

**WOOD COUNTY ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD**

**FINANCE AND ADMINISTRATION MEETING MINUTES**

**September 13, 2017**

**COMMITTEE MEMBERS PRESENT:**

Stan Korducki                      Jennifer Cumming  
Randy Rothenbuhler

**ABSENT:**

**GUESTS PRESENT:** John Fortner, Janelle LaFond, Lynda Sheets, Adam Nutt and Jeff Howell

**ADAMHS BOARD STAFF PRESENT:** Tom Clemons, Julie Launstein, Chris Streidl, Pam Shumaker and Britni Fackler

**1. CALL TO ORDER**

Stan Korducki called the meeting to order at 11:57 a.m.

**2. OLD BUSINESS**

**New Board Website-review of project and new design-** Tom Clemons is meeting with Julie Martini next week to look over logos and color schemes.

**Lease Agreement/ADA Compliance Issues-** The Building is legally compliant with ADA guidelines based on the age of the building. Dave Mauer (the landlord) is willing to work with us to bring this up to more recent standards. He is making some upgrades to the bathrooms and is considering a button for access to handicap door/doors. Clemons is recommending doing a one-year lease for now and look at the upgrades there after. We had a two-year agreement but the Board tabled it. The Finance Committee recommended to bring forward to the Board the two-year lease agreement.

**Criminal Justice-Mental Health Coordinator Position and Joint Funding Proposal/QRT-** The Prosecutors Office did receive the grant. The grant is for \$100,000 instead of the \$160,000. Clemons discussed with Commissioners joint funding. Those Prosecutors Office is asking for support for both positions which is about \$44,541.51. Clemons reported there are some possibilities of dollars coming in that we could potentially use to cover this cost. The Finance Committee voiced some concern of the ongoing liability, they want to fully understand the sources. It was recommended to find out what Bowling Green and Perrysburg commitment would be and who else is participating and at what level. Clemons mentioned we are going to look at reductions in funding in the future. Clemons will have more specific information by the Board Meeting. Clemons mentioned the easiest way to fund this would be to amend the budget and adding line item would be the easiest way. We can also look at moving money from unused line items. The consensus was to move onto the Board for action.

**Regional Crisis Stabilization/Withdrawal Management Center Project-Update –** This is a regional project. Eleven Executive Directors are going to decide on where they might put a detox center/crisis stabilization. Our main need in Wood County is a crisis stabilization. Clemons reported they are possibly looking at putting a center in Troy, Lima, or Tiffin area. There are lots of proposals right now to consider.

Julie Launstein mentioned that flexible financing exists that can be utilized for other services if not used for medication. Currently that funding does not show in our revenue because it is behind the scenes and does not flow through the board office. The balance can be moved over in April. Launstein reported conservatively estimates \$100,0090 would be available to add to revenue.

Unison has a proposal of a Bowling Green location. The question is location. Commissioners have land they can rent to us or provider agencies. Historically, the Board has not wanted to own a building. If you know of space or land available, please let Clemons know. There is money for capital expenditures but the grant money is more operational for two years. Lima eight beds is the only item set for sure. Lucas County is included in this region. Location of Bowling Green is key because of the corridor. Providers mentioned the need is there but are uncertain on if it's worthwhile and who is going to fund this in future if the need is not there. A member mentioned this location would seem appropriate on a hospital campus. Wood County Hospital is not an option for this. This is just information at this point, Clemons will be keeping everyone informed.

### 3. NEW BUSINESS

**July and August Schedule of Bills, July Financials and FY 17 Final Expenditures Update:** Julie Launstein reported the July and August schedule of bills were included in the packet. August financials are not ready to go yet. There were some unexpected computer issue expenditures in June, these are resolved now. Some pending items for FY 17 included bills from Pathstone, one from ProMedica, and a missing June invoice from Zepf which we have received these this week. Launstein reported expenses will total approximate \$400,000 over revenue for year. Considering our budgeted expenditures were two million over budgeted revenue) which is great news.

**Board Budget Adjustments-** The adjustments were in the Finance packet and a resolution will be included in the Board Packet. This is similar to what we did last year which is just moving between line items.

The OHMAS 2018 funding packet was included in packets. This explains where the money comes from in the budget and allowable expenditures.

**FY 18 Board Projects Timelines-** A memo was sent to all committee members that stated we will be working on system of care budget reductions and levy planning. In November we will discuss this more. This is our smaller levy 1M. There will possibly be a Board retreat in March focusing on levy planning and reductions in FY 19. Normally we don't meet in October since we have the Annual Dinner but we can if we need to. November will be reporting on reducing for FY 19, levy discussions would be February and March. To talk prior to this would be premature.

