Tri-County Board of Recovery & Mental Health Services

Board of Directors’ Meeting

Minutes

July 16, 2014

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| BOARD MEMBERS PRESENT  Rod Austin  Velina Bogart  Fawn Green  Marianne Helmlinger  Vicki Hornbeck  Mandy Martin  Jason Wagner  Roger Welklin  Marcia Youtz Henning | BOARD STAFF PRESENT  Terri Becker  Dorothy Crusoe  Norma Frock  Jerry Hill  Jodi Long  Mark McDaniel  Steve McEldowney  Kim McGuirk  Brad Reed |
| BOARD MEMBERS EXCUSED  Dennis Butts  Tom DeVault  Jerry Herbe | GUESTS PRESENT  Cynthia Cook, DCRS  Thom Grim, MCRC  Molly Helmlinger, NAMI Shelby County  Doug Metcalfe, SafeHaven |

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, July 16, 2014 for its Board of Directors’ meeting. Jason Wagner called the meeting to order at 6:50 p.m.

Board staff member Brad Reed took roll call. Nine Board members were present; three excused. The Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Rod Austin 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. It was noted that Finance Committee was chaired by Rod Austin, and the agenda sent with the Board packets indicated an incorrect start time. Marianne Helmlinger made a motion to approve the agenda as amended. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the minutes of the June Board of Directors’ meeting. Marianne Helmlinger made a motion to approve the minutes of the June 18, 2014 Board of Directors’ meeting. Seconded by Velina Bogart. Vote taken. Motion carried.

BOARD GOVERNANCE –Mark McDaniel

Mark McDaniel welcomed Marcia Youtz Henning back to the Board. She is an OMHAS appointee as a Mental Health Professional. Jason Wagner administered the oath of office to officially empanel Marcia to a full term.

OLD BUSINESS

FINANCE COMMITTEE – Rod Austin

Rod Austin reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the finance committee minutes from the June committee meeting. Rod made a motion to approve the minutes from the June 18, 2014 Finance Committee meeting as presented. Seconded by Vicki Hornbeck. Vote taken. Motion carried.

The Board reviewed the Financial Statements from June 2014, 100% of the way through the fiscal year on a cash basis. Dennis reported that FY14 revenue is at 97.2% and expenditures are at 78.1%. Board staff will continue to close out contracts and final FY14 financial statements will be available once everything is completed. Rod made a motion to approve the June 2014 Financial Statements as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the Service Reports through May 2014, 92% of the way through the fiscal year. Services are reported at 89.3% overall with MH Services reporting at 82.2% of projections and AoD services reporting at 101.9% of projections.

The List of Transactions for April through June were presented for review. Rod made a motion to approve the April-June 2014 List of Transactions as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

Rod reported that the MACSIS review at the state level is complete so the auditors were able to complete the field work. They should be able to complete the Board Calendar Year 2013 audit fairly quickly.

Rod reported that Agency Monitoring information was included in the Board packet for review. Shelby County Counseling Center minutes are current through May 2014, with June minutes outstanding; financial statements have been received through June; from April to June aged payables increased from $171,009.71 to $187,519.67 with $147,672.58 listed as outstanding to either DCMH or DCRS; SCCC is on target to come very close to billing down Board funding for the year. Darke County Recovery Services minutes are current through May, with June minutes outstanding; financial statements have been received through June; from April 30 to June 30 aged payables of DCRS and the former DCMHC were reduced from $276,873.91 to $240,671.84, including $13,463 outstanding to SCCC; DCRS is on target to leave a significant amount of Board funding/services unbilled for the fiscal year.

Mark McDaniel updated the Board on several building and capital projects. The OMHAS/OHFA Capital Improvement Program (CIP) grant for two apartment buildings renovated is continuing with inspections of the properties, with an engineering/architect visit scheduled for July 24. The report and plan will be submitted to the OHFA board in October, with announcements of awards and next steps in November.

Mark also updated the Board on the OMHAS capital grant application process. One application was for the purchase and renovation of Shelby County Recovery Inc. property in Sidney. Shelby County Recovery and Community Housing Inc. have been in discussions to merge. The intent is to purchase the property and make it debt-free, and then Community Housing would have ongoing management and maintenance dollars to keep it up. A second application is to purchase and renovate a property for a supported recovery housing campus concept.

