

**MENTAL HEALTH, DRUG & ALCOHOL SERVICES BOARD
OF LOGAN & CHAMPAIGN COUNTIES**

BOARD MEETING MINUTES

Wednesday, March 21, 2024 – 5:00 PM

Board Members:

Present: gwyn stetler, Robin Barton, Cheryl Wears, Angie Haver, Lisa Vassar, Eric Warrick, Gretchen Lapp

Absent: Chris Marlow, Christie Barns, Elizabeth Hanning-Smith, Rebekah Sinnott, Sara Wright

Staff: Adam Sorensen, Ceci Yelton, Sara Ferguson, Amy Metz

Other: None

I. APPROVAL OF AGENDA

Chair stetler called the meeting to order at 5:02 PM. stetler called for a motion to approve the agenda.

Vassar motioned to approve the agenda as presented. Warrick seconded the motion, all in favor, none opposed, the motion carried.

II. BUSINESS MEETING

A. Discussion of Board Policy Manual: Chair stetler opened discussion of the Board Members review of the revised Board Policy Manual. Sorensen presented that in October, the board started working with Brown Consulting to align with culture of quality standards (COQ) and the updates to ORC 340. Brown Consulting has worked with many ADAMH Boards to align policies with COQ standards and best practices. Sorensen states that the current manual being presented is best practice and follows COQ, ORC 340, 2 CFR 200, which will help align practices ahead of the new auditing procedures that the Auditor of State will use next fiscal year. Sorensen also discussed the Culture of Quality accreditation audit that can be done by OHACBA. MHDAS has not been COQ accredited since 2008. COQ is not mandated, but it is part of best practice. Sorensen described that staff had given input in the manual as well and had some suggestions for the employee evaluation policy, and he added those changes in the current Policy #208. Lapp and Haver both had questions about the new manual concerning policy and procedure. Haver recommended that Admin Policy 100 should include the mission and vision statement in Policy and not Procedure and recommended revisiting the procedure in Admin Policy 107 to improve protections for Board employees by limiting the ability to change policy and procedure. Lapp noted that it is very difficult to cross-reference the new policies with the existing policies

due to formatting differences and numbering differences. For example, existing Admin Policy 119 is now Admin Policy 109 – Public Records Request. There are significant formatting and content differences. Also, Admin Policy 100 includes a different mission and vision statement compared to the existing personnel manual. Sorensen stated that those inconsistencies in existing policy highlight the need for an updated uniform policy manual, especially given the recent updates to ORC 340 last October, and the desire to pursue COQ accreditation. Vassar stated that the updated Policy Manual needs to be approved to move forward with efficiency and mitigate the risks of operating with outdated policies. Vassar had also reviewed the Policy Manual thoroughly compared with the existing policies. Havier said she would recommend that the manual needs more time to be reviewed by the Board. Lapp volunteered to take both the old and new manuals on her own to view them side-by-side with the help of Haver. Lapp and Haver recommended working through the updates policy by policy to review the changes to the Board Policy Manual. Stetler said that it was important to know that Mental Health Boards follow standards that are required by the state and that is why hiring Brown Consulting for their expertise in Board Policy was so important. Sorensen then discussed the importance of moving forward with the approval of the Policy Manual and included a legal opinion from David Moser on the process and appropriateness of updating a whole Policy and Procedures manual. Sorensen described that it is important to have updated policies especially moving into the contracting season. Vassar agreed, and as a precaution, she recommended provisional approval of the manual, with the intention of reviewing each section of the manual for final approval during this year.

Vassar motioned to provisionally approve the updated Board Manual as presented. Warrick seconded the motion, five in favor, two opposed, the motion carried.

III. ADJOURNMENT

There being no further business to discuss.

Wears motioned to adjourn the Board meeting at 6:28 PM. Barton seconded the motion, all in favor, none opposed, the motion carried.


gwyn.stetler (Ap810)2024-02-28 12:54 EDT

gwyn stetler – Chair







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Final Audit Report

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