

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

March 18, 2009

BOARD MEMBERS PRESENT

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

GUESTS PRESENT

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
Nancy Sullivan
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, March 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

Jerry Herbe 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. Bill Lutz made a motion to approve the agenda as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the minutes of the February 18, 2009 Board of Directors' meeting. A correction was noted on page 4 of the minutes to change Herber to Kerber. Bob Menz made a motion to approve the minutes of the February 18, 2009 Board of Directors' meeting with correction noted. Seconded by Bill Lutz. Vote taken. Motion carried.

BOARD GOVERNANCE

Mark presented a final copy of the Strategic Plan Goals document to the Board for review. He called attention to the changes that have been made in the document since the initial draft was reviewed several months ago. Mark noted that the goals focus on system enhancement and include additional training opportunities and collaborative programs. After further review, Jerry made a motion to approve the Strategic Plan Goals document as presented and to incorporate the document into the Board's Strategic Plan. Seconded by Bill Lutz. Vote taken. Motion carried.

Mark announced that the Board Culture of Quality (COQ) certification has been postponed to spend additional time reviewing new and updated policies. Mark noted that one requirement in the COQ certification is to have first aid kits available in the Board office. He further explained that in order to purchase first aid kits, the Board needed to pass a policy approving the availability of first aid kits on the premises. The Board reviewed Policy 506 Medical Emergencies and Policy 512 Safety Officer. Mark noted that Steve McEldowney has been assigned as the Board Safety Officer. A correction was noted to policy 512 on page 2 under the *First Aid Kit* section; the word "designate" is to be changed to "designated". After further review, Kate made a motion to approve Policy 506 Medical Emergencies and Policy 512 Safety Officer with the correction noted. Seconded by Jennifer Shoenfelt. Vote taken. Motion carried. Mark announced that the goal is to have the new Board Policy Manuals complete and ready to approve in the near future.

OLD BUSINESS:

FINANCE COMMITTEE – Jerry Herbe

Jerry Herbe reported that the Finance Committee met prior to the full Board meeting. Jerry noted that the Committee discussed recruiting additional Board Members to serve on the Committee. At this point, Jewell Good has agreed to serve. Jerry requested others to serve as well. Jerry explained that serving on the Finance Committee is a great way to learn more about the workings of the Board.

The Board reviewed the minutes of the February 2009 Finance Committee meeting. Jerry made a motion to approve the minutes of the February 2009 Finance Committee meeting as presented. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Financial Statements from February 2009. Jerry provided further detail of the report and noted that the statements reflect finances at approximately 67% of the way through the fiscal year. After further review, Jerry made a motion to approve the February 2009 Financial Statement as presented. Seconded by Jennifer Shoenfelt. Vote taken. Motion carried.

The Board reviewed the Service Reports from January 2009. Jerry explained that the report reflects each agency's status concerning delivery of services reported through January 2009, 58% of the way through the fiscal year, and is a mechanism by which the Board can monitor services provided.

Jerry reported that fieldwork for the Calendar Year 2008 State Audit is complete. The audit is currently going through the review process. At this point, the Board has received a verbal recommendation and no major findings. It is anticipated that the final written report will be available to review at the next Board meeting. Jerry also noted that our 2007 State Audit has been selected as one of the audits to be reviewed as part of the State Auditors National Peer Review Process. Terri and her staff were commended on a job well done.

Jerry reported for the Building Committee on the ODMH Capital Grant MH-856 for Shelby County. He noted that the grant has been signed by the Director of ODMH and is now before the State Controlling Board for authorization. Jerry also reported that ODADAS has announced the availability of capital grant funds for projects ranging from \$50,000 - \$200,000. Miami County Recovery Council has expressed interest in applying for funds.

The Board reviewed the Full Calendar Year 2009 Appropriations. Jerry explained that the CY2009 Appropriations would include 27 pay periods instead of the usual 26. The County Commissioners have elected to end the last pay of the year on December 31, adding one additional pay period to 2009. Jerry made a motion to amend the Full Calendar Year 2009 Appropriations to include the 27th pay period. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed a Board Administrative Budget revision. Jerry reported that due to the State Audit taking place earlier in the year, it has caused payments for two audits to fall in the same fiscal year. Therefore, it is recommended to increase line item 8.1 Audit by \$6,700. Jerry also noted that it is time to notify clients of how to receive a copy of the Board's Privacy Practices in compliance with HIPPA regulations. This notice is required to go out in April and is estimated to cost \$1,500 for printing and mailing. Jerry made a motion to increase line item 8.1 Audit by \$6,700 and allocate \$1,500 for expenses required for the HIPPA update. Seconded by Bob Menz. Vote taken. Motion carried.

