Tri-County Board of Recovery & Mental Health Services

Board of Directors’ Meeting

Minutes

September 21, 2016

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| BOARD MEMBERS PRESENT  Rod Austin  Velina Bogart  Dennis Butts  Vicki Hornbeck  Katharine Ketron  Mandy Martin  Bob Menz  Jason Wagner  Marcia Youtz  BOARD MEMBERS EXCUSED  Marianne Helmlinger  Jerry Herbe  Terrence Holman  George Lovett  Lori Willoughby  BOARD MEMBERS ABSENT | BOARD STAFF PRESENT  Beth Adkins  Terri Becker  Norma Frock  Jerry Hill  Mark McDaniel  Steve McEldowney  Kim McGuirk  Brad Reed  GUESTS PRESENT  Julie Clay, Shelby County Counseling Center  Cynthia Cook, Recovery & Wellness Centers of Western Ohio  Byron Ewick, Miami County Recovery Council  Doug Metcalfe, SafeHaven |

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, September 21, 2016 for its Board of Directors’ meeting. Dennis Butts called the meeting to order at 6:45 p.m.

Board staff member Brad Reed took roll call. Nine Board members were present; five excused; none absent. Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Mandy Martin 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. Jason moved to approve the agenda as presented, seconded by Vicki. Motion carried on voice vote.

The Board reviewed the minutes of the July Board of Directors’ meeting. Bob Menz moved to approve the minutes of the July 20 2016 Board of Directors’ meeting as presented, seconded by Velina Bogart. Motion carried on voice vote.

BOARD GOVERNANCE –Mark McDaniel

Mark presented Board policies 501, 502, 504, 505, 506 and 507 for review. Policy 502 was updated to clarify prescribed medication in the workplace, and to remove the provision providing a listing of approved treatment providers, as the list of providers may not be compatible with employee insurance. Policy 505 was extensively revised to account for tobacco alternatives, vape pens and other forms of tobacco and tobacco-like substances. The other policies reviewed either contained no changes or minor changes. Marcy Youtz moved to approve Board policies 501, 502, 504, 505, 506 and 507 as presented, seconded by Rod Austin. Motion carried on voice vote.

Mark provided an update on the fundraising campaign. He said the campaign is progressing and the leadership team is starting to plan for a public kickoff.

Mark informed the Board that the Strategic Planning process is getting started. The Board’s Strategic Plan for 2017-2019 will be focused on the Recovery Oriented System of Care, or ROSC. Surveys of stakeholders are being prepared. Related to the Strategic Plan, the Board will receive training in the ROSC model at its November Board meeting. A representative from OACBHA’s “Recovery is Beautiful” will do the training.

Levy activity is ramping up. With early voting beginning October 12, the levy team is putting advertising and other promotions in place. Mark and Brad showed a number of designs for media campaigns. Levy signs are available, but Board is asked to not put them out until first week in October. Board members can help by letting staff know of opportunities to speak at service clubs or other gatherings.

OLD BUSINESS/COMMITTEE REPORTS

FINANCE COMMITTEE – Rod Austin

Rod reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the finance committee minutes from the July committee meeting. Rod moved to approve the minutes from the July 20, 2016 Finance Committee meeting as presented, seconded by Marcy Youtz. Motion carried on voice vote.

The Board reviewed the Financial Statements through August 2016, 17% of the way through the fiscal year on a cash basis. Rod reported that FY17 revenue is at 13.5% and expenditures are at 16.1%. Rod moved to approve the July and August 2016 Financial Statements as presented, seconded by Jason Wagner. Motion carried on voice vote.

The Board reviewed the Service Reports through June 2016, 100% of the way through the fiscal year. Services are reported at 88.1% overall with Mental Health services reporting at 78.4% of projections and Alcohol and Other Drug services reporting at 103.4% of projections.

A summary of the Board’s CY2015 State Audit was included in the Board packet for review, along with a link to the full report. The report was clean with no findings. Rod moved to accept the CY2015 audit report as presented, seconded by Bob Menz. Motion carried on voice vote. Mark recognized the work of Terri Becker and her staff in monitoring increasingly complex financials.

Current agency monitoring information was included in the packet for review. The agency is current in reporting. The current balance of the additional transition funding is $12,153.45. Mark reported that the transitional process is continuing and the search for the Executive Director position has closed.

