

**MINUTES**  
Ashtabula County Mental Health & Recovery Services Board  
May 20, 2024

The Ashtabula County Mental Health & Recovery Services Board met in a regular session on Monday May 20, 2024 at 5:00pm. This meeting was held in person with a zoom option available for the public.

Board Vice President, Ms. King, called the meeting to order at 5:01pm and asked for a roll call of members and staff in attendance.

**Board Members in Attendance:** Ms. Susan Deak, Mr. Alan Block (Secretary), Mr. Joseph Owens, Ms. Deborah King (Vice President),

**The following Board Members were not in attendance:** Mr. Joe Loftus, Ms. Megan Brunarski (President), Ms. Patricia DuPuy

**MHRS Board Staff in Attendance:** Ms. Kaitie Hart (Director), Ms. Bridget Sherman

**Visitors:** Richard Trice (Glenbeigh), Paul Bolino (Community Counseling Center)  
Virtual: Kalee Peterson (Signature Health), Denise Casto (Board's CPA), Jill Portman (Family Pride)

**Approval of April Minutes:** The minutes from the April 20th Meeting were reviewed. Mr. Block noted 2 typos that need correction. Ms. Deak moved to approve the minutes with corrections. Ms. King seconded the motion.

Motion Passed. All other Board Members in attendance abstained as they were not present at the April Board Meeting.

**Financial Reports:**

Ms. Hart and Board Members briefly reviewed the April Financials. Ms. Deak moved to approve the April Financial Reports. Mr. Owens Seconded.

Ms. King called for a vote:

Four Yes, Zero No. Motion Passed.

**Budget Approval**

Denise Casto, from Clark, Schaefer, Hackett CPAs & Advisors, reported on the proposed budget for SFY25. She explained that the budget shows a deficit spending of a little over \$1,000,000. Mr. Block asked why the services budget went down. Ms. Casto explained that Ms. Battaglioli examined which contracts were coming in consistently below the contracted amounts, and rightsizing the services budget to what has been historically billed. Ms. Hart mentioned that the board has been trying to deficit spend for the last couple of years, and we cannot continue to do so at that rate so we need to continue to look where budget cuts can be made. Mr. Block also asked about the grant funds vs. available funds. Ms. Casto explained that the budget dives into where the funding streams are coming from (what is considered community services vs. other streams). Ms. Hart explained that allocations for state funds because we

do not know the allocation amounts, same with the SOS Grant. Mr. Block suggested color coding the confirmed amounts vs. those we are less sure of and reviewing the budget on a regular basis. Ms. Casto reviewed the 5-year budget projection. Ms. Hart responded that the projection may be helpful with upcoming levy discussions with the Commissioners and the Levy Commission.

Mr. Block Moved to accept the proposed budget for FY25. Mr. Owens seconded. Ms. King called for a vote:

Four Yes, Zero No. Motioned Passed.

### **Board President Report**

Ms. Brunarski was unable to attend the meeting. Ms. King had nothing to report.

### **Executive Director Report**

Ms. Hart discussed the Community Plan areas of focus she has been involved with in the last month. There have been continued meetings around a Regional Crisis Response Center (Crisis Stabilization Center) with Lake Health Systems (UH) and Lake, Geauga and Ashtabula Counties. Ms. Deak joined Ms. Hart for a meeting at Tripoint Hospital to discuss further planning for this project. A Project Director has been hired and has scheduled stakeholder meetings/focus groups. Ms. Hart mentioned the focus groups would be a great way for board members to get involved and will send out the focus group signups. All focus groups will be virtual.

There have been ongoing conversations with CEAAC Task Force Detective Grabman about outreach efforts and how we can do more preventative outreach and postvention outreach. We are working to plan a Bridge Day event to highlight local resources and linkage to treatment.

The Quick Response Team grant will be submitted by the end of the week, we will be working to incorporate more peers into the outreach plan to help in making linkages to treatment more successful. We have been working on a video series through our HRSA grant to highlight resources like CRAFT, QPR, and Mental Health First Aid, CDCA Academy, and Peer Support and NAMI Trainings.

Ms. Deak asked about CIT training. Ms. Hart explained that we met with Crime Clinic last Thursday and had Jeff Futo from NEOMED present the idea of CIT again to Law Enforcement Leadership. We will reach out to Terri Moisio to ask him to include this topic on upcoming agendas for the Crime Clinic as CIT needs to be a Law Enforcement Leadership decision.

### **Continued Quality Improvement (CQI)**

Ms. Hart reviewed the CQI report information. The Board Members decided to have the CQI report sent electronically one to save on paper and be able to review the report more easily.

### **Unfinished Business**

- **Board Evaluation:** This time of year the Board would normally conduct an evaluation of the Executive Director, but as a New Director we will put off having an evaluation until next year. In the meantime, Ms. Hart is asking the Board Members to do a self-evaluation of the board and suggest any changes that would be helpful. Ms. Hart requested all Board Members complete the Board Self-Evaluation and submit it to her. She will compile responses and it will be reviewed at the June Board Meeting.

- Ms. Hart reviewed the progress of the new office space. Flooring in a couple of areas will be redone the week of May 20th. After that is complete, we will just be waiting on the furniture to get delivered. Estimated time of moving is the end of June/Early July.
- Ms. Hart and Ms. Battaglioli will be meeting with the Commissioner's Office and the Prosecutors Office in early June to make sure all loose ends are met. From there we will meet with the commissioners and the budget commission for levy approval.
- Ms. Hart announced that we are hiring Melissa Fields as our Director of Quality and Clinical Operations; She will start on June 17.

#### **New Business**

- Ms. Hart reviewed Board Membership Term limits and end dates. Ms. Deak's term will end next month. The State will be appointing a new member to start in July, but we still have 2 State Appointments open.
- County Credit Card Policy: Ms. Hart stated that the Commissioners have updated the county credit card policy. We have not had a Credit Card which makes certain purchases very difficult (such as hotel stays, and other regular expenses such as constant contact, survey monkey, zoom...). Mr. Block moved to adopt the county's credit card policy. Ms. King seconded. Ms. King called for a vote:  
Four Yes, Zero No. Motion Passed.


#### **Communications**

Ms. Hart reviewed the Thank You card from Miriam, and explained the gift from the board was given to Miriam after the reception. The card read:

Board Members, Thank you for the lovely send off. It was a wonderful capstone to my 39 years. I have enjoyed working with each of you and look forward to seeing what great things you accomplish in the future.  
Thank you again, Miriam

#### **Adjournment**

Ms. King Motioned that the meeting be Adjourned. Ms. Deak Seconded.  
Approved Unanimously, 5:58pm.

 9/16/24  
Deborah King, Vice President                      Date