

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

April 20, 2022

BOARD MEMBERS PRESENT

Lou Ann Albers
Rod Austin
Velina Bogart
Dennis Butts
Marty Hobart
Terrence Holman
Terrie Hottle
George Lovett
Mandy Martin
Cassandra Pohl
Marcy Youtz
Jason Wagner

BOARD STAFF PRESENT

Beth Adkins
Terri Becker
Steve McEldowney
Brad Reed

GUESTS PRESENT

Chuck Gee, TCN
Jodi Knouff, Family Resource Center of
Northwest Ohio
Doug Metcalfe, SafeHaven
Cynthia Wion, Recovery & Wellness Centers
of Midwest Ohio

BOARD MEMBERS EXCUSED

Pat Jacomet
Ann Runner

BOARD MEMBERS ABSENT

The Tri-County Board of Recovery and Mental Health Services met at the Board office in Troy Wednesday, April 20, 2022. Chair George Lovett called the meeting to order at 6:45 p.m.

Board staff member Brad Reed took roll call. Eight Board members attended in person, four remotely via Zoom, with two excused. Four Board staff attended in person, with two guests in person and two guests attending remotely.

APPOINTMENT OF SECRETARY

Velina Bogart agreed to be 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 Dennis Butts. Motion carried on voice vote.

The Board reviewed the minutes of the March Board of Directors' meeting. Terry Holman moved to approve the minutes of the March 16 2022 Board of Directors' meeting as presented, seconded by Rod Austin. Motion carried on voice vote.

BOARD GOVERNANCE – George Lovett

The Board reviewed Policies numbered 101 through 105, with several updates. Policy 101 Agency Audit Specifications changed the language to match current requirements and current practice

and updated the reference to CFR. Policy 102 Food and Beverage Expenditures was reviewed with no changes. Policy 103 Requests for Board Funds was updated to permit agencies to submit budgets for new funding or services which may become available throughout the year. Policy 104 Annual Appropriations and Expenditures conformed some of the language to current practice and clarified language pertaining to the Board's Operating Reserve. Policy 105 Contracts, Leases, and Agreements deleted the three-year limit and changed language related to the Executive Director's authority regarding 120-day notices. Cassie Pohl moved to accept the policy 101-105 revisions as presented, seconded by Velina Bogart. Motion carried on voice vote.

OLD BUSINESS/COMMITTEE REPORTS

FINANCE COMMITTEE – Terry Holman

Minutes of the March Finance Committee meeting were included in the Board packet for approval. Terry Holman moved to approve the minutes of the March 16 2022 Finance Committee meeting as presented, seconded by Velina Bogart. Motion carried on voice vote.

Financial Statements for March 2022 were included in the Board packet for review. Statements are cumulative and through March are 75% of the way through the fiscal year on a cash basis. FY22 revenue is at 70.9% and expenditures are at 50.2%. Steve McEldowney said the Board has received second half levy funds, and some of the state revenue is at 75%. Expenses are running consistent with prior years. Expenditures for the building project total about \$1.9 million of the \$4.3 million total. Terry Holman moved to approve the March 2022 Financial Statements as presented, seconded by Marty Hobart. Motion carried on voice vote.

The List of Transactions January through March 2022 was included in the Board packet for review. Steve McEldowney referred to Page 8 for several large amounts related to the building project. He also referred to Page 17 and said the Auditor/Treasurer fees are higher than usual because of expenses related to the levy being on the ballot last year. Terry Holman moved to approve the January through March 2022 List of Transactions as presented, seconded by Dennis Butts. Motion carried on voice vote.

FY21 independent audit information for TCN Behavioral Health Services, Inc. was included the Board packet for review. Steve said the audit summary was included in the packet. It was a clean audit, with no issues for non-compliance. He noted that the Board had not received the SAS 114 letter at the time of mailout of the Board Packets, but has since received it. Terry Holman moved to approve the FY21 independent audit of TCN Behavioral Health Services, Inc. as presented, seconded by Velina Bogart. Motion carried on voice vote.

Terry Holman reported that work continues on the Board's Calendar Year 2021 audit. Staff will continue to provide information as requested by the auditor. Steve McEldowney said the auditor had reached out to request information. The person auditing is new, as the person who did last year's audit is no longer with the company.

Terri Becker gave an update on the Administration & Training Center building progress. She said work continues to progress, with estimated completion date in August. There have been some delays on the outside work due to weather. Board staff is still working on some furnishing issues, which she plans to bring before the Board next month. Staff is working on getting providers set up for internet, phones, signage and so on. Brad Reed shared some photos from the worksite.

