

**MINUTES OF THE MENTAL HEALTH, ADDICTION AND
RECOVERY SERVICES BOARD OF LORAIN COUNTY
EMERGENCY BOARD MEETING HELD NOVEMBER 20, 2019
AMY H. LEVIN CONFERENCE & LEARNING CENTER
1165 NORTH RIDGE RD. EAST
LORAIN, OH 44055**

Board Members Present: Tim Carrion, Chair; David Ashenhurst, Arthur Cleary, Dr. Denise Eacott, Dr. Tracey Frierson, Joseph Hribar, Inez James, Ted Kalo, Karen McIlwaine, Dr. Hope Moon, Regan Phillips, Sandra Premura, James Schaeper, Karen Sutera, Daniel Urbin, Pamela Waite

Staff Present: Elaine Georgas, Interim Executive Director; Barry Habony, Business Operations Director; Peggy Baron, Associate Director; Dr. Vicki Montesano, Community Services Director; Christine Robinson, Director of Program Services; Heather Distin, Intersystem Program Director; Rhonda Heginbotham, Fiscal Coordinator; Clare Rosser, Director of Communications and Community Relations; Patrice McKinney, Manager of Human Resources and Special Projects

1. CALL TO ORDER:

Board Chair Tim Carrion called the meeting to order at 5:30 p.m.

2. INTRODUCTION OF GUESTS AND STAFF:

Clare Rosser introduced staff, and guests at the meeting: Joseph Carver and Thomas Stuber, The LCADA Way; John Nisky, Care Source; Kim Eberle, Let's Get Real, Inc.; Giovana Kallas and Bethany Dixon, Big Brothers Big Sisters of Lorain County; Kathy Boylan Lorain County citizen

3. ROLL CALL:

Roll call was taken and a quorum found.

4. Ad Hoc Human Resources Committee, reported by Dr. Denise Eacott:

Motion to go into Executive Session

(Resolution 19-11-01-E) Before beginning the report, Dr. Eacott made a motion, seconded by Daniel Urbin, that the Board go into executive session for the purpose of discussing personnel matters related to healthcare, salaries, and a one-time option for a vacation annual conversion.

There was discussion to clarify Ohio Revised Code's very specific reasons of going into executive session. The motion on the floor did not rise to the level of an executive session. As such, the Board determined *not* to go into executive session.

As such, Dr. Eacott and Daniel Urbin agreed to withdraw the motion.

Motion withdrawn.

There was some general discussion.

Tim Carrion asked that Dr. Eacott read only the sections that required immediate attention with the remainder discussed during executive session, if necessary, or tabled until the next Board meeting.

Below is the Ad Hoc Committee Report:

Committee Members Present: Dr. Denise Eacott (Chair), Kara Keating Copeland, Dr. Hope Moon

Staff Present: Elaine Georgas, Barry Habony, Patrice McKinney

The Ad Hoc Human Resources Committee met at the North Ridge Road site on 11/19/19 and reported one informational item and four recommendations.

Informational:

1. **Table of Organization** – Elaine provided to members the attached updated Table of Organization (TO) including two proposed new staff: Associate Executive Director and Dissemination and Information Officer. She indicated that these job descriptions are being finalized. There were suggestions to make minor changes to the Table of Organization so levels of authority are more clearly defined. (**Attachment 1**)

Are there any questions? There was discussion and an explanation about the two vacant positions of Associate Executive Director and Dissemination & Information Officer. Also discussed was the fact that the TO is still in draft form and reported as an informational item.

Recommendations:

1. **Personnel Policy Handbook** –The Committee reviewed the MHARS Personnel Policy Handbook and discussed certain specific items including:
 - a. Holiday Schedule
 - b. Sick Time Accrual and Retirement Conversion
 - c. Vacation Time Accrual Policy
 - d. Conversion of Sick and Vacation Time

(Resolution 19-11-02-E) Motion by Dr. Eacott, seconded by Daniel Urbin to approve the **Recommendation** to adopt the MHARS Personnel Policy Handbook in its entirety.

