

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

June 21, 2017

BOARD MEMBERS PRESENT

Rod Austin
Dennis Butts
Jerry Herbe
Terrence Holman
Katharine Ketron
George Lovett
Mandy Martin
Bob Menz
Cassandra Pohl
Marcia Youtz

BOARD MEMBERS EXCUSED

Velina Bogart
Marianne Helmlinger
Vicki Hornbeck
Lori Willoughby

BOARD STAFF PRESENT

Beth Adkins
Terri Becker
Norma Frock
Mark McDaniel
Steve McEldowney
Brad Reed
Ian Ridgeway

GUESTS PRESENT

Julie Clay, Shelby County Counseling Center
Dorothy Crusoe, Community Housing
Thom Grim, Miami County Recovery Council
Cindy Holloway, Recovery & Wellness
Centers of Midwest Ohio

BOARD MEMBERS ABSENT

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, June 21, 2017 for its Board of Directors' meeting. Dennis Butts called the meeting to order at 6:40 p.m.

Board staff member Brad Reed took roll call. Ten Board members were present; four excused; none absent. Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Marcy Youtz 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. Terry Holman moved to approve the agenda as presented, seconded by Cassie Pohl. Motion carried on voice vote.

The Board reviewed the minutes of the May 17 Board of Directors' meeting and the May 31 Work Session. George Lovett moved to approve the minutes of the May 17, 2017 Board of Directors' meeting and May 31 Work Session as presented, seconded by Jerry Herbe. Motion carried on voice vote.

BOARD GOVERNANCE –Mark McDaniel

Mark announced that Board Chair Dennis Butts' two-year term is ending and a new Chair is incoming. Mark presented a ceremonial gavel, thanking Dennis for his leadership, and for being available and supportive. Dennis thanked the Board for the honor and privilege of serving as Chair.

Mark reported on the Board's 2017-2019 Strategic Plan as presented at the May 31 Work Session. The final version was distributed to the Board. The plan will be posted to the Board's website, where it will be kept up to date with status updates. Mark noted that the next two year state budget will have an impact on which initiatives move forward. Much of the focus is on Recovery Oriented System of Care, presence in the community, being a champion for community initiatives, supporting others, and conducting feasibility studies to find effective solutions. Bob Menz moved to approve the 2017-2019 Strategic Plan as presented, seconded by Marcy Youtz. Motion carried on voice vote.

Mark also reported on the Darke County Project Feasibility Study, which was presented by The Hodge Group at the May 31 Work Session. The Hodge Group reported positive findings from the study, indicating a financial campaign of \$700,000 to \$1 million would be successful. Marcy Youtz moved to approve the Darke County Project Feasibility Study as presented, seconded by Terry Holman. Motion carried on voice vote.

OLD BUSINESS/COMMITTEE REPORTS

FINANCE COMMITTEE – Rod Austin

Rod reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the finance committee minutes from the May committee meeting. Rod moved to approve the minutes from the May 17, 2017 Finance Committee meeting as presented, seconded by Katherine Ketron. Motion carried on voice vote.

The Board reviewed the Financial Statements through May 2017, 92% of the way through the fiscal year on a cash basis. Rod reported that FY17 revenue is at 91.5% and expenditures are at 71.1%. Rod moved to approve the May 2017 Financial Statements as presented, seconded by Katherine Ketron. Motion carried on voice vote.

The Board reviewed the Service Reports through April 2017, 83% of the way through the fiscal year. Services are reported at 73.2% overall with Mental Health services reporting at 68.9% of projections and Alcohol and Other Drug services reporting at 78.4% of projections.

Current agency monitoring information was included in the packet for review. The agency is current with all reporting requirements.

Rod reported that the Board's Calendar Year 2016 audit has been released. The summary was included in the Board packet for review. It is a clean audit with no findings or questioned costs. The full audit will be posted to the website, or Terri can provide hard copies on request. Rod moved to approve the 2016 Audit Report as presented, seconded by Marcy Youtz. Motion carried on voice vote. Mark commended Terri and her fiscal staff for the audit.

Mark reported on several items related to the Building Committee. The Board will be seeking a Project Manager to oversee construction. Mark and staff have interviewed one project management firm. Board attorney indicates that a bid process will be required, but that it is a "soft-bid" process where the Board can create a rank order and terms are negotiable. Mark asked the Board for authority to bid for a Project Manager and enter into a contract not to exceed \$60,000. Rod moved to proceed with moving forward with the bid process for a project manager for the One Wellness Place project and authorizing the

Executive Director to select a proposal and enter into a project management contract not to exceed \$60,000, seconded by Terry Holman. Motion carried on voice vote.

Mark reported that banking services will be necessary for cash flow and other needs for the One Wellness Place project. He and Terri consulted with Miami County Treasurer Jim Stubbs to review proposals from six banks. Four of the six were eliminated due to higher rates. The two remaining will be further reviewed with some follow-up questions, and then Mark will select one of the two to work with the Board for financial services related to One Wellness Place.

Mark reported that the Hodge Group proposal for the Darke County project will be brought to the Board at the July meeting.

