

**PAINT VALLEY ALCOHOL, DRUG ADDICTION
AND MENTAL HEALTH SERVICES BOARD**

November 15, 2017

MINUTES

BOARD MEMBERS PRESENT:

F. Williamson	Dr. B. Jenks	H. Crosier
D. Rowland	P. Amlin-Snyder	E. Walker
M. Wheaton (Late)	W. Archer, Jr	J. Ratcliff
J. Brill	G. Phillips	

BOARD MEMBERS ABSENT:

J. Clark J. Byers

BOARD STAFF PRESENT:

P. Dehner	M. Swisher	L. White
B. Cade	M. Sheets	

The November 15, 2017 Board meeting was called to order at 6:02 p.m. by Vice-Chairperson F. Williamson. Mrs. Williamson welcomed Board members, staff and guests.

GUESTS:

Teresa Graham, SCOBBS
Lance Cranmer, NAMI of Southern Ohio
Pam Johnson, Executive Director Pike Recovery

Melinda Sheets administered the Oath of Office to new board member Greg Phillips.

A Roll Call was taken:	PRESENT	ABSENT	EXCUSED
F. Williamson	X		
Dr. B. Jenks	X		
H. Crosier	X		
D. Rowland	X		
P. Amlin-Snyder	X		
E. Walker	X		
W. Archer, Jr.	X		
G. Phillips	X		

PRESENT	ABSENT	EXCUSED
----------------	---------------	----------------

J. Brill	X	
J. Ratcliff	X	
M. Wheaton	X (Arrived 6:23)	
J. Clark		X
J. Byers		X

F. Williamson declared a quorum.

**P. Amlin-Snyder MOVED to approve the October 2017 minutes.
Dr. B. Jenks SECONDED. Motion approved unanimously.**

The October 2017 Financial Statements were reviewed and filed for audit.

**W. Archer, Jr. MOVED to approve the October, 2017 Vouchers-to-Pay.
J. Ratcliff SECONDED. Motion approved unanimously.**

Pam Johnson, Executive Director from The Recovery Council shared a brief explanation of the services they provide to the community for the Provider Showcase.

Melissa Wheaton joined the Board Meeting at 6:23 p.m.

UNFINISHED BUSINESS

None to report.

NEW BUSINESS

Office Manager Belinda Cade presented a comparison of all the Board’s current insurance policies with quotes to the Board of Directors for review. After brief discussion, no changes will be made to our policies. No motion was required.

P. Dehner presented the Human Resource (HR) Review along with title changes and a new organizational chart for Board approval. The proposed Organizational chart included two title changes and a supervision change. IT Support position to Information Technology Manager as six functions were transferred to that job description such as HIPAA Security Officer. This position will now report to the Executive Director. Additionally, the Planning & Evaluating Coordinators position description changed to reflect the work as it relates to prevention in our communities, resulting in a title change from Planning and Evaluations Coordinator to Prevention and Evaluations Coordinator.

Dr. B. Jenks MOVED to approve the position title changes and Organizational Chart as presented.

D. Rowland SECONDED. Motion approved unanimously.

A recap of appropriation changes were presented to the Board to approve as adjustments to the financial appropriations and budgets were needed to reflect levy dollars and grants that were received.

E. Walker MOVED to approve the appropriation changes as presented.

W. Archer, Jr. SECONDED. Motion approved unanimously.

P. Dehner stated The Communication Plan is a living and working document that is updated periodically as needs change. It explains how to convey the right message, from the right communicator, to the right audience, through the right channel, at the right time. As part of the communications plan, the Board will be conducting quarterly meetings to evaluate the effectiveness in executing the plan and adjusting along the way. There are five main goals with specific action steps complete with a timetable for each goal.

The five goals are:

1. Paint Valley ADAMH Board name and logo recognition within the board region.
2. Increase visibility in our 22 school districts.
3. Coordinate annual awareness campaigns for our Board Region.
4. Activities that support Drug Abuse Prevention and Suicide Prevention Coalitions.
5. Promoting services and resources to businesses in our Board region.

P. Dehner stated “Be the One” will be the Board’s new three (3) year campaign.

Be the 1

One difference, one person, one time.

Be the one in recovery

Be the one who helps someone in recovery

Be the one who thanks a first responder. \

Utilizing hashtag #bthe1 as part of the campaign for social media.

Discussed Followed.

A motion was needed to approve this Communications Plan.

M. Wheaton MOVED to approve the three year Communications Plan as presented.

J. Brill SECONDED. Motion approved unanimously.

P. Dehner stated approval of the 2018 calendar year budget was needed. Director of Finance, Jim Nestor presented for the Board's review a five-year historical look with a five-year projection of the Boards finances.

The Estimated Balance as of December 31 is higher than normal due to BH Re-design and Managed Care. The Board has held on to some treatment dollars as these changes could have significant impact on the Boards providers with reduction in reimbursements and the Board must be ready to assist.

The 2018 Calendar year budget was originally approved by the board in June of 2017, approved at the Joint Budget Commission meeting and as further information has been provided revisions to the budget for Calendar year, 2018 have been made. A motion was needed for this approval.

J. Ratcliff MOVED to approve the 2018 Calendar year Budget as presented.

M. Wheaton SECONDED. Motion approved unanimously.

P. Dehner provided the Board with information regarding running a new levy campaign. A further discussion will follow in the January Board meeting.

P. Dehner advised the Board there is no business that needs approval in December unless otherwise noted. The Board would like a motion to cancel that meeting and will meet again in January along with required board training.

J. Ratcliff MOVED to cancel the Regular Board Meeting scheduled for December 20, 2017.

D. Rowland SECONDED. Motion approved unanimously.

Announcements

Behavioral Health Redesign and rendering provider requiring both procedure codes and rate changes will take affect 1/1/2018. All software on the board and provider level must be changed. The board is ready.

P. Dehner reminded the Board If they have not turned in mileage for the year and wish to do so; they still can get those reports in by Friday December 1st.

Board Meeting Wednesday 1/17/2018 @ 6:00 PM

Board member training (ethics) in January.

No Committee meeting in January.

P. Amlin-Snyder MOVED to adjourn the meeting.

Dr. B. Jenks SECONDED. Motion approved unanimously.

There being no further business, meeting adjourned at 7:23p.m.

APPROVED:

ATTEST:

Heather Crosier, Secretary

**Faye Williamson, Vice Chairperson
Chair Pro Tem**