

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

November 15, 2017

BOARD MEMBERS PRESENT

Rod Austin  
Jerry Herbe  
Terrence Holman  
George Lovett  
Mandy Martin  
Bob Menz  
Cassandra Pohl

BOARD STAFF PRESENT

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

BOARD MEMBERS EXCUSED

Velina Bogart  
Dennis Butts  
Katharine Ketron  
Marcia Youtz

GUESTS PRESENT

Julie Clay, Shelby County Counseling Center  
Thom Grim, Miami County Recovery Council  
Ben Thaeler, Office of US Rep Warren  
Davidson

BOARD MEMBERS ABSENT

Ann Runner

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, November 15, 2017 for its Board of Directors' meeting. Rod Austin called the meeting to order at 6:47 p.m.

Board staff member Brad Reed took roll call. Seven Board members were present; four excused; one absent. Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Jerry Herbe 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 September Board of Directors' meeting. Bob Menz moved to approve the minutes of the September 20 2017 Board of Directors' meeting as presented, seconded by Terry Holman. Motion carried on voice vote.

The Board reviewed the minutes of the October Special Session. Terry Holman moved to approve the minutes of the October 18 2017 Board of Directors' meeting as presented, seconded by Bob Menz. Motion carried on voice vote.

BOARD GOVERNANCE –Mark McDaniel

Swearing in of a new Board member was deferred.

Six Board policies were presented for review. Board policies 208 and 211 were presented with no changes. Policies 206 and 207 removed the specificity of resources in favor of general guidance and updated staff information. Policy 209 updated staff information only. Policy 210 updated State Department information. Cassi Pohl moved to approve Board policies 206-211 as presented, seconded by Jerry Herbe. Motion carried on voice vote.

Mark provided an update on fundraising for One Wellness Place. He said that while private fundraising is still ongoing, we will likely be short of the total because the project is bigger now. He said the Board would likely mortgage some of the cost, but it's too early to know how much.

## OLD BUSINESS/COMMITTEE REPORTS

### FINANCE COMMITTEE – Terry Holman

Terry reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the finance committee minutes from the September committee meeting. Terry moved to approve the minutes from the September 20, 2017 Finance Committee meeting as presented, seconded by Jerry Herbe. Motion carried on voice vote.

The Board reviewed the Financial Statements through October 2017, 33% of the way through the fiscal year on a cash basis. Terry reported that FY18 revenue is at 27.1% and expenditures are at 22.9%. Terry moved to approve the September and October 2017 Financial Statements as presented, seconded by Cassie Pohl. Motion carried on voice vote.

Final Fiscal Year 2017 Financial Statements reflect revenue collection at 96.4% of projections for the year and expenditures at 81.2% for the year. The majority of the variance is due to the delay in the startup of the women's recovery home and timing of capital projects. The Board ended FY17 with just over \$6.40 million of which \$2.15 million was designated as Capital Reserve, \$1.35 million as Operating Reserve, \$30,000 as Levy Campaign Reserve, and just over \$2.91 million as Unencumbered. Total Board cash for the year decreased by \$456,095. Year-end payroll accruals are included on the statements as well. Terry moved to approve the Final Fiscal Year 2017 Financial Statements as presented, seconded by Jerry Herbe. Motion carried on voice vote.

The List of Transactions July through September 2017 was included in the Board packet for review. Terry moved to approve the July-September 2017 List of Transactions as presented, seconded by George Lovett. Motion carried on voice vote.

Current agency monitoring information was included in the packet for review. The agency is current with all reporting requirements. Mark spoke with Julie Clay about some indicators that payables are climbing again. Mark, Terri, Julie and SCCC Board chair will schedule a summit meeting to talk about financial indicators.

