

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

February 16, 2011

BOARD MEMBERS PRESENT

Dennis Butts
Jewell Good
Julie Harmon
Marianne Helmlinger
Kate Ketron
George Lovett
William Lutz
Robert Menz
Nancy Sullivan
Roger Welklin
Marcy Youtz

BOARD MEMBERS EXCUSED

Craig Dusek
Jerry Herbe
Jason Wagner

GUESTS PRESENT

Dorothy Crusoe, Community Housing
Thom Grim, MCRC
Jim Moore, DCMHC
Ken Ward, SCCC

BOARD STAFF PRESENT

Joyce Arnold
Norma Barhorst
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 16, 2011 for their Board of Directors' meeting. George Lovett called the meeting to order at 6:45 p.m.

George noted that the January 19, 2011 Board of Directors' meeting was canceled due to inclement weather.

Board staff member Amanda Brown took roll call. Eleven Board members were present; three were absent. The Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Dennis Butts 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. Bob Menz made a motion to approve the agenda as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the minutes of the November 17, 2010 Board of Directors' meeting. George noted that any guests attending the Executive Session should be listed in the minutes in addition to Board Members. Marcy Youtz made a motion to approve the minutes of the November 17, 2010 Board of Directors' meeting as amended. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

BOARD GOVERNANCE – George Lovett

George Lovett administered the Oath of Office to Dennis Butts. Dennis was reappointed to the Board of Directors as a Darke County Commissioner appointee.

OLD BUSINESS

FINANCE COMMITTEE – Dennis Butts

Dennis Butts reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the November 2010 Finance Committee meeting. Dennis made a motion to approve the minutes of the November 17, 2010 Finance Committee meeting as presented. Seconded by Nancy Sullivan. Vote taken. Motion carried.

The Board reviewed the Financial Statements from November 2010, December 2010 and January 2011, 58% of the way through the fiscal year on a cash basis. Dennis noted that revenue is at 58.3% and expenditures were at 46%. Terri Becker explained a few note worthy items on the reports including revenue in the Miscellaneous line item regarding a payback from Miami County Mental Health Center. Terri explained that MCMHC had discovered falsified time sheets of a staff. Terri noted that the staff person is no longer in our system. The falsification resulted in services provided by that person being deleted and paid back. After further review, Dennis made a motion to approve the November 2010, December 2010 and January 2011 Financial Statements as presented. Seconded by Bill Lutz. Vote taken. Motion carried.

The Board reviewed the Service Reports through December 2010, 50% of the way through the fiscal year. Dennis noted that overall services are reported at 50.4% with MH services at 46.6% of projections and AoD services at 56.4% of projections.

The Board reviewed the Quarterly List of Transactions from October – December 2010. After review and explanation by Terri, Dennis made a motion to approve the Quarterly List of Transactions as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

Dennis noted that summaries and financial statements from agency independent audits are included in the Board packet. Terri reviewed the summaries of each agency audit and noted that

the Board would need to approve the audits and the accompanying financial statements. After review of the audits, Dennis made a motion to approve the FY2010 independent audits of Miami County Recovery Council, Darke County Recovery Services, Miami County Mental Health Center, SafeHaven and Shelby County Recovery as presented with a follow up to assist Shelby County Recovery in amending their material weakness and internal control of financial reporting. Seconded by Marcy Youtz. Vote taken. Motion carried.

Dennis reported for the Building Committee that the ODMH Capital Grant MH-856 in Shelby County is progressing. Ken Ward, Director, SCCC, provided an update and noted that the project is nearly complete. Finishing work has begun and they anticipate transition to the new site in the last week of March or first week of April.

Dennis noted that discussion of the one-stop-shop would be deferred to the Executive Session.

Dennis provided an update on the Saturday Med/Somatic Clinic at the Miami County site of DCMHC. He noted that the clinic is being held monthly. A nurse practitioner has been added on Saturdays and additional physician hours have been added on a weekly basis. This physician is providing hours every Friday to help ease the wait for physician appointments. The original motion approved by the Board limited reimbursement for additional med/somatic costs in FY2011 to the Saturday clinic. Dennis noted that the motion would need amended if the Board were to cover the additional physician hours not covered by the Saturday clinic billings. After further explanation, Dennis made a motion to approve shifting the funding approved for the Saturday Med/Somatic Clinic for the remainder of FY2011 administered by Darke County Mental Health Clinic to include all additional costs incurred for med/somatic services in Miami County that are not covered by agency billings. Seconded by Marianne Helmlinger. A clarification was made that the amount of funding is not to exceed \$50,000. Vote taken. Motion carried.

Thom Grim, Director, MCRC, provided an update on the Med/Somatic clinic at the Miami County Recovery Council. He noted that the clinic was operational in January and February and unfortunately, their current psychiatrist resigned to pursue an educational opportunity. He noted that the clinic is operating 8 hours bi-weekly and treating Medicaid clients only. Thom is hopeful that they will find a new psychiatrist to take over in March.

Mark provided an update on Mobile Crisis Response and noted that is he working toward executing a contract with a provider to provide mobile crisis response in the near future.