Jerry reported that it was time for the Board to transfer funds into the Levy Campaign Reserve. Jerry explained that the Board sets aside funds for the levy campaign on an annual basis to be utilized for the levy campaign. Jerry made a motion to transfer \$10,000 of allocated funds to the Levy Campaign Reserve. Seconded by Roger Welklin. Vote taken. Motion carried.

Jerry reported that the Finance Committee reviewed the State Budget update. Jerry noted that some of the federal stimulus funds would be allocated to line items in our system; however, those funds will not cover the cuts that have been made thus far. He noted that the State is working on the final budget figures. Mark noted that the local Medicaid match requirement has been changed to reduce stressors on the local system. Our Board should receive a reimbursement of approximately \$140,000 that has been paid out in Medicaid match since October 1, 2008. With the changes, the Board will be required to put less toward Medicaid match; our match requirement is being reduced from 40% to 32%. Mark noted that our portion of match could potentially be reduced to 30% if the unemployment rate continues to rise in Ohio.

Jerry reported that the Finance Committee reviewed the FY2010 Budget Process. The full Board will review a plan for addressing budget cuts later in the meeting.

PLANNING COMMITTEE – Bill Lutz

Bill Lutz reported that the Planning Committee met on March 4, 2009 at 6:00 p.m. at the Board office. The Board received a copy of the Committee minutes in the Board packet.

Bill reported that it was time to make projections for State Hospital utilization in FY2010. The Board Association would like projections by mid-March and the Community Plan projections are due in April. The Committee discussed keeping the projection at 1,000 bed days for FY2010. Bill noted that there has been discussion from ODMH about removing the “SCUD” option for the State Hospital contract which gives Boards a +/- 250 margin when predicting usage of bed days. If this language is removed, we may need to reconsider the number of bed days projected for use by our Board. Bill made a motion to purchase 1,000 bed days under the current contractual ODMH guidelines. Mark noted that the “SCUD” option is to remain in place for FY2010. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Bill reported that the Committee reviewed the draft ODMH/ODADAS Community Plan. Bill noted that the final web based form for completing the plan is not yet available so there may be minor changes to the plan; however, Jodi is hopeful that the training version is similar to the final version of the form. After further review, Bill made a motion to approve the ODMH/ODADAS Combined Community Plan with minor edits, changes and additions as needed by Board staff. Jodi noted that it was brought to her attention that the prevention numbers used in the report may have been skewed due to agencies not participating in the 2008 ODADAS Web Based Prevention System. Therefore, Jodi is recalculating the prevention numbers to more accurately reflect prevention services in the plan. Jodi also noted minor changes to the capital grant section. The motion was seconded by Jennifer Shoenfelt. Vote taken. Motion carried.

Bill reported that the Committee reviewed the FY2009 Youth Led Prevention Funding. Bill noted that there is \$7,220 available for youth led prevention activities this fiscal year. Miami County Recovery Council submitted a proposal for use of the funds that includes peer leadership training, Alateen program, Laughter and Tears program, and other materials for support groups. It was discussed in the Committee to make the process for requesting the youth led prevention funds more competitive in the future. Bill made a motion to approve the \$7,220 allocation of FY2009 Youth Led Prevention Funding to Miami County Recovery Council. Seconded by Jewell Good. Vote taken. Motion carried.

Bill reported on the FY2009 1st Quarter QA Report. Bill noted the changes made in the layout of the report and commended Jodi on the modifications. The Committee recommended that a sub-section be added under Utilization Review for respite usage at the Darke County Home. Bill made a motion to approve the 1st Quarter QA report with the addition of the respite data. Seconded by Bob Menz. Vote taken. Motion carried.

Bill made a motion to approve the minutes of the March 4, 2009 Planning Committee meeting as presented. Seconded by Jewell Good. Vote taken. Motion carried.

The next meeting of the Planning Committee will be held on Wednesday, May 6, 2009 at 6:00 p.m. at the Board office.

EXECUTIVE COMMITTEE – George Lovett

George reported that the Executive Committee met on March 17, 2009. The Board received the minutes of the Committee meeting as well as a handout illustrating tiers for addressing the budget shortfall in FY2010.

