

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

July 20, 2011

BOARD MEMBERS PRESENT

Dennis Butts
Craig Dusek
Jewell Good
Marianne Helmlinger
Jerry Herbe
Kate Ketron
George Lovett
Robert Menz
Nancy Sullivan
Roger Welklin
Marcy Youtz

BOARD MEMBERS EXCUSED

Julie Harmon
William Lutz
Jason Wagner

GUESTS PRESENT

Dorothy Crusoe, CH
Thom Grim, MCRC
Lyn McArdle, DCRS
Doug Metcalfe, SafeHaven
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

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, July 20, 2011 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. 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

Craig Dusek was appointed secretary to attest to the Board meeting minutes.

APPROVAL OF AGENDA & MINUTES OF THE PREVIOUS MEETING

The Board reviewed the minutes of the June 2011 Board of Directors' meeting. Marcy Youtz made a motion to approve the minutes of the June 15, 2011 Board of Directors' meeting as presented. Seconded by Kate Ketron. Vote taken. Motion carried.

The Board reviewed the agenda for the evening. George Lovett made a motion to amend the agenda to move the Executive Director's report before the Executive Session. Seconded by Robert Menz. Vote taken. Motion carried.

BOARD GOVERNANCE – No Report

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 June 2011 Finance Committee meeting. Jerry made a motion to approve the minutes of the June 15, 2011 Finance Committee meeting as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the Financial Statements from June 2011, 100% of the way through the fiscal year on a cash basis. Jerry reported that FY2011 revenue is at 93.5% and expenditures are at 84.9%. Jerry noted that contracts will be closed over the next few months and final FY2011 statements will be available at a later meeting. Jerry made a motion to approve the June 2011 Financial Statements as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed the Service Reports through May 2011, 92% of the way through the fiscal year. Services reported are at 99.8% overall with MH Services reporting at 93.4% of projections and AoD Services reporting at 110% of projections.

The Board reviewed the Quarterly List of Transactions from April – June 2011. Jerry made a motion to approve the Quarterly List of Transactions as presented. Seconded by Nancy Sullivan. Vote taken. Motion carried.

Jerry reported on the CY 2010 State Audit and noted that the Board has waived the exit conference. The Audit should be released and available for approval at the next Board meeting.

The Board reviewed agency monitoring information for Shelby County Counseling Center and Darke County Mental Health Clinic. Jerry reported that SCCC billings remain good on a monthly basis and they are on track to draw down Board non-Medicaid funds with the exception of OPDAF. Jerry further explained that SCCC financial statements are current and the agency has provided detailed payable reports. Jerry reported that financial statements are current for DCMHC. The last minutes the Board has received are from April. The Board is looking at trends in statistics from the monitoring reports and the number of contacts that fall into the 'late productivity' category. Overall productivity seems to have leveled out in May and June.

Jerry reported for the Building Committee and asked Mark McDaniel to provide an update on the Court St. property in Shelby County. Mark reminded the Board of the discussions they have had over the last several months regarding the property and ways to assist Shelby

County Counseling Center by assuming the Court Street ODMH grant and applying it to an existing capital grant. Mark explained that there would be no cash transfer in the process and that it would not cost the Board. He explained that we already have a lengthy capital grant on the Willow Glen property with no plans to use it for anything other than mental health housing; therefore, ODMH is willing to transfer the Court Street lien to the Willow Glen property. By accepting the obligation, Eastway has agreed to eliminate the back rent debt owed by Shelby County Counseling Center. Mark explained that the Board would enter into an additional contract, note and mortgage in the amount of \$125,282.96 for a period of 321 months. Jerry made a motion to authorize the Executive Director and Board Chairperson to execute the necessary contract, mortgage and note to transfer the capital mortgage (MH-749) with a current balance of \$125,282.96, from 500 E. Court St. to the Willow Glen property in Tipp City (MH-749A) with proper documentation from Eastway forgiving Shelby County Counseling Center's obligations with them. Seconded by Dennis Butts. A question was raised about structural changes in the state and what might happen if the Board structure in Ohio would go away. Mark explained that ODMH would have to address assets of any Board or organization if structural changes were to take place. Vote taken. Motion carried.

Thom Grim provided an update on the transition of crisis services to MCRC. He reported that they have been averaging 25 hot-line calls per day. Thom expressed his appreciation to Vicky Martin and the staff of the Mobile Crisis Response Team and noted that he is pleased with how the transition has gone. Mark seconded Thom's sentiment and noted that work is underway to begin a warm line at SafeHaven in August. Doug Metcalfe reported that all staff have been hired and are going through training for start-up of the warm line on August 1.

