

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

January 16, 2008

MEMBERS PRESENT

Terry Christy
Marianne Helmlinger
Jerry Herbe
Frank Kalivoda
Kate Ketron
George Lovett
William Lutz
Dr. Jennifer Shoenfelt
Roger Welkin
Wayne Willcox, Chairperson
Ruth Wright
Marcy Youtz

GUESTS PRESENT

Byron Ewick, MCRC
Peggy Follrod, MCMHC
Regina Kraus, MCMHC/UVMC
Doug Metcalfe, SafeHaven
Joanne Mieding, Miami County NAMI
Jim Moore, DCMHC
Ann Moyer, MCMHC
Ken Ward, SCCC

STAFF PRESENT

Joyce Arnold
Amanda Brown
Terri Becker
Jodi Long
Mark McDaniel, Executive Director

The Tri-County Board of Recovery and Mental Health Services met at the Board office on January 16, 2008 for their Board of Directors' meeting. Wayne Willcox called the meeting to order at 6:45 p.m.

Board staff member Amanda Brown took roll call. Twelve Board members were present; one was 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.

Mark introduced new Board staff Jodi Long. Jodi replaced Mary Ramey as the Director of Planning & Evaluation. She began on December 17, 2007 and has been busy getting acclimated and working on the Community Plan. The Board welcomed Jodi to the staff.

Mark announced that Lyn McArdle had a mild heart attack over the weekend and is currently at Good Samaritan Hospital. He reported that Lyn is in good spirits and is doing well. Lyn hopes to be home soon but will be off work for the next several weeks. The Board expressed their concern and wished Lyn a speedy recovery.

APPOINTMENT OF SECRETARY & APPROVAL OF AGENDA

Dr. Jennifer Shoenfelt was appointed secretary to attest to the Board meeting minutes.

The Board reviewed the agenda for the evening. George Lovett made a motion to approve the agenda as presented. Seconded by Ruth Wright. Vote taken. Motion carried.

MINUTES OF THE PREVIOUS MEETING

The Board reviewed the minutes of the November 28, 2007 Board of Directors' meeting. Frank Kalivoda made a motion to approve the minutes of the November 28, 2007 Board of Directors' meeting as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

BOARD GOVERNANCE

Mark presented an update regarding the Board strategic planning process. He noted that a Core Team meeting has been scheduled for February 1, 2008 at the Piqua Police Department to review information gathered from the community forums and structured interviews. He informed the Board that Jane had requested additional time to compile data and conduct research on best practices, etc. A total of nine community forums have been conducted bringing forth many themes to consider in the strategic plan. Mark noted that Wright State would be assembling the information for a report to provide the Board in February.

OLD BUSINESS:

FINANCE COMMITTEE – George Lovett

George Lovett reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the November 2007 Finance Committee meeting. George made a motion to approve the minutes of the November 28, 2007 Finance Committee meeting as presented. Seconded by Terry Christy. Vote taken. Motion carried.

The Board reviewed the Financial Statements from November and December 2007. George noted that we are about 50% of the way for revenue and expenditures. George made a motion to approve the November and December 2007 Financial Statements as presented. Seconded by Frank Kalivoda. Vote taken. Motion carried.

The Board reviewed the Service Reports for November 2007. These reports reflect each agency's status concerning delivery of services reported through November 2007, 42% of the way through the fiscal year.

The Board reviewed the Quarterly List of Transactions from October – December 2007. George noted several adjusted entries in the document and two large out-of-county payouts on

page 15 and 16. George made a motion to approve the Quarterly List of Transactions as presented. Seconded by Jerry Herbe. After further discussion, a vote was taken. Motion carried.

George reported on the Medicaid/Title XX/Chart QI Reviews. George referred to the information included in the Board packet and explained that the Board completes Medicaid reviews on MH charts only and QI Reviews on AoD charts.

George reported on the Agency FY07 Independent Audits/Corrective Action. After further review and explanation of the corrective actions outlined in the reports, George made a motion to approve the Agency FY07 Independent Audits/Corrective Action as presented. Seconded by Frank Kalivoda. Vote taken. Motion carried.

