

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

July 16, 2008

BOARD MEMBERS PRESENT

Terry Christy
Craig Dusek
Jewell Good
Marianne Helmlinger
Jerry Herbe
Kate Ketron
George Lovett
William Lutz
Robert Menz
Dr. Jennifer Shoenfelt
Wayne Willcox, Chairperson
Ruth Wright
Marcy Youtz

GUESTS PRESENT

Thom Grim, MCRC
Lyn McArdle, DCRS
Doug Metcalfe, SafeHaven
Jim Mieding, Miami County NAMI
Joanne Mieding, Miami County NAMI
Ann Moyer, MCMHC
Terry Swartz, Community Housing
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 July 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. Fourteen 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

Marcy Youtz 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. Marcy Youtz made a motion to approve the agenda as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the minutes of the May 21, 2008 and June 18, 2008 Board of Directors' meetings. George Lovett made a motion to approve the minutes of the May 21, 2008 and June 18, 2008 Board of Directors' meetings as presented. Seconded by Roger Welkin. Vote taken. Motion carried.

BOARD GOVERNANCE

George Lovett announced that three new members have been appointed to the Board of Directors. The new members are Craig Dusek, Jewell Good and Robert Menz. George also announced that several Board members were up for reappointment. Those members are Bill Lutz, Marianne Helmlinger, Jerry Herbe and Roger Welkin. George presented the Oath of Office to the members and welcomed the new members to the Board.

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 May and June 2008 Finance Committee meetings. George made a motion to approve the minutes of the May 21, 2008 and June 18, 2008 Finance Committee meetings as submitted. Seconded by Terry Christy. Vote taken. Motion carried.

The Board reviewed the Financial Statements from May and June 2008. George noted that the reports are cumulative so he reviewed the report from June, which is the final monthly Financial Statement from FY2007. After further review, George made a motion to approve the May and June 2008 Financial Statements as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

George reported that the Finance Committee reviewed the FY2008 contract revision 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 made a motion to approve the FY2008 contract revision for Community Housing as submitted. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the FY2008 Reimbursement Mechanism for agency contracts. George explained that the multi-tiered process is a system for agencies to draw down the remainder of their allocations. George made a motion to approve the FY2008 Reimbursement Mechanism as presented. Seconded by Jerry Herbe. Vote taken. Motion carried.

The Board reviewed the 2008 Budget Commission Packet. George explained that the Budget Commission process is for certification of our three county levy and also a good opportunity to educate the commission on the issues currently impacting our system. After further review, George made a motion to approve the Budget Commission Packet as presented. Seconded by Terry Christy. Vote taken. Motion carried.

The Board reviewed the Service Reports for May and June 2008. George explained that the reports reflect each agency's status concerning delivery of services reported and is a mechanism by which the Board can monitor the services provided.

The Board reviewed the Quarterly List of Transactions from April 2008 – June 2008. George called attention to out-of-county reimbursements and the continuing issue with these expenses. After further review, George made a motion to approve the Quarterly List of Transactions as presented. Seconded by Kate Ketron. Vote taken. Motion carried.

George reported that the CY 2007 State Audit is complete; however, we have not received the final report from the State Auditor's office. It is anticipated that the report will be available in September.

George reported for the Building Committee on the status of the ODMH Capital Grant funds. George noted that funding for capital projects in our system for Shelby and Darke counties is on hold due to the budget situation in Columbus.

George reported that revisions would be necessary for the FY2008 FAST/ABC funds. George explained that we do not have final figures at this point, but that an agency in Shelby County may under bill their agreement leaving funds available for reallocation. Terri Becker noted that Darke County Job and Family Services has over billed their agreement. After further explanation, George made a motion to increase the FY2008 FAST/ABC agreement with Darke County Job and Family Services by \$5,000 for a revised total not to exceed \$20,000. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed the FY2009 FAST/ABC Agreements for Darke County Job and Family Services, Darke County Mental Health Clinic, and Shelby County Family and Children First. George made a motion to approve the FY2009 FAST/ABC Agreements as submitted. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the FY2009 Inpatient Agreement with Upper Valley Medical Center. George explained that due to the closing of Twin Valley State Hospital and the shift of our system to the Northcoast State Hospital in Toledo, the Board has been working with Upper Valley Medical Center to serve clients that would have otherwise been referred to the State Hospital. Mark noted that the 22-bed adult inpatient facility at UVMC is currently under construction and is expected to be open in June 2009. After further explanation, George made a motion to approve the FY2009 Inpatient Agreement with Upper Valley Medical Center as submitted. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

George reported that the Finance Committee discussed the possibility of hiring a CCO as a contract employee of the Board. Mark is currently working on an agreement and will have more information to report to the Board at the next Board meeting.

The Board reviewed the FY2009 Allocation Information from the State. It is anticipated that more information from the State will be available in September; however, it appears as though the allocations from both ODMH and ODADAS will be flat funding.

The next Finance Committee meeting will be held on Wednesday, September 17, 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 made a motion to approve the minutes of the June 4, 2008 combined meeting of the Mental Health and Alcohol and Drug Planning Committees as submitted. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

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.

NOMINATING COMMITTEE – Marianne Helmlinger

Marianne Helmlinger presented the final reading of the Slate of Officers for FY2009 listing Wayne Willcox as Chairperson and George Lovett as Vice Chairperson. Marianne noted that no other nominations had been received since the last Board meeting. Marianne Helmlinger made a motion to approve the FY2009 Slate of Officers as Wayne Willcox as Chairperson and George Lovett as Vice Chairperson. Seconded by Ruth Wright. Vote taken. Motion carried.

EXECUTIVE COMMITTEE – Wayne Willcox

Wayne Willcox announced that the Board would be entering into executive session to discuss the results of the Executive Director's performance appraisal. Marcy Youtz made a motion to enter into executive session for the purpose of discussing the Executive Director's performance review. Seconded by Ruth Wright. A roll call vote was taken. Motion Carried.

Following the executive session, George Lovett made a motion to return to open session. Seconded by Marcy Youtz. Vote taken. Motion carried.

Wayne reported that the performance appraisal for the Executive Director from the time period of July 1, 2007 through June 30, 2008 was discussed and reviewed by the Executive Committee. Marcy Youtz made a motion to approve the results of the Executive Director's positive performance appraisal as presented. Seconded by Terry Christy. Vote taken. Motion carried.

STAFF REPORTS:

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and announced that he had been contacted by Dick Adams requesting an opportunity to meet with the Board regarding our local mental health and recovery system. Mr. Adams is running for State Representative and is gathering information from systems in our area. Mr. Adams will be attending the September Board meeting.

Mark welcomed the new members to the Board and noted that he would be scheduling a new Board Member orientation sometime in August. At that time, he will review materials and information regarding the functioning of the Board and to give the members an opportunity to ask questions.

Mark announced the Annual Dinner would be held on October 15, 2008. The Board reviewed the Art of Recovery poster and application for art submission for the event. Amanda noted that the application deadline to submit artwork is September 12 and the deadline for art to be dropped off at the Board office is September 19.

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, September 17, 2008 at 6:45 p.m. at the Board office.

Wayne Willcox
Chairperson

Marcy Youtz
Secretary

Amanda Brown