

Preble County Mental Health & Recovery Board

Board Meeting Minutes

February 27th, 2023

6:30 p.m. In Person/Teams

Meeting Called By: Landen O'Banion, Board Chair

Type of Meeting: Regular Board Meeting

Attendees: Miranda Armstead, John Elam, Landen O'Banion, David Sizemore, Shannon Steele, Robert Wood

Unannounced Absence: John Allen, Ian Cross, Tyessa McQueen

Staff: Amy Raynes, Sherry Hurst, Autumn Cooper

Mission Statement

To ensure that quality mental health and addiction services and supports are available to all Preble County residents.

Call To Order Landon O'Banion, Board Chair called meeting to order at 6:32 pm

Roll Call Roll call was done by Board Secretary, Autumn Cooper

Reading of the Mission Statement Miranda Armstead read the mission statement.

Additions/Deletions to the Agenda-FY24 State Budget Updates

Recognition of New Staff: Autumn Cooper

Recognition of Guests: Cynthia Wion, Kelli Ott, Amanda Myers, Elisabeth Esposito

Next Step Living Presentation

Lisa Landerer presented to the board about the Next Step Living Program. She confirmed that both houses are doing great and staying full. They will be receiving cows, chickens, and a garden in the spring. She presented the board success stories of two girls who went through treatment and worked very hard to get their children back just recently. Fiscal Administrator Sherry Hurst complimented Lisa on how clean the tenants' rooms were at their last inspection. Executive Director Raynes asked How does the community feel about the farm's presence? Lisa told the board about how they will go play bingo every week in town and they are all very accepting, and she has heard no complaints. Director Raynes mentioned that she has also not heard anything bad about the farm and mentioned to the board a change zoning that will occur in the future.

Presentation of the December 5th, 2022, Board Meeting Minutes

23.02.548 Robert Wood moved to approve the December 5th, 2022. Board Meeting Minutes as presented with John Elam seconding the motion. Motion Approved. Yes-6 No-0 Abstain-0

Board Staff Report

Executive Director Raynes presented information to the board regarding our OACBHA monthly *Compliance in a Nutshell* Newsletter, presented the board with information regarding the Governor's executive order and his proposed state budget. Director Raynes presented her calendar to the board and there were no questions.

Fiscal Administrator Sherry Hurst presented information about property updates that are completed in the new building. Samaritan Behavioral Health is adjusting to their new building, the Cherry Street property renovations are complete and under budget and there will be an upcoming meeting at My Neighbors' House location to view progress.

Director Raynes presented board with the Yearly Executive Director's Evaluation that is due on 4/01/23. Each member was given a copy.

Fiscal Administrator Sherry Hurst presented the board with the Internship Guidelines that herself and Katie West created. The program would be created for Ivy Tech students and would be unpaid. Ivy Tech reached out to PCMRB about starting the program. Interviews would be completed to be accepted into the program. Robert Wood asked: Would we rotate 3 interns a year? Director Raynes responded with yes.

Executive Director Raynes presented the board with the FY24 Contract Timeline. The goal is to finish the contract process by the end of May. She stated this will help to have all contracts signed by July 1st. Director Raynes also presented reading material about the Adam & Amanda Rehabilitation Center. The State's goal is to fund each region 7.5 million to make sure each county has access to at least one site. She explained the State will also provide each region another 7.5 million for planning & operating dollars for that facility. Director Raynes also presented the board with information on the Senate Bill 9 Medical Marijuana and board members discussed their opinions on the matter.

23.02.549 Executive Director Raynes presented the board with the 120 Day Notices and explained they are all the same and she has no plans on cutting any programs in FY24 unless the state budget has cuts to the board for FY24. Robert Wood moved to approve 120 Day Notices as presented with David Sizemore seconding the motion. Motion Approved. Yes-6 No-0 Abstain-0

Executive Director Raynes presented the board with information regarding the COQ audit results. She stated that it went well. There are some changes to policies that need to be made because they are out of date.

