

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

January 27, 2016

BOARD MEMBERS PRESENT

Dennis Butts
Jerry Herbe
Terrence Holman
Katharine Ketron
George Lovett
Bob Menz
Jason Wagner
Roger Welklin
Lori Willoughby
Marcia Youtz

BOARD MEMBERS EXCUSED

Rod Austin
Velina Bogart
Marianne Helmlinger
Vicki Hornbeck
Mandy Martin

BOARD MEMBERS ABSENT

BOARD STAFF PRESENT

Terri Becker
Norma Frock
Jerry Hill
Mark McDaniel
Steve McEldowney
Kim McGuirk
Brad Reed
Ian Ridgeway

GUESTS PRESENT

Dorothy Crusoe, Community Housing
Inc./Shelby House
Peggy Follrod, Recovery & Wellness Centers
of Midwest Ohio
Thom Grim, Miami County Recovery Council
Frank Wylie, Shelby County Counseling
Center
Julie Clay, Shelby County Counseling Center
Doug Metcalfe, SafeHaven

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, January 27, 2016 for its Board of Directors' meeting. Dennis Butts called the meeting to order at 6:53 p.m.

Board staff member Brad Reed took roll call. Ten Board members were present; five excused; none absent. Board staff and guests introduced themselves and identified the agency or group they represented. Mark McDaniel noted that Jodi Long has left the Board staff and her position has been filled by Kim McGuirk.

APPOINTMENT OF SECRETARY

Bob Menz was appointed secretary to attest to the Board meeting minutes for tonight's meeting.

APPROVAL OF AGENDA & MINUTES OF THE PREVIOUS MEETINGS

The Board reviewed the agenda for the evening. It was noted that Katherine Ketron would be giving the Planning Committee report. Katherine Ketron made a motion to approve the agenda as amended. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the minutes of the November Board of Directors' meeting. Terry Holman made a motion to approve the minutes of the November 18, 2015 Board of Directors' meeting as presented. Seconded by Bob Menz. Vote taken. Motion carried.

BOARD GOVERNANCE –Mark McDaniel

Mark introduced and George Lovett administered the Oath of Office to Lori Willoughby of Tipp City. Lori was appointed by the Miami County Commissioners to a partial term ending June 30, 2017.

Mark provided a brief update to the Board regarding progress on the fundraising efforts. The campaign advisory committee has been meeting. Mark says they have met with some larger potential funders with very positive feedbacks. Mark said that while we are still in the “quite phase,” momentum for the project is picking up. Board members Youtz, Lovett, Herbe and Menz serve on the committee along with other leaders from the community. Mark thanked all the members of the committee and especially thanked Bob Menz and Marcy Youtz for their efforts. We are making connections and beginning the process of applying for foundation grants. Board staff is also meeting with partner agencies to further refine facility needs. The Dayton Development Coalition’s PDAC recommended projects have been forwarded to the Ohio legislature. We are in the top 7 of regional project recommendations at this time.

OLD BUSINESS/COMMITTEE REPORTS

FINANCE COMMITTEE – Jason Wagner

Jason reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the finance committee minutes from the November committee meeting. Jason made a motion to approve the minutes from the November 18, 2015 Finance Committee meeting as presented. Seconded by Katherine Ketron. Vote taken. Motion carried.

The Board reviewed the Financial Statements through December 2015, 50% of the way through the fiscal year on a cash basis. Jason reported that FY16 revenue is at 41.6% and expenditures are at 28.6%. Jason made a motion to approve the November and December 2015 Financial Statements as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

Final FY2015 Financial Statements reflect revenue collection at 100.4% of projections for the year and expenditures at 68.7% for the year. The expenditure variance was a result mainly of Medicaid expansion and low agency contract utilization as well as the late implementation of several new or expanded contracts due to OMHAS award schedules. We ended FY15 with just over \$6.28 million, of which \$2.15 million was designated as Capital Reserve, \$1.1 million as Operating Reserve, \$70,000 as Levy Campaign Reserve, and just over \$2.94 million as Unencumbered. Year-end payroll accruals are included on the statements as well. Jason made a motion to approve the final Fiscal Year 2015 Financial Statements as presented. Seconded by Terry Holman. Vote taken. Motion carried.

The Board reviewed the Service Reports through November 2015, 42% of the way through the fiscal year. Services are reported at 34.8% overall with Mental Health Services reporting at 32.6% of projections and Alcohol and Other Drug services reporting at 38.2% of projections.

The list of Transactions October through December 2015 was presented for review. Jason made a motion to approve the List of Transactions October through December 2015 as presented. Seconded by Bob Menz. Vote taken. Motion carried.

Board staff met with the new audit firm and the calendar year 2015 audit has been started. The new firm believes that they will be able to complete the audit fairly quickly if there are no problems.

Current agency monitoring information was included in the Board packet for review.

Terri Becker presented a summary of agency independent audits. Darke County Recovery Services is the legal name for Recovery and Wellness Centers of Midwest Ohio. Audit was a clean audit with just a couple of internal control comments. SafeHaven also had a clean audit with a couple of management letter comments regarding separation of duties, which is expected given the small staff. Miami County Recovery Council had a clean audit with a couple of comments regarding meetings but no major concerns. Shelby County Recovery is a review as they were in the process of merging with Community Housing; there were no concerns that required a modification of financials presented in the merger process. Community Housing had a clean audit for a full A133 federal audit because of some grants. A summary report of Shelby County Counseling Center's audit was presented for review. It was a clean audit but with a going concern due to ongoing financial difficulties. When there is a going concern notation, management must respond. With cost-cutting measures and internal procedures to increase productivity, SCCC management projects that all cash needs will be met through FY2016. Jason made a motion to accept the review of agency independent audits as presented and Shelby County Counseling Center's response, with a note that SCCC will continue on agency monitoring as discussed. Seconded by Terry Holman. Vote taken. Motion carried.

