



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

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**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, Rob Meisse, and Miles Meisse from Mid-State Multimedia

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### 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 and Rob Meisse  
King and Miles Meisse introduced themselves and 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 to 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
- \*November 21, 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. Wurthmann 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.

Bemiller called for a motion to approve the November 21, 2023 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. Ahles motioned. Wurthmann seconded. All members agreed. Motion carried.

4. Finance Manager Report – Carey Vogt

a. Cash Position – The cash position beginning balance as of October 31, 2023, was \$6,432,918.34. We added a total revenue for November 2023 of \$618,443.38 Total expenditures for the same period were \$603,666.22 leaving a November 30, 2023, fund balance of \$6,447,695.50 This is an increase of \$14,777.16. The cash position beginning balance as of November 30, 2023 was \$6,447,695.50. We added a total revenue for December 2023 of \$648,203.97. Total expenditures for the same period were \$999,938.73 leaving a December 31, 2023, fund balance of \$6,095,960.74. This is a decrease of \$351,734.76. 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 Lintern 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. Executive 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. Branham asked the Board Members for recommendations to send to OhioMHAS.

b. Sgt. Williams/ Sgt. Ahles – Branham deferred this piece of her presentation to Ahles. Ahles advised he is retiring in March 2024 so February will be his last 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 – Branham notified the Board of an in-person Ethics training scheduled for 02/20/2024 after RCMHB Board meeting.

d. Delegation of Authority – Branham recommended the following revisions:

1. Ohio Revised Code Section 340.041 requires all contracts be approved by the Board with the exception noted in 340.03(F). This exception 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 on behalf of the Board of Directors and the Board.

Due to the recommended revisions noted above Branham recommended the Board reapprove the Delegation of Authority Policy. A motion was made by Worthman and seconded by Lewis, the Board voted unanimously to approve the revised Delegation of Authority Policy.

Moton stated he is getting numerous emails correspondence and asked if this is going to be an ongoing scenario? Branham stated that this is a busy time and the number of emails should slow down after we are through the current issues.

- e. East First Street Remodel and Professional Design Services – Branham updated the Board on the half lot that is needed to move forward with the Permanent Supportive Housing Project as it is currently designed. She advised that not having this half lot creates issues with the building of the apartments building due to the slope of the land and need for an extensive retaining wall. Branham wrote a letter to the landowner asking if he would consider donating it to the project and that the Board would post a plaque in the building recognizing his generous donation. Without this section of land there are concerns that the project will not be able to move forward.

Branham advised there needs to be a revised contract for the renovation project of the apartments above the main office. There needs to be a section added as related to fees for the architectural design. The architect is in the process of revising the contract. A motion to approve the new contract was tabled till the revised contract is available.

Question posed by Wurthmann – Is there a current contract with the architect that needs to be cancelled before a new contract is signed? He also asked about bidding for contracted services. Branham advised she sought a legal opinion regarding the architectural agreement that was entered into by the previous Director and was advised we can move forward with the current architect. Branham stated that the contracted services will go out for publication, bids will be submitted and reviewed. Proper protocol will be followed regarding the selection of the contracted services.

- f. MPD/MOU Revisions- The existing MOU for the Homeless Response Team requires changes as the current MOU stipulated MPD will pay the officers and submit reimbursement to the Board. However, MPD was advised by their auditor this is not permitted so the Board will need to pay the officers directly. They have completed W9's with the County Auditor and the officers will invoice the Board directly.

- 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 several years. The budget bumped up a couple years in a row then moved to the \$100,000 that was allocated more recently.

2. Know It Before You Need It/Other Campaigns – Branham stated that there are staff training opportunities related to marketing and community awareness. Wurthmann presented the idea of hiring an outside agency for marketing and community awareness for Know It Before You Need It. Other campaigns ideas were discussed,

and the creation of a potential ad hoc marketing committee was discussed. Branham asked Board members and staff to brainstorm on how RCMHB can market its brand while also marketing contract agency awareness possibilities.

- h. \*YFC - \$25,000 Funding – Branham informed the Board that \$70,000 was historically allocated to the Youth and Family Council (YFC) also known as our Council of Government (COG). She advised that the previous Director pulled the funds from our local YFC. \$20,000 to Clearwater COG and \$50,000 of those funds are still available. Our local COG. He entered an agreement to place funds with Clearwater COG, which is not a local GOG and is more specifically a COG that works with special needs organizations like Richland Newhope. She advised that he placed \$20,000 with the Clearwater GOG who recently billed this office for \$11,829.50. She advised that the other \$50,000 remains with the Board. Branham proposed moving \$25,000 back to our local COG as funding for our COG is running low. These funds are considered pooled funds and other Richland County agencies allocate funds to the YFC. She proposed that the remaining \$25,000 be allocated to run a pilot program for the young adults in our Transition Age Youth Program for case management services and for needs that are not covered by means.

Question posed by Board members – Are other agencies returning money to YFC? Branham stated she does not know that answer. The question was asked if local money is put in by other agencies? Branham stated yes. 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 to begin the pilot program. If more help is needed and the program has positive outcomes then we can revisit funding as we move into the next budget cycle. (d). Bemiller called for a motion to approve the proposal for, out of the remaining \$50,000.00 previously pulled by actions taken by the prior Director, moving \$25,000 back to our local COG and reallocating \$25,000 to begin a pilot program for the young adults in our Transition Age Youth Program for case management services to address needs not covered by other means. Wurthmann motioned. Lewis seconded. All members present agreed. Motion carried.

Question posed from McGhee regarding program audit and discussed amongst present members.

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. We are required to submit documented evidence to back up the policies and procedures. Fonda Freeman oversees the process.

- i. \*Sponsorship Policy – Branham presented a Sponsorship Policy and asked for it to be approved by the Board. This policy stipulates criteria for sponsorships under consideration. Bemiller called for a motion to approve the revised Sponsorship Policy. Wurthmann motioned. Lewis seconded. All members present agreed. Motion carried.
- j. Branham asked for feedback on Contract and Affiliate Agencies being invited to do short presentations at Board meeting. Another option is to have meetings at their respective offices. The purpose behind this idea is to offer opportunity for the Board members to become familiar with the agencies we fund and partner with as related to behavioral health services.

k. Building and Grounds – Discussion tabled until next Board meeting. 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 Amanda Middis, attorney for the Richland County Prosecutors Office (RCPO), to provide an update. Middis stated a records request was received by RCPO from former Director Trolan'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 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 into Executive Session at 7:34 P.M to discuss the legal matter. Ahles motioned. Wurthmann seconded. Roll call was taken with everyone agreeing. Parties present were asked to step out with staff members Vogt, Branham, and Parker invited to stay. Bemiller called for motion to exit Executive Session at 8:00 P.M.. Lewis motioned. Ahles seconded. A roll call vote was taken with all members present in agreement. Executive Session ended at 8:10 P.M.

12. \*Bemiller called for a motion to adjourn. Wurthmann motioned. Ahles seconded the motion. All members present voted unanimously. Motion carried. The meeting was adjourned at 8:10 P.M.

***ATTESTED BY:***

*Susan Bemiller*  
Susan Bemiller, Chair

*D. R. K.*  
Dave Krenrick, Vice Chair