

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

**January 18, 2012**

**BOARD MEMBERS PRESENT**

Dennis Butts  
Jewell Good  
Julie Harmon  
Jerry Herbe  
Kate Ketron  
George Lovett  
William Lutz  
Robert Menz  
Jason Wagner  
Roger Welklin  
Marcy Youtz

**BOARD MEMBERS EXCUSED**

Craig Dusek  
Marianne Helmlinger

**GUESTS PRESENT**

Dorothy Crusoe, Community Housing  
Thom Grim, MCRC  
Dave Lauffenburger, DCMHC  
Lyn McArdle, DCRS  
Doug Metcalfe, SafeHaven  
Ron Monroe, 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, January 18, 2012 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; two were absent. The Board staff and guests introduced themselves and identified the agency or group they represented.

**APPOINTMENT OF SECRETARY**

Jewell Good 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. Bill Lutz made a motion to approve the agenda as presented. Seconded by Kate Ketron. Vote taken. Motion carried.

The Board reviewed the minutes of the November 2011 Board of Directors' meeting. Jason Wagner made a motion to approve the minutes of the November 30, 2011 Board of Directors' meeting as presented. Seconded by Robert Menz. Vote taken. Motion carried.

#### BOARD GOVERNANCE – Mark McDaniel

Mark provided an update on Board Member recruitment and noted that the Board currently has five vacancies in Darke and Shelby counties. A full Board consists of eighteen members. He reported that two individuals have expressed interest in becoming Board Members. He provided both of them with applications and anticipates they will be appointed to the Board in the near future. He noted that one of the individuals interested in Board Membership would only be appropriate for a commissioner appointment. Mark recommended the Board shift a Commissioner opening from Darke County to Shelby County and shift an ODMH or ODADAS opening to Darke. He explained that the counties would still each have five slots on the Board; the appointing authorities will just change. Mark also asked the Board to consider individuals for membership on the Board and announced that we will be doing outreach as well to target potential Board Members.

#### 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 November 2011 Finance Committee meeting. Jerry made a motion to approve the minutes of the November 30, 2011 Finance Committee meeting as presented. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Financial Statements from November and December 2011, 50% of the way through the fiscal year on a cash basis. Jerry reported that the statements are cumulative. The Financial Statements for December 2011 reflect revenue at 35.3% and expenditures at 36%. Jerry made a motion to approve the November and December 2011 Financial Statements as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed the Final Fiscal Year 2011 Financial Statements. The Financial Statements reflect revenue at 101.9% and expenditures at 95.3%. Jerry reported that we ended FY2011 with just under \$4.25 million and explained the breakdown of the funds. After further review, Jerry made a motion to approve the Final Fiscal Year 2011 Financial Statements as presented. Terri Becker provided clarification on the figure in the Misc/Other Local/Refund line. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Service Reports through November 2011, 42% of the way through the fiscal year. Services reported are at 42.6% overall with MH Services reporting at 39.1% of projections and AoD Services reporting at 48.6% of projections.

The Board reviewed the Quarterly List of Transactions from October - December 2011. Jerry made a motion to approve the Quarterly List of Transactions from October - December 2011 as presented. Seconded by Bill Lutz. Vote taken. Motion carried.

Jerry reported that independent audits have been received for Darke County Recovery Services, Shelby County Recovery, and Miami County Recovery Council. Audit summaries and financial statements were included in the Board packet. The Darke County Recovery Services and Miami County Recovery Council audits were clean audits with no citations or findings for recovery. Shelby County Recovery's report had weaknesses that were noted as a material weakness as well as a going concern note to the financial statements. Terri Becker provided further explanation of the material weakness and going concern noted in the Shelby County Recovery audit. After further review, Jerry made a motion to approve the independent audits of Darke County Recovery Services, Miami County Recovery Council, and Shelby County Recovery along with development of ongoing monitoring for Shelby County Recovery as discussed. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed agency monitoring information for Shelby County Counseling Center and Darke County Mental Health Clinic. Jerry reported that SCCC's Board minutes have been received through December. Jerry reported that DCMHC's billing has improved.

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

Mark provided an update on the Consultant for Darke County Mental Health Clinic. He reminded the Board of the agreement that the Board approved in November to bring in an outside consultant to review agency operations. Mark reported that the consultant is Tricia Burke. Ms. Burke was a presenter at our Recovery Academy and has extensive experience in management and leadership. Tricia has begun working with the agency's management team and staff and has been collecting data over the last several weeks. Mark noted that Tricia has found several discrepancies in financial information and is working with the agency to sort out the data. Mark reported that Tricia is also working with the management team to come up with productivity plans for the staff. The next few weeks will include staff surveys and interviews as well as interviews with community partners. Mark noted that Tricia is putting in many hours and will need more time to work with the agency and gather information to generate a plan for improvement. After further review, Jerry made a motion to increase the allocation for the consultant agreement by \$10,000. Seconded by Dennis Butts. Vote taken. Motion carried. George thanked Ron and Dave for attending the meeting and showing their commitment to this process. Dave announced that Dr. Moore is back at work and undergoing physical therapy and therefore was unable to attend the Board meeting.

