

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

**May 19, 2010**

**BOARD MEMBERS PRESENT**

Dennis Butts  
Jewell Good  
Julie Harmon  
Marianne Helmlinger  
Jerry Herbe  
Kate Ketron  
George Lovett, Chairperson  
Robert Menz  
Jason Wagner  
Roger Welklin  
Marcy Youtz

**BOARD MEMBERS EXCUSED**

Craig Dusek  
Nancy Sullivan

**GUESTS PRESENT**

Thom Grim, MCRC  
Lyn McArdle, DCRS  
Jim Moore, DCMHC  
Kathy McDebbit, WSU Student

**BOARD STAFF PRESENT**

Terri Becker  
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 19, 2010 for their Board of Directors' meeting. George Lovett called the meeting to order at 6:45 p.m.

Board staff member Terri Becker took roll call. Eleven Board members were present; five 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 agenda for the evening. Jerry Herbe made a motion to approve the agenda as presented. Seconded by Julie Harmon. Vote taken. Motion carried.

The Board reviewed the minutes of the April 21, 2010 Board of Directors' meeting. Bob Menz made a motion to approve the minutes of the April 21, 2010 Board of Directors' meeting as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

## BOARD GOVERNANCE – Mark McDaniel

Mark McDaniel recognized Jerry Hill, Director of Information Services, for 15 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. Jerry began his employment at the Board in March 1995. Mark presented Jerry with a plaque and expressed his appreciation for his service and accomplishments at the Board over the last 15 years.

Mark provided an update on Board membership and announced that Kate Ketron has been reappointed for a second term on the Board of Directors by ODADAS. Kate's new term will begin on July 1, 2010.

## 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 April 2010 Finance Committee meeting. Jerry Herbe made a motion to approve the minutes of the April 21, 2010 Finance Committee meeting as presented. Seconded by Jason Wagner. Vote taken. Motion carried.

The Board reviewed the Financial Statements from April 2010, 83% of the way through the fiscal year. Jerry noted that revenue was at 86% and expenditures were at 68%. He explained that the lag in expenditures is due to the payment of several contracts. After further review, Jerry made a motion to approve the April 2010 Financial Statements as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the Service Reports from March 2010. Jerry explained that the report reflects each agency's status concerning delivery of services reported through March 2010, 75% of the way through the fiscal year. Jerry noted that overall service delivery is at 77%, mental health services are at 69.1%, and AoD services are at 90.6%.

Jerry reported that fieldwork for the Board's CY2009 audit was completed this week. The audit will now go through the review process and Board members will be notified of the post audit when it is complete. Jerry also reported that Board staff would complete the fieldwork for the last agency non-Medicaid review next week. The Board should have a summary report at the next meeting.

Jerry reported for the Building Committee and noted that the one-stop-shop update will be discussed later in the meeting.

Jerry provided an update on Miami County Services Transition and noted that weekly meetings of the transition team continue. He reported that the AoD service transition is complete and has gone well. He also reported that DCMHC is working to begin MH service provision prior to the original target date as service availability in Miami County is already declining. Jerry noted that it is anticipated that the overlap would help assure service availability throughout the transition. Jerry noted that as DCMHC moves forward with the transition, they are working to add staff, computers, etc. prior to the original June 28, 2010 target date. As DCMHC continues to finalize the transition budget, the Board will need to add an additional \$20,000 in transition funding to assure adequate cash flow during this process. The final figure for transition funds will be presented at the June meeting. Jerry made a motion to approve

additional transition funding for DCMHC not to exceed \$20,000. Seconded by Jewell Good. Mark noted that the transition process has been monumental and noted the success that MCRC has had in their transition. Mark further noted that DCMHC is still in the middle of transitioning and in the process of hiring staff. He reported that offer letters have gone out to current MCMHC staff as well as outside individuals to fill positions in Miami County. Mark noted that DCMHC plans to have staff on-site prior to June 28 to begin gearing up for service transition. A concern was raised about consumers not being able to access services. Mark further explained that as the transition continues, staff of DCMHC would be on site at MCMHC before June 28 to begin assessing clients and provide services. After further discussion, a vote was taken. Motion carried.

