

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

April 17, 2019

BOARD MEMBERS PRESENT

Rod Austin
Jerry Herbe
Terrence Holman
George Lovett
Mandy Martin
Bob Menz
Cassandra Pohl
Ann Runner
Jason Wagner
Marcy Youtz

BOARD STAFF PRESENT

Beth Adkins
Terri Becker
Jerry Hill
Jordan Hodges
Mark McDaniel
Steve McEldowney
Kim McGuirk
Brad Reed
Vicki Rush

BOARD MEMBERS EXCUSED

Velina Bogart

BOARD MEMBERS ABSENT

GUESTS PRESENT

Cynthia Cook-Wion, Recovery & Wellness
Centers of Midwest Ohio
Dorothy Crusoe, Community Housing
Thom Grim, Miami County Recovery Council
Jodi Knouff, Family Resource Center
John Freytag, Freytag & Associates

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, April 17, 2019 for its Board of Directors' meeting. Rod Austin called the meeting to order at 6:45 p.m.

Board staff member Brad Reed took roll call. 10 Board members were present; one excused; none absent. Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Mandy Martin 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. The agenda was revised to include the reading of a resolution under Board Governance. Jerry Herbe moved to approve the agenda as revised, seconded by Terry Holman. Motion carried on voice vote.

The Board reviewed the minutes of the March 20 Board of Directors' meeting. Terry Holman moved to approve the minutes of the March 20 2019 Board of Directors' meeting as presented, seconded by Cassie Pohl. Motion carried on voice vote.

BOARD GOVERNANCE – Mark McDaniel

Mark read a resolution honoring "Workers on the Front Line of Ohio's Addiction Crisis." Kim McGuirk explained that the resolution was part of a statewide effort to honor first responders and others working on the front line of addictions. The Tri-County Board will be hosting a series of event Thursday,

May 2, including Captain Dan Willis, a California police officer and author of “Bulletproof Spirit: The First Responder’s Essential Resource for Protecting and Healing Mind and Heart.” The events are funded by grants from OACBHA and other organizations. Cassie Pohl moved to adopt the resolution as presented, seconded by Marcy Youtz. Motion carried on voice vote.

OLD BUSINESS/COMMITTEE REPORTS

FINANCE COMMITTEE – Terry Holman

Terry Holman reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the finance committee minutes from the March committee meeting. Terry moved to approve the minutes from the March 20 2019 Finance Committee meeting as presented, seconded by Jason Wagner. Motion carried on voice vote.

The Board reviewed the cumulative Financial Statements through March 2019, 75% of the way through the fiscal year on a cash basis. Terry reported that FY19 revenue is at 74.2% and expenditures are at 44.1%. Terry moved to approve the March 2019 Financial Statements as presented, seconded by Ann Runner. Motion carried on voice vote.

The List of Transactions January through March 2019 was included in the Board Packet for review. Terry moved to approve the January-March 2019 List of Transactions as presented, seconded by Cassie. Motion carried on voice vote.

Terry informed the Board that field work for the Board’s 2018 audit is complete and the auditors are working on the final report. The report should be ready for review and approval at the next Board meeting.