Mark reported on the status of the CIP renovation project for Mayfield and Willow Glen properties. Residents have been moved back into Mayfield and work is progressing at Willow Glen. The bulk of the work is complete and we will beginning planning for the move-in soon.

Mark reported on the status of the purchase of additional land for the 25-A site. The legal description was submitted September 8 and we are waiting on approval to close on the property.

Mark presented a proposal from The Hodge Group to conduct a feasibility study for a Darke County facility. Rod moved to approve the Hodge Group feasibility study proposal in the amount of $24,000 as presented, seconded by Velina Bogart. Motion carried on voice vote.

Two Board administrative line items need to be adjusted for FY16 as the Board continues to work toward closing out the fiscal year. At the end of the year the Board renewed licenses for the MegaMeeting software for two years which cost $2,200. The software was originally purchased two years ago with a one-time state grant. The travel line item also needs adjusted for year-end expenses. The adjustments are $1,500 in line item 7.3 for the software and $500 in line item 5.3 for travel. Rod moved to approve increasing the FY2016 Board administrative line item 7.3 by $1,500 and line item 5.3 by $500, seconded by Marcy Youtz. Motion carried on voice vote.

FY2016 agency contracts were lowered in January based on billings at that time. Miami County Recovery Council billings increased over the rest of the fiscal year and in order to close out the year $25,000 needs to be put back into the FY2016 contract for MCRC. In addition, due to remaining billings for placement costs in the Other Hospitalization line item and gambling screenings in the Gambling Addiction line item, those line items need to be adjusted by $6,500 and $1,000 respectively. Rod moved to approve increasing Miami County Recovery Council’s FY2016 contract by $25,000, increase the FY2016 Other Hospitalization line item by $6,500 and increase the FY16 Gambling line item by $1,000, seconded by Marcy Youtz. Motion carried on voice vote.

Mark and Terri met with the Budget Commission August 30 to review the budget packet and to discuss programs, initiatives and budget issues. The meeting went well. The Commission approved the millage for 2016. The Tri-County Board must now approve and members present must sign the resolution included in the packet. Rod moved to accept the tax rates as determined by the Joint Budget Commission for the year 2016, seconded by Jason Wagner. Motion carried on voice vote. The resolution was circulated for signatures of members present.

With exact figures from the Budget Commission for our levy projections now available, changes in revenue accounts need to be made based on actual revenue certified. In addition, the overtime account needs to be added to the expense appropriations for next year. The update process is earlier this year due to a software upgrade at the county. Rod moved to approve 2017 Revenue Estimates Appropriation revisions as presented, seconded by Marcy Youtz. Motion carried on voice vote.

In working with the Miami County Heroin Coalition, there has been some desire to create a QRT – Quick Response Team – to follow up with persons who overdose on opiates. MCRC is creating a social detox process, with four beds, support services, medication, and outpatient services. Mark pledged $50,000 toward the project to help with startup costs. Rod moved to increase Miami County Recovery Council’s FY2017 contract by $50,000, seconded by Bob Menz. Motion carried on voice vote.

The next Finance Committee meeting will be November 16 2016 at 6:00 PM.

PLANNING COMMITTEE – No Report

The next Planning Committee is scheduled for January 4 2017 at 5:30 PM at the Board offices.

COMMUNITY RELATIONS COMMITTEE – No Report

NOMINATING COMMITTEE – No Report

DIRECTOR’S REPORT – Mark McDaniel

Mark informed the Board that the next Biennium Budget process is beginning. State departments have been given guidance on budget submissions. The hope is the behavioral health system will see new dollars to help with heroin issues and address the shrinking workforce.

Mark reported that he had listened to a webinar about a workforce program to help employers identify potential workers who would be hired except for passing a drug test, get them into a treatment program, and make them able to be hired. He recommends that some program around employability be put into the new Strategic Plan.

Mark reminded the Board that in lieu of the October meeting, the Art of Recovery Open House and Annual Meeting will take place Wednesday October 19 from 5:30 to 7 at the Art Gallery at Edison State Community College in Piqua.

NEW BUSINESS

No new business was brought before the Board.

ADJOURNMENT

There being no further business, Marcy Youtz moved to adjourn, seconded by Velina Bogart. Motion carried on voice vote.

The next regular Board of Directors’ meeting will be Wednesday, November 16 2016 at 6:45 p.m. at the Board office.

Dennis Butts, Chairperson Mandy Martin, Secretary

Brad Reed