

**1Tri-County Board of Recovery & Mental Health Services
Board of Directors' Meeting
Minutes**

May 20, 2009

BOARD MEMBERS PRESENT

Jewell Good
Julie Harmon
Marianne Helmlinger
Kate Ketron
William Lutz
Robert Menz
Jason Wagner
Roger Welklin
Ruth Wright
Marcy Youtz, Vice Chairperson

GUESTS PRESENT

Byron Ewick, MCRC
Doug Metcalfe, SafeHaven
Jim Mieding, Miami County NAMI
Ann Moyer, MCMHC
Terry Swartz, Community Housing
Nancy Sullivan
Ken Ward, SCCC

BOARD STAFF PRESENT

Joyce Arnold
Terri Becker
Amanda Brown
Sharon DeWeese
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 Wednesday, May 20, 2009 for their Board of Directors' meeting. Marcy Youtz 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

Kate Ketron was appointed secretary to attest to the Board meeting minutes.

APPROVAL OF AGENDA & MINUTES OF THE PREVIOUS MEETING

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

The Board reviewed the minutes of the April 15, 2009 Board of Directors' meeting. Bob Menz made a motion to approve the minutes of the April 15, 2009 Board of Directors' meeting as presented. Seconded by Jewell Good. Vote taken. Motion carried.

BOARD GOVERNANCE

Mark recognized Sharon DeWeese, Account Specialist, for 10 years of dedicated service to the citizens of Darke, Miami and Shelby counties as staff of the Tri-County Board of Recovery and Mental Health Services. Sharon began her employment at the Board on April 12, 1999. The Board presented Sharon with a plaque and expressed their appreciation for her service and accomplishments at the Board over the last 10 years.

The Board reviewed Policies 401 – 418. Mark informed the Board that Grant Kerber, the Board Attorney, has reviewed all Board policies and made recommendations for a few minor changes. Mark noted that George Lovett expressed concerned over the amount of sick leave that staff receive. Mark further explained that if the Board would like to discuss staff sick leave, it is really a benefits issue and can be discussed at a later time. After further review, Jason Wagner made a motion to approve Policies 401 – 418 as revised. Seconded by Roger Welklin. Vote taken. Motion carried.

Mark announced that Board training is scheduled for June 17, 2009. The Finance Committee will meet at 5:00 with the Board training and full Board meeting following. The training will include 30 minutes of Fiscal Procedures/Documents presented by Terri Becker and 30 minutes of Ethics presented by Grant Kerber. The finance section will include information regarding fiscal documentation, sources of funding and acronyms commonly used in our system. The full Board meeting will begin at 7:00 PM.

Mark provided an update on Board Member Recruitment and announced that we have received seven responses to the advertisements for Board Membership. Mark has forwarded six applications to the Nominating Committee for review. Mark intends to submit the applications to the appropriate appointing authority in the near future and asked members of the Nominating Committee to provide feedback regarding the applications as soon as possible.

Mark announced that Julie Harmon has been appointed to the Board by the Miami County Commissioners and is now a voting Board member. Mark announced that several Board members are due for reappointment in the coming months. He will work with the Board members and appointing authorities to complete the paperwork for reappointment.

OLD BUSINESS:

FINANCE COMMITTEE – Jason Wagner

Jason Wagner reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the April 2009 Finance Committee meeting. Two typos were noted in the minutes. Jason made a motion to approve the minutes of the April 15, 2009 Finance Committee meeting with corrections noted. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Financial Statements from April 2009. Jason provided further detail of the report and noted that the statements reflect finances at approximately 83% of the way through the fiscal year. After further review, Jason made a motion to approve the April 2009 Financial Statement as presented. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Service Reports from March 2009. Jason explained that the report reflects each agency's status concerning delivery of services reported through March 2009, 75% of the way through the fiscal year. Jason noted that mental health services were at 70.7% and AoD services were at 93.6%.

Jason reported that the Calendar Year 2008 State Audit is complete and is currently going through review of the SAS70 Audit of the MACSIS system process at the State. It is anticipated that the final report will be released and available to review in the near future.

The Board reviewed the SafeHaven FY2008 independent audit. Jason noted that it was a clean audit and included a management letter with comments regarding segregation of duties, reclassification entries and the retention of canceled checks. No plan of correction was required. Jason made a motion to approve the SafeHaven FY2008 Independent Audit as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

Jason reported for the Building Committee that MCRC was awarded a grant for \$8,518 for a new furnace. Jason also reported that Shelby County Counseling Center is moving forward with their capital project. They are currently working on securing a loan for the building and working with the architect on cost estimates for the project.

The Board reviewed the FY2010 Board Administrative Budget. Jason noted that there were a few minor changes to the budget. Those changes included funds moved from the legal line item to other line items including audit, office supply, publications and pamphlets, and postage. Mark noted that the FY2010 overall administrative budget amount did not change from the FY2009 budget. He further noted that though a 2% salary increase for staff is included in the budget, he intends to wait until January to consider giving raises to staff. He noted that the State budget is incomplete at this time and the final budget released from the State may not lend itself to raises for staff. A question was raised about raises being included in the budget and the message it would send to the community. Mark reiterated that he would wait until January to make a decision about staff raises and noted that his contract would need to be amended to reflect that his salary increase will be put on hold as well. After further discussion regarding staff raises, Jason made a motion to approve the FY2010 Board Administrative Budget as presented with the stipulation that no staff raises will be given in July but will be reconsidered in January 2010. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the FY2010 Contracts and Allocations. Jason reviewed the contracts and allocations and called attention to several line items in the budget. He noted that Community Housing and Catholic Social Services are not included in the contracts and allocations due to incomplete figures related to grants received by those agencies. The contracts and allocations for those agencies will be available for the Board to review and approve at the June Board meeting. Jason made a motion to approve the FY2010 Contracts and Allocations as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Jason reported that the Finance Committee received an update regarding the State Budget process and the struggle that is going on over the budget. Mark further explained that the House and Senate are battling over varying versions of the budget. Mark encouraged Board members and others in our system to contact our local legislators, in particular Senator Strahorn and Senator Faber, to advocate for funding for our system. Mark further explained that we are definitely looking at a tough budget situation and will do our best to limit the negative impact on our system.

