



Richland County Mental Health & Recovery Services Board Meeting Minutes January 20, 2026

Present: Scott Arnold, Dr. Jay Haar, Susan Lehr, Jennifer Lemon, Lonnie McGhee, Crystal Shaffer, Bret Snavely, Brian White

Excused: Carla James, Jeff O'Brien, Dave Krenrick

Unexcused:

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

Guests: Mike Donahue

CALL TO ORDER:

Lehr called the meeting to order at 5:30 P.M.
Pledge of Allegiance

Director Branham and the Board of Directors recognized and sincerely thanked Mike Donahue for his service on the Board of Directors. Donahue served with tireless effort, collaboration and creativity. He was presented with a service award from the Board of Directors, and left the meeting after accepting this award.

1. *Executive Session– Susan Lehr

Lehr called for a motion to move into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. White motioned to move into Executive Session, Shaffer seconded the motion. There were no abstentions and no discussion. The motion carried. A roll call was taken and the Executive Session began at 5:37 PM. All Board staff members were requested to exit the room. At the conclusion of the Executive Session, Board staff were asked to re-enter the room. Lehr called for a motion to move out of Executive Session, White motioned to move out of Executive Session, Lemon seconded the motion. There were no abstentions and no discussion. The motion carried and an exit roll call was taken. The Executive Session concluded at 6:57 PM.

***Motion for Executive Director to develop a Corrective Action Plan – Susan Lehr**

Lehr called for the development of a Corrective Action Plan to ensure that all procedures and policies are followed for performance evaluation and compensation processes. The plan will be in the form of a policy. As with all policies it will be voted on and approved by the Board of Directors. Lehr motioned to approve, Lemon seconded the motion. Snavely opposed. There were no abstentions and no discussion. The motion carried.

2. ***Nominating Committee**– Susan Lehr

Lehr mentioned to the Board of Directors the need for a new nomination for Treasurer. Donahue served as Treasurer, but has finished his service with the Board of Directors. Lehr nominated Scott Arnold, CPA to serve in the role of Treasurer for the Board of Directors. Arnold accepted the nomination. Lehr motioned to approve the nomination, White seconded the motion. There were no abstentions and no discussion. The motion carried.

3. ***Approval of Minutes**- Susan Lehr

Lehr called for a motion to approve the board meeting minutes for November 16, 2025. Lemon motioned to approve, Shaffer seconded the motion. There were no abstentions and no discussion. The motion carried.

4. ***Monthly Payables** – Susan Lehr

Lehr called for a motion to approve the expenditures for the month of November 2025. White motioned to approve the November expenditures, Lemon seconded the motion. There were no abstentions and no discussion. The motion carried.

Lehr called for a motion to approve the expenditures for the month of December 2025. White motioned to approve the December expenditures, Lehr seconded the motion. Shaffer abstained. There was no discussion. The motion carried.

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

o **Cash Position for November and December** –

The beginning balance at the end of October 2025 was \$5,906,178.64. During November, a total revenue of \$187,609.17 was added. The total expenditures for this period were \$558,572.50, leaving the fund balance in our operating fund on 11/30/25 at \$5,535,215.31. This is a decrease of \$370,963.33.

The beginning balance at the end of November 2025 was \$5,535,215.31. During December, a total revenue of \$281,266.05 was added. The total expenditures for this period were \$709,960.47, leaving the fund balance in our operating fund on 12/31/25 at \$5,106,520.89. This is a decrease of \$428,694.42.

o ***SFY2026 Budget Revisions** -

Vogt provided the Board of Directors with SFY2026 Budget Revisions to review. The revisions include an additional \$12,000.00 to Catalyst Life Services for Forensic Outpatient Competency Restoration (OCR) funding was awarded by ODBH. ODBH informed us that this is federal funding so therefore our SFY2026 Revenue increased by an additional \$12,000.00. Lehr called for a motion to approve the revisions. White motioned to approve, Arnold seconded the motion. There were no abstentions and no discussion. The motion carried.

- Richland County Single Audit – Calendar Year 2024 -

Vogt provided the Board of Directors a copy of the Richland County Single Audit for 2024 in their electronic Board packet. This was a county wide audit performed by The State of Ohio. There were no findings for our department.

- Levy Report -

An expense detail report was given to the Board of Directors which included a breakdown of what was spent during the levy. Levy expenses were under what was budgeted.

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

Work is being done with the Cybersecurity plan to fit in with the new policies and procedures. This will go to the Board of Director's for approval once finished.

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

- *Community Plan (CAP) Update -

Basilone is winding up the Community Assessment Plan for years 2023-2025 and is creating a Community Assessment Plan template and survey for years 2026-2028. The overall objective of the Community Assessment Plan is to build a comprehensive, accessible and equitable crisis continuum for Richland County residents.