Mark provided an update on the Board sub-lease for office space for Darke County Mental Health at the Summit Ave. property. Mark reminded the Board that they allocated \$137,000 for DCMHC to purchase furniture, install a phone system, and install wiring at the Summit Ave. property. Mark noted that the costs so far are approximately \$117,000, so nearly \$20,000 is left for signage and other details. He explained that the leases are close to being finalized. The target date for the move is September 1.

The Board reviewed a FY2012 Medicaid Agreement with New Creation Counseling Center in Tipp City. Jerry reported that the agency has recently become CARF Accredited and certified by ODMH as a Medicaid provider. Jerry made a motion to approve execution of a Medicaid agreement with New Creation Counseling Center. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed FY2011 OPDAF funding and allocation revisions. Jerry noted that the Board has not processed final FY11 claims, but it does not appear that MCRC and SCCC will bill the balance of their OPDAF opiate funding for the year. DCRS has billed down their funding and continued to provide documentation of available claims, so we are able to amend the allocations to allow us to provide the balance of the funding to DCRS as the final claims come through for the year. After further review, Jerry made a motion to recommend that the full Board increase the FY11 OPDAF allocation for Darke County Recovery Services by \$10,000 to allow

for a total FY11 OPDAF allocation of \$26,562.49. Seconded by Dennis Butts. Vote taken. Motion carried.

Mark provided an update on the State Budget and noted some of the Medicaid cost containment rules that are being implemented: CPST started July 1 and others are to follow after the rules are completed. Mark reported that 57% of ODADAS Medicaid funding was spent on services at residential care facilities. Mark noted that the budget, though cuts were received, is not as bad as we anticipated. He noted that our success in the budget process could be attributed to the advocacy from our system. The budget cuts for ODMH went from -\$587,000 to -\$156,000 and the cuts from ODADAS went from -\$255,000 to -\$220,000. He further explained that both state departments have separate Medicaid line items and our levy funds are not to be touched in the budget process. A question was raised about how our system fairs with AoD Medicaid residential services. Terri provided an example of residential services billed to the Board. Mark reported that Central Pharmacy received an additional \$20,000 in one-time funds bringing our allocation up to \$197,000.

The next meeting of the Finance Committee will be held on Wednesday, September 21, 2011 at 5:45 p.m. at the Board office.

PLANNING COMMITTEE – Kate Ketron

Kate Ketron reported that the Planning Committee met on July 6, 2011 at 6:00 p.m. at the Board office. Kate mentioned several announcements the committee received and noted that they have been covered already in the meeting.

Kate provided an update on State Hospital bed day usage and reported that the Board was significantly over the bed days budgeted for FY11. She reported that the estimated payback to ODMH is \$199,341 for utilizing 871 bed days over the projected 1,000.

Kate provided an update on Central Pharmacy usage and noted that the agencies are doing a good job re-assessing those on the program. She noted usage has gone down so the Board did not greatly exceed the state's allocation.

Kate noted that the Committee reviewed the 3rd quarter QI report. Kate made a motion to approve the 3rd quarter QI report with the recommended updates to SafeHaven statistics and the correction of typos. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Kate made a motion to approve the minutes of the July 6, 2011 Planning Committee meeting with typo corrections noted. Seconded by Nancy Sullivan. Vote taken. Motion carried.

The next meeting of the Planning Committee will be held on Wednesday, September 7, 2011 at 6:00 p.m. at the Board office.

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Executive Director's report and provided an update on the Levy campaign. He reported that presentations are being scheduled and talking points are being drafted. In addition, the levy brochure is finalized and will be printed. Amanda is also working on a Levy web site, which is www.tricountylevy.org, and plans are underway to have the site up and running in the next week. Mark noted that we are working on a TV Commercial that is similar to a commercial created by another ADAMHS Board. He noted that next steps would include a casting call to interested individuals. He explained that not all volunteers may be used in the commercial, but we can use testimonies etc. throughout the campaign. He reported that the estimated cost of the commercial would be about \$5,000 - \$7,000. The final cost could run higher depending upon whom we get to edit the video and other expenses. He noted that the commercial will have shelf life and could possibly be used again for anti-stigma campaigns and outreach.

He reminded the Board that the Art of Recovery would be held on Wednesday, October 5 at Edison Community College. The Art of Recovery will follow a full day training and kick-off to the Recovery Academy.

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 performance review. 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, a roll call vote was taken to return to open session. The Board returned to open session.

Jerry Herbe made a motion to approve the Executive Director's performance review as presented. Seconded by Marcy Youtz. George commended Mark on a job well done. Vote taken. Motion carried.

NEW BUSINESS

There being no new business, Dennis Butts 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, September 21, 2011 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Craig Dusek, Secretary

Amanda Brown