

# MINUTES

## BROWN COUNTY BOARD OF MENTAL HEALTH & ADDICTION SERVICES

DATE: THURSDAY, NOVEMBER 7, 2024  
PLACE: BROWN COUNTY COMMUNITY BOARD OF ALCOHOL,  
DRUG ADDICTION & MENTAL HEALTH SERVICES  
TIME: 6:00 P.M.

### ATTENDANCE:

Lynne Barber  
Michael Hess  
Sherry Ridner  
Reverend James Settles

Debi Shultz  
Emily Souder  
Janalyn Woodruff

Deanna Vietze, Executive Director

Stacey Holton, Executive Assistant

### ABSENT:

Lori Catron  
Kelly Faas  
Charlene Fithen  
Tammie Ogle  
Ashley Roy

### CALL TO ORDER

Reverend Settles called the meeting to order at 6:05pm

Ms. Holton took roll call

### MOTION: TO APPROVE AGENDA AS PRESENTED

Shultz<sup>1</sup>, Hess<sup>2</sup>, Motion Carried

### MOTION: TO APPROVE SEPTEMBER 18, 2024 MINUTES

Hess<sup>1</sup>, Barber<sup>2</sup>, Motion Carried

#### REPORT FROM SERVICES COMMITTEE:

Ms. Souder reports an update from the Services committee. She reports they met with Susan Shafer with Child Focus. Ms. Souder reports on each of the therapies Child Focus offers. She reports they are also holding their annual sensory Santa program this year for children who may not handle the mall crowds well. Ms. Souder reports the issues that Child Focus faces continually are staffing and transportation. She reports FRS doesn't show up to take clients to appointments or they get bumped for someone going to work.

#### REPORT OF EXECUTIVE DIRECTOR

Ms. Vietze reports she hasn't heard anything about the SOS grant yet. She reports she suspects they are waiting until after the election.

Ms. Vietze reports the legislature has two more session dates before the end of the year.

Ms. Vietze states a Representative out of the Dayton area is proposing a bill that would require the Commissioners to take over the finances for single county boards. Ms. Vietze reports we do not think this will happen but is something we are watching.

Ms. Vietze reports OACBHA has been working with the Ohio council, which is the provider organization. She reports this has been a good opportunity and progress is being made on the ORC 340 updates/changes.

Ms. Vietze reports that the ARPA project looks like we will be able to move forward. She reports they separated the two buildings. Ms. Vietze reports purchase, separating, and renovation is about 5 million. Ms. Vietze reports this is within the budget with the state. She reports we are still waiting for the official yes, but we think we are at a place where it will go through. Ms. Vietze reports we are using our first priority for a capital project to add additional funding to the project but will not be paying the \$400,000 match; this will be paid by Warren County. Ms. Vietze reports she has a meeting in the next couple of weeks to finalize Brown County's responsibilities for this project.

Ms. Vietze reports we had to change who was doing our GOSH system. She reports when this happened a switch was turned off so that pseudo clients (prevention and crisis clients) were not accepted through the system. Ms. Vietze reports this error was discovered last week and effects back to March of 2024. She reports the amount of this for Child Focus is \$10,657.83. Ms. Vietze reports this will require us to pay \$2,792.87 beyond the already approved contract amendment. Ms. Vietze asked for any questions. After discussion Mr. Settles asked for a motion to approve amending the Child Focus contract by \$2,792.87.

#### MOTION TO APPROVE AMENDING THE CHILD FOCUS FY24 CONTRACT BY \$2,792.87

Souder<sup>1</sup>, Hess<sup>2</sup>, Motion Carried

Ms. Vietze reports she is working with Clermont County and receiving funding to promote crisis services, and preparedness through the Bipartisan Safer Communities funding. She reports this funding will be to promote the crisis hotline using a billboard, it will support trainings with police and potentially with churches interested. Ms. Vietze reports we will

receive \$40,000. Most of the funding is for promotion including billboards and radio ads. Ms. Vietze reports Child Focus police radios and walkie talkies will also be purchased to improve safety for mobile crisis and the crisis center.

Ms. Vietze reports at the last meeting she reported she is interested in contracting with 1011 Technologies to get the website up to where it used to be. She reports we have not been able to reach Jeremy Davis of 1011 Technologies, and he has not returned messages. Ms. Vietze reports we were told about R. Varney Marketing & Photography handling websites. She reports we contacted them, and the cost came in much lower than the original estimate. Ms. Vietze reports the motion from the last meeting needs to be amended to R. Varney Marketing & Photography to repair the website.

