



Richland County Mental Health & Recovery Services Board Meeting Minutes January 16, 2024

Present: Susan Bemiller, Susan Lehr, Jennifer Lemon, Cindy Lewis, Jon Ahles, Elder Ronald Moton, Lonnie McGhee, Jordan Wurthmann

Excused: Sylvia Jordan, Christina Thompson, Dave Krenrick

Unexcused: Carla James, Mike Donahue,

Left Early: Elder Ronald Moton at 7:05 pm

Staff Present: Sherry Branham, Carey Vogt, Angie Parker, Asia Groff

Guests: Kelby King and staff members from Mid-State Multimedia

CALL TO ORDER:

Sue Bemiller called the meeting to order at 5:36 P.M.

Pledge of Allegiance

Board member roll call was recorded, and a quorum was established.

1. Mid-State Multimedia (MSM) Presentation – Kelby King

King began with an overview of services available through MSM including tv, stream, podcast, and social media. King stated the RCMHB paid an average of \$3145.00 per month to MSM for their services in 2023. King stressed the importance of marketing and branding and presented two marketing proposals to the Board. King recommended the Board buy spots on their sports network and described the amount of reach said network has. King brought a handout and gave it Branham for distribution to the Board.

2. *Approval of a series of meetings took place between tonight's meeting and the last Board meeting in November. The following were individually slated for approval:

- *October 17, 2023 Meeting Minutes
- *October 31, 2023 Special Meeting Minutes
- *November 1, 2023 Emergency Meeting Minutes
- *November 6, 2023 Special Meeting Minutes
- *November 13, 2023 Special Meeting Minutes

Bemiller called for a motion to approve the October 17, 2023 meeting minutes. It was determined that said minutes had already been approved at a prior meeting and the item was removed from the agenda.

Bemiller called for a motion to approve the October 31, 2023 Special Meeting Minutes. Moton motioned. Ahles seconded. McGhee abstained. All other members agreed. Motion carried.

Bemiller called for a motion to approve the November 1, 2023 Emergency Meeting Minutes. Moton motioned. Wurthmann seconded. All members agreed. Motion carried.

Bemiller called for a motion to approve the November 6, 2023 Special Meeting Minutes. Moton motioned. Lewis seconded. All members agreed. Motion carried.

Bemiller called for a motion to approve the November 13, 2023 Special Meeting Minutes. Moton motioned. Lewis seconded. All members agreed. Motion carried.

3. *Monthly Payables -

Bemiller called for a motion to approve the Expenditures for October 2023 - Monthly Payables. Moton motioned. Lewis seconded. All members agreed. Motion carried.

4. Finance Manager report – Carey Vogt

- a. Cash Position – Vogt has exact figures to provide to the Board. Vogt also informed the Board that the Auditor’s office is open as of January 16, 2024.
- b. Jericho Wall – Vogt informed the Board that \$8500.00 was received in contributions. Vogt stated that Paul Litem informed her that the project would get underway soon.

5. Director of Information Technologies report – Angie Parker

- a. IT Updates – Parker stated the Board has lots of private health information stored on premises. Parker described network safety enhancements to protect said data. Parker stated that Medicaid rates increased as of January 1, 2024.

6. Associate Director’s Report- Sherry Branham

- a. Open OhioMHAS Board Seat – Board Member Katherine Gearhart had her appointment recalled by the State. This creates a state-appointed opening on the Board. Open position requires lived experience.
- b. Sgt. Williams/ Sgt. Ahles – Ahles is retiring in January 2024 so this will be his last Board meeting. Ahles recommended Sgt Williams take his place on the Board. Williams has 15 years of experience and is on the ORT taskforce and is also very involved in the community.
- c. Ethics Training in February – notified Board of in person Ethics training on 02/20/2024 after RCMHB Board meeting.
- d. Delegation of Authority – Containing the following provisions:
 1. Ohio Revised Code Section 340.041 requires all contracts be approved by the Board with the exception noted in 340.03(F) which allows contracts under \$25,000 to be approved by the Executive Director as a delegated duty. (See Compliance in a Nutshell handout for more information).
 2. Authority to communicate with legal counsel – scheduling meetings between the Board and its legal counsel.
 3. Delegation of Duties to the Executive Director Policy – because of the prior two points, Branham recommended revision to comply with the prior noted sections of the ORC. (See attached Policy)

Question posed from Moton – Numerous email correspondences are being sent to him and is this going to be an ongoing scenario? Branham stated that this is a busy time right now and the number of emails should slow down after we are out of this situation.

Question posed from Moton – Who audits the Board? Branham answered that the Board has a COQ recertification every three years which includes a full review of Board's policies, processes, and procedures. Fonda Freeman oversees auditing.

