions as exempt vs. non-exempt and classified vs. non-classified status, and the manner in which overtime compensation may be provided, it is recommended that the Trustees adjourn to Executive Session.

Additionally, but unrelated to the FLSA compliance plan, Board staff is recommending a minor change to the MHRSB Table of Organization that requires discussion in Executive Session.

The following motion is recommended for the Committee's consideration:

Move that the Planning & Finance/Governance Committees adjourn into Executive Session for the purpose of discussing personnel matters related to compliance with the Fair Labor Standards Act and revisions to the existing MHRSB Table of Organization, including changes to existing positions and compensation levels where appropriate.

As a reminder to the Committee members, the following is being provided.

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

NO VOTE MAY BE TAKEN IN EXECUTIVE SESSION.

After the discussion, and the Executive Session is completed, the combined Committee 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 matters related to compliance with the Fair Labor Standards Act and revisions to the existing MHRSB Table of Organization including changes to existing positions and compensation levels where appropriate be adjourned.

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

Any action taken by the Governance Committee to approve the plan and move it forward for full Board consideration and approval can be conducted by consensus.