Discussion ensued about Board members not having time to review the Personnel Policy Handbook. There was a suggestion to adopt only the time sensitive portions of the handbook now with the remainder tabled until the 12/05/19 Board meeting. After hearing that the proposed holiday schedule, vacation and sick time accruals are consistent with the policies of the Lorain County Board of Commissioners, it was suggested that those items could be voted on at today's meeting. The sick time accrual and retirement conversion would be table to afford Board members time to fully read the policies and to ensure they align with the policies of the Lorain

County Board of Commissioners. Dr. Eacott shared that all four policies were presented to the Ad Hoc Human Resources Committee as aligning with the Commissioners.

When asked, it was agreed that staff will provide copies of the Lorain County Board of Commissioners' vacation, sick and annual conversion policies for Board members. (This information will be provided in the Board packets).

Approval of the Personnel Policy Handbook was tabled until Board members have had an opportunity to review it. Therefore, Dr. Eacott agreed to withdraw the motion.

Motion withdrawn.

2. **Health Insurance Equity** - The Committee approached its work with the intention that the Board both be able to retain staff and remain competitive for future hiring, while, whenever possible, aligning current benefits with established policies through the County Commissioners office and/or through market research assessments provided by the HR consultant we engaged, Petrus Consulting. Fortunately, we found options that balance both the individual employee's and the Board's overall cost for benefits at a sustainable level.

The Committee reviewed the attached options for equalizing health insurance coverage for all employees, based in part on the guidance of the HR Consultant. The Committee reviewed a comparison between the health insurance coverage rate of the former ADAS Board whose staff pay 12%, and the former LCBMH Board whose staff do not pay a monthly premium, and calculated the impact on net salary for staff and the overall cost to the Board. Board coverage of health insurance at 88% would result in a \$6,143.16 savings each year (if employees are made whole) in health insurance costs, but would increase costs in other benefit areas such as salaries, and would reintroduce inequities by increasing some staff's overall benefits value, but not others. Full coverage would result in a maximum cost increase to the Board of \$10,369.84, but would help offset other inequities in benefits, and would NOT reintroduce inequities. (**Attachment 2**)

(Resolution 19-11-03-E) Motion by Dr. Eacott, seconded by David Ashenhurst that the MHARS Board pay 100% health insurance for all staff.

Rich discussion ensued to clarify the motion.

Dr. Eacott made a motion that the MHARS Board pay 100% health insurance for all staff. Then, ~~this item will be reviewed prior to the 2020-2021 open enrollment period.~~

There was no second to the motion. More discussion ensued.

Dr. Eacott made a motion, seconded by Pamela Waite that the MHARS Board pay 100% health insurance for all staff during calendar year 2020. Then, this item reviewed as part of the 2020-2021 Board budget.

More discussion ensued.

Roll Call: (Aye): David Ashenhurst, Dr. Denise Eacott, Joseph Hribar, Karen McIlwaine, Dr. Hope Moon

Roll Call: (Nay): Tim Carrion, Arthur Cleary, Dr. Tracey Frierson, Inez James, Ted Kalo, Regan Phillips, Sandra Premura, James Schaeper, Karen Sutera, Daniel Urbin, Pamela Waite.

Motion defeated.

(Amended Resolution 19-11-03-E) Ted Kalo made a motion, seconded by Sandra Premura that MHARS staff contribute 12% towards their health insurance beginning 01/01/20.

Discussion ensued about the percentage paid by other County employees for health insurance which averages between 12% to 15%.

Roll Call: (Aye): Tim Carrion, Arthur Cleary, Dr. Tracey Frierson, Inez James, Ted Kalo, Dr. Hope Moon, Regan Phillips, Sandra Premura, James Schaeper, Karen Sutera, Daniel Urbin, Pamela Waite

Roll Call: (Nay): David Ashenhurst, Dr. Denise Eacott, Joseph Hribar, Karen McIlwaine,

Amended resolution adopted.

