

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

January 21, 2009

BOARD MEMBERS PRESENT

Craig Dusek
Jewell Good
Julie Harmon
Marianne Helmlinger
Jerry Herbe
Kate Ketron
George Lovett
William Lutz
Robert Menz
Dr. Jennifer Shoenfelt
Jason Wagner
Roger Welklin
Wayne Willcox, Chairperson
Ruth Wright
Marcy Youtz

GUESTS PRESENT

Byron Ewick, MCRC
Doug Metcalfe, SafeHaven
Jim Mieding, Miami County NAMI
Joanne Mieding, Miami County NAMI
Jim Moore, DCMHC
Jack Neuenschwander
Mike Ruffin, MCMHC
Terry Swartz, Community Housing
Ken Ward, SCCC

BOARD STAFF PRESENT

Joyce Arnold
Terri Becker
Amanda Brown
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 Wednesday, January 21, 2009 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. Fifteen Board members were present; one was 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

Marcy Youtz 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. Jennifer Shoenfelt made a motion to approve the agenda as presented. Seconded by Jason Wagner. Vote taken. Motion carried.

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

BOARD GOVERNANCE

Mark McDaniel provided an update regarding Board member recruitment and Board membership status. He noted that he has been very fortunate throughout his tenure as Executive Director to work with such exceptional Board members. Mark introduced Julie Harmon to the Board as a new non-voting member of the Board of Directors. George presented the Oath of Office to Julie and welcomed her to the Board.

Mark announced that two Board members have resigned from the Board, Judy Sonner and Wayne Willcox. Wayne read his letter of resignation as well as the letter from Judy. Bill Lutz made a motion to accept, with regret, the resignations of Wayne Willcox and Judy Sonner. Seconded by Marcy Youtz. Vote taken. Motion carried.

Mark expressed his appreciation to both Judy and Wayne for their service and wished them well in their future endeavors. Mark particularly thanked Wayne for serving as Board Chairperson and presented him with a gavel to commemorate his service as Chairperson.

Wayne reported that Jack Neuenschwander, who has served as Board Attorney for over 20 years, announced his retirement at the end of 2008. Wayne made a motion to approve a resolution of appreciation for Jack's service to the Tri-County Board. Seconded by Jerry Herbe. Vote taken. Motion carried. Wayne expressed his appreciation to Jack on behalf of the Board and presented Jack with the framed resolution. Jack thanked the Board for their recognition and noted that he has enjoyed the time he has worked with the Board.

Mark distributed an action sheet to assist the Board in implementing the priorities outlined in the strategic plan. Mark noted that in light of the recent budget cuts and the forecast of even further cuts to our system, he created the action sheet with steps that we can realistically complete. Mark reviewed the action steps for each priority and noted that several action steps contain training elements. He further explained that he is interested in creating a "Recovery Academy" of ongoing structured training for professionals in our system regarding recovery principles. Mark noted that he is still working on the document and hopes to have a final draft to review and approve at the next Board meeting.

Mark reported that the Board would be participating in the Culture of Quality (COQ) certification on March 19 and 20, 2009. In order to prepare for the certification process, Board staff is reviewing policies and has found several policies that need to be updated or rescinded. Mark suggested that a new policy manual be created and presented to the Board for approval as a complete manual, rather than to approve policies one at a time. Mark noted that he is creating several new policies relating to work conditions and safety issues that will be incorporated into the manual.

Mark presented an updated copy of the Board By-Laws for review and comment. He noted that several sections of the By-Laws had become out-dated and need rewritten. The Board reviewed the updated document at length and provided several suggestions and corrections to Mark. Mark

proposed combining the membership of the Drug/Alcohol and Mental Health Committees to form one Planning Committee rather than two separate committees. It was noted that with the combined meeting of the AoD and MH committees, they nearly operate as one committee anyway. After further discussion, it was decided that Mark would draft language for the By-Laws to include one Program Planning Committee rather than two separate committees. The Board discussed the language in the By-Laws that require the Executive Director as well as the Board Chair to sign and execute contracts. Mark noted that it states in Chapter 340 that the Board may delegate that authority to the Executive Director after Board approval of the contracts. It was suggested to change the By-Law language to authorize the Executive Director to sign the contracts. The Board also discussed the language regarding Indemnification of Board Members and Employees and the length of time the insurance will cover a Board Member. For example, Mark explained that language should be included that Board Members will continue to be covered after they leave the Board for actions that were taken during their appointment on the Board. After further review of the By-Laws, Mark reported that he would provide a final draft of the By-Laws for the Board to approve at the next Board meeting.

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 November 2008 Finance Committee meeting. George made a motion to approve the minutes of the November 19, 2008 Finance Committee meeting with correction noted. Seconded by Roger Welkin. Vote taken. Motion carried.

The Board reviewed the Financial Statements from November and December 2008. George noted that the reports are cumulative and further reviewed the report from December, which is 50% of the way through the fiscal year. George made a motion to approve the November and December 2008 Financial Statements as presented. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Service Reports from November 2008. George explained that the reports reflect each agency's status concerning delivery of services reported through November 2008, 42% of the way through the fiscal year, and is a mechanism by which the Board can monitor services provided. George noted that service delivery is on target for this point in the fiscal year.

The Board reviewed the Quarterly List of Transactions from October 2008 – December 2008. George called attention to out-of-county reimbursements 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 Jason Wagner. Vote taken. Motion carried.

George reported on the Calendar Year 2008 State Audit. He reported that the State has already begun the 2008 Audit. George noted that though it is unusual for the State to begin the audit this soon after the end of a calendar year, there is no reason to believe that it is for any other purpose than they have the time and are ready to begin the process.