**New Staff Position Descriptions and Table of Organization Proposals-** Lorrie Lewandowski is retiring end of November. Her position description needs to be updated. Clemons wants to take the Manager of Clinical Programs and Quality Improvement. Outcomes position and Associate Director position description and integrated them into having a Director of Community Programs. The Board must have two employees equally qualified in the absence of the Executive Director according to the Board bylaws. Clemons recommends we do not have an Associate Director title anymore. There must be backup with these two positions and have clinical supervisor experience with a license requirement. The table of organization has three supervisor positions and then they are on the same line which are equivalent. Clemons will have something wrote up for the Board for approval for positions description at the Board

Meeting. This will be an early January hire. Clemons reported the pay would be similar for position . It was recommended that we use caution if we are asking agencies to make cuts. Clemons will look at this but feels we do need two full time positions. A Board packet will hopefully be out Friday and include the revised position description.


4. **Other** There is a legislative round table discussion tomorrow with Robert Sprague and Theresa Gaverone. This will be at the BCI Department at BGSU at 1 p.m. There will be presentations from Hancock County and have a panel from Wood County discussing what has been effective on Opioid Epidemic and new ideas. There will be a rapid fire two minute and one page on brand new ideas. The Prosecutor, JFS, provider agencies and Law Enforcement will all be represented. Please let Tom Clemons know if you plan on attending as he needs to give them a headcount.

**PUBLIC:** None to report.

There being no further business, the meeting was adjourned at 12:57 p.m.  
The next Finance and Administration Committee Meeting: TBD

Submitted by Britni Fackler, Secretary

Approved by:



Stan Korducki, Finance Committee Chair

9/25/17  
Date

Memo to: Members of the Wood County Alcohol, Drug Addiction and Mental Health Services Board  
From: Tom Clemons, Executive Director  
Date: September 8, 2017  
Regarding: Board Office Building ADA Concerns

At the Board meeting held on August 28, 2017, there was discussion about the new rental agreement for our office space for the current and following fiscal years. Questions were raised regarding building compliance with federal Americans with Disabilities Act (ADA) standards for building access and restrooms. The Board acted to table the motion to approve the two-year rental agreement and to authorize the Executive Director to pay our rent for up to four months while the matter of ADA compliance was addressed.

At the Board staff meeting on August 29<sup>th</sup>, I asked Pamela Shumaker to investigate the building's ADA compliance. Pam arranged for ADA compliance determination by: Nick Foos (Wood County Department Director of Building & Grounds), David Maurer (our landlord) and Arlen de la Serna (Wood County Assistant Prosecutor and Chief of the Civil Division) as the Wood County Prosecutor is the Board's legal counsel. Mr. Foos inspected the building. Mr. Maurer also contacted the architect to inspect the building as well.

All sources unanimously agreed that the building meets all legal ADA requirements, due to the age of the building. If the building was newer, or if major modifications were made to the building, then the most current ADA standards would be required. Please see each of the individual attachments that indicate the building is in legal compliance.

- The first attachment is from email correspondence with David Maurer in October 2016 when this issue was originally brought to our attention.
- The second attachment is from Nick Foos who is the Department Head of Building & Grounds for the County offices, who inspected our building.
- The third attachment is from Arlen de la Serna, our legal counsel from the Prosecutor's office.
- The fourth attachment is from the architect David Maurer asked to inspect the building.

I met with Mr. Maurer on Thursday September 7<sup>th</sup> and I asked him if he would be willing to determine what needed to be done to meet the most current regulations and consider making such modifications. Mr. Maurer readily agreed to this request. He thought it might be a few weeks before he would know what he could do. He did come up with some practical solutions to come into compliance with the most current ADA standards. He will explore several options and will get back to us as soon as possible. It should be noted that vertical grab bars were installed in both bathrooms on September 7<sup>th</sup>. We hope we will have additional information by the September Board meeting.

I want to thank Pam Shumaker for her thoroughness and efficiency in gathering the relevant information.

**Pamela J. Shumaker**

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**From:** David Maurer <david.maurer@greenbriarrentals.com>  
**Sent:** Tuesday, October 11, 2016 12:24 PM  
**To:** Pamela J. Shumaker  
**Subject:** Re: FW: Men's Restroom

Thank you Pam. I did have an architect review both bathrooms a couple years ago and I was told they were substantially in compliance with ADA codes at that time. I can revisit those bathrooms with the architect to see if there have been changes recently. Updating grab bars and toilets is probably something we can do without too much difficulty.

Thank you!