Mark reported on status of the One Wellness Place project. He said the Board opened bids for the site work on April 12, and introduced John Freytag of Freytag and Associates, the project’s architect of record, to explain the bids. John distributed copies of the bid opening tally sheet and his recommendation letter to the Board. John reviewed the particulars of the site work. The site is in a flood plain. Working with the County Engineer’s Office it was determined that the building site must be raised two feet higher than flood. Based on site surveys, it is estimated to require 35,000 cubic yards of fill (for comparison a standard dump truck carries 12-15 yards). Fill must be tested for suitability before it is brought on site. John told the Board the plan is to dig as much dirt as possible on site from the area where an eventual storm water detention basin will be at the west end of the site. He also said that topsoil (the layer with organic material) must be removed and stored on-site. The Board has obtained a temporary easement from adjoining property owners Scherre and Roger Mumpower to store the topsoil on adjoining land off of the construction site. John reviewed working options for utility taps. Four firms attended a pre-bid conference April 3 and three of those firms submitted bids April 12. Freytag & Associates recommends the Board accept the bid from R.D. Jones Excavating Inc. from Harrod, OH, with a base bid amount of \$362,000. Once the contract is approved, the contractor will get a performance bond and all necessary insurance and other documentation. John reviewed the bid unit costs, which are contingency costs for unexpected site requirements such as removal of bad dirt. He said a pre-construction meeting will be scheduled soon to discuss plans. Upon review of the bid document, Board Chair Rod Austin disclosed that his brother is married to Randy Jones’s sister. To avoid any possible question of conflict of interest, Rod recused himself from the Chair, and Vice Chair Bob Menz presided over further proceedings. After discussion, it was agreed to authorize the Board Executive Director to approve, after consultation with the architect and the Owner’s Representative Carter & Cline, contingent costs as defined in the Bid Packet Unit Costs sections in an amount not to exceed 10% of the base bid amount. Terry moved to accept the bid of \$362,000 from R.D. Jones Excavating Inc. as recommended by Freytag and Associates for work related to preparing the One Wellness Place site for construction, and to authorize the Executive Director

to enter into any agreements or contracts or take other necessary actions for the completion of the site work, including approving contingency fees not to exceed 10% of the base bid, seconded by Cassie. Motion carried on voice vote, with Rod Austin abstaining. Following the vote, Rod reassumed the Chair.

Terry said PSI will be providing construction materials testing and observations during the site development for One Wellness Place. A proposal was included in the board packet last month that was open ended as to the amount. The base cost estimate is \$11,835 so staff would like for the Board approve up to \$11,835 in services at this time. If additional work is needed, an amendment will be brought back to the Board for consideration. Terry moved to approve the PSI proposal and agreement as presented in the amount of \$11,835 and authorize the Executive Director to execute the agreement, seconded by Ann. Motion carried on voice vote.

Mark updated the Board on the STAR House project in Shelby County. He said construction was nearly complete and there will be an open house Wednesday May 22. Board members received invitations to the Open House.

Terry reported that the agreement between the Board and the Miami County Educational Service Center originally approved in January for FY19 PAX Partner funding was for \$19,039. Since that time, the Board has worked with the ESC to expand the number of days the Partner is working under the agreement and to include working into June to assure progression of the service into next fiscal year. It is necessary to increase the contract to an amount not to exceed \$30,000. The Board will be billed monthly and then reconciled to final actual cost. Terry moved to approve increasing the FY19 Agreement with the Miami County ESC for PAX Partner Services to \$30,000, seconded by Jerry Herbe. Motion carried on voice vote.

Terri Becker provided an update on Crisis Services. She said Board staff have been meeting with Recovery and Wellness Center, RWC has hired a crisis director and they are interviewing staff. She said she is looking forward to working with the new director of crisis services and the community partners.

Terri asked the Board to revise two line items in the FY2019 Board budget. We are projected to exceed the amount budgeted for printing so she asked to increase the Printing line item by \$1800. Staff is planning a reception for Mark's retirement. The Board had budgeted funds for the 50th Anniversary Annual Meeting and there are unspent funds in that line item. Terri asked to move \$2500 from the Annual Meeting line item to a line item for the retirement event. Terry moved to approve moving \$2500 of unspent funds from the Annual Meeting budget into a line item for an event for the Executive Director's retirement and increase line item 3.2 Printing by \$1800 as presented, seconded by Marcy. Motion carried by voice vote.

Terry said budget packets should go out this week so that staff can work on budgets and the Board can approve contracts at the May meeting. Preliminary allocation figures from OMHAS show flat funding but these figures could change as the state budget is finalized. As the final figures become available the Board will be able to adjust contracts if necessary.

