

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

OCTOBER ANNUAL BOARD MEETING MINUTES

October 23, 2023

ADAMHS BOARD MEMBERS PRESENT: Matthew Battiato, Karen Baron, Katina Bostic, Judy Ennis, Scott Kleiber, Brandy Laux, Dan Lambert, Leslie Miller, Dr. Carol Mowen, Erica Parish, and Frank McLaughlin

ABSENT: Corey Speweik (E)

BOARD STAFF: Aimee Coe, Laura Fullenkamp, Julie Launstein, Kaylee Smith, and Kathryn Shackleton

GUEST: Melanie VanDyne, Eddie Kershaw, Julie Carle, Kyle Clark, Victoria Graham, Katie Frank, Amy Kobalt, Jessica Hartman, Kathy Mull

CALL TO ORDER: Frank called the meeting to order at 5:01 p.m. and handed the meeting off to Judy, who will be running the meeting on his behalf. Kathryn called the roll, and a quorum was present.

BOARD REPORT: No comments were made.

APPROVAL OF MINUTES: Karen motioned to approve the August Board and September Retreat minutes, and Dan seconded. All present in favor. Minutes approved.

APPROVAL OF FINANCIAL DOCUMENTS:

Schedule of Bills (July and August): Julie states we did not have a quorum for finance, so the meeting was canceled. Because the annual report is being presented for approval, we thought it was important to review these items. There were no questions. Matt motioned to approve the July and August schedule of bills, and Leslie seconded. Kathryn called the roll, and all present were in favor; the motion passed.

Financial Reports (July and August) and FY23 End of Year: With the packet were two sets of reports, one for FY23 close out and one for FY24. FY23 finished without dipping into reserve, which was not anticipated. A deep dive showed this was largely related to staffing at providers (retaining and unfilled positions). Matt had a few questions about the FY23 System of Care Budget under special projects: what is the line for Board Community Education? Julie answered this is the line item for items purchased for fairs and promotional items. Board Outcomes is the MyOutcomes program and is only paid once a year. Laura informed us that this is a tool that agencies are using for outcomes, and we still have one agency actively using it. COVID Mitigation funds are funds the state sent us, \$28,000, to spend on additional cleaning, PPE, and other very specific items. Agencies applied for the funds and were awarded them. Dan motioned to approve the financial reports, and Karen seconded. Kathryn called the roll, and all present were in favor; the motion passed.

BOARD ACTION/RESOLUTION:

FY2024-06 MOU Prosecutor's QRT (ARC): Aimee informed that this is a little ahead of schedule this year, and it is for the ARC-Addiction Responses Collaborative and is the quick response team program run through the prosecutor's office. This is funded through SOS, and Julie mentioned we do not have final SOS approval, but we do not want them to have to stop services and start again, and we do not want to see that. Karen motioned to approve this resolution; Brandy seconded. Roll was called, all present in favor. This resolution is adopted by the majority of the Board. Resolution passed.

FY2024-07 Executive Director Personal Days: Judy read the resolution. Dan motioned to approve the resolution, and Erica seconded. Judy opened the floor for discussion. Frank stated that Amanda had utilized personal days in July and requested these be refilled. Aimee states that, in general, we get 4 personal days when

we start, and these are refilled every July 1st. Kathryn explained that she didn't have access to time off until the completion of the probation period. She was able to use personal days as previously agreed to. Matt verified that these do not carry over each year. There was a discussion of tabling the resolution, and Dr. Mowen expressed that we should not table them. That this is on the agenda indicates she needs these, and we should honor the request. Matt states that we don't know that she needs them or when she needs them, and that we should prioritize the employee handbook as there is not a policy for them. Brandy asked when she is able to use vacation, and was answered based on the probationary period as stated in the hire letter. Matt states that when she was hired, he went through policies and told her she would not have access to time off for a year. Matt states he would be comfortable tabling this, and Leslie would like more information. Leslie motioned to table this resolution until the next Board meeting, and Matt seconded. All present in favor, with the exception of Dan, who voted against. Motion passed, resolution is tabled.