Dave

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445 East Wooster Street  
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## Pamela J. Shumaker

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**From:** Foos, Nick <nfoos@co.wood.oh.us>  
**Sent:** Thursday, August 31, 2017 1:08 PM  
**To:** Pamela J. Shumaker  
**Subject:** ADA Restrooms

Hi Pam,

After doing a little digging, I found some information to back up my thoughts. Your restrooms are ok the way they are far as being ADA compliant. This was my initial thought, but I wanted to find some language to back that up. Just to put it in perspective, if you build a house in 1960, and the inspections for that time all pass and occupancy is granted, then that building would still be ok today as long as the following do not occur...

You make alterations to the restroom such as moving a toilet or sink to a different location,  
You have a complete change of occupancy,  
Or possibly... adding an addition to your building.

If any of the first 2 items would occur, the restrooms would have to be made 100% ADA accessible.  
The third item would most likely make it a requirement to make the restroom 100% ADA accessible.

Now if the restrooms were only to be given a new look, like new floors or paint, then you would still be grandfathered in for ADA compliance.

You only have to make it 100% ADA compliant if major alterations are done.

If your landlord wanted to make it more user friendly for people with disabilities, that would be great, but he does not have to according to the code.

I think your building is pretty manageable for someone in a wheel chair having the ramps at both ends. The restrooms could be better, but I have seen worse.

I hope this helps. If you need to see any of the code, I printed off a couple of sheets that lay this out. I can drop them off to you.

Thanks,

Nick Foos

**Pamela J. Shumaker**

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**From:** de la Serna, Arlen <adelaserna@co.wood.oh.us>  
**Sent:** Thursday, August 31, 2017 4:43 PM  
**To:** Pamela J. Shumaker; Tom Clemons  
**Subject:** RE: ADA Restrooms

Pam and Tom,

Nick is correct. The ADA law has a "safe harbor" provision. The dates are key, that's why I was asking about the building's construction date and any renovations made. In essence, this is the "safe harbor" provision:

any of a facility's elements built or altered before March 15, 2012, and that comply with the 1991 Standards do not need to be changed to satisfy the 2010 Standards. However, if an element already existed but didn't comply with the 1991 Standards prior to March 15, 2012, this element must be modified to meet the 2010 Standards to the extent readily achievable.

The applicable federal regulation is 28 C.F.R. 35.150(b)(2)(i). It states in relevant part:

(2)(i) Safe harbor. Elements that have not been altered in existing facilities on or after March 15, 2012 and that comply with the corresponding technical and scoping specifications for those elements in either the 1991 Standards or in the Uniform Federal Accessibility Standards (UFAS), Appendix A to 41 CFR part 101-19.6 (July 1, 2002 ed.), 49 FR 31528, app. A (Aug. 7, 1984) are not required to be modified in order to comply with the requirements set forth in the 2010 Standards.

I don't know what the 1991 (ADA Standards for Accessible Design) or the 2010 Standards (Current Enforceable Accessibility Standards) require. Nick Foos probably knows that as he is the building expert.

I hope this answers your question. Let me know if you have a follow-up question. Thanks.

Regards,  
Arlen

**Arlen B. de la Serna**  
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David B. Wilson  
President

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419-858-3930 419-308-2526

September 1, 2017

Greenbriar, Inc.  
445 East Wooster Street  
Bowling Green, Ohio 43402  
ATTN: David Maurer

RE: Field Narrative Report following verification of the building's existing common restrooms (men's and women's) as to current ADA compliance requirements at 745 Haskins Road (Haskins Landing Complex), Bowling Green, Ohio 43402.

David,

I conducted an on-site visit on September 1, 2017 at 10:30am to verify the existing conditions and geometry of the existing building's common restroom facilities and their orientation of fixtures per current ADA and OBC Code requirements and allowable exceptions. The following information and data reflects my findings and your considered elective added adjustments/components to the restrooms to maintain compliance. Also, this building will maintain similar tenants and not have any change of use conditions.

The existing restrooms are not being renovated and can remain in place, in use as is. The geometry of both restroom spaces allow for proper room to maneuver a wheelchair; at least one water closet per restroom has grab bars and a 3' partition door opening. The owner plans to install an 18" vertical grab bar per code dimensions/height at each water closet at this time and may insulate the lavatory water lines and drains as well. The restrooms do not need to be altered or changed for any compliance reasons/requirements at this time as per code/exceptions of Sections 3401 (existing buildings/structures), 3401.2 (maintenance), 3404.1 (alterations), 3405.1 (repairs), 3412.1 (compliance alterations) 2011 Edition OBC since no renovation or remodeling is planned or taking place.

Thus, the current existing restrooms are ADA acceptable and compliant.

Respectfully,

David B. Wilson, President  
S2F Corp.