

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

May 16, 2012

BOARD MEMBERS PRESENT

Rod Austin
Craig Dusek
Jewell Good
Julie Harmon
Marianne Helmlinger
Kate Ketron
Robert Menz
Jason Wagner
Roger Welklin
Marcy Youtz

BOARD MEMBERS EXCUSED

Dennis Butts
Jerry Herbe
George Lovett
William Lutz

GUESTS PRESENT

Velina Bogart, TCB Member beginning 7/1/12
Dorothy Crusoe, Community Housing
Thom Grim, MCRC
Jenny Lynn, Grad Student WSU
Phil Suman, The Mental Health Clinic

BOARD STAFF PRESENT

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, May 16, 2012 for their Board of Directors' meeting. Marcy Youtz called the meeting to order at 6:45 p.m.

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

Mark announced that Board Staff, Joyce Arnold, had a mild stroke and is home recovering and undergoing physical therapy. The Board staff and members wished her well in her recovery. Mark passed around a card for the Board members to sign.

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 agenda for the evening. Julie Harmon made a motion to approve the agenda as presented. Seconded by Craig Dusek. Vote taken. Motion carried.

The Board reviewed the minutes of the April Board of Directors' meeting. Jewell Good made a motion to approve the minutes of the April 18, 2012 Board of Directors' meeting as presented. Seconded by Kate Ketron. Vote taken. Motion carried.

BOARD GOVERNANCE – Mark McDaniel

Mark provided an update on Board Member recruitment and introduced two new members to the Board of Directors, Rod Austin and Velina Bogart, both Shelby County representatives. He noted that Velina would officially begin her term on July 1, 2012. He reported that Jewell has been recently reappointed by ODMH and Roger's reappointment application is currently at ODMH. He further noted that there are three additional vacancies – all three are for either Darke or Shelby County residents. He announced that several vacancies would be coming up as Board member terms expire.

OLD BUSINESS

FINANCE COMMITTEE – Jason Wagner

Marcy Youtz reported that due to a lack of quorum, the Finance Committee did not meet prior to the full Board meeting. Rather, the agenda of the Finance Committee will be handled during the full Board meeting.

The Board reviewed the minutes of the April Finance Committee meeting. Jason made a motion to approve the minutes of the April 18, 2012 Finance Committee meeting as presented. Seconded by Rod Austin. Vote taken. Motion carried.

The Board reviewed the Financial Statements from April 2012, 83% of the way through the fiscal year on a cash basis. The Financial Statements reflect revenue at 74.7% and expenditures at 65.6%. Terri Becker provided more detailed information on the report. After further review, Jason made a motion to approve the April Financial Statements as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the Service Reports through March 2012, 75% of the way through the fiscal year. Services reported are at 71.9% overall with MH Services reporting at 71.2% of projections and AoD Services reporting at 72.9% of projections.

Jason reported that State Examiners are still working on completing the Board's CY2011 State Audit. It is anticipated that they will be finished soon and will then wait for the report on the MACSIS system at the State level. Terri noted that the delay is due to the State Examiners working on several audits at one time.

The Board reviewed agency monitoring reports for Shelby County Counseling Center, Darke County Mental Health Clinic, and Shelby County Recovery. Terri noted that a couple agencies did not submit minutes or financials by the time the reports were compiled. Terri explained that the agencies being monitored by the Board have had issues or going concerns noted in their audits. Phil Suman provided an update on the progress of the Mental Health Clinic regarding agency processes, billings and computer/internet systems. A question was raised about the service logs and how late they have been. Phil explained that some logs have been months late, but their goal is to have them completed within 48 hours of service. He also noted that they have hired a CPST Supervisor that should help with the process.

Jason noted that the Building Committee and Building Project update would be deferred to the Executive Session.

Mark reported on the Collaborative Plan with the Mental Health Clinic Serving Darke and Miami Counties. Mark reminded the Board that the Finance Committee discussed connecting the plan to the agency's contract as an assurance that the plan will be implemented. The Board reviewed the additional language to be added to the agency contract. Mark explained that he added an additional paragraph to the Collaborative Plan outlining the tasks that need to be done and allowing both Mark and Phil to sign off on the completed tasks. Mark informed the Board that \$24,500 is attached to the plan for startup costs including hiring a CPST Supervisor and for additional legal and/or consultant costs associated with fulfilling the activities of the Collaborative Plan. Terri explained how the funds would be allocated to the agency since certain tasks, such as hiring a CPST Supervisor, will be completed this fiscal year and other action items would carry over into the next fiscal year. After further review and explanation of how the CPST Supervisor would contribute income to the agency, Jason made a motion that the full Board approve the Collaborative Agreement with the Mental Health Clinic Serving Darke and Miami Counties along with funding for the activities outlined in the Agreement not to exceed \$24,500. Seconded by Bob Menz. Vote taken. Motion carried.

Jason reported that it is time for the Board to transferred the allocated funding to the Levy Campaign Reserve. The Board allocated \$20,000 this fiscal year to transfer into the levy reserve to begin building the reserve balance for the next campaign. Terri noted that there is \$20,000 in the reserve account. The reserve transfer is typically \$10,000 per year; however, the additional funds were placed in the reserve because it was a levy campaign year. Jason made a motion that the full Board approve the transfer of \$20,000 into the Levy Campaign Reserve. Seconded by Jewell Good. Vote taken. Motion carried.

