



Richland County Mental Health & Recovery Services Board Meeting Minutes March 17, 2026

Present: Scott Arnold, Dr. Jay Haar, Dave Krenrick, Carla James, Jeff O'Brien, Crystal Shaffer, Bret Snively, Brian White

Excused: Jennifer Lemon

Unexcused:

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

Guests: Lou Whitmire, Mansfield News Journal

CALL TO ORDER:

O'Brien called the meeting to order at 5:30 P.M.

Pledge of Allegiance

1. **Thank you, Executive Director Sherry Branham** – Jeff O'Brien

O'Brien started the meeting by presenting Director Sherry Branham with a certificate award for her leadership and service with the Richland County Mental Health and Recovery Services Board. On behalf of the Board of Directors, he expressed gratitude and the best of wishes on her upcoming retirement.

2. ***Approval of Minutes** – Jeff O'Brien

O'Brien called for a motion to approve the board meeting minutes for February 17, 2026. James motioned to approve the minutes, White seconded the motion. There were no abstentions and no discussion. The motion carried.

3. ***Monthly Payables** – Jeff O'Brien

O'Brien called for a motion to approve the expenditures for the month of February 2026. Dr. Haar motioned to approve the February expenditures, Shaffer seconded the motion. There were no abstentions and no discussion. The motion carried.

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

○ Strategic Plan, COQ, Buildings and Grounds

Scott Basilone will be taking on the duties of the Strategic Plan, Culture of Quality (COQ) Reaccreditation and Buildings and Grounds. Basilone looks forward to managing these duties. The Strategic Plan fits well with his work on the Community Assessment Plan. He will take the lead on the COQ accreditation, and it will be a team effort with the Board staff and the committee on policy review. He had taken the lead with Building and Grounds duties this past fall, while working with Chris Mazzolla from Ohio Department of Behavioral Health on issues with Board owned properties.

○ Social Media

Angie Parker is training in Social Media maintenance for the Board. This is going well.

○ Human Resources

Carey Vogt is already trained in many aspects of Human Resources tasks and will be more involved in this role.

○ Executive Director Evaluation Policy

Branham has been working on establishing a formal policy about the evaluation of the Executive Director. A policy has been drafted and sent to all Board members for review and feedback, which White said is extensive. The drafted policy will be reviewed by the Personnel Committee and may need to be revised before its approval and presentation to the full Board of Directors.

○ Thank you

Branham thanked the Board of Directors, present and past, for their commitment, hard work, areas of expertise, willingness and volunteerism. It was her privilege to serve the community as the Executive Director. Branham is looking forward to plans after retirement. O'Brien thanked Branham for all her leadership and mentioned that she will be missed.

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

○ Cash Position for February 2026

The beginning balance at the end of January 2026 was \$5,356,450.03. During February, a total revenue of \$38,545.79 was added. The total expenditures for this period were \$575,325.44, leaving the fund balance in our operating fund on 2/28/2026 at \$4,819,670.38. This is a decrease of \$536,779.65.

o Finance Committee Meeting Update

The Finance Committee met last week and highlighted two new documents. One is for the Operating Fund and the other, the Housing Fund. These reports show the monthly reconciliation between the county MUNIS system and our internal Quickbooks accounting system. The process has always taken place however, will now be shared with the Board in Board packets. The next Finance Committee meeting will be scheduled in May.

o *Revised SFY2026 Budget –

Vogt asked the Board of Directors for a motion to approve a revision to the State Fiscal Year 2026 Budget. The revised Administrative Budget amount is \$1,034,467.50 with the addition of \$35,000 to line 200.510800 to cover the cost of vacation and sick time payout due to the Executive Director's retirement for a total revised budget of \$10,805,891.79.

Arnold called for a motion to approve the revised SFY2026 Budget. Krenrick motioned to approve the budget revision, James seconded the motion. There were no abstentions and no discussion. The motion carried.

o *Revised CY2026 Budget –

Vogt asked the Board of Directors for a motion to approve an adjustment to the Calendar Year 2026 Budget as presented in the 200 MH Fund. This would be submitted to the County Commissioners. This adjustment involves a transfer of \$35,000 from the Capital Improvements line to Termination Payouts to cover the cost of vacation and sick time payouts for the Executive Director's retirement.