Tabled agenda items: Personnel Policy Handbook which includes the holiday schedule, sick time accrual and retirement conversion policies, vacation time accrual policy, and conversion of sick and vacation time policies – Tim Carrion determined that the tabled items will be presented at the 12/05/19 Board meeting since the 12/19/19 Board meeting will be held offsite.

Then, there was a question if the tabled agenda items should be vetted through the 12/10/19 Finance Committee meeting, but it was determined that that would not be necessary.

Holiday Schedule – Ted Kalo asked that the Board consider approving the proposed holiday schedule.

(Resolution 19-11-04-E) Motion by Ted Kalo, seconded by Daniel Urbin to approve the **holiday schedule** which recognizes Christmas Eve and New Year's Eve as holidays for all staff.

Carried.

Resolution adopted.

Next Committee meeting: The Committee will meet when there are agenda items.

5. **INTRODUCTION OF ADDITIONAL GUESTS AND STAFF:**

Clare Rosser introduced those who arrived later for the meeting: Dave O'Brien, The Elyria Chronicle Telegram.

6. **VISITOR/PUBLIC COMMENTS:**

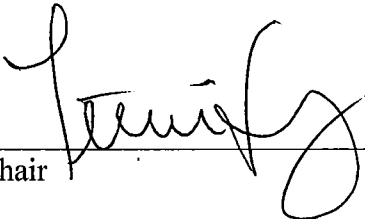
Tim Carrion asked that anyone wanting to address the Board identify themselves and their affiliation so the meeting minutes accurately reflect their comments. He also asked that any comments be limited to not more than three minutes. There were no public comments.

Tim Carrion and Karen McIlwaine shared about an upcoming Christmas concert on 12/15/19 at 3:30 p.m. at Greater Victory Christian Ministries.

Elaine Georgas shared updates regarding our holiday sponsorship of 20 children from Big Brothers Big Sisters of Lorain County.

