

Members Present: Albert Barber, Denise DePerro, Dina Douglas, Audrey Kessler, Jeff Langstaff, William Nome, Valerie Root, Emily Schmidlin, Jennifer Schumm

Members Not Present for Board Meeting: LaTasha Dukes, Roy Mosley, Iris Meltzer

Board Staff Present: John Garrity, Karyn Kravetz, George DeBord, Terra Howell-Muth, Rebecca Rood, Linda Hankins, Joshua Collins, Gina Dufour, Laura Dotts

Guests: *Children's Advantage*: Kathy Regal; *Coleman Health Services*: Bill Russell; *Axess Family Services*: Mark Frisone, Renee Kleric, Angela DeJulius, Greg Musci; *Townhall II*: Tamera Hunter, Bob King; *Hope Town*: Ted St. John

The Quorum was met with 9 members present.

William Nome called the meeting to order at 6:30 PM.

INFORMATION ITEMS:

1. Introductions and rolcall
2. Staff reports: Regional/state/local issues
 - a. Director's Report: A Director's Report was included in the Board mailing the week prior to this meeting. A copy of the report is on file with these minutes.

We are requesting approval to contract with Portage County Job & Family Services for \$450,664.00 as a part of shared funding agreements from 1/1/2025-12/31/2025. These funds pay for mental health services for consumers and children involved with Job & Family Services.

We are requesting approval to contract with Windsor Laurelwood for \$100,000 to provide Indigent Psychiatric Services with State funding. These funds pay for indigent Portage County clients who need to be hospitalized when there are no beds available at NorthCoast State Hospital.

We are requesting to amend Josh Bartholomew's contract start date to 12/1/2024-12/31/2025 and increase the contract from \$7,500.00 to \$10,000. Officer Bartholomew acts as the county-wide CIT Coordinator for Portage.

As reported under unusual expenses in the Finance Agenda, the Board paid \$10,000 to the Portage County Health District to help fund our part of the Community Health Assessment & Community Health Improvement Plan.

A summary of expenses paid for the Crisis Project to date was provided in the Director's report. Turner Construction is currently in the process of obtaining the necessary building permits from Ravenna and preparing the site for construction start-up. We anticipate breaking ground next month with a completion date of February 2026.

We are providing the Board with a copy of our 2023 State of Ohio Audit. The report is 300 pages long, so we are providing an electronic copy only. If any of the Board members need a hard copy version, please let me know as soon as possible and we will print one.

We are still in need of additional Board members. If you know of someone you think would be good to have on our Board, please contact John. We also need more members on the Finance Committee.
 - b. Community Relations Report: A Community Relations report was included in the Board mailing the week prior to this meeting. A copy of the report is on file with these minutes. Karyn Kravetz reported.

Gina visited each Portage County Police Department in December to thank them for their work in CIT and Handle with Care.

The NAACP MLK Prayer Breakfast will be held on January 18 at 10:00am at the Kent United Church of Christ.

We are offering a few mental health training sessions through our SAMSHA grant this spring that will be open to the public. Please invite your friends and neighbors. On Thursday, February 27, there will be a Question Persuade Training at the Reed Memorial Library from Noon-1:30pm, which is a basic suicide gatekeeper training. On Saturday, March 22, there will be a Mental Health First Aid training at Kent Free

Library from 9:30am-5:00pm. This training is more involved and does require the attendees to complete two hours of independent prework before the class.

We also met with Mackenzie Fadorsen, the new Ravenna Downtown Coordinator who is replacing Erin Lemmon who held this board funded position for many years. She is working to gain the trust of the community members. She typically meets with individuals at the Shepperd's House and Center of Hope to secure basic needs and get them into services if necessary.

- c. Director of Compliance and Quality Improvement Report: A report was included with the Board mailing the week prior to this meeting. A copy of the report is on file with these minutes. Rebecca Rood reported.

The agency SOS4 quarterly reports required by the Federal government for quarter 1 were sent out to corresponding agencies. I also sent agencies other reports and answered questions about the necessary information for the other State semiannual reports. Those reports will be submitted in January.

I continued working on the SOS4 contracts.

2 board members still need to complete the ethics training for 2024.

- d. Clinical Manager's Report: A report was included with the Board mailing the week prior to this meeting. A copy of the report is on file with these minutes. Terra Howell-Muth reported.

Completed a grievance investigation filed by a mother who reported one of the contract agencies had a staff person who made a custody recommendation which led to her losing custody of her son. After a thorough investigation, in which I spoke with everyone involved in the case, and multiple service providers, there was no finding that the staff made any recommendation on custody, and the grievance was unsubstantiated. I did provide a letter of findings to the individual who filed it, as well as additional resources, should she be unsatisfied with the finding (OMHAS, etc).

Working on creating a clinical audit process for contract agencies (have discussed with Delaware/Morrow, Trumbull, and Mahoning Counties) – hope to get an initial audit completed before the end of FY25.

Working on creating standards for Health Officer yearly training requirements, and renewal requirements (including a pink slip training).

