

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

September 21, 2022

BOARD MEMBERS PRESENT

Lou Ann Albers
Rod Austin
Velina Bogart
Dennis Butts
Jerry Herbe
Marty Hobart
Mandy Martin
Cassandra Pohl
Ann Runner
Jason Wagner

BOARD STAFF PRESENT

Terri Becker
Steve McEldowney
Brad Reed

GUESTS PRESENT

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

BOARD MEMBERS EXCUSED

Terrie Hottle
Pat Jacomet
George Lovett

BOARD MEMBERS ABSENT

The Tri-County Board of Recovery and Mental Health Services met at the Board office in Troy Wednesday, September 21, 2022. Vice Chair Cassie Pohl called the meeting to order at 6:45 p.m.

Board staff member Brad Reed took roll call. Ten Board members attended, with three Board members excused. Three Board staff and four guests were present.

Cassie Pohl administered the Oath of Office to Jerry Herbe, who has been reappointed to the Board by the Miami County Commissioners for a term beginning September 1 2022 and ending August 31 2025.

APPOINTMENT OF SECRETARY

Mandy Martin 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. Dennis Butts moved to approve the agenda as presented, seconded by Marty Hobart. Motion carried on voice vote.

The Board reviewed the minutes of the July Board of Directors' meeting. Jason Wagner moved to approve the minutes of the July 20 2022 Board of Directors' meeting as presented, seconded by Rod Austin. Motion carried on voice vote.

BOARD GOVERNANCE – Cassie Pohl

Terri Becker presented drafts of Board Policies #116, 117, 118, 120, 121, and 122 for review. Policy 116 Information Systems Security was extensively revised. Due to the extent of the revisions, the paper document was not included in the Board Packet, but was distributed via email and in the Online Board Packet prior to the meeting. The title of the policy was revised to delete the word “Policy” and add the word “Security.” Language in the policy was updated to reflect current state of the art since the last revision in 2009, especially in areas related to malware, and devices with access to Electronic Protected Health Information. Terri noted that once we are settled in the Administration and Training Center, the policy may need to be reviewed for additional changes. Policy 117 Customer Service was reviewed with no changes. Policy 118 Employee Education About False Claims Recovery was reviewed without substantive changes; some text case was changed for readability. Policy 120 Confidentiality was reviewed with minor changes so that language is compliant with revisions in Policy 116 Information Systems Security. Policy 121 was reviewed with no changes. Policy 122 Inventory System was reviewed with no changes. Lou Ann moved to approve the revisions to Board Policies #116, 117, 118, 120, 121, and 122 as presented, seconded by Marty Hobart. Motion carried on voice vote.

OLD BUSINESS/COMMITTEE REPORTS

FINANCE COMMITTEE – Jason Wagner

Minutes of the July Finance Committee meeting were included in the Board packet for approval. Jason Wagner moved to approve the minutes of the July 20 2022 Finance Committee meeting as presented, seconded by Ann Runner. Motion carried on voice vote.

Financial Statements for July and August 2022 were included in the Board packet for review. Statements are cumulative and through August are 17% of the way through the fiscal year on a cash basis. FY23 revenue is at 22.2% and expenditures are at 13.8%. Steve McEldowney said the Board has received most of the State quarterly allocations for revenue. Expenses lag for payments of claims. He said he hopes to have the last batch of payments for FY2022 go out and have final statements ready for the November Board meeting. Jason Wagner moved to approve the July and August 2022 Financial Statements as presented, seconded by Dennis Butts. Motion carried on voice vote.

Terri Becker gave an update on the Administration & Training Center building progress. She said Board staff and the architect team went through the front part of the building for the punch list of items to be fixed. She said there were no major concerns. They hope to be ready to punch the rest of the building September 30, but she said she is not sure they will be ready. She said the furniture vendor wants to drop ship, but that part of the order may be delayed. She said it looks unlikely that we will have even a temporary certificate of occupancy in time to host events in October. She said she is asking for several authorizations related to the move. Jason Wagner moved to approve an additional \$22,000 expenses associated with the move to and the technology of the new Board office and Training Center for a total FY23 amount not to exceed \$207,000, and to authorize the Executive Director to execute any necessary agreements after being reviewed first by the board’s attorney, seconded by Velina Bogart. Motion carried on voice vote.

