

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

**February 15, 2012**

**BOARD MEMBERS PRESENT**

Dennis Butts  
Craig Dusek  
Jewell Good  
Marianne Helmlinger  
Jerry Herbe  
Kate Ketron  
George Lovett  
Robert Menz  
Jason Wagner  
Roger Welklin

**BOARD MEMBERS EXCUSED**

Julie Harmon  
William Lutz  
Marcy Youtz

**GUESTS PRESENT**

Dorothy Crusoe, Community Housing  
Byron Ewick, MCRC  
Molly Helmlinger  
Lyn McArdle, DCRS  
Dr. Jim Moore, MHC of Darke & Miami Co.  
Ken Ward, SCCC

**BOARD STAFF PRESENT**

Joyce Arnold  
Norma Barhorst  
Terri Becker  
Amanda Brown  
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, February 15, 2012 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. Ten Board members were present; three were absent. The Board staff and guests introduced themselves and identified the agency or group they represented.

Ken Ward addressed the Board and thanked them for their action in assuming the capital loan on the Court St. property and all the help the Board provided in the capital grant process. Ken also announced a capital fundraising event they are holding on February 25 at The Palazzo in Sidney. He distributed fliers regarding the event and invited everyone to attend.

**APPOINTMENT OF SECRETARY**

Jason Wagner was appointed secretary to attest to the Board meeting minutes.

## APPROVAL OF AGENDA & MINUTES OF THE PREVIOUS MEETING

The Board reviewed the revised agenda for the evening. Kate Ketron made a motion to approve the agenda as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the minutes of the January Board of Directors' meeting. Jason Wagner made a motion to approve the minutes of the January 18, 2012 Board of Directors' meeting with the correction to add his name to those listed in attendance. Seconded by Dennis Butts. Vote taken. Motion carried.

## BOARD GOVERNANCE – Mark McDaniel

Mark recognized Terri Becker, Director of Finance and Administration, for 25 years of service as staff at the Tri-County Board. He explained that Terri is really his “right-hand” at the Board has the whole package – she has skill, great intuition, and she is mission driven in all she does. He thanked Terri not only for her service, commitment and dedication to the Tri-County Board, but to those we serve as well. On behalf of the Board and staff, he congratulated Terri and presented her with a gift of appreciation.

## OLD BUSINESS

### FINANCE COMMITTEE – Jerry Herbe

Jerry Herbe reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the January Finance Committee meeting. Jerry made a motion to approve the minutes of the January 18, 2012 Finance Committee meeting as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the Financial Statements from January 2012, 58% of the way through the fiscal year on a cash basis. The Financial Statements reflect revenue at 40.7% and expenditures at 43.9%. Jerry noted a correction on the report due to an error in the program in which the report was generated. Jerry noted that the formula in the report has been corrected. After further review of the correction to the report, Jerry made a motion to approve the January Financial Statements as corrected. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Service Reports through December 2011, 50% of the way through the fiscal year. Services reported are at 50.5% overall with MH Services reporting at 46.6% of projections and AoD Services reporting at 57.3% of projections.

Jerry reported that state auditors have begun the Calendar Year 2011 State Audit. The pre-audit conference was held on February 7. He noted that the projected cost of the audit will be over our budgeted amount; therefore, the Board may need to amend the budget if hours spent on the audit exceed the budgeted amount. It is anticipated that the audit will be complete in May.

Jerry reported that Agency Independent Audits have been received for Darke County Mental Health Clinic and Shelby County Counseling Center. Summaries and financial statements were included in the Board packet. Jerry noted that the audit for DCMHC is being recalled due an undisclosed liability. The audit will be reissued and will contain the liability information previously omitted. Jerry noted that SCCC's report included a deficiency regarding internal control and a note of material weakness. The finance committee reviewed the audit findings and adjusted information requested on the agency monitoring reports beginning in May. After further review, Jerry made a motion to approve the independent audit of Shelby County Counseling Center with ongoing monitoring as discussed. Seconded by Dennis Butts. Vote taken. Motion carried.

Agency monitoring reports for Shelby County Counseling Center, Darke County Mental Health Clinic and Shelby County Recovery were presented to the Board for review.

Mark reported for the Building Committee and noted that committees have been created to start working on planning processes for the Miami County project. He noted that the first step is looking at the property to see if it is the right size for the project, etc.