OSPF is hosting a Legislative Advocacy Day on 2/25/2025 in Columbus about suicide prevention, additional details can be shared once received from OSPF.

3. Committee Reports:

- a. Finance Committee: Audrey Kessler reported on the committee meeting that was held just prior to this meeting. A copy of the meeting report, invoice lists, and agenda are on file with these minutes. 4 motions will be presented to the board.

- b. Personnel Committee: The committee met prior to the December meeting regarding the executive director's performance review. 2 motions will be presented to the board.

- c. CEO/Executive Director Agency Reports:

Children's Advantage: No meeting.

Coleman Health Services: Bill Russell reported the agency was meeting at the same time as this meeting. The agency has been reviewing health insurance changes.

Axess Family Services: Mark Frisone reported that the agency board met in December and they had their Christmas party.

Townhall II: Tammy Hunter reported.

- Our BOD did not meet in December.
- Rebekah Swango is the new Emergency Services Manager (internal promotion)
- New Avaya phone system is up and running.
- Working on building redesign of Water St. location. Construction to begin in the Summer
- Started a DEA Sports Prevention Program at Juvenile Court Today. This will run for a few weeks.

Hope Town: Ted St. John reported that the agency board met. Engineers were at Hope Town today as part of the process to get building permits. They are getting new software for monitoring the Hope on Wheels vehicles.

4. Public Comment: None.

AGENDA ITEMS:

1. Approve Agenda

MOTION I Albert Barber moved to approve the agenda. Jeff Langstaff seconded. No discussion. Motion carried. (Aye: 9 Nay: 0 Abstain: 0)

2. Minutes

MOTION II Audrey Kessler moved to approve the minutes of the December 9, 2024, board meeting. Jennifer Schumm seconded. No discussion. Motion carried. (Aye: 8 Nay: 0 Abstain: 1 – not present at December meeting.)

3. Business items

a. Approve Financial Motions

MOTION III Audrey Kessler moved to approve all invoices paid in December 2024. Albert Barber seconded. No discussion. Motion carried. (Aye: 9 Nay: 0 Abstain: 0)

MOTION IV Audrey Kessler moved To allow the Executive Director to contract with the Portage Co. Job & Family Services to provide services to consumers in Portage County as a part of shared funding agreements.

Vendor	Contract	Not to Exceed Amount	Grant Period
Portage Co. Job & Family Services	Shared Agreement Services	\$450,664.00	1/1/2025-12/31/2025

Denise DePerro seconded. No discussion. Motion carried. (Aye: 9 Nay: 0 Abstain: 0)

MOTION V Audrey Kessler moved to allow the Executive Director to contract with Windsor Laurelwood to provide Indigent Psychiatric Services with State and Levy funding.

Vendor	Contract	Not to Exceed Amount	Grant Period
Windsor Laurelwood	For Indigent Psychiatric Patient Services	\$100,000.00	1/1/2025-12/31/2025

Jeff Langstaff seconded. No discussion. Motion carried. (Aye: 9 Nay: 0 Abstain: 0)

MOTION VI Audrey Kessler moved to allow the Executive Director to amend Josh Bartholomew's contract start date from 1/1/25 to 12/1/2024 and increase the contract from \$7,500.00 to \$10,000.00.

Vendor	PO	NEW Proposed Not to Exceed Amount	REVISED Grant Period
Joshua Bartholomew	To provide CIT support services	\$10,000.00	12/1/2024-12/31/2025

Jennifer Schumm seconded. Discussion: No discussion. Motion carried. (Aye: 9 Nay: 0 Abstain: 0)

b. Approve Personnel Committee Motions

MOTION VII Jennifer Schumm moved to approve a cost-of-living adjustment of 3% increase to Dr. Garrity's salary. Further, as all competencies were met, move to approve an additional 2.8% increase to Dr. Garrity's salary. These increases shall be retroactive to October 9, 2024. This brings his annual salary to \$120,975.00. This figure is consistent with the budget. Audrey Kessler seconded. No discussion. Motion carried. (Aye: 9 Nay: 0 Abstain: 0)

MOTION VIII Jennifer Schumm moved to approve an annual salary range of \$90,000 to \$135,000 for a full-time position for the Executive Director effective October 9, 2024. Albert Barber seconded. No discussion. Motion carried. (Aye: 9 Nay: 0 Abstain: 0)

4. Comments by board members:

Al Barber asked about agency outcomes reports. Outcomes reports should be ready to present by next month. There is a need for a universal tool to look at the efficacy of our services. Rebecca Rood will report on reporting requirements. The agencies do conduct client satisfaction surveys. John will report on those to the board. Dina Douglas shared that outcome reports are very helpful in her clinical work.



5. Executive Session: Not needed.

6. Adjournment:

MOTION XIV Albert Barber moved to adjourn. Jeff Langstaff seconded. No discussion. Motion carried. (Aye: 9 Nay: 0 Abstain: 0)

The meeting was adjourned at 7:20 PM.

Respectfully submitted,
Laura Dotts

SIGNATURES
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