

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

September 21, 2011

BOARD MEMBERS PRESENT

Craig Dusek
Julie Harmon
Marianne Helmlinger
Kate Ketron
George Lovett
William Lutz
Robert Menz
Jason Wagner
Roger Welklin
Marcy Youtz

BOARD MEMBERS EXCUSED

Dennis Butts
Jewell Good
Jerry Herbe

GUESTS PRESENT

Dorothy Crusoe, CH
Karen Dickey, MHC
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
Steve McEldowney

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, September 21, 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. Ten 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

Bob Menz 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. George Lovett made a motion to amend the agenda to move the Executive Director's report before the Executive Session. Seconded by Kate Ketron. Vote taken. Motion carried.

The Board reviewed the minutes of the July 2011 Board of Directors' meeting. Marcy Youtz made a motion to approve the minutes of the July 20, 2011 Board of Directors' meeting as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

BOARD GOVERNANCE – George Lovett

George announced the resignation of Nancy Sullivan and read the letter she sent to Mark. George made a motion to accept the resignation of Nancy Sullivan. Seconded by Bob Menz. Vote taken. Motion carried.

George announced the reappointment of Craig Dusek to the Board of Directors by the Miami County Commissioners on August 2, 2011. George presented the Oath of Office to Craig.

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 July 2011 Finance Committee meeting. Jason made a motion to approve the minutes of the July 20, 2011 Finance Committee meeting as presented. Seconded by Craig Dusek. Vote taken. Motion carried.

The Board reviewed the Financial Statements from July and August 2011, 17% of the way through the fiscal year on a cash basis. Jason reported that the statements are cumulative and have been updated to reflect the changes in funding for this fiscal year. He noted that we are still working on final closeout of FY2011 and will have final FY11 statements for approval at the next meeting. The Financial Statements for August 2011, 17% of the way through the fiscal year on a cash basis, reflect revenue at 15.6% and expenditures at 8.1%. Jason made a motion to approve the July and August 2011 Financial Statements as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the Service Reports through June 2011, 100% of the way through the fiscal year. Services reported are at 109.3% overall with MH Services reporting at 102.8% of projections and AoD Services reporting at 119.7% of projections.

Jason reported that the calendar year 2010 State Audit was a clean, unqualified audit with no findings or material weaknesses identified. The Schedule of Findings from the report was included in the packet. Complete copies are available online and hard copies are available by request. Jason made a motion to approve the 2010 State Audit. Seconded by Kate Ketron. Vote taken. Motion carried.

The Board reviewed agency monitoring information for Shelby County Counseling Center and Darke County Mental Health Clinic. Jason reported that for FY11 SCCC drew down regular non-Medicaid funds and 79.6% of allocated opiate treatment funds. Jason further explained that SCCC financial statements are current and the agency has provided detailed

payable reports. Jason reported that the minutes and financial statements are behind for DCMHC. The Agency Monitoring Report contained a summary from DCMHC regarding the ongoing monitoring and use of reports from the August reports that were submitted.

Jason reported that the Building Committee discussion would be deferred to the Executive Session.

Mark provided an update on the Crisis Services transition and noted that feedback from community partners has been positive. Specifically he has received positive feedback on the quick response to questions and concerns from Vickie Martin and her staff. Thom Grim noted the positive feedback he has received from stakeholders as well. Jason reported that as we have moved through the transition of services, we have discovered additional items that need to be addressed that were not completed by June 30, 2011. He noted that only \$33,500 of the original \$50,000 that was allocated for startup was expended by June 30. In order to complete the additional necessary items to have in place for crisis services such as a backup generator for office space and equipment used by the hotline staff, the Board would need to extend the deadline for utilization of the funds to December 31, 2011. Jason made a motion to extend the deadline for use of the balance of startup funding to December 31, 2011. Seconded by Marcy Youtz. Vote taken. Motion carried.

Mark provided an update on the DCMHC Miami County office space at the Summit Ave. property. Mark noted that the office space is ready and plans are in place to move the offices by October 3. Dr. Moore provided additional information on the progress and remodeling of the space. He noted that furniture has been delivered and that phones and wiring are being finalized. The Miami County phone number will remain the same and plans are in place to have both Miami County and Darke County phone systems attached for the availability to transfer calls between offices.