- 23.02.550 Executive Director Raynes presented the board with the Community Assessment & Plan (CAP) for PCMHRB. She went through the assessment with the board explaining plans based on the data and assessment results. John Elam moved to approve Final Community Assessment & Plan as presented with Miranda Armstead seconding the motion. Motion Approved. Yes-6 No-0 Abstain-0
- 23.02.551 Procedure: 9.1.1 Safety of Board Office - Executive Director Raynes presented the board with the updated safety procedures. John Elam expressed concerns about the different points of access in the building. Director Raynes went over the layout and locking doors procedures with the board. Fiscal Administrator Sherry Hurst explained the codes and who has access to them. Robert Wood moved to approve Procedure: 9.1.1 Safety of Board Office with Miranda Armstead seconding the motion. Motion Approved. Yes-6 No-0 Abstain-0
- 23.02.552 Policy: 13.8 Expenditures- Policy from DD Board Auditor approved. Director Raynes spent a lot of her own money on food for trainings and events. We cannot use levy, state, or federal for food. Auditor said if we had this policy, we could use it for food. David Sizemore moved to approve Policy: 13.8 Expenditures with Robert Wood seconding the motion. Motion Approved. Yes-6 No-0 Abstain-0
- 23.02.552 Staff Cell Phone Stipend- Executive Director Raynes presented the board with a request for staff cell phone stipends. She stated that they used to have staff cell phones but after not being utilized they were cancelled. However certain staff members use their personal cellphone for work related business. John Elam raised some concern about himself using his phone for work and not getting paid for it. Landon O'Banion stated that because there is no dollar amount listed in the request the board will vote on a cap that will be put in place for the stipend. Board agreed that there would be a cap of \$95 for the staff cell phone stipend. \$50 would be given to Executive Director Raynes and \$45 to Fiscal Administrator Sherry Hurst. Miranda Armstead moved to approve Staff Cell Phone Stipend with John Elam seconding the motion. Motion Approved. Yes-6 No-0 Abstain-0
- 23.02.553 Proper Public Purchase of \$3,000 worth of Gift Cards for Success Program- Executive Director Raynes presented to the board a request for approval of gift cards for the Success Program data collection as a Proper Public Purchase. She stated that last year they received more data from the surveys than in prior years and the gift cards have been approved by OhioMHAS for such use. John Elam raised concerns about the accuracy of the data. Director Raynes confirmed that the surveys were completed but it is not known if they were completed with truthful information from parents. David Sizemore moved to approve Proper Public Purchase of \$3,000 worth of Gift Cards for the Success Program with John Elam seconding the motion. Motion Approved. Yes-6 No-0 Abstain-0

April's Board Meeting at My Neighbor's House – No questions.

Finance

Fiscal Administrator Sherry Hurst presented to the board the expenses and updates for 200-204 N Barron/ 225 N Barron. She stated there were a few work orders after possession of the building such as the heat not working in one part of the building and new flooring for an office that was once a closet. She also stated to the board they went a little over budget and plans to give progress reports to the board about payback at the beginning of fiscal year.

- 23.02.555 120 N Cherry St- Final Documents (Change Order-unused credit \$7,087.07, completion certificate, OHMAS Mortgage & Note). Fiscal Administrator Hurst also presented the final documents for 120 N Cherry Street which were the change order, completion certificate, and OHMAS Mortgage Notes. She stated that there were unused funds of \$7,087.07 and once everything is signed and recorded, they can be turned into the state for refund. David Sizemore moved to accept change order and completion certification as presented and the Chairman O'Banion and Director Raynes approval to sign OhioMHAS mortgage and note with Robert Wood seconding the motion. Motion Approved. Yes-6 No-0 Abstain-0

CY21 Preble County State Audit Findings - Fiscal Administrator Sherry Hurst presented the CY21 Preble County State Audit Findings to the board. She stated the one finding was found and it was said that PCMHRB did not turn in their deposits in a timely manner. It was explained by Hurst that the procedure has been changed and explained that procedure to the board.

HUD Close Out/Audit (week of 5/22/23)- Fiscal Administrator Sherry Hurst presented the HUD close Out/Audit to the board. She stated that the HUD grant is now combined and all vouchers are floating vouchers. There will be a Financial Audit on the HUD grant, but no issues are foreseen.

FY22 Accounts Receivable - Fiscal Administrator Sherry Hurst presented the FY22 Accounts Receivable to the board and it was said that PCMRB is still waiting on 20,000 from Aetna and cannot get final numbers for FY22 until that is received.