George provided an update on the status of the ODMH MH-813 SafeHaven Capital Grant project. He reported that a number of small projects need to be finished and inspections need to be complete at the site before they can take occupancy of the building. Doug Metcalfe noted that the bulk of the work is complete and they hope to be in the new site in the next several weeks.

The Board discussed FY2008 Budget Revisions including an allocation for the Tri-County CIT Academy. George noted that Mary Ramey gave a gift of \$1,000 for the Tri-County CIT Academy. With a Board allocation of \$2,000, the total CIT allocation for FY2008 will be \$3,000. George made a motion to approve to the \$3,000 allocation to the Tri-County CIT Academy. Seconded by Ruth Wright. Frank Kalivoda commended the Sidney PD CIT officers for the manner in which they responded to an incident regarding his son. Wayne further noted that CIT is very prudent to all police departments in the tri-county area. Vote taken. Motion carried.

The Board reviewed an out-of-county non-Medicaid allocation for crisis situations. After further explanation, George made a motion to approve \$10,000 for out-of-county non-Medicaid funds. Seconded by Jennifer Shoenfelt. Vote taken. Motion carried.

George reported that DCMHC has received a \$93,000 ABC grant for intensive home based treatment services for children. The Board has received notification of the award, but has not yet received the NOFA. George made a motion to increase the FY08 contract with Darke County Mental Health Clinic by \$93,000 for the ABC IHBT grant contingent on the receipt of the grant award letter. Seconded by Roger Welklin. After further explanation, a vote was taken. Motion carried.

The Board reviewed Policy #508 regarding records retention. George noted that no comments were received regarding the draft policy distributed at the November Board meeting. George made a motion to approve the Policy #508 regarding records retention with a February 1, 2008 effective date. Seconded by Marianne Helmlinger. Vote taken. Motion Carried.

George provided an update regarding the Miami County Mental Health Center. He noted that the Board has signed contracts with the new entity and will see budget revisions throughout the transition process.

George noted that the Finance Committee reviewed the current mileage reimbursement rate of the Board. The Committee recommended keeping the reimbursement rate at its current rate of \$0.48 per mile.

The next Finance Committee meeting will be held on Wednesday, February 20, 2008 at 5:45 p.m. at the Board office.

ALCOHOL AND DRUG/MENTAL HEALTH PLANNING COMMITTEE – Ruth Wright

Ruth Wright reported that the Mental Health and Alcohol and Drug Planning Committees held a combined meeting on January 9, 2008.

Ruth reported that the Committee received several announcements including the IHBT Grant for Darke County Mental Health Clinic and recruitment for vacant Board positions. She noted a correction to the Committee minutes to change “Darke County Mental Health Center” to “Darke County Mental Health Clinic.” The Committee also discussed the Arcanum Schools Save A Life Tour. She reported that the Board has approved \$3,000 to support this prevention program. She further explained that the school system is still trying to secure additional funding for the program, but anticipates that the program will be presented as scheduled. The date for the event has not yet been finalized, but School officials have invited Tri-County Board members to attend the event.

Ruth reported that the Committee received an update regarding the Tri-County CIT Academy and a brief overview of the tri-county housing program from 1998 to present. She noted the presentation was very informative.

The Committee discussed the Youth-led Prevention allocation and Ruth noted that Mark contacted the agency directors regarding their interest in the funding. She noted a correction to the Committee minutes to change “Board directors” to “agency directors.” The Committee recommended that the entire allocation of \$7,220 be provided to Darke County Bridge Builders for future projects.

Ruth noted that the Committee discussed the Web-based Prevention System Pilot created by ODADAS. She further explained that ODADAS would like all agencies to participate in the project before it becomes mandatory in FY09. Ruth also noted that the ODADAS FY 2004 Stakeholder Review would be conducted on February 11 – 13, 2008.

The Committee received an update regarding the SFY2009 ODMH Community Plan. The plan is due to ODMH in March and Jodi is currently working on completing the document. The Committee agreed to meet in February to review a draft of the plan and provide feedback.

Other items the Committee discussed included the current status of the Miami County Mental Health Center and an article in Prevention magazine titled “Are Generic Drugs Safe”.

Ruth made a motion to approve the minutes of the combined Mental Health and AoD Committee meeting from January 9, 2008 with corrections noted. Seconded by Terry Christy. Vote taken. Motion carried.