The next Finance Committee meeting will be May 15 2019 at 6:00 PM.

PLANNING COMMITTEE – No report

Kim McGuirk said the Planning Committee met prior to the full Board meeting, and will present a committee report with QA Report next month.

COMMUNITY RELATIONS COMMITTEE – No Report

NOMINATING COMMITTEE – No report

EXECUTIVE DIRECTOR’S REPORT – Mark McDaniel

Mark informed the Board that the Crisis Intervention Team Academy for Law Enforcement Professionals has just been completed. This is the 15th Academy in 14 years for the Tri-County Board, bringing the total number of officers trained to 268. He mentioned that in August the Board will host its first CIT Companion Course for Fire/EMT, and in December will hold a second Academy for Law Enforcement in 2019, and that 14 officers are already registered for the December Academy.

Mark informed the Board that the Executive Director transition is ongoing. He and Terri have been attending meetings and turning over responsibility for many meetings to Terri. There are still some elected officials to meet with, and Terri is working on a table of organization.

Mark informed the Board of some issues that have been occurring at Miami County Drug Coalition meetings. Mark said in 2017 he had received a phone call from Coalition member and attorney Stephen Justice asking the Board to fund Joshua House, a faith-based recovery home that requires church attendance and Bible study as part of the treatment plan. Mark told him the Board would not fund the program, and that the director of Joshua Ministries was welcome to meet with him. Mark said Joshua Ministries has never requested a meeting, but Justice continued to press the issue, and Mark asked Board Attorney Grant Kerber to review the request in light of some claims made. A subsequent communication from Justice contained language that Mark understood to be a threat, and that was turned over to Grant Kerber as well. Mark said that the issue is larger than the faith-based component. The Board did not issue a Request for Proposal, therefore Joshua Ministries is not being discriminated from other potential providers. The Board funded Hope House, which is for detox, not recovery, which required deficit funding, so any new money the Board receives will be prioritized to projects already funded. Mark reminded the Board that the Board’s statutory role includes planning and funding in Miami, Shelby and Darke Counties, which is accomplished in part through a strategic planning process that involves stakeholder input, and that among the next priorities is Darke County. Mark said that despite these explanations, Justice continues to press the issue. Within this environment, Board staff Kim McGuirk attended a Legislative Subcommittee of the Coalition in March, where she was ambushed by Justice, who made personal accusations and attempted to paint Mark and the Board as biased and discriminatory. After again meeting with the Board’s attorney, Mark and Terri attended the Executive Committee of the Coalition in April. Justice conducted an interrogation of Mark that Mark described as a deposition in front of the Executive Committee, trying to get Mark to state either that he felt it illegal to fund faith-based services or that he was personally opposed. Mark said he is making the Board aware of the situation because members may be approached about Joshua Ministries or Justice’s conduct at the Coalition meetings. He reminded the Board of the Ohio Revised Code’s mandate that we plan, fund and evaluate services in Miami, Darke and Shelby Counties. He also reminded the Board that when he was hired in 1998 he was asked to “do something about all these people coming to the Board to ask for money,” which resulted in Board Policy 203 Requests for Board Funds, which states that entities not already contracted with the Board “may submit proposals to the Executive Director.” It is the Executive Director’s role to review proposed programs or projects for potential Board funding, and if the Board is not involved in the planning it will not be involved in the funding.

NEW BUSINESS

No new business was brought before the Board. Jerry Herbe asked a procedural question about who will be writing the checks to contractors. Terri answered that checks will be issued through the County Auditor’s office.

ADJOURNMENT

There being no further business, Cassie moved to adjourn, seconded by Marcy. Motion carried on voice vote.

The next regular Board of Directors' meeting will be Wednesday May 15 2019 at 6:45 p.m. at the Board office.

Rod Austin, Chairperson

Mandy Martin, Secretary

Brad Reed