



**Delaware-Morrow**  
 Mental Health & Recovery Services Board  
*Health. Healing. Hope.*

**Board Meeting Agenda**  
**Thursday, January 18th, 2023 | 6:30 p.m.**  
 (or immediately following Finance Committee Meeting)  
 Delaware Area Chamber of Commerce |  
 2 Troy Rd | Delaware, OH 43015

Agenda Item	Item	Presenter	Information	Discussion	Action
1.	Call to Order/Roll Call	<i>Marnie Whaley-Buckel, Board Chair</i>	X		X
2.	Approval of Agenda	<i>Marnie Whaley-Buckel, Board Chair</i>	X	X	X
3.	Public Comments	<i>Marnie Whaley-Buckel, Board Chair</i>	X		
4.	Approval of <i>November 16th, 2023, Board Meeting Minutes</i>	<i>Marnie Whaley-Buckel, Board Chair</i>	X	X	X
5.	<b>Committees and Director's Reports</b>				
a.	Approval of <i>November 16<sup>th</sup>, 2023, Planning Committee Minutes</i>	<i>Lynnette Cook, Planning Committee Chair</i>	X	X	X
b.	Finance Committee – Approve <i>verbal report of January 18th, 2024</i>	<i>Jeremiah Wagner - Finance Committee Chair</i>	X	X	X
c.	Associate Director's Report	<i>Rhianna Mattix, Associate Director</i>	X	X	
d.	Youth and Family Clinical Director's Report	<i>Kristan Warren, Youth and Family Clinical Director</i>	X	X	
e.	Communications Director's Report	<i>Steve Brown – Communications Director</i>	X	X	
f.	Community Impact Coordinator's Report	<i>Bailey Gano, Community Impact Coordinator</i>	X	X	
g.	Executive Director's Report	<i>Deanna Brant, Executive Director</i>	X	X	
6.	<b>New Business</b>				
a.	DMMHRSB Policies and Procedures – Full List ( <i>*included directly after the agenda</i> )	<i>Deanna Brant, Executive Director</i>	X	X	X

b.	Marijuana Use Policy	<i>Deanna Brant, Executive Director</i>	X	X	
c.	DMMHRSB Board Bylaws	<i>Deanna Brant, Executive Director</i>	X	X	X
d.	DMMHRSB Strategic Plan 2024-2026	<i>Deanna Brant, Executive Director</i>	X	X	X
e.	DMMHRSB Professional Services Agreement – Civil Commitment Attorneys	<i>Deanna Brant, Executive Director</i>	X	X	X
f.	Morrow County EMS ALS Transport Vehicle Agreement – ARPA Round 2	<i>Deanna Brant, Executive Director</i>	X	X	X
g.	DMMHRSB Policies and Procedures i) Procurement Policy ii) QA Policy iii) Emergency Operations Procedures	<i>Deanna Brant, Executive Director</i>	X	X	X
h.	<b>Bowtown Road Property Purchase Extension</b>	<i>Deanna Brant, Executive Director</i>	X	X	X
i.	Executive Session*	<i>Marnie Whaley- Buckel, Board Chair</i>			X
7.	<b>Adjournment</b>	<i>Marnie Whaley Buckel, Board Chair</i>			X

**\*Pursuant to O.R.C. 121.22 (G) (2) To consider the purchase of property or to consider the sale of property by competitive bid if disclosure of the information would give a competitive advantage to the other side by division (G)(2) of section 121.22 of the Revised Code.**

**\*Pursuant to O.R.C. 121.22(G)(3), for the purpose of conferencing with an attorney for the Board concerning disputes involving the Board that are the subject of pending court action.**

**Upcoming Full Board Meeting:**  
**Thursday, February 15, 2024, at 5:30 p.m. at the**  
**Delaware Area Chamber Office**  
**2 Troy Road, Delaware, OH 43015**

## Board Policies

### Naming Nomenclature:

- Sections Number Matches Culture of Quality Sections
- Then the A-E# matches the culture of quality subsection the policy matches
  - If there are multiple policies matching the subsequent number will break them down.
    - i.e.) **II.A2.01**
- The Z# indicates it is not a culture of quality policy
  - if there are multiple policies making up this policy the subsequent number will break them down
    - i.e.) **II.Z1.01**

### In the Policy:

- Original Date of Board Adoption, is the data the Board first adopted this policy
- Date Revised and Adopted, is the most recent date the board revised and adopted the updated policy
- Next Review Date is the future date that the policy would need to be revised. This should be 2 years and 9 months after the Revised and Adoption Date

# Board Policies

## Table of Contents

### Section I: Public Affairs & Community Relations

- I.A1.01 Community Relations Policy
- I.A3.01 Public Records Policy
- I.Z1.01 Media Communications
- I.Z2.01 Board Member Authority & Relationships
- I.Z3.01 Policy Development and Issuance

### Section II: Risk Management

### Section III: Board Health & Safety

- III.A3.01 Drug Free Workplace
- III.A3.02 Tobacco- Free Policy
- III.A3.03 Meadow Center Tobacco-Free Policy
- III.A3.04 Auxiliary Aids for Persons with Sensory Impairments
- III.A13.01 Incident Reporting
- III.A13.02 Board Incident Reporting
- III.Z1.01 Communicable Disease
- III.Z2.01 Housing Safety Standards & Service Assurances
- III.Z3.01 Housing Policy