FY2017 independent audit information for Recovery & Wellness Centers of Midwest Ohio (official name is still Darke County Recovery dba) was included in the Board packet for review. Terri Becker reported that it was a clean audit, with no findings. There were a few items that needed to be corrected during the audit, but Terri said that is not unusual. Terry moved to approve the independent audit of Darke County Recovery Services dba Recovery & Wellness Centers of Midwest Ohio, seconded by Cassie Pohl. Motion carried by voice vote.

Mark reported on progress of One Wellness Place. The team has been working with Freytag and Associates to define the building footprint on the merged parcels, and it needs to be reapproved by the Zoning Board. Plans are still to get site prep done on the property in 2018.

Mark also reported on a revised Owner's Representative resolution. Mark wants to hire a consultant to act as Owner's Representative for the building project. The Board will need to pass a resolution to authorize Mark to interview firms. Terry moved to authorize the Executive Director to interview firms and select an owner's representative proposal for the One Wellness Place project and enter into an Owner's Representative Agreement not to exceed \$60,000, seconded by Bob Menz. Motion carried on voice vote.

Mark also reported on the Shelby County Transition Home project. At the October Special Meeting, two documents were presented: one between the Board and the Shelby County Commissioners; the other between OMHAS and Commissioners, which the Board must sign off on. The revised document for the Board inserts language establishing an Advisory Committee to oversee ongoing use of the facility, inserted language clarifying that the Board is a partial funder of the project, and inserted language to clarify that if the \$400,000 is not fully used for construction the balance is to go to operations. The document is to be finalized by legal counsel. Terry moved to approve the Contract with the Shelby County Commissioners for \$400,000 in match funding for the construction and use of a transitional residential facility as presented, and to authorize the Executive Director to execute the final Contract. Approval is contingent on Shelby County Commissioners executing all documents required by the Ohio Department of Mental Health and Addiction Services to obtain available capital funds for the project, seconded by Cassie Pohl. Motion carried on voice vote. Terry moved to approve the Shelby County Commissioners' Capital Application to the Ohio Department of Mental Health and Addiction Services and to authorize the Executive Director to execute any necessary documents to complete the application. Approval includes assurance of the Board's intent to support the applicant's program consistent with the application and, in addition, to annually monitor the program and operations of the facility to assure compliance, seconded by Jerry Herbe. Motion carried on voice vote.

As the end of the calendar year approaches, adjustments are made to the projections that were made earlier in the year to next year's estimates for calendar year revenue and expenses. Projections have been updated based on current expenditures and updated grant information. Terry moved to approve the 2018 revenue and appropriations revisions as presented, seconded by Mandy Martin. Motion carried on voice vote.

Quarterly financial indicators were included in the Board packet for review.

The next Finance Committee meeting will be January 17, 2018 at 6:00 PM.

#### PLANNING COMMITTEE – No report

The next Planning Committee meeting is January 31, 2018, at 5:30PM at the Board office.

#### COMMUNITY RELATIONS COMMITTEE – No Report

#### NOMINATING COMMITTEE – No Report

#### EXECUTIVE DIRECTOR'S REPORT – Mark McDaniel

Mark noted that this is the final Board meeting of 2017, as the Board does not typically meet in December. He plans to do a review of the Strategic Plan at the January meeting. Also in January or February he will distribute a Board satisfaction survey as part of the Board's self-improvement plan.

He said he is looking into how the Board can support FOA Families of Addicts, as that group seems to be a growing grass-roots organization like NAMI was when it got started.

In December or January, Ohio Recovery Housing will tour the four recovery homes for certification. In terms of budget, 2018 promises a lot of change, with agencies shifting to the managed care model, and significant spending on substance use services not limited to opioids.

He reminded the Board that October 2018 will mark the Board's 50<sup>th</sup> anniversary, and Brad would like a committee to work on activities related to the milestone.

Mark closed by wishing everyone a Happy Thanksgiving and Merry Christmas.

NEW BUSINESS

No new business was brought before the Board.

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, January 17, 2018 at 6:45 p.m. at the Board office.

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Rod Austin, Chairperson

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Jerry Herbe, Secretary

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Brad Reed