



Richland County Mental Health & Recovery Services Board Meeting Minutes July 15, 2025

Present: Jeff O'Brien, Susan Lehr, David Krenrick, Carla James, Mike Donahue, Jordon Wurthmann (left before meeting ended), Jennifer Lemon, Sylvia Jordan, Crystal Shaffer, Bret Snavelly, Lonnie McGhee, Scott Arnold

Excused: Deena Hamilton

Unexcused:

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

Guests: Commissioner Cliff Mears

CALL TO ORDER:

O'Brien 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. Welcome and Swearing in of Scott Arnold – Commissioner Cliff Mears

Scott Arnold, CPA was given the oath of office to begin his term on the Board of Directors. He pledged the oath of office in the presence of the Board of Directors. The oath of office was administered by Commissioner Cliff Mears.

Scott is the former owner of Riester, Lump and Burton and introduced himself to the Board of Directors.

2. *Executive Session – Jeff O'Brien

O'Brien called for a motion to move into Executive Session at 5:38 PM. Donahue motioned to move into Executive Session, James seconded the motion. There were no abstentions. A roll call was taken, and all non-Board members were requested to exit the room. Wurthmann requested to the Board of Directors that Commissioner Mears be allowed to remain in Executive Session due to having pertinent information about the session. There was no opposition to this by the Board of Directors. Director Branham and Board staff exited the room before the Executive Session began. At the conclusion of Executive Session, Director Branham and Board staff were asked to re-enter. O'Brien called for a motion to move out of Executive Session at 6:31 PM, Donahue motioned to move out of Executive Session, Snavelly seconded the motion. There were no abstentions, and an exit roll call was taken. Wurthmann left the meeting after exit roll call.

3. * **Approval of Minutes** – Jeff O’Brien

O’Brien called for a motion to approve the June 17th, 2025 meeting minutes. James motioned to approve the minutes, Snively seconded the motion. There were no abstentions and no discussion. The motion carried.

4. * **Monthly Payables** – Jeff O’Brien

O’Brien called for a motion to approve the Expenditures for June 2025. Donahue motioned to approve the expenditures, Lemon seconded the motion. Shaffer abstained from the motion. There was no discussion. The motion carried.

5. **Associate Director/CFO Report** – Carey Vogt

- **Cash Position-** The beginning balance at the end of May 2025 was \$5,586,023.66. In June, a total revenue of \$52,761.12 was added. The total expenditures for this period were \$535,231.06, leaving the fund balance in our operating fund on 6/30/2025 at \$5,103,553.72. This is a decrease of \$482,469.94. Lehr expressed concerns about funding being on a downtrend.
- ***SFY 2026 Revised Budget –** The Revised State Fiscal Year 2026 Budgets consist of a Contract Agency Budget of \$6,049,319.28, a Board Administration Budget of \$984,467.50, and a Board Monitored Community Operations and Housing Budget of \$1,611,913.28 for a total of \$8,645,700.06. Vogt recommended a motion to approve the revised budget amounts. Donahue motioned to approve the Budgets, Lehr seconded the motion. There were no abstentions. The motion carried.
- ***SFY 2026 TBD Approval –** A recommendation for a motion was called to approve allowing the Board administrative staff to approve the use of funds, as well as notification to providers once final awards are received from OhioMHAS regarding all the To Be Determined lines for SFY 2026. Vogt informed the Board that we would plan to make official budget revisions based on awarded funding from the State once the Board of Directors meets again in October, due to the annual dinner occurring in September. Lehr motioned to approve the TBD Approval, James seconded the motion. There were no abstentions. The motion carried.
- ***Levy Budget –** The Levy Budget was brought to the Board of Directors for a vote. A motion was made to approve the levy budget of \$55,000. Donahue motioned to approve, James seconded the motion. There were no abstentions and no discussion. The motion carried.
- ***Levy Marketing Agreements –** The agreed amount for Mid-State Multimedia was \$15,922.00. The agreed amount for iHeart Media was \$8,016.00. A motion was made by Lemon to accept the full Levy proposals for Mid-State and iHeart. Krenrick seconded the motion. There were no abstentions or discussions. The motion carried.
- ***Marketing Agreements, Mid-State and iHeart -** Marketing agreements have been offered by Mid-State Multimedia and iHeart Media to the Board office for SFY2026 marketing. Service packets for both companies were given to the Board of Directors for review and discussion.

The initial proposed cost for SFY2026 Marketing consists of \$79,610 for Mid-State Multimedia and \$32,100 for iHeart Media.

The costs that were quoted were very concerning for the Board of Directors, and it did not seem feasible to accept the quotes. There was discussion about reducing the number of ads that were included in the proposals. After much discussion amongst the Board of Directors about the quoted costs, Donahue requested a 50% reduction in the quoted costs for both figures. Donahue gave permission to the Board staff to approve revised proposals from the vendors once received.