The Board reviewed the FY2011 Contracts and Allocations. Jerry reported that the Board has received preliminary allocations from ODMH but nothing yet from ODADAS. Jerry noted that it is anticipated that we would have projections by the next Board meeting so we will know where our overall funding stands for FY2011. Terri Becker walked through the documents relating to the FY2011 contracts and allocations and explained the allocations for each contract. Mark explained a \$20,000 increase under the Other Board Non-Administration/One Time Funds for the Friends for Mental Health and Recovery line item. He noted that the levy campaign would begin in 2011. He further noted that costs to advertise have gone up since the last levy campaign. Taking that into consideration, it is reasonable to assume our costs for the levy campaign would increase as well. He also reported a \$20,000 increase for Hospitalization/Related Service that would allow for additional hospitalization options for consumers in our system. Terri further explained the Medicaid allocations and CCO agreement. After further review, Jerry made a motion to approve the FY2011 Contracts and Allocations as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the FY2011 Board Administrative Budget. Jerry reported that the administration budget is a flat budget and is the same as FY2010. Jerry made a motion to approve the FY2011 Board Administrative Budget as presented. Seconded by Jewell Good. Vote taken. Motion carried.

Jerry reported that the Board is continuing to work out the details for non-Medicaid payment methodology so that language can be added to the Allocation Manual Revision next month. Jerry noted that the goal is to even out non-Medicaid payments and still meet all of our reporting requirements for funding agencies.

The next meeting of the Finance Committee will be held on Wednesday, June 16, 2010 at 5:45 p.m. at the Board office.

#### PLANNING COMMITTEE – No report

The next meeting of the Planning Committee will be held on Wednesday, June 2, 2010 at 6:00 p.m. at the Board office.

#### NOMINATING COMMITTEE – Marianne Helmlinger

Marianne Helmlinger presented the first reading of the Slate of Officers for FY2011 listing George Lovett as Chairperson and Marcy Youtz as Vice Chairperson. Mark explained that if anyone else was interested in being considered for the Chair or Vice-Chair office, they were to let him know. The final Slate of Officers for 2011 will be presented for approval at the June Board meeting.

EXECUTIVE SESSION – George Lovett

George Lovett announced that the Board would enter into executive session. George made a motion to enter into executive session with the Executive Director to discuss the purchase of property. Seconded by Marianne Helmlinger. A roll call vote was taken. The Board entered into executive session.

Following the executive session, George Lovett made a motion to return to open session. Seconded by Marcy Youtz. A roll call vote was taken. Motion carried.

STAFF REPORTS

DIRECTOR’S REPORT – Mark McDaniel

Mark presented the Director’s Report to the Board and thanked the Board for their patience and discussion regarding the purchase of property. Mark reminded the Board that if the agenda for the June Board meeting was not too full, he would invite someone to speak with the Board regarding Healthcare Reform and what it could mean for our system.

Mark announced that the Executive Director’s performance review is coming up. Packets will go out to all Board members in early June and will need to be returned to the Board Chair. The Board Chair will compile the results to share with the Executive Committee.

Mark noted that he would be meeting with the Board Attorney to amend his contract to drop his raise for FY2011 to be in line with the FY2011 Administrative Budget. Mark also reported that his current contract ends in August 2012. He noted that he has had a preliminary discussion with George about his contract and would be putting together a contract proposal for George to review and present to the Board.

NEW BUSINESS

George made a motion to authorize the Executive Director to conduct preliminary due diligence for the acquisition of real estate within Miami County which shall include title work, appraisal, environmental and other assessments and reports and to enter into an option to purchase upon terms he find reasonably acceptable, costs for all of which should not exceed \$15,000. Seconded by Bob Menz. Vote taken. Motion carried.

There being no further new business, Julie Harmon made a motion to adjourn. Seconded by Marcy Youtz. Vote taken. Motion carried. The next Board of Directors’ meeting will be held on Wednesday, June 16, 2010 at 6:45 p.m. at the Board office.

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George Lovett, Chairperson

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Kate Ketron, Secretary

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Amanda Brown/Terri Becker