George reported that the Committee discussed the current budget situation and reviewed a proposed plan in addressing budget cuts in our system. George noted the need to use an objective structure to deal with the budget cuts and to be sure that the Board is meeting funding mandates set forth in chapter 340 of ORC. Mark provided the Committee with a logic model for budget reductions that consists of four tiers. The tiered model included: Tier One – Medicaid Match Refund (Enhanced FFP), Medicaid Match Pool Balance, Historically Underutilized Resources; Tier Two – Administrative Grants, Conferences/Travel, Other Grants/Contracts; Tier Three – Board Reserves; and Tier Four – Board Administration, Core Services, Hospital Contracts.

The Board reviewed a document outlining the proposed reductions by tiered level. Mark walked through the document with the Board and noted that the Board has historically absorbed cuts to protect core services in our system. The proposed reductions by tiered level included:

Tier	Source	Amount	Reduction	Total
1	Medicaid Match Enhanced FFP/Medicaid Pool	1,870,104	379,872	
	Hospital & Related Services	135,000	90,000	
	Darke County Home	148,920	74,460	
	Independent Testimony	5,525	3,525	
	Transportation	50,000	30,000	
	Community Services for the Deaf	22,905	12,905	
				Tier 1 Total Reduction
2	OAMH Scholarships	3,000	3,000	
	NAMI	5,000	2,000	
	Mental Health Coalition	19,000	2,000	
	Shelby Educ. Service Center	63,465	63,465	
	Pharmacy	75,000	25,000	
			Tier 2 Total Reduction	95,465
3	Board Reserves (<i>As of 2/2009</i>)	2,431,482	200,000	
			Tier 3 Total Reduction	200,000
4	Board Administration	897,093	0	
	Core Services (8 Agencies)*	4,826,279	0	
			Tier 4 Total Reduction	0
			Proposed Reductions	886,227
			Projected Budget Deficit	886,227

Mark explained each reduction by tier and noted that the reimbursement received from the enhanced Medicaid FMAP will have a positive impact on our system. Mark also noted that the budget numbers listed on the document are fluid and could change as budget information is released from the State. Mark noted that the asterisk (*) in Tier 4 refers to a contingency statement that will be included in the contract of one agency which may result in a reduction of the non-Medicaid allocation. Mark reiterated that the goal in the tiered process is to protect core services in addressing the budget shortfall.

The Board reviewed the minutes from the Executive Committee meeting on March 17, 2009. It was noted that addressing budget cuts will not be a onetime process, that our system could potentially face budget cuts in the future as well. Marcy made a motion to approve the minutes of the Executive Committee meeting on March 17, 2009. Seconded by Jerry Herbe. Vote taken. Motion carried.

The Board reviewed the tiered model for addressing the budget shortfall in FY2010. George asked for any comments, questions or concerns regarding the model or the proposed reduction information. Receiving no comments or questions, George further reviewed the reductions made in each tier and pointed out the importance of Board reserves. A question was raised as to why funding for the Family and Children's First Council administration was left off the tiered structure. Mark explained that the Committee decided not to make reductions in those contracts at this time. George made a motion to approve the proposed tiered model for addressing current budget reductions as presented to the Board. Seconded by Bob Menz. A question was raised as to whether the reductions will have to be revisited as budget figures become available from the State. George explained that the motion is to approve the tiered model for reductions and the amounts as they stand at this time; the Board is able to revisit the reductions and make adjustments as needed. George further noted that it is possible that the Board will receive budget information from the State that will require adjusting the reductions. There being no additional comments or questions, a vote was taken. Motion carried.

STAFF REPORTS:

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and noted that the Board will be reviewing updated Board policies within the next several months. He also noted that the Board would need to schedule a full Board training to assist in meeting the training requirements of the Board members. Mark asked that if Board members had suggestions for training topics, that they let him know.

Mark noted that we have received six applications for Board membership from Miami and Shelby counties. Notification of Board Member vacancies were sent out through all three county local Chambers of Commerce and posted on our web site. Mark will provide the applications to the nominating committee for consideration. Julie Harmon's application has been submitted to the Miami County Commissioners for consideration and he anticipates Julie moving into the vacant Commissioner slot in the near future. Mark noted that the Board has vacancies in Darke County for

a Commissioner appointee and either an ODADAS or an ODMH appointee. The Shelby county vacancies include both ODADAS and ODMH appointees.

Mark reiterated that the Finance Committee is in need of additional members. With the merging of the MH and AoD Planning Committees into one, a majority of Board members only serve on one committee. Mark will work with the Board to get members assigned to two committees.

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 7:50 p.m. The next Board of Directors' meeting will be held on Wednesday, April 15, 2009 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Jerry Herbe, Secretary

Amanda Brown