Terry Holman presented a Fiscal Year 2022 agency contract revision with Family Resource Center of Northwest Ohio Inc., for additional contract services provided as a result of increased billings. FRC's current contract included an allocation of SOR funding that ended 9/30/21 and was not fully

utilized. The unused portion will be replaced with Board funding as well as additional Board funds necessary to cover the increased billings. The net increase to the contract by \$80,000 for a total FY22 Contract amount of \$571,085. The FY22 budget revision is necessary to add \$4,500 to the FY22 Guardianship Program for a total line item amount of \$40,500. Sell, Hegemann & Zimmerman currently provides this guardianship service. Terry Holman moved to approve Family Resource Center of Northwest Ohio Inc., contract revision by replacing unspent SOR funding with Board funding as well as additional Board funds necessary to cover the increased billings. The net increase to the contract of \$80,000 for a total FY22 FRC Contract amount of \$571,085; increasing the FY22 allocation for Guardianship services by \$4,500 for a total FY22 allocation amount of \$40,500, seconded by Lou Ann Albers. Motion carried on voice vote.

Terry Holman reported that the FY22 line 6.2 Utilities needs to be adjusted. This line is for the utilities portion of the current lease here at the Stouder Center but the Board has received the first invoice for the gas service for the 1280 building project. An increase to this line is required to cover the gas cost of the new building. The estimated need is \$1,000 through the end of FY22. FY22 Auditor and Treasurer Fees need to be adjusted as the Board is charged for its share of levy election expenses each time the levy is part of a campaign. An increase is required to our FY22 budget for the Auditor and Treasurer line item by \$4,000 to a total budget amount of \$55,000. Terry Holman moved to approve increasing the FY22 line item 6.2 by \$1,000 to a total budget amount of \$11,080 and to increase the FY22 Auditor and Treasurer Fees line item by \$4,000 to a total budget amount of \$55,000, seconded by Marty Holman. Motion carried on voice vote.

Terri Becker sent a final version of an MOU with the Family Abuse Shelter for case management services. She said this is a great opportunity to provide services to persons at the shelter to help them get connected to services and housing. The agreement would begin May 1. She will keep track of hours and persons services, and then put in a full year budget for FY2023. Terry Holman moved to approve the Family Abuse Shelter proposal effective May 1, 2022 in the amount of up to \$5,200 as presented and to authorize the Executive Director to execute the MOU once finalized and reviewed by the board's attorney, seconded by Dennis Butts. Motion carried on voice vote.

Agency budget packet information was sent out April 7 and is due back to the Board April 27. The Board does not have allocation information from the State yet but made projections so that agencies could work on FY23 Budgets. Steve McElDowney said he looked at revenue and special grants, and made estimates based on that. Some funding ends September 30 and the Board may want to continue some of those programs. There is a new recovery home open in Greenville and he is looking for additional revenue sources to offset costs. Staff is also looking at increasing funding to SafeHaven for weekend hours and additional guardianship services. The Board administrative budget will be a blend of partial year in the current facility and the balance of the year in the new building. Services such as trash pickup, yard work, various service contracts and so on are uncertain and a budget revision mid-year will probably be necessary. Contracts and budgets will be on the Board's agenda for approval in May. As the final figures become available we will be able to adjust contracts if necessary.

The next Finance Committee meeting will be May 18 2022 at 6:00 PM.

PLANNING COMMITTEE – No Report

The next Planning Committee meeting is Monday June 13 at 6PM at the Board office. Planning Committee meets the second Monday of even-numbered months.

COMMUNITY RELATIONS COMMITTEE – No Report

The next Community Relations Committee Meeting is scheduled for Monday, May 9, 2022, at 6:00PM at the Board office.

EXECUTIVE DIRECTOR’S REPORT – Terri Becker

Terri introduced Chuck Gee, Manager for TCN’s Troy office.

She reported on the status of work around revisions to ORC 340 which authorizes and prescribes structure, function and duties of ADAMH Boards. Rep. D.J. Swearingen has revised his draft bill to reflect much of the work done by OACBHA. Terri will forward the draft to Board members.

She continues to work on the Region 15 One Ohio Opioid Settlement. Shelby County Commissioner Julie Ehemann was elected to represent Region 15 on the statewide board. Logan County Commissioner Joe Antrim was elected chair of the local group. A subcommittee has met to review what the application for funds may look like. Settlement dollars will be spread out over a period of 18 years.

Terri informed the Board that we have just completed the 20th CIT Academy.

NEW BUSINESS

Cassie asked if there had been any follow up with the Sidney Police Department regarding the officer wellness pilot program. Terri Becker said it seems to be going well, although the schedule was changed somewhat. The current provider specializes in serving first responder and front-line workers. She said she has asked Sidney Police Chief Will Balling to consider asking the City of Sidney for half the funding so that the Board can begin to offer the program to other departments.

Terrie Hottle asked how information about the CIT Academy goes out to the departments. Brad Reed said information is sent directly to the chiefs or sheriffs, and to administrative or training officers if the department has one.

Mandy Martin asked Board members, especially those from Darke County, to consider attending a photo op Monday May 23 for the parks mental wellness signs designed and produced by Board staff. Staff will send an email when a time and location are determined.

ADJOURNMENT

There being no further business, George declared the meeting adjourned at 7:41 p.m.

The next regular Board of Directors meeting will be Wednesday May 18 2022 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Velina Bogart, Secretary

Brad Reed