Rod reported that the Board Administrative Budget requires a revision due to travel expenses related to MAT teams, Hidden in Plain Sight, and other prevention activities. FY17 Line Item 5.2 will need to be increased by \$1000 to \$7250. Rod moved to increase the FY17 Administrative Budget Line Item 5.2 by \$1,000 to \$7,250, seconded by Jerry Herbe. Motion carried on voice vote.

Rod reported that Access Hospital days will exceed our expectations due to some extended stays. An additional \$51,000 will need to be added to the FY17 Access Hospital Contract for a revised total of \$291,000. Mark explained that sometimes there is a delay getting people transferred to the state hospital. Rod moved to increase the FY17 Access Hospital contract by \$51,000 to a total of \$291,000, seconded by Cassie Pohl. Motion carried on voice vote.

Rod reported that due to an increased number of child placements, the FY17 Other Hospitalization Allocation needs to be increased by \$20,000 to \$95,000. Mark explained that the costs of child placements are shared among a number of community partners, but there has been an increase in the number of beds requested this year. Rod moved to increase the FY17 Other Hospitalization allocation by \$20,000 to \$95,000, seconded by Jerry Herbe. Motion passed on voice vote.

Rod reported that several budget line items for FY18 need to be adjusted. The Board has been notified that it will be charged a one-time additional 10% dues assessment from our Board Association which was not included in the original budget. This will amount to approximately \$1,350 and will bring that line item to \$18,150. Line item 5.3 needs to be increased by \$2,000 to accommodate training for staff to allow for local report writing for our new claims system, bringing that line item to \$5,000. In addition, the FY17 line item adjustments discussed earlier need to be carried forward, including increasing Line Item 5.2 from \$6,250 to \$7,250 and increasing the Other Hospitalization allocation from \$75,000 to \$95,000 as these activities will continue into next fiscal year. Rod moved to increase the FY18 Dues line item from \$16,800 to 18,150, line item 5.3 from \$3,000 to \$5,000, line item 5.2 from \$6,250 to \$7,250 and the Other Hospitalization allocation from \$75,000 to \$95,000, seconded by Terry Holman. Motion carried on voice vote.

Rod reported that a summary of the revisions incorporated into the Board's Allocation Manual were included in the packet for review. The revisions provide clarification for operations and payments under the new claims system as well as moving forward with Behavioral Health Redesign. Full copies of the manual with the incorporated changes are available through Terri or Steve. Rod moved to approve the revisions to the Board's Allocation Manual as presented, seconded by Bob Menz. Motion carried on voice vote.

The four-year budget packet that is prepared for the county Budget Commission each year to document ongoing need for our levy funds was presented for review. The Budget Commission consists of the Auditor, Prosecutor and Treasurer from each of the counties the Boar serves. A public hearing was held prior to the Board meeting to allow for the public to comment and ask questions about the budget.

The packet will be submitted once approved by the Board and then there will be a Budget Commission hearing in August for review of the budget and approval of levy rates. Rod moved to approve the Calendar Year 2018 Budget Commission packet as presented, seconded by Marcy Youtz. Motion carried by voice vote.

Rod expressed his appreciation of the photo of the Board, staff and guests that was sent during his recent absence.

The next Finance Committee meeting will be July 19, 2017 at 6:00 PM.

PLANNING COMMITTEE – No report

The next Planning Committee meeting is June 28, 2017, at 5:30PM at the Board office.

COMMUNITY RELATIONS COMMITTEE – No Report

NOMINATING COMMITTEE – George Lovett

George presented the second reading of a proposed slate of officers for FY18. Nominated for Chair is Rod Austin. Nominated for Vice Chair is Bob Menz. There being no other nominations from the floor, George moved to approve the slate of officers for FY18 as presented, seconded by Terry Holman. Motion carried by voice vote.

EXECUTIVE DIRECTOR'S REPORT – Mark McDaniel

Mark brought the Board up to date on the state budget process. While the House version added \$170 million in services, including funds for local Boards and mental health crisis centers, the Senate stripped out everything the House had put in and replaced it with its own line items. The two versions of the bill are considerably different. The next step is the conference committee, where differences will be resolved. Board members may be called upon to advocate for local funds to our legislators and members on the conference committee.

EXECUTIVE SESSION

Dennis Butts called for a roll call vote to enter into executive session to discuss the purchase of property. On roll call 10 members voted aye, 0 nay, 0 abstain. Executive session began at 7:15PM. Terry Holman moved to return to open session, seconded by George Lovett. Motion carried on voice vote. Open session resumed at 7:36PM. No action was taken related to executive session.

NEW BUSINESS

Mandy Martin reported on the Miami Valley No Child Left Inside Collaborative, a program to get kids outside in parks and other activities. She asked whether the Board could become a partner. Mark said staff would explore what it would take.

ADJOURNMENT

There being no further business, Terry Holman moved to adjourn, seconded by Bob Menz. Motion carried on voice vote.

The next regular Board of Directors' meeting will be Wednesday, July 19, 2017 at 6:45 p.m. at the Board office.

Dennis Butts, Chairperson

Marcy Youtz, Secretary

Brad Reed