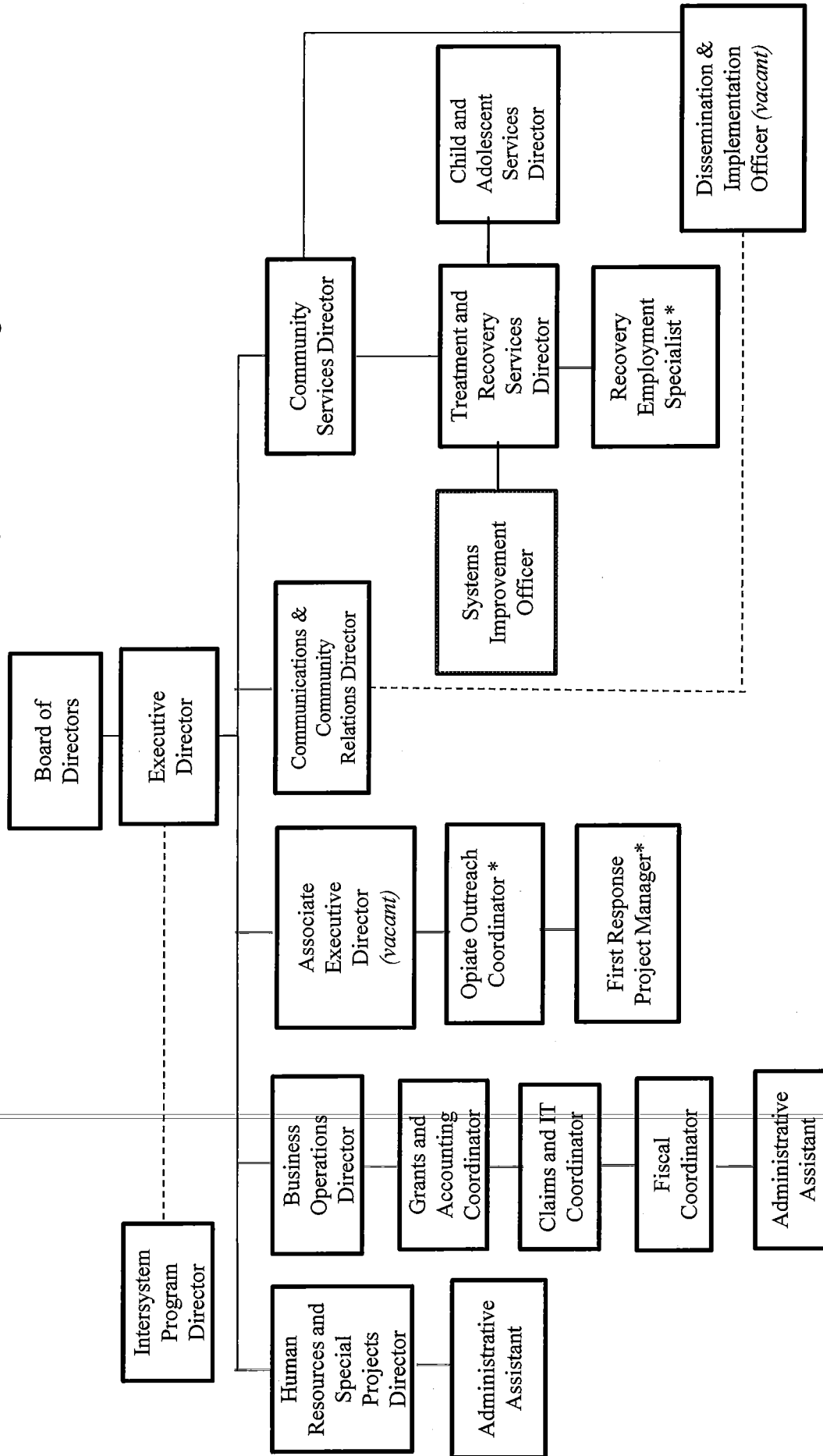
7. **ADJOURNMENT:**

The meeting adjourned at 6:40 p.m.

Chair 

Secretary 

Mental Health, Addiction and Recovery Services Board of Lorain County Draft Table of Organization 11/20/19



* = Grant positions

DRAFT for CONSIDERATION

Health Insurance Analysis
Board Funds 100% Analysis

Current Annual Cost To Board	Current Grant Funded	Current Employee Paid	% of Employee Salary
284,506.64	19,514.88	10,369.84	

10,369.84 ← this is the amount the Board would need to make up if all employees were covered 100%

294,876.48

Total Annual Cost to the Board of Health Insurance

Total Wages 910,710.40

PERS (1.4%) 127,499.46

Medicare (1.45%) 13,205.30

Health Insurance 294,876.48

Total Personnel Costs 1,346,291.63

note: 1.45% of total salary less allowable pre-tax deductions

Health Insurance Analysis
Board Funds 88% Analysis

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88% Annual Cost To Board	Current Grant Funded	12% Employee Paid	Make Whole Salary Increase
257,149.52	19,514.88	37,726.96	27,357.12

257,149.52

Total Wages 910,710.40

27,357.12

PERS (1.4%) 127,499.46

3,830.00

Medicare (1.45%) 13,205.30

396.68

Health Care 257,149.52

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Total Personnel Costs 1,308,564.67

1,340,148.47

31,583.80

Conclusion:

To cover all employees at 100% would result in a maximum cost increase to the Board of \$10,369.84/year.

To cover all employees at 88% and not reduce their net pay would result in \$37,726 paid by employees, and a \$31,583.80 increase in salaries of those employees whose net pay would be reduced by the increase in premiums. Therefore, it would be an actual savings to the Board of \$6,143.16/year if all employees were made whole, but overall salaries, and therefore future costs, would be elevated.

Recommendation: Retain 100% health coverage.