FY2024-08 Guardianship Services Board: Aimee stated that the other departments also agreed, and we have the final amount we are to contribute. Katina motioned to approve this resolution; Scott seconded. Erica asked who the lead on this was for fiscal purposes. Laura answered that Hancock County is the lead, and in Wood County, the Probate Court. Roll was called, and all present in favor. This resolution is adopted by the majority of the Board. Resolution passed.

FY2024-09 Harbor Capital Project: Matt motioned to approve this resolution; Karen seconded. Aimee states that Harbor was approved for a PRTF, so we are rescinding our original resolution of support in favor of this. The original resolution was for either permanent support housing or the PRTF, and has since been narrowed down. The PRTF will be located here in Bowling Green, so we will have the continuum present in Wood County for kids. Roll was called, and all present in favor. This resolution is adopted by the majority of the Board. Resolution passed.

FY2024-10 D&O Policy: Leslie motioned to approve this resolution; Erica seconded. Roll was called, and all present in favor. This resolution is adopted by the majority of the Board. Resolution passed.

FY2024-11 CY2024 Temporary Appropriations: Karen motioned to approve this resolution; Dr. Mowen seconded. Julie explained this is calendar year temporary appropriations to get bills paid. We run on a fiscal year, the county runs on a calendar year. In February, we should have permanent appropriations on record with the county. Roll was called, and all present in favor. This resolution is adopted by the majority of the Board. Resolution passed.

FY2024-12 Annual Report: This was rebranded, with a message from Frank. Karen motioned to approve this resolution; Katina seconded. Roll was called, and all present in favor. This resolution is adopted by the majority of the Board. Resolution passed.

FY2024-13 Cocoon VOCA Agreement: Karen motioned to approve this resolution; Scott seconded. This is the VOCA match contract. Roll was called, and all present in favor. This resolution is adopted by the majority of the Board. Resolution passed.

UNFINISHED BUSINESS:

HB33: Board Size: This is a carryover from the Board retreat. This is to potentially reduce the size of the Board, as this needs to go through the Commissioner for approval. Sizes can be 9, 12, or 15 and would be done through attrition. Frank states this is a commissioner's decision and would require their resolution. A representative from the Commissioner would speak and poll the Board to ensure everyone is on the same page and in agreement. Frank states that 18 seems to work quite well for large counties, but we have had issues maintaining board members and quorum, and it may be worth considering a reduction in membership. Judy agrees with Frank, as many meetings have been canceled for lack of quorum. Karen agrees that reducing size makes perfect sense. We will take the next step. Dan states it may be advisory to have the commissioner come speak to the Board about possible decisions. Membership can't be changed for four years. Matt asked how it

would work if we were at 15 and someone was up for reappointment; how would this work? Kaylee, there would be a discussion between the Executive Director, Chair, and Commissioners, and there is nothing in the statute that we must remove. Further discussion about current board membership (12).

Bylaws: Erica states we will be moving forward with scheduling the Bylaws Ad Hoc Committee. Judy asked who was on the committee, and Erica responded, Leslie, Katina, and Dan. Judy thanked her for volunteering to chair this.