Dennis reported that the Board recently received additional AoD funding in the amount of \$62,265 from ODADAS for FY2011. The funds are designated as Ohio Prescription Drug Abuse Funding (OPDAF) allocations and must be used for clients that agencies are documenting as opioid abusers. Agencies have started submitting documentation and claims. The Allocation Plan was included in the Board packet. Dennis made a motion to approve the Additional Allocation Plan as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the CY2011 Full Calendar Year Appropriations. Dennis explained that the document is an annual translation of the Board's fiscal year revenue and expense budgets into calendar year estimates for County accounting purposes. Revenue estimates and temporary appropriations were approved in November and are based on the calendar year and County's chart of accounts. Dennis noted that now that the year is closed out and we have cash balances, the Board could approve full year appropriations to be filed by March 31, 2011. Dennis made a motion to approve full calendar year 2011 appropriations as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

Dennis noted that FY2011 120-day letters would go out by the end of the month. The letters will notify providers of potential funding changes and/or reductions in upcoming contracts. Mark noted that the Board routinely sends 120-day letters as part of the budgeting/contract process.

Dennis reported that the FY2012 budgeting process would begin in the near future. He noted that it is difficult to budget without final figures from ODMH and ODADAS, but we will make our best estimates for services and contracts so that we can get budget packets out to agencies as soon as possible.

The Board reviewed historical Medicaid data from FY2000-FY2011.

Dennis reported that we are still working to finalize Crisis Center arrangements for the remainder of FY2011. He noted that the Crisis Center Contract currently expires March 31, 2011; therefore, the Board will need to execute another extension to continue Crisis Center services through the end of the fiscal year. A ninety-day extension will cost \$81,223 and will take the Contract through June 30, 2011. After further review, Dennis made a motion to approve extending the FY2011 Miami County Mental Health Center Contract for the provision of the Tri-County Crisis Center through June 30, 2011 and increase the contract by \$81,223. Seconded by Robert Menz. Vote taken. Motion carried.

The Next Finance Committee Meeting will be held on Wednesday, March 16, 2010 at 5:45 p.m.

PLANNING COMMITTEE – Bill Lutz

Bill Lutz reported that the Planning Committee met on January 6, 2011 at 6:00 p.m. at the Board office.

Bill provided an update on State Hospital bed day usage and reported that the Board is significantly over the bed days budgeted year to date. As of January 6, nine hundred seventy four (974) bed days have been utilized which puts the Board significantly over the 502 bed days budgeted for this fiscal year. Bill noted that implications of the overage would continue to be reviewed and discussed by the planning committee.

Bill provided an update on usage of Central Pharmacy and noted that at this point in the fiscal year, 81% of the state allocation has been spent. Bill noted that Jodi is working with the agencies to realign usage of Central Pharmacy.

Bill provided an update on the First Quarter QI report and noted that 54-66% of people requesting a first time appointment are being offered an appointment within seven days.

Bill made a motion to approve the minutes of the January 6, 2011 Planning Committee meeting as presented. Seconded by Robert Menz. Vote taken. Motion carried.

Bill made a motion to approve the FY2011 First Quarter QI Report as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

The next meeting of the Planning Committee will be held on Wednesday, March 6, 2011 at 6:00 p.m. at the Board office.

EXECUTIVE SESSION – George Lovett

George Lovett made a motion to enter into executive session to discuss the purchase of property and the Executive Director's employment agreement. The executive session will include all Board members as well as the Executive Director. A roll call vote was taken. Motion carried. The Board entered into executive session.

Following the executive session, Julie Harmon made a motion to return to open session. Seconded by Nancy Sullivan. Vote taken. Motion carried. The Board returned to open session.

STAFF REPORTS

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and thanked the Board for their patience and hard work. He noted that we are in challenging times and reported a 10% reduction in funding to state departments in the last two quarters of the fiscal year. He noted that ODMH and ODADAS did not receive the reduction at this time and may have been held harmless in this reduction.

Mark announced that Ohio Rehabilitation Services has \$33.5 million available in RSC funding that could potentially be available to our system. The funding would be available by contract and with match from local systems of \$1 for every \$3.50 in RSC funding. He noted that the funding does not have to be expended until the end of 2012. He will keep the Board posted as more information becomes available.

The Board reviewed a Medicaid document that outlines how dollars are spent in Ohio. He noted that \$0.40 of every state budget dollar is spent on Medicaid. He further noted that our local system has a low concentration of Medicaid clients compared to other counties.

The Board reviewed a Levy campaign calendar and target dates document. Mark noted that the Board would need to begin discussions regarding the levy. He will request formal information from the County Auditor so the Board can determine the best way to proceed.

Mark provided an update on the state finance plan. OACBHA reports that our system is still getting positive feedback. Mark noted that he met with legislators at the end of January and will be following up with more meetings and information. He asked the Board if they wanted him to put together a packet of information for them to use in writing letters/contacting local legislators regarding the behavioral health and our necessity in the community. The Board members thought that was a good idea.

NEW BUSINESS

There being no new business, Bill Lutz made a motion to adjourn. Seconded by Kate Ketron. Vote taken. Motion carried. The next regularly scheduled Board of Directors' meeting will be on Wednesday, March 16, 2011 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Dennis Butts, Secretary

Amanda Brown