

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

**June 20, 2012**

**BOARD MEMBERS PRESENT**

Rod Austin  
Dennis Butts  
Craig Dusek  
Marianne Helmlinger  
Jerry Herbe  
Kate Ketron  
George Lovett  
Robert Menz  
Roger Welklin  
Marcy Youtz

**BOARD MEMBERS EXCUSED**

Julie Harmon  
Jason Wagner  
Jewell Good

**GUESTS PRESENT**

Velina Bogart, TCB Member beginning 7/1/12  
Nathan Burkholder  
Dorothy Crusoe, Community Housing  
Thom Grim, MCRC  
Molly Helmlinger  
Lyn McArdle, DCRS/SCCC  
Doug Metcalfe, SafeHaven  
Phil Suman, The Mental Health Clinic  
Jason Wentley, 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, June 20, 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. Ten Board members were present; four 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 Rod Austin. Vote taken. Motion carried.

The Board reviewed the minutes of the May Board of Directors' meeting. Marianne Helmlinger made a motion to approve the minutes of the May 16, 2012 Board of Directors' meeting as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

## BOARD GOVERNANCE – Mark McDaniel

Mark provided an update on Board Member recruitment and announced that two Board members were up for reappointment, Roger Welklin and Jewell Good. George administered the Oath of Office to reappointed member Roger Welklin and new member Rod Austin. He further noted that there are three additional vacancies – all three are for either Darke or Shelby County residents.

Mark announced that this was the last Board meeting for several Board members, Bill Lutz, Jerry Herbe and Marianne Helmlinger, due to their terms expiring. Mark expressed his gratitude to them for their volunteer service to the Board and tri-county community. He noted that we have a complicated and challenging system and their dedication is greatly appreciated. He extended the same sentiment to the volunteer Board members of the agencies as well.

Mark also announced that this was the last meeting that George Lovett would serve as Board Chair. He noted that he has been blessed to have such great Board Chairs over the years, and noted that George has been extraordinary in this role. He further explained that George has gone above and beyond, serving two full terms and one partial, and has been a great leader. Mark presented George with an engraved gavel and expressed his appreciation for his service.

## OLD BUSINESS

### FINANCE COMMITTEE – Jerry Herbe

Jerry Herbe thanked the Board, Mark and providers for the opportunity to serve on the Tri-County Board of Directors. He noted that he has enjoyed his many years of service.

Jerry reported that due to a lack of quorum at the last meeting, the Finance Committee did not meet prior to the full Board meeting. Rather, the agenda of the Finance Committee was handled during the full Board meeting and therefore, there were no meeting minutes to approve.

The Board reviewed the Financial Statements from May 2012, 92% of the way through the fiscal year on a cash basis. The Financial Statements reflect revenue at 80.3% and expenditures at 73.7%. After further review, Jerry made a motion to approve the May Financial Statements as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the Service Reports through April 2012, 83% of the way through the fiscal year. Services reported are at 78.7% overall with MH Services reporting at 77.7% of projections and AoD Services reporting at 80.2% of projections.

Jerry reported that we still have not heard from the State Examiners about a completion date for our Calendar Year 2011 state audit. Jerry noted that they are still requesting information for the audit.

Jerry reported that agencies have submitted information as required for the Agency Monitoring Reports; however, there is no written report this month.

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

The Board reviewed a Fiscal Year 2012 contract revision for Miami County Recovery Council. Jerry reported that a final assessment of the costs to operate Crisis Services has been completed. There

will be a \$12,098 shortfall in what is currently allocated for the program this fiscal year. Jerry made a motion that the full Board approve an additional \$12,098 in FY12 funding for Miami County Recovery Council for Crisis Services. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the Fiscal Year 2013 UVMC Inpatient Contract. Jerry reported that we have updated the Contract to reflect a requested rate increase as well as a several changes regarding Medicaid verification and payment. The rate goes from \$600 per day to \$750 per day, which is commensurate to other inpatient programs across the state. The total Contract amount remains at \$300,000. After further review, Jerry made a motion that the full Board approve the FY13 inpatient Contract with UVMC in the amount of \$300,000. Seconded by Kate Ketron. Vote taken. Motion carried.

Jerry reported that based on the final determination of base costs of Crisis Services as discussed earlier, we will also need to adjust the Fiscal Year 2013 contract for Miami County Recovery Council. The final contract amount for MCRC for FY13 after the adjustment is \$1,174,047. Mark noted that we have also increased the contract for Crisis Services by \$10,000 for FY13 to bring it more in line with the costs of FY2012. After further review, Jerry made a motion that the full Board increase the MCRC FY13 contract to \$1,174,047 to reflect the adjustment in Crisis Service Costs. Seconded by Bob Menz. Vote taken. Motion carried.