MOTION TO APPROVE MS. VIETZE CONTRACTING WITH R. VARNEY MARKETING & PHOTOGRAPHY FOR UP TO \$2,000 TO REPAIR THE WEBSITE

Hess<sup>1</sup>, Souder<sup>2</sup>, Motion Carried

Ms. Vietze reported as a Culture of Quality requirement we must review the insurance coverage each year. She reports the following coverages:

Business Owners coverage - \$1,145.00/year  
Auto Coverage - \$1,764.00/year  
Terrorism Coverage \$1.00/year  
\$1,000.00 coverage for each employee if they steal etc. - \$125.00/year  
PEP liability Board and staff - \$1,500.00  
Harm Reduction Machine coverage - \$182.00

Ms. Vietze reports there are five MUI's from July through October 2024. She reports 2 MUI's were adolescent suicide attempts within a residential facility. Ms. Vietze reports there were 3 client deaths; 1 from natural causes, 1 is likely an overdose, and we aren't sure what the other one is at this time.

Ms. Vietze reports Prevention Point (syringe services program) has decreased their hours back to 1-3pm. She reports these hours will be monitored and readdressed if the need arises. Ms. Vietze reports we have taken in 21,660 more needles in 2024 through October than we did for all of 2023. She reports there are several who participate in the program and report a decrease in the number of needles used which shows reduction in use.

Ms. Vietze reports she and the Talbert House staff met with the jail staff to revisit the Behavioral Health program in the jail. She reports inmates are often asked upon entry if they want the MAT (medication assisted treatment) program whether they qualify or not. Ms. Vietze reports she has asked for this question to be removed from the questionnaire. She reports when the therapists see the inmates, they will talk to them about the MAT option if they meet criteria when doing the initial assessment. Ms. Vietze reports the meeting was to put some parameters around the jail program. She reports the jail staff did share during the meeting that there is another room that will be available soon. Ms. Vietze reports this will allow both therapists to be in the jail seeing clients at the same time.

Ms. Vietze reports she shared the contact information for roof repairs she received from members with Talbert House executives. She reports she has not heard back from Talbert House at this point to know what other quotes they have received for the roof repairs.

Ms. Vietze reports each member received a copy of the Profit & Loss statement through September 2024. She reports the answer to the question from the last meeting regarding the supply amount being over budget, is because of the overdose awareness funds we received and didn't expect so it wasn't budgeted.

MOTION TO ACCEPT PROFIT AND LOSS FOR JULY 1, 2024 THROUGH SEPTEMBER 30, 2024

Ridner<sup>1</sup>, Barber<sup>2</sup>, Motion Carried

Ms. Vietze reports the December training will be held on December 5th at 6pm. Ms. Vietze reports Ms. Liz Henrich with OACBHA will be here to present on the board member duties and responsibilities.

Ms. Vietze reports with the potential discontinuation of the SOS grant, the QRT (quick response team) will meet less. She reports as of right now we are planning for them to run once a month. Ms. Vietze reports she would travel with the Sheriff's office for the runs rather than paying Talbert House for one of their employees to provide the Social Worker of the team. Ms. Vietze asked for any questions. After no questions, Reverend Settles asked for a motion to approve \$9,117 for the Sheriff's department for an officer to travel with QRT once a month.

MOTION TO APPROVE \$9,117 FOR THE SHERIFF'S DEPARTMENT FOR AN OFFICER TO TRAVEL WITH QRT

Ridner<sup>1</sup>, Barber<sup>2</sup>, Motion Carried

Ms. Vietze reports she received an email from the county Auditor on FSLA minimum wage standard. She reports Ms. Holton is currently exempt status and beginning January 1, 2025 she will no longer qualify based on her income level. Ms. Vietze reports to keep her exempt status to be compliant with the FSLA she would need to receive a raise of \$7,811.44 on the year. Ms. Vietze reports the other option is to change her status back to hourly. Ms. Vietze asked for questions. Ms. Shultz asked if this could be tabled. Ms. Vietze reports this is the last meeting scheduled at this point until January 9th. Mr. Hess reports the increase is \$150 per week and recommends keeping the exempt status and increasing Ms. Holton's pay. Reverend Settles asked for a motion to approve a salary increase for Ms. Stacey Holton, Executive Assistant starting January 1, 2025.