Jason reported that ODADAS has notified the Board that there is \$20,000 available for some very specific prevention activities. He noted that MCRC has agreed to coordinate the grant so the Board will need to allocate the \$20,000 to MCRC for the allowed SPF SIG activities. Mark explained that this is federal funding received by ODADAS to be used to build prevention coalitions and prevention service capacity through training/educating prevention staff. After further explanation, Jason made a motion to recommend that the full Board approve the \$20,000 Strategic Prevention Framework (SPF SIG) allocation to Miami County Recovery Council. Seconded by Kate Ketron. Vote taken, Julie Harmon recused. Motion carried.

Jason reported that several line items in the FY2012 Budget need to be adjusted as we near the end of the fiscal year. The Board reviewed the revisions to the budget. Jason explained that equipment repairs is being adjusted due to high utilization of the copiers, office equipment is being adjusted in order to replace some badly worn chairs, and auditor/treasurer fees is being adjusted due to election expense charges being higher than projected. He noted that we are able to cover all of these adjustments by lowering health insurance due to current utilization. Jason made a motion to recommend that the full Board approve the FY12 Administrative Budget Revision as presented. Seconded by Bob Menz. Vote taken. Motion carried.

The Board reviewed the FY2013 Board Administrative Budget and FY2013 Contracts and Allocations (all handouts will be attached to the minutes). Mark noted that there are several contracts that the Board is still working on and the Board will review those for approval next month. Terri walked through the FY2013 Board Administrative Budget and FY2013 Contracts and Allocations and provided detail on each line item and amount budgeted. As Terri was outlining the agency contracts, Mark added that the state is adding three million back into AoD funding to reduce the impact of the initial cut to the ODADAS budget; however, the cut is still significant. Mark also explained incentive funding from ODMH to enhance processes to alleviate over usage of State Hospital bed days. Following the explanation of each budget, the Board posed questions and concerns regarding the 2% increase for staff salaries. Mark explained that it has been several years since the Board staff has received a raise and noted that even with the minimal increase to staff salaries the Board Administrative Budget is still being reduced. A question was raised about the 2% increase and then another 2% one-time payment. Mark explained that the 2% one-time payment is to catch the staff up with their peers and the County, as the County gave their employees an increase in January due to increased cost in health insurance. Mark further explained that his staff have skills that are marketable elsewhere and it is his experience that it is more expensive to replace staff than to provide an increase in salary. A Board member reiterated Mark's statement about being more expensive to replace staff and noted that the Board has a great asset with its current staff. After further discussion of the questions and concerns, Jason made a motion to recommend that the full Board approve the FY13 Administrative Budget as presented. Seconded by Rod Austin. Vote taken. Motion carried. Jason made a motion to recommend that the full Board approve the FY13 Contracts and Allocations as presented. Seconded by Julie Harmon. Vote taken. Motion carried.

The next meeting of the Finance Committee will be held on Wednesday, June 20, 2012 at 5:45 p.m. at the Board office.

PLANNING COMMITTEE – Julie Harmon

Julie Harmon presented the Planning Committee report and noted that the committee met on Wednesday, May 2, 2012 at the Board office.

Julie reported on the 505 hot-spot funding and outlined the three projects that have been identified for the funding.

Julie reported on the 7th Annual CIT Academy and noted that 13 officers graduated from the academy. She also noted that the Board is sponsoring a CIT for Teachers in June – the first CIT training for Teachers in our area.

Julie noted that the Committee reviewed the FY2012 First Quarter report. Julie made a motion to approve the FY2012 First Quarter report as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the minutes of the May 2, 2012 Planning Committee meeting. It was noted that the minutes should be amended to list Kate Ketron as an excused member. Julie made a motion to approve the minutes of the May 2, 2012 Planning Committee meeting as amended. Seconded by Jewell Good. Vote taken. Motion carried.

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

NOMINATING COMMITTEE – Marianne Helmlinger

Marianne Helmlinger presented the first reading of the Slate of Officers for FY2013 listing Marcy Youtz as Chairperson and Jason Wagner as Vice Chairperson. The final Slate of Officers for 2013 will be presented for approval at the June Board meeting.

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Executive Director's report and noted that it has been announced that ODADAS and ODMH will merge into one Behavioral Health Department by July 1, 2013. He noted that it would take legislative action for the merge to occur. He also explained that there has been some merging of activities by the departments in the last two years.

Mark reported on the mid-year budget review and announced that the Senate has proposed creating a Medicaid cabinet position. He explained that this has been discussed in prior years, but there may be the momentum to follow through with it now. He will keep the Board informed.

EXECUTIVE SESSION – Marcy Youtz

Marcy Youtz made a motion to enter into executive session to discuss the purchase of property. 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. Motion carried. The Board returned to open session. Marcy noted that both Mark McDaniel and Velina Bogart, who is currently a non-voting Board member, were present during the Executive Session.

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, June 20, 2012 at 6:45 p.m. at the Board office.

Marcy Youtz, Vice Chairperson

Craig Dusek, Secretary

Amanda Brown