

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

**September 16, 2009**

**BOARD MEMBERS PRESENT**

Dennis Butts  
Craig Dusek  
Jewell Good  
Julie Harmon  
George Lovett, Chairperson  
William Lutz  
Michael Martin  
Robert Menz  
Nancy Sullivan  
Jason Wagner  
Roger Welklin  
Marcy Youtz

**GUESTS PRESENT**

Thom Grim, MCRC  
Lyn McArdle, DCRS  
Doug Metcalfe, SafeHaven  
Jim Mieding, Miami County NAMI  
Ann Moyer, MCMHC  
Terry Swartz, Community Housing  
Ken Ward, SCCC

**BOARD STAFF PRESENT**

Joyce Arnold  
Terri Becker  
Amanda Brown  
Norma Hatke  
Jerry Hill  
Jodi Long  
Mark McDaniel, Executive Director  
Steve McEldowney

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, September 16, 2009 for their Board of Directors' meeting. George Lovett called the meeting to order at 6:45 p.m.

Board staff member Amanda Brown took roll call. Twelve Board members were present; four were absent. The Board staff and guests introduced themselves and identified the agency or group they represented. A sign-in sheet was available to them for attendance records.

**APPOINTMENT OF SECRETARY**

Robert Menz was appointed secretary to attest to the Board meeting minutes.

**APPROVAL OF AGENDA & MINUTES OF THE PREVIOUS MEETING**

The Board reviewed the agenda for the evening. Bill Lutz made a motion to approve the agenda as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the minutes of the July 15, 2009 Board of Directors' meeting. Marcy Youtz made a motion to approve the minutes of the July 15, 2009 Board of Directors' as presented. Seconded by Nancy Sullivan. Vote taken. Motion carried.

The Board review the minutes of the August 27, 2009 special Board of Directors' meeting. Bill Lutz made a motion to approve the minutes of the August 27, 2009 special Board of Directors' meeting as presented. Seconded by Bob Menz. Vote taken. Motion carried.

## BOARD GOVERNANCE

Mark distributed the new Board Information and Policy Manuals containing all Board policies and By-Laws, the vision and mission statements, guiding principles, Board Orientation Materials including Ohio Ethics Law: ORC 102, Sunshine Law: ORC 121.22 and ORC 340, as well as contact information for Board members, Board staff and providers. After reviewing the contents of the manual, Mark distributed New Policy Manual Acceptance Forms for each Board Member to sign. The signature forms will be kept in Board Member files stating that they have received and reviewed the new Board Information and Policy Manual.

## OLD BUSINESS

### FINANCE COMMITTEE – Jason Wagner

Jason Wagner reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the July 2009 Finance Committee meeting. Jason made a motion to approve the minutes of the July 15, 2009 Finance Committee meeting as presented. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Financial Statements from July and August 2009. Jason noted that the August Financial Statements reflect some of the reductions to our system budget. He also noted that the final FY2009 Financial Statements would be available for review and approval at the November Board meeting. After further review, Jason made a motion to approve the July and August 2009 Financial Statements as presented. Seconded by Nancy Sullivan. Vote taken. Motion carried.

The Board reviewed the Service Reports from June 2009. Jason explained that the report reflects each agency's status concerning delivery of services reported through June 2009, 100% of the way through the fiscal year. Jason noted that total services were at 106.3% with mental health services at 94.9% and AoD services at 126%. Jason further explained that there were a few more service invoices to close out for UVMC Inpatient.

The Board reviewed the results of the Calendar Year 2008 State Audit. Jason noted that full copies of the Audit are available from Terri if anyone is interested. Jason reported that the Audit was clean and unqualified. Jason made a motion to approve the Calendar Year 2008 State Audit as presented. Seconded by Jewell Good. Vote taken. Motion carried.

Jason provided an update for the Building Committee on ODMH Capital Grant MH-856 for Shelby County Counseling Center. He reported that they are meeting with subcontractors and are still working through details of the project. Jason also noted that Mark has submitted a capital grant application to ODMH that included a resubmission of the DCMHC remodeling project for \$280,000, a one-stop-shop project for Miami County for \$2,500,000, and apartments in Shelby County for safe and affordable housing for \$325,000. Mark noted that the DCMHC project was actually approved in the last Capital Grant application process, but the funds were not awarded after the State Hospital closures. He further explained that the one-stop-shop in Miami County would provide an opportunity to streamline our system of care and cut costs. After further explanation, he noted that the Board office lease is up in 2011 and we will need to review our options and plan for streamlining our system regardless of the outcome of the capital grant application.