Jason reminded the Board that the next Finance Committee meeting would be held at 5:00 PM on June 17, 2009 before the Board training.

PLANNING COMMITTEE – Bill Lutz

Bill Lutz reported that the Planning Committee met on May 6, 2009 at 6:00 p.m. at the Board office. Bill reported that the Committee recommended that he serve as Chairperson for the Planning committee. Bill made a motion to approve that he be appointed as Chairperson of the Planning Committee. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Bill provided an update on the Indigent Driver Funds and how each municipal court was utilizing the funds. He noted that there are disparities among the counties regarding the recovery centers ability to access the accounts. Bill noted that Jodi and the recovery centers are working with the municipal court judges in all three counties to access the funding.

Bill provided an update on the Crisis Task Force and noted that the final edits are being completed on the recommendations. Once those are complete, the report will be ready for review by the Planning Committee.

Bill noted that Joy Higgins of MCRC provided the committee with an overview of the prevention services and programs offered at MCRC. Bill noted that the presentation was very informative and that the program does a great deal of work to reach every youth in Miami County.

Bill reported that the Committee reviewed the FY2010 Youth Led Prevention Funding. The agencies are asked to submit proposals for the FY2010 funding by August 3, 2009. Any agency interested in the proposal guidelines were asked to contact Jodi.

Bill reported on the FY2009 2nd Quarter QA Report. Bill highlighted two sections from the report including peer review and state hospital admission rate. He noted that state hospital utilization was over by 49 bed days and that it is anticipated that we will meet our allocation of 1,000 bed days by the end of the year.

Bill provided an updated on CIT. He noted that 22 law enforcement graduated from the April 2009 CIT Academy. He further explained that the CIT program offers “companion courses” of training for other professionals and informed the Board of the upcoming trainings. Bill also noted that the Tri-County CIT program was selected as the CIT program of the year by the CCOE for Criminal Justice in Ohio. Amanda and Jodi accepted the award on behalf of the Tri-County CIT program at the annual NAMI Conference in Columbus. Marianne Helmlinger commented on the Tri-County CIT program and the wonderful things she heard about the program at the NAMI conference.

Bill made a motion to approve the minutes of the May 6, 2009 Planning Committee meeting as presented. A typo was noted for correction on page one of the minutes. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The next meeting of the Planning Committee will be held on Wednesday, September 2, 2009 at 6:00 p.m. at the Board office.

STAFF REPORTS:

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and called attention the CIT Program of the Year award and class photos that are displayed on the wall in the Boardroom.

Mark noted that funding for behavioral health services is so incredibly important; not only does it impact our system but also children services, hospitals, law enforcement, jails, etc. He reminded the Board that he, Jewell Good and Doug Metcalfe met with local legislators on May 6 at a "Day at the Statehouse" event in Columbus. He felt their meetings with the legislators went well and commented that the legislators expressed concern and frustration over the current budget situation. He explained that Senator Strahorn commented on the frustration over the disconnect between the Governor's office and the legislators during the budget process. Mark expressed his intent to continue to advocate for our system with our legislators and encouraged the Board to do so as well.

Mark reported that the Miami County Drug Court celebrated their 10th anniversary in April. Mark commended Byron and the Drug Court program on 10 years of service and complimented the collaborative nature and success of the program. He noted that it is a remarkable program.

Mark announced that the Board received a grant for a Network of Care website several years ago. The program period for that grant has since expired and therefore we are responsible for the yearly cost to offer the site, which is \$6,000 per year. Mark noted that given the nature of the budget situation, we would be ending the contract agreement for the website. We do however have an option to re-establish the site at a later time if we so choose. He mentioned that Ohio has a network of care website that we can utilize; we just will not have a Network of Care website with local information.

Mark commented on the Strategic Plan and noted that work is being done on several goals of the plan. Mark further explained that work for a number of goals would begin over the next several months.

Mark informed the Board that it is typical for the Board to read the Slate of Officers at the May Board meeting and vote on the final Slate of Officers at the June Board meeting. He explained that historically, Chairpersons and Vice-Chairpersons serve in two-year cycles. He noted that Marcy has agreed to serve as Vice-Chair for FY2010 and he will check with George to see if he is interested in continuing as Chairperson.

Mark announced that the Executive Director's performance review is coming up. Packets will go out to all Board members in mid June and the Board Chair will compile the results to share with the Executive Committee in July.

NEW BUSINESS:

Marcy noted that the Board hosted a training on Ethics this past month and said that it was an excellent presentation and training. She noted that it is wonderful that the Board was able to provide quality training and CEUs at no cost to those in our system.

Marcy reminded the Board of the schedule for the June Board meeting: the Finance Committee will meet at 5:00, the Board Training will begin at 5:45, and the full Board meeting will begin at 7:00.

There being no new business, Bill Lutz made a motion to adjourn. Seconded by Bob Menz. Vote taken. Motion carried. The Board meeting adjourned at 7:50 p.m.

Marcy Youtz, Vice Chairperson

Kate Ketron, Secretary

Amanda Brown