

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

June 18, 2008

BOARD MEMBERS PRESENT

Terry Christy
Marianne Helmlinger
Kate Ketron
George Lovett
Wayne Willcox, Chairperson
Ruth Wright
Marcy Youtz

GUESTS PRESENT

Byron Ewick, MCRC
Doug Metcalfe, SafeHaven
Jim Mieding, Miami County NAMI
Dr. Jim Moore, DCMHC
Ann Moyer, MCMHC
Patrick Titterington, Leadership Troy
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 June 18, 2008 for their Board of Directors' meeting. Wayne Willcox called the meeting to order at 6:45 p.m. Wayne explained that due to a lack of quorum, the meeting would be informational.

Board staff member Amanda Brown took roll call. Seven Board members were present; seven 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

Ruth Wright was appointed secretary to attest to the Board meeting minutes.

APPROVAL OF AGENDA & MINUTES OF THE PREVIOUS MEETING

Wayne noted that due to a lack of quorum, the agenda and Board meeting minutes could not be voted on for approval. The minutes of the May 21, 2008 Board meeting will be tabled until the next full Board meeting in July.

BOARD GOVERNANCE

Wayne announced that Marianne Helmlinger has been re-appointed to the Board of Directors by the Ohio Department of Mental Health. George Lovett presented the Oath of Office to Marianne.

Mark provided an update regarding the Board's strategic planning process. Mark noted that Jane Dockery provided him with a draft document of goals and objectives for the four main themes the Board selected at the last Board meeting. He further explained that timeframes and measurable outcomes would need to be added for each theme before the plan is complete.

Mark expressed his appreciation to Frank Kalivoda and announced that his second term as a Board Member would expire on June 30, 2008. Mark noted that Frank has served our system as a Board member for over 8 years and has been an advocate for our system as a member of NAMI as well. Frank has been unable to attend the last several Board meetings due to health issues. Mark asked that all Board members, staff and agency directors sign a card for Frank thanking him for his service on the Board. The Board, staff and guests gathered for a photo for Frank and expressed their appreciation to him as well.

OLD BUSINESS:

FINANCE COMMITTEE – George Lovett

George Lovett reported that the Finance Committee met prior to the full Board meeting. George noted that we are nearing the end of our fiscal year and called attention to several items in the financial statements that are at 100% for FY08.

The Board reviewed the Service Reports for April 2008. These reports reflect each agency's status concerning delivery of services reported through April 2008, 83% of the way through the fiscal year.

George reported that the fieldwork for the State Audit is complete and no major problems or concerns were noted. George did note however that some nonmaterial adjustments were made while the auditors were on site. George informed the Board that the finance committee membership may be contacted by the State Auditor's office via e-mail to let them know the progress of the final audit report. It is anticipated that the final report will be complete by the end of June.

George reported for the Building Committee that the new SafeHaven site in Darke County is open. George also noted that the ODMH Capital Grant funds for future projects in our system for Shelby and Darke counties are on hold due to the budget situation in Columbus. It is anticipated that we will know more about the status of capital grant funding at the July Board meeting.

George reminded the Board that they approved funding for agency software upgrades at the May Board meeting. George noted that Mark has created a summary of the \$95,000 allocation disbursement for the Board to review.

George reported on the status of the agreements for transportation and legal services for the transition to the Northcoast State Hospital. George reported that we have a signed agreement for legal services for involuntary commitments with a highly experienced Attorney in Toledo. George noted that we are close to having a signed agreement with the Miami County Sheriff's Office for transportation and are uncertain with how the transportation agreements will look for Darke and Shelby Counties. George noted that we should know more by our meeting in July.

The Finance Committee reviewed several contract revisions for FY08. The first contract revision was for Community Housing. George explained that the revision would include a reduction of \$1,417.01, for a revised budget total of \$633,535.99, due to billings that were less than expected for the multi-year HUD grant. George reported that revisions would be necessary for the FY08 FAST/ABC funds as well. George explained that we do not have final figures at this point, but that a revision will need to be made due to funds not being completely expended by a particular agency. The Board will review the FAST/ABC funds at the next meeting for reallocation.

The Board reviewed the FY08 Reimbursement Mechanism. George explained that the multi-tiered process is for agencies to draw down the remainder of their allocations.

George reported that the Board would need to provide our proposed FY09 budget to the Budget Commission by July 20, 2008. George explained that the information to be included in the Budget Commission packet would need to be approved by the Board. The Board reviewed the information to be included in the packet and will take action on the packet at the next full Board meeting. George explained that the Budget Commission process is for certification of our three county levy and is a good opportunity to educate the commission on the issues currently impacting our system.