Mark reviewed the CIP improvement grant of \$500,000 to improve two apartment complexes in Tipp City and Troy. The project was out for bid for the third time, and we received three bids, two of which were within budget parameters. Staff will be meeting with the low bidder to be sure that the bid is addressing the needs of the project. If we then feel comfortable that we have a good bid we submit the bid to OHFA and OMHAS for approval of the contractor and then enter into a contract to actually begin the work. Jason made a motion to authorize the Executive Director to accept the best of the acceptable bids received, recommend the selected contractor for approval to OHFA and OMHAS, and to proceed with any necessary steps to commence construction. Seconded by Katherine Ketron. Vote taken. Motion carried.

Jason reported that the Board has not transferred the allocated funding to the Levy Campaign Reserve for this year. We have \$10,000 allocated for this year to transfer into the reserve to continue building the reserve balance for our next campaign. Moving funds into and out of the reserve requires Board action. Jason made a motion to approve the transfer of \$10,000 to the Levy Campaign Reserve Fund. Seconded by Roger Welklin. Vote taken. Motion carried.

Jason reported that with additional promotional activities this year for National Night Out and advertising for our CIP grant and staff vacancies, our advertising budget will be short for the year. We will need to increase it by \$6,000 for a total line item allocation of \$12,500. Jason made a motion to approve an increase in the Recruitment and Advertising line item by \$6,000 to a total of \$12,500. Seconded by Bob Menz. Vote taken. Motion carried.

Medicaid expansion continues to affect the billing of Board contract dollars. Keeping the funding tied up in contracts when it is not being billed limits the Board's ability to utilize the funding for other projects such as recovery homes and other expanded services. Staff have taken a look at midyear billings and have a proposal for reducing contracts for mental health and AoD services in Miami and Darke Counties. A table showing the recommended reductions was distributed for review. There is not a proposal for reduction in Shelby County at this time due to a large amount of unbilled services that were discovered for last fiscal year. Staff are working to determine the correct amount of the contract size prior to making any contract adjustment for Shelby County. Jason made a motion to accept the Fiscal Year 2016 contract revisions as presented. Seconded by Terry Holman. Vote taken. Motion carried.

Mark reported on the ongoing transitions at Shelby County Counseling Center. Frank Wylie has been named Interim Director. Julie Clay is Community Liaison. Board staff has uncovered a significant number of services that have not been billed. Computerized data about staff productivity appears not to be

meaningful. The transition team is working to correct these issues. Discussion about the building was deferred to Executive Session.

The next Finance Committee meeting will be February 17 2016 at 6:00 PM.

PLANNING COMMITTEE – Katherine Ketron

Katherine presented an update from the January 6, 2016 Planning Committee meeting. Mandy Martin has agreed to chair the Planning Committee for calendar 2016.

At the Planning Committee meeting, Board staff presented updates to the Prevention Strategic Plan. Katherine made a motion to approve the updated Prevention Strategic Plan as presented. Seconded by Bob Menz. Vote taken. Motion carried.

FY15 4th quarter and FY16 1st quarter QI reports were emailed to the full Board for review prior to the meeting. Katherine made a motion to approve the FY15 4th Quarter and FY16 1st Quarter QI reports as presented. Seconded by Jason Wagner. Vote taken. Motion carried.

Planning Committee minutes from the January 6, 2016 meeting were included in the Board packet for review. It was noted that the minutes should be amended to reflect that Roger Welklin was in attendance. Katherine made a motion to approve the minutes of the January 6, 2016 Planning Committee meeting as amended. Seconded by Jerry Herbe. Vote taken. Motion carried.

The next Planning Committee is scheduled for March 2, 2016 at 5:30 PM at the Board offices.

COMMUNITY RELATIONS COMMITTEE – No Report

NOMINATING COMMITTEE – No Report

DIRECTOR’S REPORT – Mark McDaniel

Mark informed the Board that he will provide a status update on the Strategic Plan at the February meeting.

Mark also reminded the Board that former Board member and longtime friend to the system Lu Ann Presser passed away recently. Several staff members attended the memorial service held at the chapel at Dorothy Love Retirement Community in Sidney.

Mark introduced Brad Reed to report on the Piqua-Troy rivalry game. Brad said that for the past several years student leaders from the schools have come together to select a common cause to unite the rivals. This year they chose suicide awareness, partly in response to a Troy student’s suicide earlier in the school year. The Athletic Director from Piqua called the Board for guidance and resources. Brad distributed examples of materials created for the game and said that any funds raised from the event will be presented to the Board to further promote youth suicide awareness in Miami County.

EXECUTIVE SESSION

Dennis Butts asked for a roll call vote for the Board to enter into Executive Session to discuss purchase of properties. On roll call, all members present voted affirmative to enter Executive Session.

Marcy Youtz made a motion to return to Open Session. Seconded by Terry Holman. Voice vote taken. Motion carried.

NEW BUSINESS

No new business was brought before the board.

ADJOURNMENT

There being no further business, Jerry Herbe made a motion to adjourn. Seconded by Terry Holman. Vote taken. Motion carried.

The next regular Board of Directors' meeting will be Wednesday, February 17 2016 at 6:45 p.m. at the Board office.

Dennis Butts, Chairperson

Bob Menz, Secretary

Brad Reed