Jason reported that Mark and Terri met with the Budget Commission on August 30, 2011 to review the budget packet and discuss programs, initiatives and budget issues. The Commission approved the levy millage for 2011 and our Board must now approve and sign the resolution included in the Board packet. After further review, Jason made a motion to recommend that the full Board accept the rates of tax as determined by the Joint County Budget Commission for the year 2011. Seconded by Bob Menz. Vote taken. Motion carried. George reminded the Board to sign two copies of the resolution. Terri distributed the resolutions for signatures.

Mark noted that the Recovery Academy kick off is October 5, 2011 and noted that more training will be held as a result of the creation of the academy. He discussed the need for additional dollars for the training budget. After further review, Jason made a motion to recommend that the full Board increase the Board's FY2011 Training Budget Allocation by \$4,000. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The next meeting of the Finance Committee will be held on Wednesday, November 16, 2011 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, November 2, 2011 at 6:00 p.m. at the Board office.

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Executive Director's report and commented on the clean audit received by the Board. He thanked his staff for their hard work and noted that they do a great job each year.

Mark noted that the Shelby County Municipal Court received a DOJ grant for \$250,000. Ken Ward explained that SCCC is a partner in the grant which was awarded to create a diversion program for offenders that carry a certain diagnosis. He further noted that it is a 2-year grant and the agency is excited to work with the court on this project.

Mark mentioned that Jim Moore is having hip replacement surgery next week. Mark and the Board wished him well. Jim Moore reported that DCMHC has registered to do business as The Mental Health Clinic. He noted that they have a new logo and have letterhead and signage for the new site.

Mark spoke briefly about Issue 2 on the November ballot regarding Senate Bill 5. He noted all the varying information being communicated about the bill and noted sections of the bill that would affect the Board.

Mark provided information regarding a Memorandum of Understanding between five ADAMHS Boards referring to ways in which the Boards can work together and share resources. He provided an example regarding MACSIS and how Boards might work together to bill for non-Medicaid services in the event that MACSIS would go away. The Boards involved are Allen-Auglaize-Hardin, Clark-Greene-Madison, Warren-Clinton, Clermont County and our Board. After further discussion, Julie made a motion to approve the Memorandum of Understanding as presented and to authorize the Board Chairman and Executive Director to sign and execute the agreement. Seconded by Bill Lutz. Vote taken. Motion carried.

Mark provided an update on the State Hospital usage and payback. He reported that the Board owes \$238,132 to the State for the over usage of state hospital bed days.

Mark noted that there have been "production errors" regarding the processing of claims and payments for Medicaid. He noted that the production error resulted in the State paying us twice for a service and therefore we need to pay them back.

Mark provided an update on the Levy campaign. He reported that presentations are being scheduled; he has done 16 to date and has 19 more scheduled. He noted that the TV commercial has been filmed and that it was a fun and interesting experience. The plan is for

signs and billboards to go up on October 6, 2011. Levy signs are available now and will be distributed at the training and Annual Meeting on October 5. Mark shared with the Board the levy brochure that has been distributed at speaking engagements. Mark provided endorsement forms to the Board members and encouraged them to get others to sign the forms for their names to be included in the levy endorsement newspaper advertisement. He encouraged the Agency Directors to have their Boards endorse the levy as an agency.

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

Julie Harmon made a motion to enter into executive session to discuss the acquisition of property. The executive session will include all Board members as well as the Executive Director and Terri Becker, Board staff. Seconded by Roger Welklin. 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.

George Lovett made a motion to authorize the Executive Director to, in addition to the authority already given to him to pursue due diligence for the potential acquisition of real estate, to include an additional allocation of \$10,000 to pursue more due diligence to include but not be limited to an appropriate professional to guide and advise the Executive Director and the Board on space needs for a potential building site or sites that would not necessarily include building, preparation of drawings, and all related matters for the acquisition of appropriate facilities for the Board and service providers. Seconded by Jason Wagner. Vote taken. Motion carried.

NEW BUSINESS

There being no new business, Julie Harmon made a motion to adjourn. Seconded by Bob Menz. Vote taken. Motion carried. The next regularly scheduled Board of Directors' meeting will be on Wednesday, November 16, 2011 at 6:45 p.m. at the Board office. The Annual Meeting and 4th Annual Art of Recovery will be held on Wednesday, October 5 at 5:30 PM at Edison Community College.

George Lovett, Chairperson

Bob Menz, Secretary

Amanda Brown