

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

February 18, 2009

BOARD MEMBERS PRESENT

Craig Dusek
Jewell Good
Julie Harmon
Marianne Helmlinger
Jerry Herbe
Kate Ketron
George Lovett, Chairperson
Robert Menz
Jason Wagner
Roger Welklin
Ruth Wright
Marcy Youtz

GUESTS PRESENT

Bob Alexander
Byron Ewick, MCRC
Lyn McArdle, DCRS
Doug Metcalfe, SafeHaven
Jim Mieding, Miami County NAMI
Joanne Mieding, Miami County NAMI
Jim Moore, DCMHC
Ann Moyer, MCMHC
Terry Swartz, Community Housing
Ken Ward, SCCC
Rick Williams, CSS

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, February 18, 2009 for their Board of Directors' meeting. George Lovett called the meeting to order at 6:45 p.m.

Board staff member Amanda Brown took roll call. Twelve Board members were present; two 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

Jewell Good 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. Marianne Helmlinger made a motion to approve the agenda as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the minutes of the January 21, 2009 Board of Directors' meeting. A typo was noted on page 5 of the minutes. Jerry Herbe made a motion to approve the minutes of the January 21, 2009 Board of Directors' meeting with correction noted. Seconded by Ruth Wright. Vote taken. Motion carried.

BOARD GOVERNANCE

Mark announced that he had received a Board Member resignation. George continued that Terry Christy resigned from the Board due to other personal commitments. George expressed his appreciation for Terry's service on the Board and noted his significant contribution to the Board. Marcy Youtz made a motion to accept the resignation of Terry Christy. Seconded by Jason Wagner. Vote taken. Motion carried. Mark noted that he would write a letter to Terry thanking him for his service on the Board of Directors.

Mark provided an update on Board member recruitment and Board membership status. He noted that the Board currently has five vacancies and he is working to fill those vacancies. He noted that one of the vacancies is a Miami County Commissioner appointment. He further explained that Julie Harmon is a non-voting Miami County appointee and she may be able to move into that seat. The other openings include ODMH and Commissioner vacancies in Darke County and ODMH and ODADAS vacancies in Shelby County. He encouraged the Board to continue recruiting potential members and announced that we would be advertising openings through the Chambers of Commerce as well.

Mark provided an update on the strategic plan and reported that he is working on action steps for the goals outlined in the plan. The goals document is approximately 85% of the way complete and should be ready for review by the next Board meeting.

Mark updated the Board on the Culture of Quality (COQ) certification. Mark reminded the Board that in order to prepare for the certification process, several policies have been updated, rescinded and created. Mark has e-mailed the policies to the Board and asked the Board for feedback before the next Board meeting. He noted that several policies have been updated only slightly. For those policies, the only change was the policy number or the addition/deletion of one or two sentences. He further explained that there are approximately 60 total policies to review; most are current policies of the Board with the addition of new policies regarding safety and medical emergency procedures, etc. He explained that the policies would be bound in a manual and brought before the Board at the March Board meeting for approval. This will allow the Board to approve the complete policy manual, rather than to approve policies one at a time. Mark asked that any feedback or comments regarding the policies be directed to him as soon as possible to allow plenty of time to build the manuals before the next Board meeting. Mark asked if there were any questions, comments or concerns regarding the policies or the process. No comments, questions or concerns were raised. Mark commented that the new manuals would also include ORC chapter 340, Board By-Laws, and Board orientation material. Mark also informed the Board that a Board Member

would be asked to participate in the COQ Review Process at the Board office on either March 19 or 20. More information is to come.

The Board reviewed an updated copy of the Board By-Laws. Mark noted a typo to be corrected in the document and asked for further comment or questions. No comments, questions or concerns were raised. Kate Ketron made a motion to approve the Board By-Laws as presented. Seconded by Robert Menz. Vote taken. Motion carried.

OLD BUSINESS:

FINANCE COMMITTEE – Jerry Herbe

Jerry Herbe reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the January 2009 Finance Committee meeting. Jerry made a motion to approve the minutes of the January 21, 2009 Finance Committee meeting as presented. Seconded by Ruth Wright. Vote taken. Motion carried.

The Board reviewed the Financial Statements from January 2009. Jerry provided further detail of the report including totals for cash balance, risk pool, operating reserves, levy campaign reserves and unencumbered cash balance. After further review, Jerry made a motion to approve the January 2009 Financial Statement as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed the Service Reports from December 2008. Jerry explained that the report reflect each agency's status concerning delivery of services reported through December 2008, 50% of the way through the fiscal year, and is a mechanism by which the Board can monitor services provided. Jerry noted that AoD services are running ahead of schedule as compared to previous years and that MH services are on target for this point in the fiscal year.

Jerry reported that the Calendar Year 2008 State Audit is underway. He noted that the Auditor began the process early and has needed to break to allow time for a county year-end report and some final year-end reports by staff to be completed. Once the reports are complete, the Auditor will return to finish the audit.

The Board reviewed Contract Agency Audits and Attached Corrective Action Plan from Darke County Mental Health Clinic and Shelby County Counseling Center. Jerry reported that DCMH had a clean audit with no material exceptions. Jerry reported that SCCC received two findings regarding a material weakness and separation of duties. The Board reviewed SCCC's response to the plan of correction for the Audit. Jerry made a motion to approve the Contract Agency Independent Audits and associated Plan of Correction as submitted. Seconded by Ruth Wright. Vote taken. Motion carried.

