

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

BOARD MEETING MINUTES

Tuesday, November 18, 2025 @ 5:00

Board Members: Sara Wright, Lisa Vassar, Robin Barton, Chris Marlow, Elizabeth Hanning-Smith, Robert Hunter, Cheryl Wears, Gretchen Lapp, Angela Haver, Missie Wright, Kim Ramsey

- I. CALL TO ORDER AND ROLL CALL Sara Wright
Chair S. Wright called the meeting to order.
Board Members Present: Sara Wright, Lisa Vassar, Robin Barton, Chris Marlow, Elizabeth Hanning-Smith, Robert Hunter, Cheryl Wears, Gretchen Lapp, Angela Haver, Missie Wright
Board Members Absent: None
Staff: Adam Sorensen, Sarah Ferguson, Amy Metz, Patti Enck
Others: Denise Casto-Clark Schaefer Hackett (CSH); Kim Ramsey, Kathleen Ervin

- II. OATH OF OFFICE Shelly Harmon
Kim Ramsey was warmly welcomed and took the Oath of Office administered by Notary Shelly Harmon. Ramsey is an appointee from the Logan County Board of Commissioners.

- III. APPROVAL OF AGENDA

Hunter motioned to approve the agenda, Vassar seconded, no further discussion, all in favor, none opposed, motion carried to approve the agenda.

- IV. REVIEW OF MINUTES Sara Wright
A. Board Meeting – September 16th, 2025
Chair S. Wright gave the board a few minutes to review the September 16th, 2025 Board Meeting minutes.

Lapp motioned to approve the September 16th, 2025 Board Meeting minutes, Wears seconded, no further discussion, all in favor, none opposed, Haver abstained, motion carried to approve the minutes from the September 16th, 2025 Board Meeting.

- V. COMMITTEE REPORTS Sara Wright
A. Executive Committee, October 15th, 2025
1. Oath of Office-M. Wright
2. FY26 New MOUs

Chair S. Wright reported M. Wright took the Oath of Office and the committee reviewed the new FY26 MOUs. The next Executive Committee meeting on December 17th will be held for the Director Evaluation to get back to the traditional schedule.

B. PEAC Committee, November 4th, 2025 Robert Hunter
1. Provider Quarterly Reports
2. KPI Update and Provider/Board Diagram
3. Review Mini Grant Recommendations

Chair Hunter presented key highlights from the Provider’s Quarterly Reports. PASS served 1,030 participants of varying ages across multiple schools. Hunter and Ferguson participated in RA inspections of properties in Logan and Champaign Counties. The construction of the Logan County Recovery Zone has been completed, now featuring separate meeting rooms, a shower, and handicapped accessibility. Recovery Zone’s programming is expanding. Progress is being made with efforts to improve insight into TCN billing. Lapp inquired about the Mini-Grants recommendations. Of the nine submissions, six were recommended to the board for full or partial funding. Two proposals did not align with the focused criteria, and the Riverside School Therapy Dog Program rescinded their application. The PEAC Committee will determine how to allocate the remaining \$3,200 at its next meeting on January 27, 2026.

Lapp motioned to approve the proposed five applicants, for the amounts that are listed, with the exception of the Riverside School PTO for the reason listed with the asterisk for a total of \$16,800. Hanning-Smith seconded the motion. No further discussion, all in favor, none opposed, motion carried.

C. Finance Committee, November 6th, 2025

Angela Haver

Chair S. Wright reported, after reviewing the Finance Committee minutes of November 6, 2025, that quorum was lost when Lapp departed the meeting at 5:31 p.m. At that time, the committee consisted of three official members with one vacancy. The members were Wears, Haver, and Lapp. Although Vassar, Hunter, and M. Wright were present and permitted to vote, they did not count toward quorum. Chair S. Wright also noted that the full board must conduct the appointment of new committee members and the election of the Committee Chair.

Haver asked Casto to review the Board Financials.

1. Board Financials

Denise Casto

Casto provided an overview of the finance materials in the board packet. The first report was the FY25 Q4 - SFY YTD – July 1, 2024 to June 30, 2025 Preliminary packet, which was approved at the Full Board meeting on September 16, 2025. Casto clarified that the four-page packet contained the updated dashboard figures for FY25 Q4 - SFY YTD - July 1, 2024 to June 30, 2025. The reconciliation reports remained unchanged and were reviewed at the Finance Committee meeting on November 6, 2025. Casto then reviewed the updated FY25 Q4 Board Financial Dashboard. The report shows a deficit of approximately \$30,000, which may change but is not expected to reach \$50,000. The report also shows that expenditures for major provider contracts range from 88% to 100% of their allocated budgets, while Community Service programs (primarily grants) reflect 73% utilization. Overall, this represents an average of 85% of the total budget spent.

Haver reported that the Finance Committee discussed avoiding deficit spending noting that last year closed with a deficit of \$235,483. Haver also noted that this year an additional \$100,000 was allocated to TCN with the understanding that it would

result in a deficit. The previous occurrence of a deficit before FY2024 was in FY2020. Casto clarified that professional services used by the MHDAS Board are accounted for separately in the budget, distinct from Community Services, which represent the programs and support provided directly to the community.

