

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

May 21, 2008

BOARD MEMBERS PRESENT

Terry Christy
Marianne Helmlinger
Jerry Herbe
Kate Ketron
George Lovett
Bill Lutz
Judy Sonner
Jason Wagner
Roger Welklin
Wayne Willcox, Chairperson
Ruth Wright
Marcy Youtz

GUESTS PRESENT

Jane Dockery, CUPA WSU
Byron Ewick, MCRC
Danis Eyers, WSU Grad Student
Peggy Folrod, MCMHC
John Helmlinger
Jessica Howard, WSU Grad Student
Lyn McArdle, DCRS
Jim Mieding, Miami County NAMI
Dr. Jim Moore, DCMHC
Ann Moyer, MCMHC
Terry Swartz, Community Housing
Patrick Titterington, Leadership Troy

BOARD STAFF PRESENT

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

The Tri-County Board of Recovery and Mental Health Services met at the Board office on May 21, 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; two 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

Kate Ketron 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 April 16, 2008 Board of Directors' meeting. Marianne Helmlinger made a motion to approve the minutes of the March 19, 2008 Board of Directors' meeting as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

BOARD GOVERNANCE

Mark provided an update on Board member recruitment. He noted that we have received three applications for membership, one from each county. The Nominating Committee has reviewed the applications and has instructed Mark to interview the candidates. Mark has met with all three applicants and believes that all would be appropriate for Board membership. He will forward the applications for membership to the appropriate appointing authority. He also noted that several Board members would be up for reappointment in the next few months and each has agreed to be appointed for another term. He noted that Bill Lutz has been reappointed to the Board by ODADAS.

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 April 2008 Finance Committee meeting. George made a motion to approve the minutes of the April 16, 2008 Finance Committee meeting as submitted. Seconded by Judy Sonner. Vote taken. Motion carried.

The Board reviewed the Financial Statements from April 2008. George noted that we are about 83% of the way through the fiscal year. After further review, George made a motion to approve the April 2008 Financial Statements as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed the Service Reports for March 2008. These reports reflect each agency's status concerning delivery of services reported through March 2008, 75% of the way through the fiscal year. George noted that the report is broken down by agency and by individual service units. He also noted that adjustments in projected service delivery might need to be made toward the end of the fiscal year.

George reported that the State Audit began on May 5, 2008. The State Auditors anticipate the audit being complete by mid-June and the final report being complete by June 30. George spoke with one of the auditors prior to the Board meeting and the auditor reported that things are going well thus far.

George reported for the Building Committee that the new SafeHaven site in Darke County is open. SafeHaven has planned an Open House at the new site on May 22, 2008 from 11:00 – 6:30 PM. All Board members are invited to attend.

George reported on the ODMH Capital Grant application for Shelby County and Darke County capital projects. George noted that funding for the application looks favorable at this point. Updates on the capital grant will be provided as information is received from the State.

The Board reviewed agency software upgrades. George noted that the provider agencies are in need of upgrades to software that was last updated in 2000. In order to help the agencies purchase the software updates, Board staff has devised a formula to provide funding to the agencies that would offset approximately 60% of the cost of the upgrades. After further explanation, George made a motion to

allocate up to \$95,000 for agency software upgrades. Seconded by Ruth Wright. Vote taken. Motion carried.

George noted that due to the closure of the Twin Valley Dayton campus of the State Hospital, the Board has had to look into options for transporting clients to the Northcoast Hospital in Toledo to which we have been reassigned. Due to the greater distance in travel, our system and the local Sheriff's office is going to experience increased transportation costs for State Hospital admissions. After further discussion and review, George made a motion to allocate \$5,000 to cover the costs of transportation to Northcoast in the month of June 2008. Seconded by Terry Christy. Vote taken. Motion carried.

George reported that Mark has been working with local Sheriff's departments to work out an agreement for transportation to Northcoast. Mark has drafted a contract agreement with the Miami County Sheriff's Deputy Association and the Miami County Sheriff's Office for transportation of our clients to the State Hospital. The agreement will compensate two off duty deputies that will provide the transportation and the Sheriff's Office for use of their cruisers. This agreement should serve as a template for agreements with Darke and Shelby Counties. George noted that the agreement would cover a 13-month period, beginning June 2008 and include an indemnification agreement that the Board is not liable for accidents during transport. After further discussion, George noted that the agreements would be included for approval in the FY2009 Contracts and Allocations.

George provided information regarding an agreement for legal services in Toledo for involuntary commitment hearings at the State Hospital. The Board attorney, Jack Neuenschwander, has handled the hearings at Twin Valley; however, it is not cost effective for Jack to travel to Toledo to continue to cover the hearings for our Board. Mark has been in contact with an attorney in Toledo and is comfortable with contracting with her for this service. Mark has a draft agreement with the attorney to cover each hearing for a flat fee of \$110 per hearing. George noted that the agreement would cover a 13-month period, beginning June 2008. George noted that the allocation for legal fees in our budget would not necessarily increase; the Board will just have other legal representation at the hearings. After further discussion, George noted that the agreement would be included for approval in the FY2009 Contracts and Allocations.

