



Richland County Mental Health & Recovery Services Board Meeting Minutes June 18, 2024

Present: Sue Bemiller, David Krenrick, Mike Donahue, Susan Lehr, Christina Thompson, Jennifer Lemon, Carla James, Jordan Wurthmann, Cindy Lewis, Sylvia Jordan, Lonnie McGhee, Deena Hamilton

Excused: Elder Ron Moton

Unexcused:

Staff Present: Sherry Branham, Carey Vogt, Angie Parker, Scott Basilone, Mike Sizemore

Guests: Jeff O'Brien, Crystal Shaffer

CALL TO ORDER:

Bemiller called the meeting to order at 5:30 P.M.

Pledge of Allegiance

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

1. * **Approval of Minutes** – Sue Bemiller

Bemiller called for a motion to approve the May 21th, 2024 meeting minutes. Donahue motioned to approve the minutes, Lemon seconded. There was no discussion. The Board voted unanimously to approve the minutes. Motion carried.

2. * **Monthly Payables** – Sue Bemiller

Bemiller called for a motion to approve the Expenditures for May 2024. Lewis motioned to approve the Expenditures, Lehr seconded the motion. There was no discussion. The Board voted unanimously to approve the minutes. Motion carried.

3. **Executive Director's Report** – Sherry Branham

- **Special Presentation:** Bemiller and Thompson will finish their terms of office on June 30th, 2024. Bemiller began her service with the Board in 2014, and Thompson began her service with the Board in 2017. Both were presented with service awards for their dedication to our community.
- **Contracts:** Branham provided an update on SFY2025 contracts. Once contracts are ready, they will go to the Richland County Prosecutor for approval. They will then go to the Richland County Auditor for approval. Upon approval of both parties, they will be sent to the contract agencies for approval and signature.

- *Job Descriptions: Job Descriptions for Enrollment and Billing Coordinator and Executive Administrative Assistant/Records Custodian were brought before the Board for approval.

Mike Sizemore, Enrollment Specialist will assume the role of Enrollment and Billing Coordinator upon Julie Dillon's retirement in late July. Angie Parker, IT Director and Sizemore will work together as a 6-month pilot to share Dillon's duties alongside their current daily tasks. Once 6 months have passed, an assessment will be made to see if another staff member will be needed. If the work is successfully absorbed internally the vacant position will not be filled. A motion was called for to approve Sizemore's new position title, pay scale and job description. Donahue made the motion and James seconded the motion. The motion passed unanimously.

The Executive Administrative Assistant/Records Custodian position will be filled by Asia Groff. A motion was called for to approve Groff's new position title, pay scale and job description. Lewis made the motion and Lehr seconded this motion. The motion passed unanimously.

- Board Training: Branham spoke with Tony Tambasco, the Director of the Crime Lab for the Mansfield Police Department, and requested he do a training for the Board. The presentation would be on drug and paraphernalia identification and awareness. This training needs to be approved by OhioMHAS. Tambasco has accepted the offer to present to the Board. Once approved we can schedule the training.

4. Associate Director/CFO Report – Carey Vogt

- Cash Position: The beginning balance at the end of April 2024 was \$6,800,469.21. In May, the total revenue of \$23,961.89 was deposited. Total expenditures for this period were \$638,611.37, leaving the fund balance in our operating fund on 5/31/24 at \$6,185,819.73. This is a decrease of \$614,649.48.
- Finance Committee Meeting and Joint Planning & Education and Finance Committee Meeting: Donahue gave the Board a summary of what was discussed during the Finance Committee Meeting that took place on May 30, 2024. Lemon provided the Board with a summary of what occurred during the Joint Planning & Education and Finance Committee Meeting that took place on June 7, 2024. All of the Board members received a copy of the minutes from both of these meetings in their Board packet.

Donahue commented that he has fiscal confidence in the Board while the upcoming levy is approaching. One of the funding lines that was discussed in detail was the Crisis Continuum program.

- *SFY2025 Budget: The State has not released the application for SOS 4.0 yet. The SOS 4.0 amount is not yet represented in the SFY2025 budget because we do not know what will be allocated. There are still several lines that are to be determined by OhioMHAS for SFY2025.

The SFY2025 proposed budget was broken down in line-item detail by contracted agency and presented to the Board of Directors with thorough explanation. The

agency budgets presented were Catalyst, CACY, NAMI, Mansfield UMADAOP and Family Life Counseling. Vogt will revise NAMI's budget to break out additional detail as to how the funds will be utilized. The Board reviewed all the budget allocations for SFY2025. Bemiller called for a motion to approve the Contract Agency Budget of \$5,800,050.46, Board Administration Budget of \$998,384.00, and the Board Monitored Community Operations and Housing Budget of \$2,624,824.25 for a total SFY2025 budget of \$9,423,258.71. Lemon made the motion and Wurthmann seconded this motion. The motion passed unanimously.

- *CYE2025 Budget: The initial draft of the 2025 County Calendar Year Budget is going to be submitted to the Commissioners once approved by the Board. This includes our Operating and Housing funds. These budgets will be revisited and revised in November 2024, by then we will have a better look where we are during this calendar year. Paperwork was drafted for the Board to review regarding the 2025 County Calendar Year Budget. Bemiller called for a motion to approve the County Calendar Year budget. Donahue made a motion to approve the following for our 2025 County Calendar Year Budgets, 200 Operating Fund: Revenue \$8,632,861.00, Expenses \$10,987,801.00 and 520 Housing Fund: Revenue \$4,262,000.00 and Expenses \$2,290,000.00. James seconded this motion. The motion passed unanimously.

Vogt also informed the Board that the job posting for the Finance Administrative Assistant position has been posted through 06/28/2024, all the resumes will be reviewed, and interviews will be scheduled.

5. **Program Update** – Scott Basilone

- Community Assessment Plan & Scorecard Update: The Community Assessment Plan was written to cover the years 2023-2025 and includes 9 priority areas. Basilone presented several data points to the Board for review and talked in depth about data collection efforts. Community data priorities are set by the State. He explained data trends that were gathered with the cooperation of local agencies, and the building of professional relationships is going well.

A system called Scorecard is being used to gather and analyze this data, and there is a potential that some of this data could be added to the Board's website in the future.

6. **President's Report** - Sue Bemiller

- Nominating Committee: Lehr highlighted that all Board Members were nominated for an office and additionally praised the fluid communication between those on the Board. A vote was cast for incoming Board Officers. Lemon was voted in as Chair, Lehr was voted in as Vice Chair, Donahue was voted to remain the Treasurer and James was voted in as Secretary. Their terms will begin on July 1st. Bemiller called for a motion to approve the new slate of officers. Lewis made the motion and Jordan seconded the motion. There were no abstentions and no discussion. The motion passed.

7. **Old Business**

The Personnel Committee discussed the Executive Director performance and were in agreement to provide an increase that aligns with her contract and the current COLA. An adjustment to the current base salary of 3.20%, effective in the pay period including July 1, 2024 shall be applied to the compensation for Executive Director Sherry Branham.

8. **New Business**

None discussed

9. **Future Agenda Items**

None discussed


10. ***Adjournment**

Bemiller called for a motion to adjourn. Donahue made the motion, Lewis seconded this motion. The motion passed with no abstention. The meeting adjourned at 7:09 PM.

ATTESTED BY:



Susan Bemiller, Chair



Jennifer Lemon, Vice Chair