Terri Becker said she needs Board authorization to sell or dispose of unneeded furniture. A copy of the resolution was distributed at the meeting. Terri said every effort is being made to make sure that nothing is wasted. Jason Wagner moved to adopt the resolution to authorize the Executive Director to conduct an internet auction for the sale of unneeded, obsolete or unfit for use office equipment and furnishings, and to offer any unsold items to other governmental entities on a first come first serve basis, and to dispose of any remaining items, seconded by Rod Austin. Motion carried on voice vote.

Terri Becker and Steve McEldowney met with the Budget Commission August 2 to review the budget packet that was submitted and to discuss programs, initiatives and budget issues. The Commission

consists of the Auditor, Prosecutor and Treasurer from each of the counties that we serve. The meeting and discussion went well and the Commission approved our millage for 2022. Our Board must now approve and members will need to sign the resolution that was distributed. Jason Wagner moved to accept the tax rates as determined by the Joint Budget Commission for the year 2022, seconded by Velina Bogart. Motion carried on voice vote. Steve circulated two copies of the resolution for signatures by Board Members present.

FY2023 Line 6.3 Rentals will need to be adjusted as we do not know exactly when we will move into our new office space. We had budgeted paying through October but because the Board does not meet again until November and the uncertainty of the move date we would like to add two more months of rent to this line. The extra two months would equal \$10,814, for a total FY2023 Line 6.3 amount of \$32,442.00. Jason Wagner moved to approve increasing the FY23 line item 6.3 by \$10,814 to a total budget amount of \$32,442, seconded by Jerry Herbe. Motion carried on voice vote.

The next Finance Committee meeting will be November 16 2022 at 6:00 PM.

PLANNING COMMITTEE – No report

The next Planning Committee meeting will be Monday, October 3 2022 at 6:00 PM.

COMMUNITY RELATIONS COMMITTEE – Marty Hobart

The Community Relations Committee met in person at the Board office September 12, 2022 with two members and two staff present. Draft minutes from the September 12, 2022 Community Relations Committee Meeting were included in the Board Packet for review. During the meeting, Director of Community Resource Development Brad reviewed numerous events that have taken place or are planned in August and September, including Overdose Awareness Day, National Recovery Month, and Week of Appreciation events, and reviewed the county fairs. He also updated the Committee on the park mindfulness sign project. Marty Hobart moved to approve the minutes of the September 12, 2022 Community Relations Committee meeting as presented, seconded by Ann Runner. Motion carried on voice vote.

The next Community Relations Committee Meeting is scheduled for Monday, November 14, 2022, at 6:00PM at the Board office.

EXECUTIVE DIRECTOR'S REPORT – Terri Becker

Terri Becker thanked Jerry Herbe for agreeing to another term on the Board. This marks Jerry's seventh term on the Board.

Terri reported that we have had the first workgroup meeting for the Health Equity and Inclusion planning. She said there is a good variety of people on the group. Ann Runner added that the three counties are well represented and members participate well.

Terri said the summer has been very busy with trainings, sometimes with multiple events per day. She noted that the Tri-County Resource Guides have been updated and encouraged Board members to take some to distribute.

Terri said the OACBHA Week of Appreciation is this week, with the focus this year on behavioral health providers. In the past Week of Appreciation has recognized first responders and front-line workers during the pandemic. She said the Board is putting together recognition packets and will distribute them in October.

Terri said the Community Plan process is under way, with a new update from OMHAS. The first part – a Crisis Services Survey – is due October 7. This year’s process is more prescriptive to help OhioMHAS better define what Boards are doing and will help Boards know better what to measure.

September is National Recovery Awareness Month and Suicide Prevention Month. Terri announced that OMHAS Director Lori Criss and members of her staff will be visiting the Board area next week, and Board staff is putting together an agenda of site visits, including the Administration and Training Center. Any Board members interested in meeting Director Criss should let Terri know.

NEW BUSINESS

No new business was brought before the Board.

ADJOURNMENT

There being no further business, Marty Hobart moved to adjourn, Seconded by Velina. Cassie declared the meeting adjourned at 7:17 p.m.

The next regular Board of Directors meeting will be Wednesday November 16 2022 at 6:45 p.m. at the Board office, which by then may be at the new facility at 1280 N. County Road 25-A, Troy. The October Annual Meeting and Art of Recovery are to be determined, depending on the progress of the new facility.

Cassie Pohl, Vice Chairperson

Mandy Martin, Secretary

Brad Reed