

**Tri-County Board of Recovery & Mental Health Services
Board of Directors' Meeting
Minutes**

April 16, 2008

MEMBERS PRESENT

Terry Christy
Marianne Helmlinger
Jerry Herbe
Kate Ketron
George Lovett
Dr. Jennifer Shoenfelt
Jason Wagner
Roger Welklin
Wayne Willcox, Chairperson
Marcy Youtz

GUESTS PRESENT

Byron Ewick, MCRC
Jim Mieding, Miami County NAMI
Dr. Jim Moore, DCMHC
Doug Metcalfe, SafeHaven
Ann Moyer, MCMHC
Terry Swartz, Community Housing
Ken Ward, SCCC

STAFF PRESENT

Joyce Arnold
Terri Becker
Amanda Brown
Norma Hatke
Jerry Hill
Jodi Long
Mark McDaniel, Executive Director
Steve McEldowney

The Tri-County Board of Recovery and Mental Health Services met at the Board office on April 16, 2008 for their Board of Directors' meeting. Wayne Willcox called the meeting to order at 6:45 p.m.

Board staff member Amanda Brown took roll call. Ten Board members were present; four were absent. The Board staff and guests introduced themselves and identified the agency or group they represented. A sign-in sheet was available to them for attendance records.

APPOINTMENT OF SECRETARY

George Lovett was appointed secretary to attest to the Board meeting minutes.

APPROVAL OF AGENDA & MINUTES OF THE PREVIOUS MEETING

The Board reviewed the agenda for the evening. Terry Christy made a motion to approve the agenda as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the minutes of the March 19, 2008 Board of Directors' meeting. Marianne Helmlinger made a motion to approve the minutes of the March 19, 2008 Board of Directors' meeting as presented. Seconded by Jerry Herbe. Vote taken. Motion carried.

BOARD GOVERNANCE

Mark provided an update on Board member recruitment. He noted that we have received nine inquiries regarding Board membership. We have received three applications for membership, one from each county. Mark will provide copies of the applications to the Nominating Committee for review.

Mark reported that Frank Kalivoda would be taking a leave of absence from the Board due to medical reasons. Mark noted that Frank volunteered to resign his position; however, Mark encouraged him to complete his term. Mark commented that Frank's contributions to the Board have been many and he would like him to complete his term whether or not he is able to attend meetings. Frank's second term on the Board ends in June 2008.

OLD BUSINESS:

FINANCE COMMITTEE – George Lovett

George Lovett reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the March 2008 Finance Committee meeting. George made a motion to approve the minutes of the March 19, 2008 Finance Committee meeting as presented. Seconded by Jerry Herbe. Vote taken. Motion carried.

The Board reviewed the Financial Statements from March 2008. George made a motion to approve the March 2008 Financial Statements as presented. Seconded by Jason Wagner. Vote taken. Motion carried.

The Board reviewed the Service Reports for February 2008. These reports reflect each agency's status concerning delivery of services reported through February 2008, 67% of the way through the fiscal year. George noted that the report is broken down into individual units and is easier to interpret. He also noted that adjustments in projected service delivery might need to be made toward the end of the fiscal year.

The Board reviewed the Quarterly List of Transactions from January 2008 – March 2008. George called attention to out-of-county expenses and the continuing issue with these expenses. After further review, George made a motion to approve the Quarterly List of Transactions as presented. Seconded by Jerry Herbe. Vote taken. Motion carried.

George reported that the ODADAS Stakeholder Review is complete and that Terri has received the letter from ODADAS regarding the audit. There were no material findings in the Audit; however, ODADAS made a few recommendations regarding Board Assurances and some other procedural comments. Terri will put together a response to the audit in the next several weeks.

George reported for the Building Committee that the occupancy permit for the new Darke County SafeHaven site has been approved. SafeHaven plans to move into the new site on April 17, 2008 and be open for members to attend the following week. Doug noted that they are planning an Open House in May during Mental Health Month.

The Board reviewed an FY08 Board Administrative Budget revision. George explained that due to a 160% increase in workers compensation premiums charged to us through Miami County, the Board would need to increase the workers comp line item by \$1,656 for a total of \$7,300. George made a motion to increase the workers compensation line item for FY2008 by \$1,656. Seconded by Terry Christy. Vote taken. Motion carried.

George provided information regarding the AoD Prevention Funds and noted that we have not used the entire allocation yet this fiscal year. He reported that the funds would have to be sent back to the State if they are not utilized. Terri will be meeting with the agency directors to discuss this issue.

George provided an update regarding the FY2009 budget. George noted that the budgeting process with the agencies has begun. He explained that the State Medicaid system is currently undergoing a transformation and we are unsure at this point of how the budget will unfold. He noted several other factors affecting our budgeting process including the closure of Twin Valley hospital and the affect it will have on our system.

Terri Becker presented an overview of the FY2009 budget process. She presented information regarding the budget/contract process including state allocations, cuts to our system, fixed fee implementation and Medicaid. Terri noted that we are still waiting on final allocations from the State. Terri also explained the next steps in the FY2009 budgeting process and noted that detailed budgets for the agencies and Board administration would be available at the next Board meeting.

The next Finance Committee meeting will be held on Wednesday, May 21, 2008 at 5:45 p.m. at the Board office.

ALCOHOL AND DRUG/MENTAL HEALTH PLANNING COMMITTEE – Terry Christy

Terry Christy reported that a combined meeting of the Mental Health and Alcohol and Drug Planning Committees was held April 2, 2008.