OTHER

Erica: I wanted to bring up the Executive Director's personal days. With the holidays coming up, and our next meeting not being until January, Erica would like to motion to give Frank the authority to approve or deny the request. Erica motioned to untable Resolution FY2024-07 Executive Director Personal Days, and Karen seconded the motion. Kathryn called the roll; all present voted yes, with the exception of Frank McLaughlin, who abstained from voting. Motion passed, Resolution FY2024-07 was untable. Brandy asked if we could do this at the dinner. Dan asked what happens if we do give her 4 personal days. Frank states the precedent. Matt thinks this is a good point, that all employees may want additional personal days. Leslie feels this is an equity issue; it doesn't seem fair to give one person additional when everyone is not getting the same thing. Frank states this was done with Deanna, but Frank has no doubt that Amanda will cover her duties. Judy states maybe we can leave the authority to the Executive Committee to give these to her. Frank states they have been sitting on performance appraisal; so the Executive Committee could meet and do the appraisal and address personal days. Dan states we have the resolution in front of us, and we wouldn't need to defer it to the committee, and she will receive a re-up of days on July 1. Matt states she will get her vacation starting in March. Julie states she is coming from an agency with more time off, and this can be a hardship. Carol states the precedent is moot because it has already been done, so we should give her the 4 days she needs. Her work indicates she goes the extra mile. Matt states that when leaving employment, you get paid out vacation, and can take unpaid time off. The job was accepted based on the benefits and policies. Julie states that health insurance benefits require a certain number of hours/days for benefits, and taking unpaid time off may also mean paying for benefits. Dan asked if the days could be loaned against future dates, and Julie states no we can't do that. Dan called the question and motioned to approve the resolution, Erica seconded the motion. Kathryn called the roll, and voting was Matt-no, Karen-yes, Katina-yes, Judy-yes, Scott-yes, Brandy-yes, Dan-yes, Leslie-no, Carol-yes, Erica-yes, Frank-yes. Motion passed, Resolution FY2024-07 Executive Director Personal Days is adopted by the majority of the Board.

Kaylee: reminded everyone about RSVP invites for the Annual Dinner. We would like them back by the 30th.. Pork Chop is gluten sensitive. It is \$25, cash, and checks will be accepted at the event. Judy asked about PR from the Governor's press release. We found out because someone from the news called us, and Aimee was researching ideas and getting ideas from other counties, and the press release had us as number 1. Judy congratulated the staff on getting this mention.

Dr. Mowen: The combined meeting time was tabled at the retreat. Wanted to talk about this. Erica feels that we should wait until there is a decision on Board size, and Board agreed.

PUBLIC COMMENTS:

Victoria, OhioGuidestone: a reminder of training coming up, which is open to everyone and not provider-specific. This is scheduled for this Thursday.

Melanie, CRC: under renovation for the First Grant they received, for the offices.

Amy, Unison COO: just started working with the Wood County team; she just wanted to introduce herself.

Katie, Uniosn: adding seven new group therapy treatment options at CSU. Seeing a lot of BGSU students, running about 6 clients in the unit. Leslie asked if they were taking walk-ins, and Katie answered yes. They have staffing challenges, and 24/7 RNs are on shift, but urgent care is the next step.

Jessica, NAMI: thanked everyone who attended the after-burn event; it was the largest they have had. The next big event is Giving Tuesday, which is an open house, family night out, and holiday theme (Harry Potter).

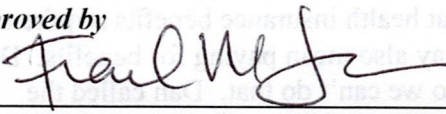
Kyle, ESC: The youth survey is going out to districts at the end of the week. Talking points should be ready in January, and the full report in February.

Kathy, Cocoon: thank you for approving the funding request. Dueling Pianos is coming up and tickets available, this will take place at Stoneridge at 7 pm. Largest fundraiser, and all funds go back into Cocoon. Bidding for phase 3 is due December 1st.

Aimee: Saturday is National Drug Take Back Day. Saturday, 10-2 on the Wooster green, hosting the first-ever event. Unused meds, food, games, deputy from the arc. Please stop by and drop off unused meds, or say hi. Dan asked what kind of meds? Aimee-unused/unneeded, but target is opiates/narcotics, because this is the start of addiction.

ADJOURNMENT: Frank asked for a huddle of executive committee afterwards to schedule a meeting. Meeting adjourned 6:04 pm.

Approved by



11/22/29

Frank McLaughlin, Board Chair, ADAMHS Board of Wood County

Date

Submitted by: *Kathryn Shackleton, Executive Assistant*