### Section IV: Human Resources

- IV.A4.01 Access to Personnel Files
- IV.A5.01 Employee Compensation for Overtime Policy
- IV.A5.02 Deductions from Salaried Employees
- IV.A5.03 Paid Holidays
- IV.A5.04 Group Insurance
- IV.A5.05 Continuation of Group Health Insurance Coverage (COBRA) Policy
- IV.A5.06 Family and Medical Leave
- IV.A5.07 Disciplinary Action
- IV.A5.08 Employee Administrative Leave or Absence

- IV.A10.01 Affirmative Action Equal Opportunity
- IV.A10.02 Affirmative Action Program
- IV.A10.03 Affirmative Action Equal Employment Opportunity
- IV.A10.04 HIV AIDS Policy
- IV.A11.01 Cell Phone Allowance
- IV.Z1.01 Hazardous Weather Conditions

## **Section V: Mission and Program**

- V.A11.01 Board Goals & Outcomes
- V.A13.01 Clients Rights
- V.A13.02 Clients Complaints Related to PHI
- V.A13.03 Filing a HIPPA Privacy Complaint
- V.A13.04 Clients Rights to Request Restrictions on Use-Disclosure of PHI
- V.A13.05 Clients Rights to Inspect and Copy PHI
- V.A13.06 Clients Rights to Request Amendment to PHI
- V.A13.07 Clients Rights to Accounting Disclosures of PHI
- V.A13.08 Clients Rights to Confidential Communication of PHI
- V.A13.09 Clients Personal Representative
- V.A13.10 Board Dispute Resolution Policy
- V.A14.01 Designation of a Privacy and Security Officer
- V.A18.01 Civil Rights Non-Discrimination
- V.A19.01 Clients Rights for Abuse and Neglect Reporting
- V.A26.01 Priority of Services
- V.A26.02 Treatment Philosophy for SUD Services
- V.A26.03 Appropriateness of Treatment
- V.A29.01 Probate Hearings – Involuntary Hospitalization and Placement
- V.A42.01 Designation of Health Officer
- V.Z1.01 Communication with Non-English or Limited English Proficient Persons

## **Section VI: Governance**

- VI.A1.01 Rules of Order
- VI.A8.01 Board and Committee Meeting Minutes
- VI.A9.01 Board Member Recruitment
- VI.A11.01 Board Member Training
- VI.Z1.01 Board Organization Structure

- VI.Z2.01 Executive Committee
- VI.Z3.01 Finance Committee
- VI.Z4.01 Board Meetings
- VI.Z4.02 Public Participation
- VI.Z5.01 Board Member Attendance Policy

## **Section VII: Board Finance and Operations**

- VII.A11.01 Audit of Board
- VII.B1.01 Contractual Agreement
- VII.B3.01 120-Day Notices for Contract Terminations
- VII.B4.04 Annual Application and Contracting Process for Providers and Services
- VII.D2.01 Minimum Necessary Use and Disclosure of Protected Health Information
- VII.D2.02 Use of Client Protected Health Information Treatment, Payment, and Operations
- VII.D2.03 Use and Disclosure of Psychotherapy Notes
- VII.D2.04 Permitted Uses and Disclosure of Protected Health Information
- VII.D2.05 Uses and Disclosure of Protected Health Information by law
- VII.D2.06 Uses and Disclosure of Public Health Information for Public Health Oversight Activities
- VII.D2.07 Uses and Disclosure of Public Health Information
- VII.D2.08 Uses and Disclosure of Public Health Information for Research
- VII.D2.09 Uses and Disclosure of Public Health Information for Fundraising and Marketing
- VII.D2.10 Administrative Safeguards for Protection and Security of PHI
- VII.E1.01 Contract Provider Audits and Records Reviews
- VII.Z1.01 Contract Provider Certification
- VII.Z2.01 Fundraising Levy Campaign
- VII.Z3.01 Levy Campaigns for Mental Health and Recovery Services
- VII.Z4.01 Contracting with Any Willing Medicaid Services Provider
- VII.Z5.01 Application for Partial Year Non-Medicaid Services Provider
- VII.Z6.01 Non-Resident Request for Funding for Services
- VII.Z7.01 Funding for Specialized Behavioral Health Services
- VII.Z8.01 Development & Distribution of Notice of Privacy Practices
- VII.Z9.01 Disclosure of Client Protect Health Information for Business Associates

- VII.Z10.01 Authorization to Use and Disclose Public Health Information for Other Treatment, Payment, and Healthcare Operations
- VII.Z11.01 Community Education and Prevention Partnership Grants
- VII.Z12.01 Medicaid Records and Related Costs
- VII.Z13.01 Expenditure of Board Funds
- VII.Z14.01 Inpatient Fund
- VII.Z15.01 Capital Development Projects

**Section VIII: Ethics**

- VIII.A1.01 Conflict of Interest
- VIII.Z1.01 Board Gifts and Donations Policy

**Section IX: Additional Standards**

- IX.Z1.01 Board Credit Card Policy