Haver motioned to approve the updated FY25 Q4 reports, Hunter seconded, no further discussion, all in favor, none opposed, motion carried to approve the updated FY25 Q4 reports.

Casto continued with the FY26 Q1 reports which showed a surplus of \$560,264 due to the first half distribution of levy funds, which will be spent down over the coming months. Overall, the Board spending is at an average of 23% of the budgeted expenses, which is appropriate. Casto also noted that the SOS grant funds that ended on September 29th were 97% spent. Haver noted on the Budget to Actual Sheet that supplies were above average due to the conference room updates. Haver shared Lapp's request for monthly reports that show additional detail for each expense. Metz offered to share the weekly voucher list with the Finance Committee that contains additional details on the reason for each expense, understanding that the limitations are that the official name of the vender on the W-9 and purchase order may differ from the name on the invoice (i.e. Charter and Spectrum), and that the voucher list is a list of expenses pre-Auditor, instead of post-payment like the Reconciliation Report. Haver reported that the Finance Committee will continue to follow up on the request for additional expense details. In the meantime, Metz will send the weekly voucher list and Casto will also send an updated monthly report.

Haver motioned to approve the FY26 Q1 reports, Barton seconded, no further discussion, all in favor, none opposed, motion carried to approve the FY26 Q1 reports.

2. Line Transfers

The first line-item transfer is for equipment and rental increase for the contract of the copier.

Haver motioned to approve the \$5,000 equipment rental line transfer, Vassar seconded the motion, all in favor, none opposed, the motion carried.

The second line-item transfer was for the severance for a former employee's vacation/sick time, which was not included in last year's budget.

Haver motioned to approve the \$18,000 salary line transfer, Hanning-

Smith seconded the motion, all in favor, none opposed, the motion carried.

3. Provider Financials

Angela Haver

Haver reported the final item discussed was Provider Finance Bullets, and the main item focused on was a shift on billing practices. Haver asked Hunter and Sorensen to review upcoming changes. Hunter emphasized the importance of linking quality outcomes to the funds expended on contracts, noting this enables the Board to assess and recognize value more effectively. Sorensen emphasized the need to align desired outcomes with contract decisions, noting that this requires comprehensive data input regarding clients served, program offered, and the status of services delivered under each contract. Sorensen stated that incorporating such metrics will strengthen future contract decisions. Haver emphasized the importance of incorporating a metric into billing claims to ensure that Levy funds are used strictly as the payer of last resort, following the application of other available funding sources such as state or federal funds. Haver further noted that detailed billing practices were a significant point of discussion with TCN when the Board agreed to allocate additional funds beyond their contracted amount in FY25. Vassar reported that recovery housing services carry high expenses for a limited number of clients, some of whom have been in recovery housing for an extended timeframe. Lapp inquired whether the Board could institute a cap on allowable recovery housing costs. Sorensen reported that our billing system, GOSH, which operates through Fairfield County, has recently been acquired by a new software company and is receiving frequent updates that continue to enhance its sophistication. Sorensen reported that it will become possible to institute caps on services as the software becomes more sophisticated. For example, effective January 2026, a new benefit rule will require providers to update client financial information annually or the payment will be denied by GOSH. In the future we will be able to put benefit rules or limitations in place that align with the Board's priorities. Sorensen emphasized the importance of clear prioritizations and realistic expectations about affordability. For example, should we limit spending on recovery housing if incarcerated children do not have access to a mental health therapist. Lapp inquired if agencies self-report information. Sorensen reported that currently the self-reporting nature of information gathering is a limitation, and that we are working toward having real-time access to all services that the Board purchases.

D. Committee Assignment Review

Sara Wright

Chair S. Wright led the discussion regarding committee assignments. Upon taking the Oath of Office, Ervin will join the Finance Committee. New members, Ramsey and M. Wright were appointed to the PEAC Committee. S. Wright will serve on the Finance Committee filling a vacant position. Motions were presented for the Finance Committee Chair position:

Vassar motioned for Hunter to serve as Finance Committee Chair. Vassar emphasized Hunter’s knowledge of databases and financing structures.

Lapp motioned for Haver to serve as Finance Committee Chair. Discussion followed: Lapp inquired about Hunter filling 2 Chair positions, Chair S. Wright asked if anyone was interested in the PEAC Chair position. Haver shared that if Hunter wants to Chair the Finance Committee, she would acquiesce. Hunter reported that he would benefit from more time on the Finance Committee and would accept a nomination in June 2026. Marlow seconded the motion for Haver to serve as Finance Committee Chair, all in favor, none opposed, the motion carried.

Haver made a motion for S. Wright to join the Finance Committee, Vassar seconded the motion, all in favor, none opposed, the motion carried.

VI. EXECUTIVE DIRECTOR’S REPORT

Adam Sorensen

A. Property Insurance Renewal

Sorensen reported that the initial quote MHDAS received for liability, property insurance, and director and operators’ coverage is \$46,433, representing a slight increase from last year. Sorensen is scheduled to meet with Cincinnati Insurance on Tuesday, November 25th to review the proposal in detail.