Jerry reported that we are finalizing an inpatient agreement with Kettering Medical Center. He noted that Kettering Medical Center is reviewing the Agreement and Grant Kerber will review the final language before it is executed. The renewable Agreement is for \$600 per day and will supplement our ability to keep State Hospital days down. Mark provided further detail about our use of St. Rita's and the benefit of going with a third contract for inpatient

treatment. After further review, Jerry made a motion to approve a renewable inpatient Agreement with Kettering Medical Center at a current per diem of \$600 per day. Seconded by Roger Welklin. Vote taken. Motion carried.

Jerry reported that it has been three years since we contracted for the Board's liability insurance. We are preparing the application to submit to the carrier for rates for a March 1, 2012 renewal.

The next meeting of the Finance Committee will be held on Wednesday, February 15, 2012 at 5:45 p.m. at the Board office.

#### PLANNING COMMITTEE – Kate Ketron

Kate Ketron reported for the Planning Committee and noted that the Committee met on January 4, 2012 at the Board office.

Kate reported on several updates and noted that Mark is keeping an eye on how ODMH plans to fund regional "hot spot projects" with additional non-Medicaid funding – formerly 505 funding.

Kate reported that the Committee received two proposals for the Youth Led Prevention Funding. Miami County Recovery Council and Darke County Recovery Services will be splitting the funding for programming in their counties. Thom Grim and Lyn McArdle shared their plans for use of the funding. Kate made a motion to divide the Youth Led Prevention Funding of \$5,262 evenly between DCRS and MCRC for prevention activities. Seconded by Bob Menz. Vote taken. Motion carried.

Kate provided an update on the Re-entry Mini Grant to assist with services as well as community re-integration for offenders identified as SPMI being returned to the community from prison. She reported that our Board received \$18,700 to fund the project for the remaining 6 months of the fiscal year. Kate noted that we may have the opportunity to extend the funding into FY2013 if funding is available from ODMH. Jodi explained that six ex-offenders have already received services from Community Housing through this grant.

Kate provided an update on the State Hospital Monitoring Report. Kate noted that the Board is right on target and is at about 50% of bed day usage.

Kate provided an update on Indigent Contract Negotiations and noted that Access Dayton (the private company that purchased the former TVBH property in Dayton) will be able to provide inpatient services to Medicare, private pay, and indigent people. Access Dayton was on target to open up one unit this month with the others to be opened over the next several months.

Kate provided an update on the Telemedicine and NOPH pilot project. She reported that Miami County and Darke County JFS have agreed to allow our providers to utilize their Polycom equipment until the Board moves forward with a purchase of its own equipment.

Kate reported on the FY11 QI Annual Report. Copies of the report are available to the Board if they are interested. Kate made a motion to approve the Fiscal Year 2011 QI Annual Report with the correction noted during the Planning Committee meeting. Seconded by Jason Wagner. Vote taken. Motion carried.

The Board reviewed the Planning Committee minutes from the January 4, 2012 meeting. Kate made a motion to approve the minutes of the January 4, 2012 Planning Committee meeting as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

The next meeting of the Planning Committee will be held on Wednesday, March 7, 2012 at 5:30 p.m. at the Board office.

#### DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Executive Director's report and commented on the 505 line item funding from ODMH. He reported that there is a \$1.7 million increase in that line item, which is great news; however, ODMH intends to allocate the funding regionally for "hot spot" projects and programs. Mark noted the challenges to allocating the funding in this manner and described some program ideas being discussed around the state. Mark explained a "waiting list reduction plan" that is being discussed among Board's in our region. He also noted that telemedicine and housing are other options for our region. Mark noted the positions some Boards have taken and that none seem to be pleased with this type of funding pattern. Mark explained that because of Medicaid every Board's budget is different; therefore, Boards are looking at these formulas from different perspectives. Mark further explained funding formulas and how it falls per-capita across the state. Mark explained the position that the Board Alliance is taking which is that the current 505 funding formula should remain and the extra allocation should be divided up among Boards that do not receive non-Medicaid funding.

Mark provided information to the Board regarding a Federal Healthcare Innovation Grant that the Board is applying for with the Horizons Alliance. Mark described the intent of the grant and noted that the application is for \$6.5 million to provide the PAX early childhood intervention program created by Dr. Embry in first grade classrooms. Mark noted that Dr. Embry is authoring the grant and therefore, he is very optimistic about the grant's success. Mark provided detailed information about the program and gave the Board web resources if they were interested in further information.

#### EXECUTIVE SESSION – George Lovett

Jerry Herbe made a motion to enter into executive session to discuss the acquisition of real estate. The executive session will include all Board members as well as the Executive Director. Seconded by Bob Menz. A roll call vote was taken. Motion carried. The Board entered into executive session.

Following the executive session, Jewell Good made a motion to return to open session. Seconded by Marcy Youtz. A roll call vote was taken. Motion carried. The Board returned to open session.

Bob Menz made a motion to authorize the Executive Director to enter into an agreement to purchase real estate. Seconded by Bill Lutz. Vote taken. Motion carried.

Dennis Butts made a motion to increase the funding for real estate purchase by \$25,000 for due diligence costs and to authorize the Executive Director to enter into an agreement to complete the due diligence for the purchase of real estate. Seconded by Roger Welklin. Vote taken. Motion carried.

**NEW BUSINESS**

There being no new business, Julie Harmon made a motion to adjourn. Seconded by Jewell Good. Vote taken. Motion carried.

The next regularly scheduled Board of Directors' meeting will be held on Wednesday, February 15, 2012 at 6:45 p.m. at the Board office.

---

George Lovett, Chairperson

---

Jewell Good, Secretary

---

Amanda Brown