23.02.556 Fiscal Administrator Sherry Hurst presented the FY23 Budget Revisions to the board. Revisions were necessary as the SOS 3.0 grant reduced administrative costs from 10% to 5%. Budget reflects changes. We applied for and received the crisis mini grant which is now in the public relations line. David Sizemore moved to approve FY23 Budget Revision with Miranda Armstead seconding motion. Motion Approved. Yes-6 No-0 Abstain-0

23.02.557 FY23/FY24 Contracts - Fiscal Administrator Sherry Hurst presented the board with FY23/FY24 Contracts. Hurst reviewed details of contracts: FY23 Success Addendum 1 - \$3,000 Gift Cards Expense (SFSC Grant), FY23 Lisa Landerer - Parent Project \$1,000 Expense (SFSC Grant), FY23 Regan Shisler - Whytry \$1,000 Expense (SFSC Grant), Correction to FY23 Next Step Living Addendum 1 SOS 3.0 (Previously \$54,808; now \$52,510), Correction to FY23 RWC Addendum 1 SOS 3.0 (Previously \$67,100; now \$61,900.22), Correction to FY23 Sojourner Addendum 1 SOS 3.0 (Previously \$92,983; now \$45,956.96), Correction to FY23 Thrive Therapeutics Addendum 1 SOS 3.0 (Previously \$166,607; now \$191,452.80) - All four corrections previously approved in October but, we had to cut budgets for all providers who use that grant due to 5% reduction in admin costs. FY24 Joe Tobias/Maintenance - \$12,000 Expense, FY24 Walter Landerer/Lawn Care & Snow Removal - \$15,000 Expense, FY24 Dr. Hash - \$3,800 Expense, FY24 CAP/Transportation - \$15,000 Expense, FY24 HIT/HUD Housing Administration - \$18,466 Expense (HUD Grant), FY24 Beckett Springs - \$36,000 Expense (Indigent Funds grant), FY24 Alana Garber/Cleaning - \$7,800 Expense, FY24 Eastway - \$3,500 Expense, FY24 United Way Lease - \$2,941.68 Revenue Up July 1st, FY24 YWCA Lease - \$6,450.00 Revenue Up June 30th John Elam moved to approve FY23/FY24 Contracts as presented with David Sizemore seconding motion and Miranda Armstead Abstained. Motion Approved. Yes-5 No-0 Abstain-1

Director Approved Contracts -Executive Director Raynes presented the Director Approved contracts to the board and explained how each contract will affect the board. FY23 Alana Garber Addendum - Cleaning Services \$3,300 (Expense), FY23 Andrew Sokolnicki - CAP \$1,000 (Expense), International Business Machines Corporation (IBM) - \$1,864.34 (Expense).

Dashboard FY23 January - Fiscal Administrator Sherry Hurst presented the Dashboard FY23 for the month of January to the board. No questions were asked.

23.02.558 Fiscal Administrator Sherry Hurst presented the balance sheet, revenue/expense statement, & reconciliation detail to the board. No were questions asked. David moved to approve the Balance Sheet, Revenue/Expense Statement, & Reconciliation Detail FY23 November/December/January as presented while John Elam second the motion. Motion Approved. Yes-6 No-0 Abstain-0

Fiscal Administrator Sherry Hurst presented the New Vendor Descriptions and Board Staff Reimbursement FY23 to the board. No questions asked.

23.02.559 Fiscal Administrator Sherry Hurst presented the Supplemental Appropriation & Then and Nows FY23 November\December\January to the board. She stated there are so many because purchase orders open for contract services after December 31st could not be paid until January. John Elam moved to approve Supplemental Appropriations & Then and Nows FY23 November/December/January with Miranda Armstead seconding the motion. Motion Approved. Yes-6 No-0 Abstain-0

Letter from Auditor regarding changes on invoice payments/Then & Nows/Moral Obligations- Fiscal Administrator Sherry Hurst presented letter to the board and explained changes being made.

Behavioral Health/Outreach

Quarterly Provider Updates: Executive Director Raynes presented Updates to the board and reminded them all provider quarterly meeting minutes were attached to board packet for review.

Outreach Updates -Director Raynes presented Outreach Updates to the board and encouraged board members to ask for copies of flyers for upcoming events if they would like to share. Dates for trainings are as follows: Parent Project/WhyTry March 6th-May 8th and Mental Health First Aid (MHFA) -Adult 3/2/23; Youth 6/8/23.

Board Members

Director Raynes reminded members about Evaluations and stated the results of those will be put into a spreadsheet for their viewing. Director Raynes asked board if any changes need to be made to the Committee Meeting times and if so, they should contact her via email.

Board Member Open Forum-No open comments

Chairperson's Remarks

Thanked everyone for attending.

Adjournment

23.02.560 Robert Wood moved to adjourn Board meeting with John Elam seconding the motion. Motion Approved. Yes- 6
No-0 Abstain-0



Board Chair

04/24/2023

Date