George reported on the Contract Agency Independent Audits. The Board reviewed the audits from Miami County Recovery Council, Upper Valley Medical Center, Darke County Recovery

Services, Community Housing of Darke, Miami and Shelby Counties, and Shelby County Recovery. George reported that Community Housing received a management letter regarding control efficiency due to the small number of staff of the agency. It was noted that Shelby County Recovery received a finding for this reason as well. George made a motion to approve the Contract Agency Independent Audits and associated plan of correction as submitted. Seconded by Jerry Herbe. Vote taken. Motion carried.

George reported for the Building Committee that the ODMH Capital Grant application for Shelby County has been approved. George noted that Mark and Ken Ward met with ODMH staff earlier in the day to review details of the application. The Board reviewed a resolution to provide grant funding in the amount of \$30,000 to Shelby County Counseling Center for match funds for the project. The resolution also included assurances that the Board intends to continue to fund Shelby County Counseling Center. George made a motion to approve the resolution granting assurances and up to \$30,000 in matching funds to Shelby County Counseling Center for the ODMH Capital Project. Seconded by Ruth Wright. Vote taken. Motion carried.

George reported on the Liability Insurance for the Board. He noted that it is time for the Board to renew the Liability Insurance policy. George noted that Terri Becker is working to gather current information for the board and solicit quotes so the policy can be reviewed and renewed.

The Board reviewed the most current budget information available from the State. George noted that the information is constantly changing and the Board will be kept informed as more information is available.

George reported that the Committee reviewed the current mileage reimbursement rate for the Board. He noted that the current rate is \$0.48 per mile. It was suggested by the Committee to leave the rate as is.

George reported that Mark has begun the process of recruiting an attorney to replace Jack Neuenschwander. Mark reported that he has met with three attorneys and believes that each has strengths that would benefit the Board. Mark recommended entering into a discussion with attorney Grant Herber, Assistant Law Director of Troy, to contract with him as the Board Attorney. He noted that Grant has significant experience in governmental law and would do an excellent job.

George reported that with the resignation of Wayne Willcox, he would be stepping into the Board Chair position. Therefore, the Board needs to appoint a new Finance Committee Chairperson. The Committee recommended Jerry Herbe as Chairperson. George made a motion to approve Jerry Herbe as the new Finance Committee Chairperson. Seconded by Marianne Helmlinger. Vote taken. Motion carried. Mark noted that with George stepping up to Chairperson, the Vice Chair position would need to be filled as well.

ALCOHOL AND DRUG/MENTAL HEALTH PLANNING COMMITTEE

Wayne reported that the Mental Health and Alcohol and Drug Planning Committees meeting scheduled in January was canceled due to inclement weather. The next meeting of the Planning Committee will be held on March 4, 2009 at 6:00 p.m. at the Board office.

EXECUTIVE COMMITTEE – Wayne Willcox

Wayne reported that the Executive Committee met on December 10, 2008. Wayne reviewed the minutes from the meeting and noted that the Committee was informed of the approval of the Shelby County Counseling Center Capital Grant.

Wayne noted that the Committee reviewed the current budget situation in the State and how the funding reductions might impact us locally. The Committee discussed developing a strategy to deal with the budget cuts and plan for services accordingly. The Committee intends to review the entire array of services purchased by the Board as well as Board administration and system efficiency.

Wayne reported that the Committee discussed ways to involve community partners in the planning process. Wayne noted that Board staff is conducting a needs assessment that could be useful in determining priorities. The Committee intends to meet again in January.

Wayne made a motion to approve the minutes of the Executive Committee meeting from December 10, 2008 as presented. Seconded by George Lovett. Vote taken. Motion carried.

STAFF REPORTS:

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and presented the FY2008 Annual Report. Mark noted that the report includes highlights from the past 40 years. The Report will be mailed out to those indicated in Chapter 340 as well as other community partners.

Mark noted that though the budget situation is bleak, it was nice to participate in the Shelby County Counseling Center Capital Grant meeting earlier in the day. He noted that this grant project for Shelby County has been six years in the making and is by far one of the largest Capital Grants funded by ODMH this past year.

Mark noted that it is difficult to predict the future financial situation of our system due to the rapidly changing information coming from the State. After further explanation, Mark explained that though it is unclear as to how the budget reductions will impact our system, he is confident that the Board will work hard to make the best decisions possible. He noted that he would continue to keep the Board informed as information becomes available.

Mark expressed his appreciation to Jack Neuenschwander for his service to the Board. He noted that Jack was one of the Board's original Board members and has been dedicated to serving the Board for many, many years.

Mark also expressed his appreciation to Wayne Willcox as a Board member and Board Chair. He noted that he has truly appreciated Wayne for being able to get things done in our system. He noted that Wayne was an integral part of getting the CIT Academy and program up and running and getting individuals to the table for the process. Mark noted he will miss working with Wayne and that Savannah, GA is lucky to have him. Wayne commented that there are many good people in

this system and he feels fortunate to have been able to work with them. Wayne noted that he has appreciated his time spent on the Board and that he is confident in the Board to work through these difficult times and do the best for our system. Wayne also noted that he intends to be involved in the ADAMH Board system in Savannah. Wayne thanked the Board members, Board staff and Agency Directors for the work that they do.

NEW BUSINESS:

There being no new business, Marcy Youtz made a motion to adjourn. Seconded by Bill Lutz. Vote taken. Motion carried. The Board meeting adjourned at 8:10 p.m. The next scheduled Board of Directors' meeting will be held on Wednesday, February 18, 2009 at 6:45 p.m. at the Board office.

George Lovett
Vice-Chairperson

Marcy Youtz
Secretary

Amanda Brown