- e. *East First Street Remodel and Professional Design Services – Branham stated half-lot of land is still needed to complete project and owner is thus far nonresponsive to the Boards attempts at making contact. Land is preferred to be donated and Branham stated the Board would pay past due taxes if any were owed on the land. She said she sent a letter to the owner this week asking them to contact her and offering to place a plaque in the new building honoring prior half-lot landowner for their land donation. Branham stated the architect meeting is now delayed. There were new plans with the architect drafted and given to Board staff and she wants to move forward on the project. There will be a new contract written and the architect will present the new plans at the February Board meeting.

Branham asked for a motion to approve the architect's new contract. Motion tabled until a new contract is presented to the Board in witting and architect hours budget is drafted.

Question posed by Wurthmann – Is there a current contract with the architect that needs to be cancelled before a new contract is signed? Also questions regarding bidding and the budgeted amount for hours for architect were asked? Discussed by Board members. Branham stated publication and bids on all work are mandatory over \$75,000 with additional stipulations. The law also allows preference to be given to existing contractors. The hours budget requested will be reviewed by the Board staff to have available at the next Board meeting.

- f. MPD/MOU revisions needed – Homeless Response Team changing MOU. Board staff asked for a response from the State on matter and has had no response.
- g. *Marketing Topics Discussion –
 - 1. Community Awareness Budget Comparison – A handout was given to Board members by Branham. Branham pointed out that the budget allocated \$100,000 towards community awareness for two years compared to \$10,000 per year for four years in the prior budget preceding it.
 - 2. Know It Before You Need It/Other Campaigns – Branham stated that there are staff training opportunities related to marketing and community awareness. The idea of hiring an outside agency for marketing and community awareness for Know It Before You Need It and other campaigns was discussed, and the creation of a potential ad hoc marketing committee was discussed. Branham asked Board members and staff to brainstorm on RCMHB brand and agency awareness possibilities.
- h. *YFC - \$25,000 Funding – Branham stated a pool of money exists from YFC. She stated that \$25,000 from YFC went to COG/Newhope. COG is the Council of Governments of Richland County. The purpose is to connect youth with employers. Branham stated she would like to move back \$25,000 to YFC. Branham stated the other \$25,000 would be moved to Wood Pointe transitional youth housing to use for case management services for the residents.

Question posed by Board members – Are other agencies returning money to YFC? Branham stated she does not know that answer. The question was asked, is local money being used in the matter? Branham stated yes, for youth services. The question was asked how much time would be needed

for a case manager. Branham answered there are six to eight residents at any given time at Wood Pointe and she would like one hour minimum per resident or more based on the residents need and response to services.

- i. *Sponsorship Policy – Branham state that the Boards sponsorship policy was revised and needed approved. Presented new criteria to Board members.

Bemiller called for a motion to approve the revised Sponsorship Policy. Wurthmann motioned. Lewis seconded. All members present agreed. Motion carried.

- j. Contract and Affiliate Agencies invitation to present at Board meeting or at their respective offices – Branham stated that she wants the agencies to present to the Board any new programs they begin and stated she appreciates the agencies keeping the Board updated on their available services.
- k. Building and Grounds – Discussion tabled until next Board meeting.
 1. Housing Committee - Discussion tabled until next Board meeting.
7. Presidents Report - Bemiller thanked everyone for the generous giving of their time during recent events. Bemiller asked Atty. Amanda Middis, attorney for the Richland County Prosecutors Office (RCPO), to continue the update. Middis stated a records request was received by RCPO from former Director Trolian's counsel. Discussed the contents of request and how it affects board members. Middis also stated that a comparative analysis document was drafted related to Branham's dual role as city council woman and executive director and the document was discussed extensively by all present guided by Middis. Document presented to Board. Topics discussed included Contracts, Shared Funds, and Hatch Act concerns.
8. No old business was discussed.
9. No new business was discussed.
10. No future agenda items were discussed.
11. Bemiller called for a motion to enter Executive Session to discuss the legal matter that the Board continues to be a party to directed by Atty. Amanda Middis. Ahles motioned. Wurthmann seconded. Roll call was taken with everyone agreeing. Members of the Board staff and media were dismissed. Staff members Vogt, Branham, and Parker asked to remain during the executive session. Executive Session entered at 7:34 P.M. Bemiller called for motion to exit Executive Session. Ahles motioned. Moton seconded. A roll call vote was taken with all members present in agreement. Executive Session ended at 8:00 P.M.
12. *Bemiller called for a motion to adjourn. Wurthmann motioned. Ahles seconded. All members present agreed. Motion carried. The meeting was adjourned at 8:10 P.M.

ATTESTED BY:

Susan Bemiller
Susan Bemiller, Chair

Dave Krenrick
Dave Krenrick, Vice Chair