The next Finance Committee meeting will be held on Wednesday, July 16, 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 met on June 4, 2008 at 6:00 p.m. at SafeHaven in Darke County.

Ruth reported that the committees heard several announcements from Mark regarding the ODMH capital budget update, the strategic planning process and per capita funding by Board area in Ohio. Mark noted that our Board is one of the lowest on the list in terms of per capita funding.

The committees received an update regarding the State Hospital and the issues surrounding transportation to Northcoast Behavioral Health. Ruth noted that a consumer from our Board area was transferred from Twin Valley to the Columbus area State Hospital because of the advocacy measures of the consumer's mother.

The committees received an update on CIT. Ruth reported that we now have 47 trained officers in the tri-county area – 29 in Miami, 10 in Darke and 8 in Shelby. Ruth noted that some additional training is needed for the actors that assist with the role-plays during the academy. Ruth further explained that the officers were not able to fully utilize their skills learned in the academy during the role-plays. The CIT Advisory Committee will be sponsoring a 2-day training in September for behavioral health professionals facilitated by law enforcement.

Ruth reported that a heroin roundtable discussion was held on May 28, 2008. From the discussion, it appears that there are two groups of opiate users in the tri-county area. The first group was identified as those using heroin that tend to group with one another and are often involved in the legal system. The second group identified is those in the community who are addicted to other forms of opiates, i.e. prescription drugs. Ken Ward announced that Shelby County Counseling Center is pursuing a pilot program utilizing a new prescription treatment called Suboxone. Ken noted that the doctor at SCCC is currently undergoing certification for prescribing the medication. Ken noted that the participants receiving treatment through this program would be closely monitored and required to attend counseling sessions at least three times per week. Ken also noted that his agency is collaborating with the Miami County Recovery Council for the project and will keep the Board informed as plans for the pilot progress.

Ruth reported that a half-day training on Ethics was provided to our provider agencies in May. The training was presented by Ken Ward and feedback from the training was excellent. The Board also plans to offer additional continuing education opportunities for our system providers at no cost. The Board may consider charging a nominal fee to professionals from outside our tri-county system who are interested in attending. The next training opportunity will be a Cultural Diversity workshop in September.

The next meeting of the Mental Health and Alcohol and Drug Planning Committees will be held on Wednesday, September 2, 2008 at 6:00 p.m.

STAFF REPORTS:

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and noted that it is time to complete the Executive Director's performance evaluation. Mark distributed the performance evaluation document to the Board and asked that the completed forms be returned to the Board office in the envelopes provided by July 3, 2008. The Executive Committee will meet in July to review the results of the performance evaluation.

Mark informed the Board that Amanda will present several options for the Board to consider for the annual meeting. Amanda reported that the Board has traditionally held a dinner for the annual meeting; however, the bylaws state that the Board is required to hold an "annual meeting", not necessarily a dinner. Therefore, the event can be anything the Board chooses. Amanda noted the objectives for holding an Annual Meeting and presented several options to the Board for consideration. The options were to continue with the dinner as in past years, hold a regular Board meeting at the Board office, or host a reception with a theme for the meeting. Amanda suggested hosting a reception for the meeting rather than a full dinner with the theme "The Art of Recovery". The reception would highlight works of art (paintings, poetry, photography, music, etc.) from consumers and others in our local system. Amanda has met with Doug Metcalfe about coordinating such an event. Doug has connections with some very talented artists in our system, one in particular who is a pianist. Amanda noted that restructuring the Annual Meeting to an art reception celebrating recovery would allow for more mingling and interaction between those that attend and would perhaps encourage more consumers to attend. Amanda presented a cost analysis of a dinner versus a reception and reported that the cost of a reception would be half of the dinner at around \$1,000 for hors d'oeuvres and finger foods. The Board discussed the options provided and the pros and cons of each. The Board recommended that in recognition of the 40th Anniversary, we continue with the dinner as scheduled and include the reception and art showcase. Amanda will work with Doug and others in our system to coordinate the art showcase and plan the event.

NEW BUSINESS:

There being no new business, the Board meeting adjourned at 7:45 p.m. The next scheduled Board of Directors' meeting will be held on Wednesday, July 16, 2008 at 6:45 p.m. at the Board office.

Wayne Willcox
Chairperson

Ruth Wright
Secretary

Amanda Brown