Ruth made a motion to approve the Youth Led Prevention allocation of \$7,220 to Darke County Recovery Services for the Darke County Bridge Builders program. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The next meeting of the combined Mental Health and AoD Committees will be held on February 6, 2008 at 6:00 p.m. at the Board office.

COMMUNITY RELATIONS COMMITTEE – Jerry Herbe

Jerry Herbe reported that a meeting of the Community Relations Committee was held on December 5, 2007. The first item of business for the Committee was the selection of a Committee Chairperson. Jerry reported that he volunteered to serve in that capacity.

Jerry announced that October 2008 would mark the 40th Anniversary of the Board. As with the 35th Anniversary, the Committee discussed coordinating the celebration with the 2008 Annual Dinner and Meeting. In recognition of the anniversary, the committee discussed running newspaper advertisements and feature articles about the Board as well as utilizing public access TV to highlight local agencies and services. Other outreach ideas included e-newsletters and connecting our web site to other local web sites such as Chambers of Commerce, newspapers, cities and county sites. Jerry noted that the Board would again increase outreach during May for “Mental Health Month”. That will be the official kick-off of our 40th Anniversary outreach.

Jerry reported that Amanda would put together a calendar of target dates for outreach and 40th Anniversary events for the next Committee meeting.

The Committee reviewed an FY08 Community Relations budget outlining costs associated with printing, advertising, the annual dinner and trainings. The budget is comparable to previous years and is already included in various line items in the Board administrative budget.

The Committee discussed the current Network of Care website and whether or not the Board should continue contracting with Trilogy after the initial grant period with ODMH is complete. The Board is currently in the second year of the two-year grant cycle. The cost is approximately \$500 month – or \$6,000 per year. Jerry noted that Amanda reviews the site statistics regarding hits and length of session and it appears that the site is being utilized regularly. The site had 14,325 hits in November with an average session length of 17 minutes and 349 hits from December 1 – 5, 2007 with an average session length of 23 minutes. The Committee decided to continue promoting the web site as if we intended to continue our contract with Trilogy. Possible targets for additional outreach are libraries and schools. Amanda will continue to monitor use of the web site throughout the remainder of the grant period.

Jerry made a motion to approve the minutes of the Community Relations Committee as presented. Seconded by George Lovett. Vote taken. Motion carried.

STAFF REPORTS:

DIRECTOR’S REPORT – Mark McDaniel

Mark presented the Director’s Report to the Board and reported on Board member recruitment and advertising. He encouraged Board members to help with recruiting and explained that we would also be advertising the Board positions through the local newspapers and perhaps even Chamber of Commerce newsletters. He noted that Jason Wagner has expressed interest in returning to the Board. Jason has completed a Commissioner application to fill the vacancy left by Bill Baumann. At this time five vacancies remain. The vacancies are Miami – Commissioner; Darke – Commissioner, and 2 ODMH; and Shelby – Commissioner. Mark also noted that a number of Board members are up for renewal in 2008 and Frank Kalivoda’s second term on the Board will expire June 30, 2008.

Mark announced that Wayne Wilcox would be featured in the next Board Association newsletter for his service on the Board and his commitment to programs in our system such as CIT. He also announced that Wayne has been selected to receive the Ohio Association of County Behavioral Health Authorities 2007 Community Board Member Award for Innovative Leadership. Wayne will receive the award at a luncheon meeting on January 30, 2008 at the Board Association. Mark and the Board congratulated Wayne on the recognition.

NEW BUSINESS:

Regina Kraus addressed the Board and announced that this would be her last Board meeting. She thanked the Board members and staff, particularly Mark and Terri, for working with her throughout her time at the MCMHC. On behalf of the Board, Wayne wished Regina well and thanked her for her hard work and dedication to our system over the years.

There being no further new business, George Lovett made a motion to adjourn. Seconded by Frank Kalivoda. Vote taken. Motion carried. The Board meeting adjourned at 7:40 p.m. The next scheduled Board of Directors’ meeting will be held on February 20, 2008 at 6:45 p.m. at the Board office.

Wayne Willcox
Chairperson

Dr. Jennifer Shoenfelt
Secretary

Amanda Brown