The Board reviewed a document outlining FY2010 Contract Amendments due to budget reductions approved by the Board in August. Jason made a motion to accept the revisions to the FY2010 Contracts and Allocations as presented. Seconded by Bob Menz. Vote taken. Motion carried.

The Board reviewed FY2010 System of Care Agreements. Jason explained that the System of Care Agreement is the former ABC funding for the local Family and Children First Councils. He further explained that Shelby County FCFC would handle their agreements directly where as Darke County Mental Health will be providing the System of Care services for both Darke and Miami counties. After further review and explanation, Jason made a motion to approve the FY2010 System of Care Agreements as presented. Seconded by Marcy Youtz. Mark explained that the services provided by these funds include diversion services as well as intensive in-home services, all intended to keep the family intact. Vote taken. Motion carried.

The Board reviewed FY2010 Administrative Budget Revisions. The total Administrative Budget was reduced by \$83,509, with the largest reduction in the salaries/wages line item, resulting in the elimination of two part-time staff positions and the reduction in the CCO contract. Jason noted a typo on the Administrative Budget Revision document; the date in the last column is to be corrected to FY2010. After further review, Jason made a motion to approve the FY2010 Administrative Budget Revisions as corrected. Seconded by Bob Menz. Vote taken. Motion carried.

The Board reviewed a Board cash flow chart illustrating revenue, expenses, cash balance, required reserve and unencumbered cash amounts from FY2005 projected through FY2012. Terri Becker explained that the projections were determined by taking into account funding trends and current budget reductions in our system. Terri further explained the difference between required reserves, which is the amount that would cover two months of funding in our system, and unencumbered reserves which is flexible and can be placed in the budget. Terri noted that our revenue has been close to or slightly over expenses over the years; however, projections indicate that expenses will actually exceed revenue, which will likely require additional cuts to our system.

The Board reviewed the Certificate of the Joint County Budget Commission certifying the tax rates for 2009. Jason explained that the Budget Commission process is for certification of our three county levy. After further review, Jason made a motion to accept the rates of tax as determined by the Joint County Budget Commission for 2009 as set forth in the documents presented. Seconded by Jewell Good. Mark explained that as a multi-county Board with a tax levy, we are required to meet annually with the Joint County Budget Commission, consisting of the County Auditor, Treasurer and Prosecutor. The Budget Commission reviews financial information of the Board and substantiates the ongoing need of the tax levy. Vote taken. Motion carried. Terri Becker distributed two original documents of the resolution for each Board member to sign.

The Board reviewed an FY2009 Contract Budget Revision for Community Housing. Jason explained that the Board received \$14,070 from ODMH as match funding for the Homeless Assistance Grant. Jason further explained that these are pass through funds and the Board needs to amend the FY2009 contract agreement to reflect the distribution of these funds. Jason made a motion to increase the FY2009 contract with Community Housing by \$14,070 to reflect the Homeless Assistance Grant matching funds from ODMH. Seconded by Marcy Youtz. Vote taken. Motion carried.

Jason noted that the next meeting of the Finance Committee would be held November 18, 2009 at 5:45 PM before the full Board meeting at the Board office.

## PLANNING COMMITTEE – Bill Lutz

Bill Lutz reported that the Planning Committee met on September 2, 2009 at 6:00 p.m. at the Board office. He noted that the Board received a copy of the Committee minutes in the Board packet.

Bill reported that the committee discussed the FY2010 Youth Led Prevention Funding. The Board put together a Request for Proposals for the funding and received one application from MCRC. The total amount of funding available is unknown at this time; however, it is anticipated that the amount will be approximately \$5,000. After further explanation, Bill made a motion to approve the FY2010 Youth Led Prevention Funding application for Miami County Recovery Council. Seconded by Roger Welklin. Vote taken. Motion carried.

Bill provided the Board with a CIT (Crisis Intervention Team) update. The Board received a listing of CIT Program Components which included upcoming trainings and numbers trained in each component.

Bill reported that the Committee reviewed the Board's Strategic Plan and the priorities and goals assigned to the Planning Committee. The strategic priorities reviewed were 1) Crisis Task Force recommendations, 2) Formation of a Consumer Advisory Council, and 3) Recovery and Resiliency Trainings. Bill noted that the Committee would begin to meet on a monthly basis, rather than an every other month schedule, to continue reviewing the priorities and work toward implementation of the goals by fiscal year 2011.

Bill reported that the Committee received an update regarding the front door access workgroup and the creation of a system triage plan. Bill explained how the triage levels were developed and how the intent is to utilize a uniform approach.

Bill made a motion to approve the minutes of the September 2, 2009 Planning Committee meeting as presented. Seconded by Jason Wagner. Vote taken. Motion carried.