Lehr called for a motion to approve the Community Assessment Plan. Dr. Haar made a motion to approve, Shaffer seconded. There were no abstentions and no discussion. The motion carried.

- Meeting with OBH Regarding Remodel of Board Owned Properties –

A meeting was held with Chris Mazzolla from the Ohio Department of Behavioral Health to discuss the use of the remaining housing funds. It was decided that the remaining funds can be used from the planned housing facility on First St for needed renovations for Board owned properties. The goals are to work on renovations at Alpine, and then move onto other properties. Renovations at Alpine include converting current living environments into 1-bedroom apartments to be able to better fill and maintain them. Basilone plans to continue to work with Mazzolla to acquire additional housing funds.

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

- Board Member Vacancies - There are currently 3 vacant seats on the Board of Directors. Two of these seats are Commissioner appointments and one is an Ohio Department of Behavioral Health appointment. There are prospects for new Board members with one applicant submitting to OBH and one identified by the Commissioners. Please speak with Branham if you have any ideas about individuals interested in serving on the Board of Directors.

- Commissioner Liaison - Commissioner Vero is our department's new Board Liaison replacing Commissioner Mears.
- Strategic Plan - The Strategic Plan draft has been provided via email to all Board Members. Branham informed the Board of updates made and carried over to the new plan. There will be Strategic Plan committee meetings that will be held in the future. There will also be an opportunity for community members, agency personnel and stakeholders to evaluate the plan and give feedback or recommendations.
- *Jail Services Agreement -

The most current Jail Services Agreement was enacted in 2016. This is an updated agreement. I requested changes to the original revised agreement that included the removal of language related to levy funds. State funds are being used for the Jail Services program which was approved in the FY26 budget. Catalyst Life Services is the current provider of Jail Services and the services provided are performed by 1 clinician who is both well-liked by jail staff and service recipients. Basilone evaluates data provided from the Jail Services program and has monitored the work being completed. Basilone explained sitting in on the jail's clinical meeting that occurs at the jail. He explained that the medical staff and Catalyst staff worked well together when discussing the needs of the inmates and was happy with the outcome of the meeting. Basilone mentioned that the Board administration will want to ensure that there is not a duplication in services for the next State Fiscal Year.

Branham recommends re-evaluating the Jail Services Agreement on an annual basis to adjust where necessary. Branham recommends moving forward with this plan. McGhee motioned to approve the Jail Services Agreement, Lemon seconded the motion. There were no abstentions and no discussion. The motion carried.

- *UMADAOP –
A new interim Executive Director, Ben Davis, has been hired. Branham and administrative staff met with the new interim Executive Director and Aurelio Diaz, one of UMADAOP's Board members. Davis and Diaz are working to improve policies and processes of the Agency. Staffing changes have occurred. Audits for 2024 and 2025 are in process of being completed. Branham reviewed a revised Corrective Action Plan that is included in the Board packet. Lehr made a motion to approve the amended Corrective Action Plan, Lemon seconded the motion. Snively abstained. There was no discussion. The motion carried. UMADAOP is working to add additional new Board Member to their Board of Directors. get additional new Board members onto their board.

9. Vice Chair Report – Susan Lehr

- Executive Committee Meeting – Board of Director's By-Laws- The Executive Committee meeting was cancelled due to illness, and another meeting has not been announced at this time.

10. **Old Business** –

Lemon mentioned that 250 hygiene product kits were provided to residents at residential facilities including Wood Pointe. They are also being provided for residents that will be in programming at Danielle's Lighthouse. The hygiene product kits were made available through grant funds obtained by Basilone. Thank you Jen!

11. **New Business** –

Parker wrote and read a letter of encouragement to the Board of Directors. The letter reassured Board members of the staff's capabilities to continue the vital work of this agency during their period of search for a new Executive Director. Board members were encouraged to speak with various community partners during their search for the next MHRSBD leadership. She thanked them in advance for the important work they will do. Due to retirement, the Board of Directors will be searching for new Executive Director.

Conversation ensued amongst the Board members about the search for Executive Director and a Search Committee will need to be established. The Personnel Committee will need to review the existing job description and make sure the correct policies and procedures are in place related to the position.

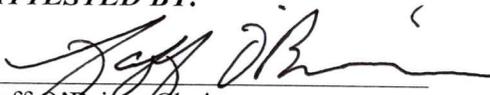
12. **Future Agenda Items** –

None discussed.

13. ***Adjournment** –

Lehr called for a motion to adjourn. Snively made the motion, McGhee seconded the motion. There were no abstentions and no discussion. The motion carried. The meeting adjourned at 8:30pm.

ATTESTED BY:



Jeff O'Brien, Chair



Carla James, Secretary