Jerry reported on liability insurance for the Board. The Board reviewed a document regarding several options for Directors' and Officers' Liability and Employment Practices Liability Insurance policies. The current policy expires March 4, 2009. Jerry noted that the current policy was reviewed and recommended by Jack Neuenschwander, the Board Attorney at the time. Jerry noted that a renewal of the policy would actually cost the Board less per month. Jerry made a

motion to renew the Directors' and Officers' Liability and Employment Practices Liability Insurance Policy for a three-year period and to allow either Mark or Terri discretion to explore a higher deductible for the purpose of additional savings in maintaining our separate limits recommendations from the Board Attorney. Seconded by Jason Wagner. Vote taken. Motion carried.

Jerry reported for the Building Committee on the ODMH Capital Grant. The Shelby County capital grant has been signed by the Director of ODMH and is now before the State Controlling Board for authorization.

The Board reviewed a Board Attorney Retainer Agreement for Grant Kerber at a rate of \$125 per hour. Jerry made a motion to enter into a Retainer Agreement for legal services with Shipman, Dickson and Livingston Co., LPA, at a rate of \$125 per hour. Seconded by Roger Welkin. Mark noted that the agreement is fairly straight forward and entering into an agreement was recommended by our past Board attorney Jack Neuenschwander. A question was raised as to whether the agreement included a cash retainer fee or a minimum payment per month. Mark explained that no, the agreement does not include a cash retainer fee or monthly minimum due to the cyclic nature of services needed; the agreement is to retain services from Grant as the Board Attorney. Vote taken. Motion carried.

The Board reviewed the Full Calendar Year 2009 Appropriations. Jerry explained that the CY2009 Appropriations is a conversion of our fiscal year budget to a calendar year budget. Jerry noted that the appropriations also match the County Chart of Accounts. Jerry made a motion to approve the Full Calendar Year 2009 Appropriations as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Jerry reported that the Finance Committee received an update regarding the State Budget and the stimulus package. After further explanation, Jerry noted that Mark would provide further detail about the budget in the Executive Director's report.

Jerry reported that the Finance Committee reviewed the FY2010 Budget Process. He noted that the Executive Committee would meet again to review service priorities and budget cuts.

ALCOHOL AND DRUG/MENTAL HEALTH PLANNING COMMITTEE

George reported that the next meeting of the Mental Health and Alcohol and Drug Planning Committees would be held on March 4, 2009 at 6:00 p.m. at the Board office.

NOMINATING COMMITTEE – Marianne Helmlinger

Marianne reported that with George taking over as Chairperson for the Board, a Vice-Chairperson would need to be appointed in his place. Marianne noted that Marcy Youtz has volunteered to serve in that capacity. There being no other nominations for the position, Marianne made a motion to appoint Marcy Youtz as Vice-Chairperson of the Tri-County Board. Seconded by George Lovett. Vote taken. Motion carried. Mark noted that Marcy teaches on Wednesday evenings and in the event that both George and Marcy are unable to attend a Board meeting, he may need to call upon another Board Member to step in and lead the Board meeting.

STAFF REPORTS:

DIRECTOR’S REPORT – Mark McDaniel

Mark presented the Director’s Report to the Board and noted that with the passage of the Board By-Laws, the Mental Health and Alcohol and Drug Planning Committees have now merged to become the “Planning Committee” of the Tri-County Board. Mark further explained that combining these two committees has become the trend among Boards across the state; however, even though there will only be one committee, both MH and AoD services will continue to receive equal attention during the planning process.

Mark noted that he had discovered during the COQ process that the Board is weak in compliance regarding Board Member Training. He explained that Board Members are required to attend training each fiscal year. He noted that only two Board Members had completed the training requirement in FY2008. He noted plans to schedule a full Board Member training yet this fiscal year.

Mark provided information to the Board regarding the State Budget. He reported that funding from the approved stimulus package has preliminarily been put into our line items in the State Budget. He expressed the importance of advocating for funding by contacting our local legislators as soon as possible. He provided a handout of contact information and talking points. He noted that our Board could receive cuts up to \$1.5 million if the stimulus dollars are removed from our budget. He noted that he has written letters to our State Representatives and encouraged everyone to do so, especially Board Members, family members and consumers. Mark further explained that we serve approximately 11,000 individuals in our system, both clinical and education/prevention services, and if we receive deep cuts to our funding, the number we are able to serve will dramatically decrease. Mark further explained the State’s perspective on Medicaid vs. Non-Medicaid service areas. Our local system is approximately 30% Medicaid and 70% Non-Medicaid services. That is in contrast with many other systems around the state that are a majority Medicaid system. Mark again encouraged the Board to contact their legislators and advocate for funding for our system.

NEW BUSINESS:

There being no new business, Jewell Good made a motion to adjourn. Seconded by Jerry Herbe. Vote taken. Motion carried. The Board meeting adjourned at 7:30 p.m. The next Board of Directors’ meeting will be held on Wednesday, March 18, 2009 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Jewell Good, Secretary

Amanda Brown