The next meeting of the Planning Committee will be held on Wednesday, October 7, 2009 at 6:00 p.m. at the Board office.

## COMMUNITY RELATIONS COMMITTEE – Craig Dusek

Craig Dusek reported that the Community Relations Committee met on September 3, 2009 at 3:30 PM at the Board office.

Craig announced that Board staff have been meeting with local media regarding the budget cuts and the impact to our system and will continue to get the information out to the community.

Craig announced that the 2<sup>nd</sup> Annual Art of Recovery art showcase would be held in conjunction with the Tri-County Board Annual Meeting on Wednesday, October 21, 2009 at Edison Community College. The evening will begin at 5:00 PM and conclude at 7:00 PM. The event will include a brief Annual Meeting program, including the presentation of the Geraldine B. Nelson Advocacy Award and recognition of the 2009 CIT Academy Graduates.

Craig reported that the Committee discussed the 2009 Geraldine B. Nelson Advocacy Award and has begun the internal nomination process. Craig noted that Amanda would be contacting the Board by e-mail in the next several weeks to discuss the award and potential nominees.

Craig reported that the Committee discussed the creation of a Social Marketing Plan as directed by Strategic Plan Goal #2 of the Tri-County Board Strategic Plan. The deadline for completion and implementation of the plan is January 1, 2010. A social marketing plan worksheet was distributed to the committee for review. The Committee decided to meet again in October to complete the worksheet and finalize outcomes for the plan. The next meeting of the Community Relations Committee was tentatively scheduled for Thursday, October 8, 2009 at 3:30 PM at the Tri-County Board office.

Craig made a motion to approve the minutes of the September 3, 2009 Community Relations Committee meeting as presented. Seconded by Bob Menz. Vote taken. Motion carried.

#### EXECUTIVE COMMITTEE – George Lovett

George Lovett announced that the Executive Committee met on August 25, 2009 at 6:00 PM at the Board office. He noted that the meeting was held prior to the August full Board meeting and that the budget reductions approved in August were discussed at the Committee meeting.

Marcy Youtz made a motion to approve the minutes of the August 25, 2009 Executive Committee meeting as presented. Seconded by Bill Lutz. Vote taken. Motion carried.

#### STAFF REPORTS

##### DIRECTOR’S REPORT – Mark McDaniel

Mark presented the Director’s Report to the Board and announced that the Culture of Quality (COQ) certification review is scheduled for October 5 – 6, 2009. He noted that staff from the Board Association as well as reviewers from other Boards would be on site to conduct the review and meet with Board staff, agency staff and Board members. He explained that the COQ certification process was developed nearly 5 years ago and is a means to assist Boards in reaching a certain level of operating standards.

Thom Grim announced that the Miami County Recovery Council would be hosting a “Run for Recovery” 5K run and fundraiser on Saturday, September 26 at Duke Park in Troy. Thom noted that September is National Recovery Month and the event strives to promote recovery. Mark passed around information regarding the event and how to register.

Mark announced that the state legislators would be convening in October or November to reevaluate the budget and make any necessary corrections. Mark noted that the process may lead to additional funding for our system, but cautioned that it may have no impact on our system at all. He noted that it is still important however to advocate and get the message out about our system and the financial crisis we are facing. He displayed a postcard that was created by the Board Association intended to advocate for funding for our system. He noted that we have ordered 500 postcards to distribute among our system and to mail to legislators.

Mark announced that the levy would be on the ballot in a little over two years. He noted that he has begun meeting with Amanda regarding the levy campaign and ways to increase exposure for our system. He noted that the Board would begin to talk more about the levy in the coming months and would need to make decisions on how to proceed, i.e. renewal vs. replacement.

Mark commented on the clean audit results and stated his appreciation for Terri and the staff. He noted that it is not an easy task to continually receive clean audits and commended Terri and her staff for a job well done.

Mark announced that the Annual Meeting and 2<sup>nd</sup> Annual Art of Recovery Celebration would be held on Wednesday, October 21, 2009 at Edison Community College. He noted that the Art of Recovery was a neat event last year and encouraged everyone to attend. He also noted that it would be a welcomed change to shift our focus on celebrating recovery and not on the current budget situation.

Ken Ward announced that DCMHC was awarded a three-year CARF accreditation and noted that it was remarkable and quite an accomplishment.

**NEW BUSINESS**

There being no new business, Bill Lutz made a motion to adjourn. Seconded by Nancy Sullivan. Vote taken. Motion carried. The Board meeting adjourned at 7:45 p.m.

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George Lovett, Chairperson

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Bob Menz, Secretary

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Amanda Brown