The Board reviewed Board Allocation Manual Updates. Jerry explained that the Allocation manual is a supplement to the agency contracts. The sections were updated as outlined in the mail out. After further review, Jerry made a motion that the full Board approve the revised Board Allocation Manual as presented. Seconded by Bob Menz. Vote taken. Motion carried.

The Board reviewed a Fiscal Year 2013 Administrative Services Agreement with the Allen-Auglaize-Hardin Board. Jerry noted that the Board has had an administrative services agreement with the AAH Board for a number of years. Under this Agreement, the Tri-County Board has provided MACSIS claims and other data processing for Allen, Auglaize, Hardin, Putnam and Huron Counties for \$62,000. This year Huron County will no longer be participating and Medicaid will be phasing out so the work involved with the contract will be decreasing. Therefore, the Contract is being adjusted accordingly to \$27,125. Jerry made a motion that the full Board approve the FY13 Allen-Auglaize-Hardin Administrative Services Agreement as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the Calendar Year 2013 Budget Commission packet. Jerry noted that this is the four-year budget packet that is presented to the county Budget Commission each year to document ongoing need for our levy funds. Jerry explained that the Budget Commission consists of the Auditor, Prosecutor and Treasurer from each of the counties that we serve. He noted that a public hearing was held earlier this evening to accept public comments and questions about the budget. The packet will be submitted once approved by the Board. There will be a Budget Commission hearing in August for review of the budget and approval of our levy rates. After further review, Jerry made a motion that the full Board approve the Calendar Year 2013 Budget Commission packet as presented. Seconded by Craig Dusek. Vote taken. Motion carried.

George provided an update on the status of the Shelby County Counseling Center. He noted that the Executive Director, Ken Ward, and Finance Director have resigned their positions. As a result, the SCCC Board has executed a management agreement with Lyn McArdle and Darke County Recovery Services effective immediately. George noted the Board's commitment to ensure that services are available to the citizens of Shelby County during this time of transition. After further review, George

made a motion that the full Board approve \$175,000 in transition/stabilization funding for Shelby County Counseling Center. George further explained the process of dispersing funds to the agency and the checks and balances for use of the funding. Seconded by Marianne Helmlinger. Mark explained that Lyn and his staff are in the process of assessing the financial status of the agency. After further discussion, a vote was taken. Motion carried. Due to his position at Minster Bank, Jerry Herbe left the room and excused himself from the discussion and the vote.

Mark provided an update on the RSC Grant and reminded the Board of the purpose of the Grant to help individuals receiving services in the AoD system. Mark noted that the agencies are doing a nice job now of providing services and billing down the grant, however, we have not billed down the entire amount of funding. Therefore, there is discussion regarding changes to the grant; more specifically the grant will become smaller in the coming funding cycle. Mark also noted that some counties are looking into merging services for the grant. Discussions are taking place now and decisions will need to be made regarding administration of the grant.

Jerry reported that the Committee discussed selection of a new Finance Committee Chair. Jerry noted that Jason Wagner has been selected as the Finance Committee Chair.

The next meeting of the Finance Committee will be held on Wednesday, July 18, 2012 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, September 5, 2012 at 5:30 p.m. at the Board office.

#### NOMINATING COMMITTEE – Marianne Helmlinger

Marianne Helmlinger thanked the Board for the opportunity to serve on the Tri-County Board and commended the agencies for their service to the community.

Marianne Helmlinger presented the final reading of the Slate of Officers for FY2013 listing Marcy Youtz as Chairperson and Jason Wagner as Vice Chairperson. Marianne made a motion to approve the final Slate of Officers for 2013. Seconded by Rod Austin. Vote taken. Motion carried.

#### DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Executive Director's report and noted that he and Phil Suman have been meeting to work through the items of the collaborative plan.

Mark provided information on a one-day training available to Board members on July 18 or 19, 2012 regarding budgeting and ethics/fairness during times of budget cuts. Board members are to let Mark know if they are interested in attending. Registration for the training is due by July 1.

Mark hoped to have state allocations to share with the Board at this time, but we have not yet received them. He noted that it is expected to be flat funding from ODMH and a reduction from ODADAS. He further explained that the reductions from ODADAS would be targeted to grants such as the Drug Court and Women's grant.

Mark noted that his performance review is due next month. He will e-mail the document out to all Board members in the next week.

EXECUTIVE SESSION – George Lovett

George Lovett made a motion to enter into executive session to discuss the purchase of property and potential litigation. 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.

NEW BUSINESS

There being no new business, Jerry Herbe made a motion to adjourn. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The next regularly scheduled Board of Directors' meeting will be held on Wednesday, July 18, 2012 at 6:45 p.m. at the Board office.

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George Lovett, Chairperson

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Dennis Butts, Secretary

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Amanda Brown