A motion was made to request vendors to reduce marketing proposals that were quoted. Donahue motioned to approve the reduction in marketing costs, Lemon seconded the motion. There were no abstentions. The motion carried.

6. **Director of Information Technology** – Angie Parker

Nothing to report

7. **Program Director's Report** – Scott Basilone

Seven different surveys are being worked on at this time, 3 of which have been submitted already. The Overdose Awareness application was submitted today to help with ad campaigns for upcoming events.

8. **Executive Director's Report** - Sherry Branham

- ***Levy Ballot Language** – Director Branham asked the Board of Directors for a motion to approve the levy ballot language for the November General Election. Donahue motioned to approve the ballot language, Jordan seconded the motion. There were no abstentions and no discussion. The motion carried.
- **Billboards** – An expense comparison sheet was given to the Board of Directors to show marketing costs from the 2015 levy alongside estimated costs for this year's levy. The marketing costs include billboards. Billboard companies, expense amounts and locations are still being discussed, with the understanding that we have limited time to secure good locations if we can find available options. A few reputable billboard companies are being explored.
- **Richland Recovery Network** – A display of the Richland Recovery Network website was shown on the projector to the Board of Directors. The website is functional with final touches being added but has not been launched yet. It is a very direct and easy to use website for those in need of information during times of difficulty.
- **Adam and Amanda Project** – Appliances and some furnishings have been moved into the transitional housing program upstairs. The project continued to improve at each step during the process. At least one facility walkthrough has been performed by OhioMHAS. There are some issues with the fire panel that the architect has been made aware of, and we are working to resolve these as effectively and quickly as possible. We need the Certificate of Occupancy approved before OhioMHAS will do their site visit. Final approvals must be made by OhioMHAS and the Fire Department.

- Remodel – Work on existing properties has yet to begin. These locations were reviewed in detail by the architect and valuations were given on the approximate costs for remodels and upgrades. The application to move allocated funding from a capital project has yet to be completed. Branham is awaiting the forms to be sent by Chris Mazzola of OhioMHAS. If OhioMHAS approves moving the funds they will be used for remodels and upgrades of current properties in need of repair.
- Health Officer Appointment – Catalyst Life Services appoints individually selected Health Officers who conduct prescreens for persons in crisis. The process of appointing a Health Officer involves a recommendation from Catalyst Life Services with agreement from the Mental Health and Recovery Services Board. There is no requirement for these positions to be clinicians, but Catalyst has informed the Board their appointees are clinicians. There was much discussion by the Board of Directors on this topic. It was suggested that Board letterhead approval be used for clinician verification of appointment by both Catalyst Life Services and the Board. Donahue recommended language changes for appointment approval.

9. **President's Report** – Jeff O'Brien

The President's Report will be coming to the Board of Directors by email.

10. **Old Business** – None discussed

11. **New Business** –

The Board said it came to their attention that all the processes and procedures were not followed correctly regarding the Executive Directors annual review/evaluation and annual increase. The Executive Director needs to do a self-assessment, Lemon requested that Branham submit a list of her accomplishments over the past year to the Board. The Personnel Committee needs to meet and perform an evaluation of the Executive Directors performance over the past year and bring their recommendations to the full Board of Directors. The committee intends to create an assessment tool for the evaluation process. The full Board of Directors then needs to meet and discuss, once a proposal is recommended the Board needs to vote and the approval must be reflected in the meeting minutes regarding the Executive Directors annual evaluation and annual increase. Once all these corrections are made the Board of Directors said they intend to retroact the increase back to be effective July 1, 2025. Lehr requested a list of the new committees for SFY2026 to be sent out to all the Board of Directors. The Board of Directors intend to correct this process and get this accomplished as quickly as possible.

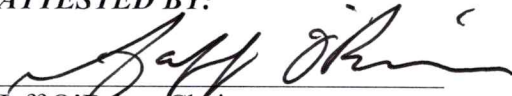
It was mentioned that the Personnel Committee needs to assess the Executive Director's contract and bring it up to date. The Board of Directors can modify the Executive Director's contract at any time, if both parties are in an agreement. Branham thanked McGhee for all his time regarding this topic. Donahue informed the Board of Directors that he reached out to Christina Shaynak-Diaz the Associate CEO at OACBHA regarding Executive Director's contracts and she provided him with an example contract that other Boards in the state use.

12. **Future Agenda Items** – None discussed

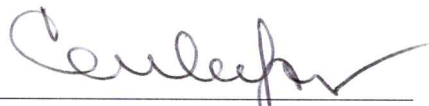
13. ***Adjournment**

O'Brien called for a motion to adjourn. Donahue made the motion, James seconded the motion. The motion passed with no abstentions. The meeting adjourned at 7:52pm.

ATTESTED BY:



Jeff O'Brien, Chair



Carla James, Secretary