Lapp made a motion to approve up to \$50,000 for Cincinnati Insurance coverage, Hanning-Smith seconded the motion, all in favor, none opposed, the motion carried.

B. MOU – Residential Pest Control

Sorensen reported that this MOU was missing when MOUs were reviewed in July. Pest control services have continued, and payment can now proceed.

C. December MOUs

Sorensen reported that the SOS grant in the amount of \$924,000 has been received. We have not received the NOSA, but they are expected to be ready in December. Some Engage MOUs may also be forthcoming, though the process remains in progress.

D. Residential Administrators Shared Office

Sorensen reported that Vassar raised concerns regarding the shared office space with Residential Administrators due to risks of potential HIPAA violations, specifically related to patient confidentiality, and the shared use of office equipment, resources, and a phone line with MHDAS. It was noted that MHDAS operations currently account for approximately 25% of RA’s overall business, and RA does not pay rent to MHDAS. RA has occupied the shared space with MHDAS for various timeframes since approximately 1993. RA Inc. has experienced growth, staffing increases, and the available space causes difficulty in the operations of both organizations. Considering these factors, the board

determined that it would be appropriate to initiate discussions regarding RA's relocation to a separate facility.

Haver made a motion for Sorensen to begin discussions with Residential Administrators to find other facilities with a mutually agreed timeframe. Lapp seconded the motion. Discussion followed: Casto reviewed the need to double check necessary services that count under DBH's forgivable amortization schedule for the building. Haver requested that the amortization schedule be shared with the Board. Haver inquired whether TCN intended to continue providing services in their portion of the building. Sorensen reported that TCN plans to continue to provide services out of their portion of the building. Lapp and Hanning-Smith inquired about the potential uses of the additional space. Sorensen shared that an office could be used for Hunter, who volunteers on Fridays, or an intern, and that there could be an additional conference room and storage for grant supplies. Haver clarified that Residential Administrators does not pay rent for the use of the space. A vote was taken. All in favor, none opposed, the motion carried.

- E. Options for 1-Hour Required Board Member Training in FY26
Sorensen reported that each board member is required to complete a one-hour training annually. The Department of Behavioral Health (DBH) approves a variety of online training modules that members may complete at their convenience. Available courses include Budget Decision Training, Board Member Roles and Responsibilities, Behavioral Health Law, Ethics, and other relevant topics. Lapp suggested that a menu of training options be provided to assist members in selecting appropriate courses. Sorensen will compile and distribute a list of training courses and asked board members to forward any suggestions to him.

Upcoming meetings: Chair S. Wright reported that there is an Executive Committee and a Full Board Meeting on the Board Meeting Calendar for December on consecutive days (Wednesday, December 17, and Thursday, December 18, 2025). Chair S. Wright reported that there are MOUs for grants that were held up by the government shutdown and will need to be reviewed, but there is the opportunity for those to be handled in the Executive Meeting which must meet for the Director Evaluation. Sorensen shared that the MOUs are standard programs that have renewed each year. Casto shared that another Board had adopted a resolution authorizing its Executive Committee to address matters during December, when their Full Board does not convene. Casto reported that the Board Meeting on December 18, 2025 was not on the website. Lapp introduced an option to hold the Board Meeting after the Executive Committee on the same day. Chair S. Wright reported that the Executive Committee must meet either way and all are welcome to attend.

Chair S. Wright entertained a motion to vacate the scheduled Board Meeting on December 18, 2025, noting that the meeting was not yet publicly posted, and any MOU agreements or contracts related to the Federal Grants could be handled at the December 17, 2025 Executive Committee Meeting.

Hanning-Smith made a motion to vacate the scheduled Board Meeting on December 18, 2025 and refer any MOUs or contracts related to the federal grants to the Executive Committee Meeting on December 17, 2025. Vassar seconded the motion. More discussion followed: Ervin asked if she could take the Oath of Office at the December 17 meeting pending the receipt of the DBH appointment letter.

Chair S. Wright confirmed. A vote was taken, all in favor, none opposed, the motion carried.

VII. ADJOURNMENT

Sara Wright

Hunter motioned to adjourn, seconded by Marlow, no further discussion, all in favor, motion carried to adjourn at 6:39 p.m.

Upcoming Board Meetings:

Executive Committee

Wednesday, December 17, 2025 @ 5:00 p.m.

Executive Committee

Wednesday, January 21, 2026 @ 5:00 p.m.

PEAC Committee

Tuesday, January 27, 2026 @ 5:00 p.m.

Finance Committee

Thursday, January 29, 2026 @ 5:00 p.m.

Minutes prepared by Patti Enck from the audio recording of the meeting.

Signature: *Sara Wright*
Sara Wright (Feb 19, 2026 17:23:26 EST)
Sara Wright, Board Chair

FINAL- Board Meeting MINUTES 11.18.2025

Final Audit Report

2026-02-19

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