Terry reported that the Board is hosting a meeting on Friday, April 18 regarding the State Hospital closure in Dayton and our re-assignment to Toledo. Representatives from Northcoast Behavioral Health in Toledo will be present to address questions and concerns from our local community partners.

Terry noted that the Committees received the Quarterly QI reports and reviewed three trends highlighted in the report. The trends were related to primary drug of choice, age ranges, and outcomes. Terry encouraged the Board to read the detailed information regarding the trends in the Committee minutes.

Terry made a motion to approve the minutes of the combined Mental Health and AoD Committee meeting from April 2, 2008 as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Mark called attention to a newspaper article regarding the Save A Life Tour that was partially funded by the Board. The event was held at Arcanum High School on April 11. Mark attended the event and noted that it was a great experience for the students of Arcanum High School.

The next meeting of the combined Mental Health and AoD Committee will be held on June 4, 2008 at 6:00 p.m. at the Board office.

COMMUNITY RELATIONS COMMITTEE – Dr. Jennifer Shoenfelt

Jennifer reported that the Community Relations Committee met on April 11, 2008. The Committee received an update on Board Member recruitment and discussed the transition to an e-newsletter to replace the quarterly mailed newsletter. Jennifer noted that limited copies of the newsletter would continue to be printed in-house for those that request a paper copy. Jennifer reported that this transition would free up funds that were used for printing and mailing the newsletter as well as allow the flexibility to publish additional newsletters throughout the year. Jennifer encouraged Board members to forward e-mail addresses to Amanda for distribution of the e-news.

The Committee discussed several upcoming events and promotion opportunities for the Board's 40th Anniversary. Jennifer reported that May would be the official kick-off for recognizing our 40th Anniversary as a Board. Weekly newspaper advertisements will promote Mental Health Month and services provided in our system. The Board will also be participating in the summer county fairs. Jennifer noted that Ruth Wright recommended asking Board members to volunteer to work a shift at their local county fair.

The Committee discussed updating the display board and replacing some of the faded and damaged pieces. Jennifer noted that the display board was last updated in 2003 and that there should be funds available in the community relations budget to cover the cost of updating the pieces. The Committee instructed Amanda to purchase updated pieces for the display board.

Jennifer reported that the Committee reviewed the community relations budget and continuation of the Network of Care website. Jennifer noted that it would cost the Board \$500 a month to contract with Trilogy for the site once the grant funding period ends in March 2009. The Committee also discussed activities and projects that could be restructured or done away with for cost savings. One option noted by the Committee was to scale down the Annual Meeting to a reception rather than a dinner. The Committee agreed to keep the integrity of the Annual Meeting by celebrating the accomplishments of our system and presenting the Advocacy Award, just cutting down on some of the costs associated with having an annual dinner. The theme of the reception was suggested as the "Art of Recovery" where the event would feature music, paintings, poetry, and additional artwork from our local system. The Board discussed the rationale for restructuring the Annual Meeting and several points were made for keeping the Annual Meeting as a dinner. After further discussion and several cost saving suggestions, such as e-mailing the information from the Board packet to those that have e-mail addresses, the Board requested that options be presented at the May Board meeting for further discussion.

Jennifer Shoenfelt made a motion to approve the minutes of the April 11, 2008 Community Relations Committee meeting as presented. Seconded by Terry Christy. Vote taken. Motion carried.

STAFF REPORTS:

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and noted that the Boardroom is equipped with a new amplifier on the sound system. Mark also noted that the agenda for the May Board meeting would be full with budget information and a discussion regarding the strategic planning process.

Mark called attention to the Board Association newsletter that includes a picture of Mark and Wayne from the OACBHA's award ceremony on January 30, 2008.

Mark updated the Board on the budget situation and the transformation of the Medicaid system. He noted that it appears as though the State intends to take Medicaid management out of the local system and shift to a central private agency. He noted that Boards, consumers and family members have not been given the opportunity for input into the decisions made at the state level that impact our system. Mark reported on Medicaid fixed-fees and the shift in funds in the state mental health system. He mentioned that there are many groups opposing the State's process in which they are making these financial decisions.

Mark reported on several handouts relating to the shift of our local system to the Toledo State Hospital. The Board reviewed information regarding the projected number of bed days purchased by hospital and budgeted vs. actual usage of hospital bed days from FY05 – FY09. The Board also reviewed capacity in the State Hospital system in Ohio. It appears that the State hospitals in Columbus and Cincinnati did not have the capacity to take on the bed days purchased by our local system. Toledo has a capacity cushion after the projected bed days purchased by Boards of plus 17 days. Cincinnati and Columbus have a capacity cushion after the projected bed days purchased by Boards of plus 1 and negative 5 respectively. Mark acknowledged that the reassignment to Toledo will create additional stressors on consumers, families and law enforcement and noted that this issue, as well as ways to enhance local capacity and utilize other hospitals, will continue to be addressed.

NEW BUSINESS:

Wayne Willcox congratulated Doug Metcalfe and SafeHaven for the opening of the new site in Greenville. Jerry Herbe commented that the Annual Report was very well done.

There being no further new business, Jerry made a motion to adjourn. Seconded by Terry Christy. Vote taken. Motion carried. The Board meeting adjourned at 8:00 p.m. The next scheduled Board of Directors' meeting will be held on Wednesday, May 21, 2008 at 6:45 p.m. at the Board office.

Wayne Willcox
Chairperson

George Lovett
Secretary

Amanda Brown