The Board reviewed the CY2012 Full Calendar Year Appropriations. Jerry explained that the document is an annual translation of the Board's fiscal year revenue and expense budgets into calendar year estimates for County accounting purposes. Revenue estimates and temporary appropriations were approved in November and are based on the calendar year and County's chart of accounts. Jerry noted that now that the year is closed out and we have cash balances, the Board could approve full year appropriations to be filed by March 31, 2012. Jerry made a motion to approve full calendar year 2012 appropriations as presented. Seconded by Bob Menz. Vote taken. Motion carried.

Jerry reported that it has been three years since we contracted for the Board's liability insurance. The Finance Committee reviewed quotes of various deductibles and recommends that the Board remain in the same structure as the current policy.

Jerry reported that FY2012 120-day letters would go out by the end of the month. The letters will notify providers of potential funding changes and/or reductions in upcoming contracts. Mark noted that the Board routinely sends 120-day letters as part of the budgeting/contract process each year.

Jerry reported that the Board intends to apply for funding for a Local Government Innovation Grant. The grant would provide funding for planning and the process of completing a feasibility study. Mark noted that the intention of the grant is to encourage municipalities and government units to come together to collaborate and improve efficiencies. He noted that the purpose of the grant seems to fit with our building project. Mark noted that he spoke with Representative Adams who stated that he did not feel the grant was intended for ADAMHS Boards, however, there are State Capital Funds that the Board could look into. After further explanation, Jerry made a motion to support submission of the application for Local Government Innovation Funds for planning and research to determine potential savings, applicability and

feasibility of the Board's Building Project. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Mark provided an update on the consultant hired to work with the Darke County Mental Health Clinic. He reported that she began working with the agency about two months ago and is at the point where she is nearing the end of data collection and is beginning to draft the final document. Mark noted that a draft of the report including recommendations for improvement will be available in the near future.

The next meeting of the Finance Committee will be held on Wednesday, March 21, 2012 at 5:45 p.m. at the Board office.

#### PLANNING COMMITTEE – No Report

The next meeting of the Planning Committee will be held on Wednesday, March 7, 2012 at 5:30 p.m. at the Board office.

#### DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Executive Director's report and spoke briefly about the Local Government Innovation Funding opportunity. He noted that we will continue to look for grant dollars for the building project.

He noted that there are three individuals that expressed interest in becoming Board Members. The Nominating Committee will be reviewing their applications in the near future. He reported on the remaining openings and noted that one is for a Psychologist.

Mark reported on the 505 line item funding from ODMH and noted that ODMH intends to allocate the funding regionally for "hot spot" projects and programs. Mark noted the challenges to allocating the funding in this manner and described some program ideas being discussed in our region. One program is the expansion of a Juvenile Crisis program currently in Lucas County. Another project is for "telemedicine" capabilities in the region. The third project is a "waiting list reduction plan" that would essentially restore funding to core services. He explained that each Board would create a plan to use these dollars for specific needs in their Board area. Mark explained that the preliminary plan is to be submitted to ODMH this week.

Mark provided an update on the Federal Healthcare Innovation Grant with the Horizons Alliance. Mark noted that the alliance was unable to complete the grant due to time constraints. However, Mark noted that this process has put the alliance in good shape to be able to look into these types of funds in the future.

EXECUTIVE SESSION – George Lovett

George Lovett made a motion to enter into executive session to discuss the purchase of property. The executive session will include all Board members as well as the Executive Director and Terri Becker. Seconded by Jerry Herbe. A roll call vote was taken. Motion carried. The Board entered into executive session.

Following the executive session, Dennis Butts made a motion to return to open session. Seconded by Roger Welklin. A roll call vote was taken. Motion carried. The Board returned to open session.

George Lovett made a motion to authorize the Executive Director to review the consultant report regarding Darke County Mental Health; to take reasonable and necessary action to monitor and advise the DCMHC Board concerning matters set forth in the report; to continue to keep the Board advised through the process; and to begin to put together a collaborative plan between the Tri-County Board and the DMCHC for further monitoring of productivity for the agency. Seconded by Bob Menz. Vote taken. Motion carried.

NEW BUSINESS

There being no new business, Dennis Butts made a motion to adjourn. Seconded by Jewell Good. Vote taken. Motion carried. The Board meeting adjourned at 8:50 PM.

The next regularly scheduled Board of Directors’ meeting will be held on Wednesday, March 21, 2012 at 6:45 p.m. at the Board office.

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George Lovett, Chairperson

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Jason Wagner, Secretary

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Amanda Brown