The Board reviewed the development of a protocol for provider staff that transport patients back from Northcoast. George noted that the transport of clients could cause a financial burden for the provider agencies as well. Terri is working with the providers to come up with options and solutions to the transportation issue.

The Board reviewed the FY2009 Board Administrative Budget. George noted that the budget is very similar to previous years and is a 2.2% change from FY2008. George pointed out that the Board has experienced an increase in the health insurance line item by 54.6% due to employees' circumstances changing and additional policies being provided to staff. After further review, George made a motion to approve the FY2009 Board Administrative Budget as presented. Seconded by Marcy Youtz. Mark noted that nearly \$15,000 in revenue for the Board Administrative Budget is coming from contract work being done for other Boards by our staff. Vote taken. Motion carried.

The Board reviewed the FY2009 Contracts and Allocations. George noted that most agencies would receive flat funding; however, a few of the line items have changed. George made a motion to approve the FY2009 Contracts and Allocations as presented and to authorize the Board Chair and Executive Director to execute the agreements. Seconded by Terry Christy. Vote taken. Motion carried.

The next Finance Committee meeting will be held on Wednesday, June 18, 2008 at 5:45 p.m. at the Board office.

STRATEGIC PLANNING PROCESS – Jane Dockery, CUPA WSU

Jane Dockery, Center for Urban and Public Affairs at Wright State University, addressed the Board regarding the Tri-County Board's strategic planning process. Jane provided an overview of the strategic planning process thus far and facilitated the Board in a SWOT (Strengths, Weakness, Opportunities and Threats) analysis. The Board performed the exercise for the six prevailing themes identified in the strategic planning process. The six strategic issues, or themes, identified were Psychological Assessments, System Alignment, Crisis Mental Health Intervention for Youth, Children in Need of Primary Care, Mental Health Workforce Development, and Community Awareness/Education. After facilitating the SWOT exercise with the Board, the six strategic issues were reduced into four themes by combining and reworking a few of the themes. Jane reported that she would organize and interpret the feedback provided by the Board and prepare a report for a future meeting.

Mark noted that he and the Executive Committee discussed the Crisis System and State Hospital theme and a strategic approach to addressing that issue. Mark recommended that a Task Force be formed consisting of individuals from each county to review the situation and identify the issues, problems and options for our system. Mark acknowledged that though the strategic plan is not yet complete, the task force would need to be created in the very near future to address the strains in our system with the closure of Twin Valley.

ALCOHOL AND DRUG/MENTAL HEALTH PLANNING COMMITTEE

Wayne reported that the Mental Health and Alcohol and Drug Planning Committees did not meet in May. The next meeting of the combined Mental Health and AoD Committee will be held on June 4, 2008 at 6:00 p.m. at SafeHaven in Darke County.

NOMINATING COMMITTEE – Marianne Helmlinger

Marianne Helmlinger presented the first reading of the Slate of Officers for FY2009 listing Wayne Willcox as Chairperson and George Lovett as Vice Chairperson. Mark noted that if anyone else is interested in being considered for the Chair or Vice-Chair office, they must submit a petition signed by five Board Members prior to the June Board meeting. The final Slate of Officers will be presented for approval at the June Board meeting.

EXECUTIVE COMMITTEE – Wayne Willcox

Wayne reported that the Executive Committee met on May 15, 2008. Wayne noted that most of the items discussed at the meeting have been covered during the Finance Committee report.

A question was raised about ODMH reviewing regional hospital assignments and what that could mean for our local system. Mark explained that ODMH is reviewing the assignments in response to the protest from local systems affected by the reassignments. He does not foresee any changes being made to the assignments and expects our assignment to Northcoast to remain the same.

Wayne made a motion to approve the minutes of the May 15, 2008 Executive Committee meeting as presented. Seconded by Ruth Wright. Vote taken. Motion carried.

STAFF REPORTS:

DIRECTOR'S REPORT – Mark McDaniel

No report.

NEW BUSINESS:

Wayne Willcox announced that one of our CIT officers, Officer Paula Craft with the Piqua Police Department, gave birth to her first child earlier that afternoon. Wayne also provided the Board with information regarding the Graduate Academy for Community Leadership at Edison Community College. Wayne graduated from the 2008 academy and found it to be a worthwhile and interesting experience. He encouraged any Board member that is interested to attend.

There being no further new business, Terry Christy made a motion to adjourn. Seconded by Jerry Herbe. Vote taken. Motion carried. The Board meeting adjourned at 8:20 p.m. The next scheduled Board of Directors' meeting will be held on Wednesday, June 18, 2008 at 6:45 p.m. at the Board office.

Wayne Willcox
Chairperson

Kate Ketron
Secretary

Amanda Brown