Arnold called for a motion to approve the revised Calendar Year 2026 Budget. O'Brien motioned to approve the budget revision, Krenrick seconded the motion. There were no abstentions and no discussion. The motion carried.

o Board of Director's Committees Discussion -

After the last Board meeting, the Commissioners passed a resolution to move the size of the Board of Directors from 14 members to 9 members. This presents challenges for the existing committees. Fewer Board members as a whole will likely mean fewer committees, or combined committees. A feedback document was provided to the Board of Directors with answers to questions about how other Boards structure their committees, including how many members serve on each committee. Branham asked that the Executive Committee discuss any changes to committees before taking their recommendation to the full Board of Directors. O'Brien mentioned that an Executive Committee meeting will be scheduled before the month is over.

6. Program Director Report – Scott Basilone

o 120 Day Notices -

All 120 Day Notices have been mailed and emailed to contract agencies and to participants with MOU's for ATP, Indigent Hospital Funding and one of the School Wellness programs.

o The 120 – day notices have potential changes for 2027 Contracts listed below-

- o Revisions to the one-twelfth billing methodology for outreach, prevention, and other specified carve-out services.
- o Modifications or elimination of the Board's underwriting process.
- o Compliance with Ohio Revised Code Section 9.235, governing records subject to government inspection.
- o Agency shall review and update its information on the Richland Recovery Network on June 1 and November 1 of each year by submitting any changes, or a confirmation of no changes, to the RCMHB Executive Director or designee.
- o The Ohio Department of Mental Health and Addiction Services (OhioMHAS) has been changed to the Ohio Department of Behavioral Health (ODBH).

o Clinical Audit Update –

Catalyst Life Services was the first of the clinical audits, and it went very well. The files that were chosen for audit were in compliance. Basilone offered recommendations and they were well received.

Director Branham highlighted the Richland Recovery Network and recommended moving forward with the building of the website by adding affiliate and partner agencies. This is a great resource for the community that quickly helps individuals find appropriate help that fits their needs.

o Bicycle arrival –

Basilone showcased a bicycle that was donated by Richland Public Health. The bikes were a donation to Danielle's Lighthouse and are intended to be used by residents. Dr. Haar expressed concern about the safety of residents while on the bikes.

7. *Executive Session – To consider the appointment and compensation of a public employee – Jeff O'Brien

O'Brien called for a motion to move into Executive Session to consider the appointment and compensation of a public employee. White motioned to move into Executive Session, Snavely

seconded the motion. There were no abstentions and no discussion. The motion carried. A roll call was taken and the Executive Session began at 6:38 PM. All Board staff and guests were asked to leave the meeting. At the conclusion of the Executive Session the Board staff were asked to enter the room. O'Brien called for a motion to move out of Executive Session. White motioned to move out of Executive Session, James seconded the motion. There were no abstentions and no discussion. The motion carried. An exit roll call was taken. The Executive Session concluded at 6:49 PM.

Once the Executive Session was over, White called for a motion to appoint Carey Vogt as Interim Executive Director beginning April 1st 2026 at the compensation rate of \$48.78 per hour and provide a monthly automobile allowance of \$600 to cover transportation costs in performance of her duties. The Board chairman is authorized to sign documents necessary to make this appointment. White made the motion; Dr. Haar seconded the motion. There were no abstentions and no discussion. The motion carried.

8. **Chair Report** – Jeff O'Brien

The Board of Directors has a good deal of work ahead between Board bylaws and Committee adjustments. Congratulations to Director Branham on her retirement!

9. **Old Business** –

White mentioned that the Search Committee has met 3 times. Meeting minutes taken by the Search Committee were included in the Board packets for the review. The Search Committee is using resources from OACBHA to help with the search process and job posting advertisement. Director Branham asked that the posting be put on the County website and the OhioMeansJobs website.

10. **New Business** –

o **Length of Board Meetings** -

O'Brien offered to the Board of Directors the option of a pre-set adjournment time. He said that some Boards do that and they extend the adjournment time as needed. There was discussion about this, and a point was made that with the amount of work involved right now, it's a good idea to get things done accurately without focusing too much on meeting length.

11. **Future Agenda Items** –

The Executive Committee will have discussions about committee restructuring. The next Search Committee meeting is scheduled for March 26th at 11 AM. May is Mental Health Month; please bring any events that you wish to appear on the calendar to the April Board meeting.

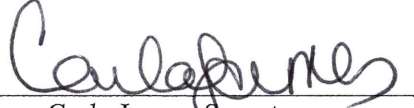
12. *Adjournment –

O'Brien called for a motion to adjourn. Krenrick made the motion, James seconded the motion. There were no abstentions and no discussion. The motion carried. The meeting adjourned at 7:01 pm.

ATTESTED BY:



Jeff O'Brien, Chair



Carla James, Secretary