Mark also told the Board he has been researching fund-raising consultants to assist with a possible capital campaign for the Miami County health campus project.

Rod reported that Shelby County Counseling Board met with Goodwill Easter Seals Miami Valley this afternoon to continue discussions and move forward with a management agreement. If all goes well the transition should take place next week. Mark added that the assumption is they will approve. GESMV has had a team on the ground in Shelby County for several weeks. The top concern is getting a system in place to bill for services.

Mark presented an update on the state budget process. Mark said the Board had backfilled Substance Abuse Prevention and Treatment block grant funding so that agencies did not take a reduction for prevention and treatment services. The backfill was necessary because the state is trying to correct its cash flow by allocating one year’s worth of funding over six quarters instead of four. He said that because MCRC is having trouble filling the units for the women’s grant, he is choosing not to backfill those dollars. Mark also noted that Hot Spot funding has been restored, so they will be meeting soon to do Hot Spot planning. One priority will be restarting Tele-Health implementation with Wright State.

Mark reported on the 507 funds, $20.1 million allocated to the state for the priorities of crisis and housing, but with little other guidance at this point, so it is a wait and see situation.

Rod reported that a summary of changes to the Allocation Manual/Sliding Fee Scale was distributed in the Board packet. When approved the changes will be incorporated into the Allocation Manual. Terri Becker noted that the main changes were due to Medicaid expansion and updates since the ODMH/ODADAS merger. Chapter III was added to meet state service definition requirements. There is a change in the sliding fee scale removing zero income as acceptable documentation of eligibility due to Medicaid as of August 1. Changed family size language to number in household. Mark noted that having a transition period for the fee scale is helpful, as a number of Boards just flipped the switch. He also noted that provider agencies need to get better at billing for insurance as that will be the next area for determining Board-subsidy eligibility. Rod made a motion to approve the revised Allocation Manual with updates as presented. Seconded by Velina Bogart. Vote taken. Motion carried.

The next Finance Committee meeting will be September 17 at 5:45 PM.

PLANNING COMMITTEE – No report

There was no report from the Planning Committee. The next Planning Committee meeting will be September 3, 2014 at 5:30 PM at the Board offices.

COMMUNITY RELATIONS COMMITTEE – No report

There was no report from the Community Relations Committee. The next Community Relations Committee meeting will be August 26 at 5:30 PM at the Board offices.

DIRECTOR’S REPORT – Mark McDaniel

Mark McDaniel informed the Board that at the September meeting he will be presenting status updates on the Strategic Plan. He asked any Board members specifically interested in capital campaign planning to let him know.

He noted that he had volunteered to chair the Northwest Collaborative meetings and was getting a sense that there are some bad feelings due to the politicizing of some of the issues. He said that historically the behavioral health system has not been overtly political, but that it has become so particularly in the MBR negotiations.

Mark informed the Board that he will be sending a memo to the provider system emphasizing that providers cannot obligate the Board for funding. They can’t have meetings or refer people places and say the Board will pay for it outside of the contracts and agreements in place. The memo will say that if the provider agency does not follow protocol or refers an ineligible person, the bill will be the responsibility of the provider.

Mark said he is really encouraged by a lot of the meetings he’s been attending in the communities as people rally around the drug issues. He did note that it is necessary to remind people that the number one drug of choice is not heroin – it’s alcohol, and services have to be available for those folks.

EXECUTIVE SESSION

The Board entered into Executive Session by unanimous roll call vote at 7:38 PM for the purpose of discussing the Executive Director’s performance review. At 7:56 PM Velina Bogart made a motion for the Board to return to Open Session. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

There were two actions related to the Executive Session.

Marianne Helmlinger made a motion to accept the performance appraisal as presented in Executive Session. Seconded by Marcia Youtz Henning. Vote taken. Motion carried.

Rod Austin made a motion to grant the Executive Director a 3% increase in salary retroactive to July 1, 2014, on his current base salary which is inclusive of car and phone allowance. Seconded by Fawn Green. Vote taken. Motion carried.

NEW BUSINESS

No new business was brought before the Board.

ADJOURNMENT

There being no further business, Rod Austin made a motion to adjourn. Seconded by Velina Bogart. Vote taken. Motion carried.

The next full Board of Directors’ meeting will be Wednesday, September 17, 2014 at 6:45 p.m. at the Board office.

Jason Wagner, Chairperson Rod Austin, Secretary

Brad Reed