MOTION TO APPROVE A \$7,811.44 ANNUAL INCREASE BEGINNING JANUARY 1, 2025 TO COMPLY WITH FSLA MINIMUM WAGE STANDARDS

Hess<sup>1</sup>, Woodruff<sup>2</sup>, Motion Carried

Ms. Vietze reports in preparation for the end of the year an Amended Certificate is needed to balance the unexpected revenue received. She reports an Amended Certificate is needed in the amount of \$101,443.75. Ms. Vietze reports an appropriation change is also necessary to be able to finish paying bills for the end of the year. She reports the appropriation change requested is \$1,000 from contract services to expenses. Reverend Settles asked for a motion

to approve the Amended Certificate for \$101,443.75 and the appropriation change of \$1,000 from contract services to expenses.

MOTION TO APPROVE AN AMENDED CERTIFICATE FOR \$101,443.75 AND AN APPROPRIATION CHANGE OF \$1,000 FROM CONTRACT SERVICES TO EXPENSES.

Shultz<sup>1</sup>, Hess<sup>2</sup>, Motion Carried

Ms. Vietze reports the next time we meet will be for the training on December 5<sup>th</sup> at 6pm.

### OLD BUSINESS

NONE

### NEW BUSINESS

Ms. Souder asked if there was any update on the Landlord incentive program. Ms. Vietze reports she needs landlords that would be willing to work with us. She asked all members if they knew of any landlords interested to send them her way.

Ms. Souder asked if there was any further information on the peer support program for first responders. Ms. Vietze reports the training is scheduled for January 13<sup>th</sup>. She reports this will mean 18-20 participants will be trained. Ms. Vietze reports the list of different departments that will have someone trained for this program.

Ms. Shultz asked if we could have the Commissioners come to the March meeting to discuss board membership. Ms. Vietze reports she will plan to get on their calendar.

MOTION: To ADJOURN AT 7:16 PM

Shultz<sup>1</sup>, Souder<sup>2</sup>, Motion Carried

Date	Vendor	Amount
11/6/2024	BROWN COUNTY SHERIFF	\$7,806.00
11/6/2024	CLARK SCHAEFER HACKETT & CO	\$1,000.00
11/6/2024	R VARNEY MARKETING & PHOTOGRAPHY	\$299.00
11/6/2024	BROWN COUNTY HEALTH DEPT	\$2,361.94
11/6/2024	DEANNA VIETZE	\$99.99
11/6/2024	GEORGETOWN UTILITIES	\$207.85
11/6/2024	CHILD FOCUS, INC.	\$11,021.67
11/13/2024	AMERICAN EXPRESS	\$3,055.44
11/13/2024	AAA SANITATION INC	\$3,469.59
11/13/2024	AMAZON CAPITAL SERVICES	\$29.93
11/13/2024	BCRS	\$3,049.93
11/13/2024	CHILD FOCUS, INC.	\$10,657.83
11/13/2024	PINPOINT BEHAVIORAL HEALTH SOLUTIONS LLC	\$750.00
11/20/2024	THE COUNSELING CENTER INC	\$3,086.66
11/20/2024	HUBBARD BROADCASTING INC	\$7,930.00
11/20/2024	HONDA FINANCIAL SERVICES	\$400.06
11/20/2024	WESTFIELD INSURANCE	\$3,092.00
11/20/2024	STACEY L HOLTON	\$35.19
11/20/2024	CHARTER COMMUNICATIONS	\$254.96
12/4/2024	DUKE ENERGY	\$148.64
12/4/2024	BCRS	\$16,504.39
12/4/2024	GEORGETOWN UTILITIES	\$190.10
12/4/2024	CLARK SCHAEFER HACKETT & CO	\$1,000.00
12/4/2024	CHILD FOCUS, INC.	\$11,983.01
12/4/2024	DEANNA VIETZE	\$1,329.86
12/11/2024	PINPOINT BEHAVIORAL HEALTH SOLUTIONS LLC	\$450.00
12/11/2024	AMERICAN EXPRESS	\$570.03

12/11/2024	FAIRFIELD COUNTY ADAMH BOARD	\$3,500.00
12/11/2024	DEBORAH ANDREWS	\$100.00
12/11/2024	AREA WIDE, INC	\$2,880.00
12/11/2024	AMAZON CAPITAL SERVICES	\$32.54
12/11/2024	DEANNA VIETZE	\$35.00
12/18/2024	CHARTER COMMUNICATIONS	\$254.96
12/18/2024	DUKE ENERGY	\$191.48
12/18/2024	HONDA FINANCIAL SERVICES	\$400.06
12/18/2024	1011 TECHNOLOGY	\$243.99
12/18/2024	AMAZON CAPITAL SERVICES	\$381.94
12/18/2024	STACEY L HOLTON	\$7.04
12/18/2024	BCRS	\$32,797.33