

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

February 17, 2010

BOARD MEMBERS PRESENT

Dennis Butts
Craig Dusek
Jewell Good
Kate Ketron
George Lovett, Chairperson
William Lutz
Michael Martin
Robert Menz
Jason Wagner
Marcy Youtz

BOARD MEMBERS EXCUSED

Julie Harmon
Marianne Helmlinger
Jerry Herbe
Nancy Sullivan
Roger Welklin

GUESTS PRESENT

Thom Grim, MCRC
Lyn McArdle, DCRS
Karen Dickey, Mental Health Coalition
Jim Moore, DCMHC
Ann Moyer, MCMHC
Terry Swartz, Community Housing
Ken Ward, SCCC

BOARD STAFF PRESENT

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

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, February 17, 2010 for their Board of Directors' meeting. George Lovett called the meeting to order at 6:45 p.m.

Board staff member Amanda Brown took roll call. Ten Board members were present; six 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

Jewell Good 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 Marcy Youtz. Vote taken. Motion carried.

The Board review the minutes of the November 18, 2009 Board of Directors' meeting. Marcy Youtz made a motion to approve the minutes of the November 18, 2009 Board of Directors' meeting as presented. Seconded by Bob Menz. Vote taken. Motion carried.

Mark announced the retirement of Terry Swartz and noted that he has been a member of the Board staff for nearly 20 years. Mark announced that an Open House would be held in honor of Terry on Thursday, February 25 from 2:00 – 4:00 and encouraged everyone to attend. Mark presented Terry with a gift of appreciation and thanked him for his service and dedication to the clients. Terry thanked the Board and noted that he truly enjoyed working in our system.

BOARD GOVERNANCE – No Report

George noted that the annual review of the Board's Strategic Plan would be tabled until the next Board of Directors' meeting.

OLD BUSINESS

FINANCE COMMITTEE – Jason Wagner

Jason Wagner reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the November 2009 Finance Committee meeting. Jason made a motion to approve the minutes of the November 18, 2009 Finance Committee meeting as presented. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Financial Statements from November and December 2009 as well as January 2010. Jason noted that the reports are cumulative. After review, Jason made a motion to approve the November 2009, December 2009 and January 2010 Financial Statements as presented. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Service Reports from December 2009. Jason explained that the report reflects each agency's status concerning delivery of services reported through December 2009, 50% of the way through the fiscal year. Jason noted that mental health services are at 48.1% and AOD services are at 60.8% of fiscal year projections.

The Board reviewed the Quarterly List of Transactions from October – December 2009. Jason noted that the Board would see a new out-of-county provider on the list of transactions. After further review, Jason made a motion to approve the Quarterly List of Transactions from October – December 2009 as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

Jason updated the Board on the Calendar Year 2009 State Audit. He reported that Board staff would be working to close out CY2009 and complete the calendar year financial statements over the next few weeks so that the audit could be completed as quickly as possible when the auditors return. Jason also noted that agency non-Medicaid reviews would begin soon.

The Board reviewed the agency independent audits of Miami County Recovery Council, Darke County Recovery Services, Community Housing of Darke, Miami and Shelby Counties, Shelby County Recovery, Shelby County Counseling Center, SafeHaven, Family Service Association, Darke County Mental Health Clinic, Shelby County Counseling Center, Catholic Social Services and Miami County Mental Health Center. Jason explained that Medicaid is no longer required to be included on the federal schedule of contract agencies; the agencies are now considered providers rather than sub-recipients. He also noted that none of our providers would likely need an A-133 review for FY10. After further review, Jason made a motion to approve all agency independent audits and plans of correction as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

Jason provided an update for the Building Committee on the ODMH Capital Grant MH-856 for Shelby County Counseling Center. He reported that a lead contractor has been selected for the project and that bids came in below the estimated cost. Jason noted that work at the site is scheduled to begin on February 22, 2010.

Jason updated the Board on the one-stop-shop project for Miami County. Jason noted that the transition team is meeting regularly and that Mark has been exploring property in Miami County and looking into several loan options for the project. Mark further explained that he has been exploring commercial building sites in the Piqua area. Mark noted that he and Terri met with the County Auditor regarding Bonds for the project. He will keep the Board posted as progress is made for the one-stop-shop.

The Board reviewed a FY2010 System of Care Agreement revision for Shelby County. Jason explained that the full amount of the Shelby County allocation, \$34,053, was originally approved in full for Shelby County Family and Children First. They have since requested that \$25,000 of the allocation be awarded to Shelby County Counseling Center to provide in home services to children and families in Shelby County. The balance of the Shelby County allocation will be left in the Shelby County Family and Children First Agreement. Jason made a motion to approve the FY2010 SOC Agreement revision for Shelby County to Shelby County FCF in the amount of \$9,053 and an FY2010 SOC Agreement with Shelby County Counseling Center in the amount of \$25,000. Seconded by Bob Menz. Vote taken. Motion carried.

Jason provided an update on Liability Insurance renewal. He reported that the insurance was renewed this month, which is the second year of a three-year policy period, with a premium of \$3,653 per year. The coverage includes \$3,000,000 for Directors and Officers and \$3,000,000 for Employment Practices with a \$10,000 deductible.

Jason noted that the committee tabled the discussion of the CY2010 Calendar Year Appropriations and the Non-Medicaid payment methodology for FY2011. Those items would be addressed at the next Finance Committee meeting.

Jason provided an update on FY2010 funding. He reported that one time 505 Safety Net funds were received in December in the amount of \$359,378. He also reported that 408 funds were restored in the amount of \$114,840. Jason noted that Drug Court funding was restored by

Federal Stimulus dollars and that Miami County Recovery Council is eligible to apply for additional funding to cover an 18-month period of the program.

Jason reported that the Board received notice of a HUD Grant award of \$35,472, which is an increase of \$11,016 over the prior HUD grant. He noted that the previous grant was for 5 years and now all applicants are required to apply annually for renewal funding.

Jason reported that the Board, on behalf of the Miami County Recovery Council, is applying for a SAMHSA Grant to expand and enhance substance abuse treatment services in the Miami County Juvenile Drug Court. Jason explained that the Tri-County Board is the applicant/pass through for this grant so a resolution is needed to authorize the executive director to execute any necessary documentation as the official representative of the applicant. Jason made a motion to authorize the Tri-County Board Executive Director to execute any required documentation for the SAMHSA grant being submitted to expand and enhance substance abuse treatment services in the Miami County Juvenile Drug Court. Seconded by Marcy Youtz. Mark noted that the grant application is a collaborative effort between the Miami County Recovery Council, Wright State University, Miami County Juvenile Court and the Board. Mark further explained that Wright State's involvement would include data collection, research, and evaluation of the project. Vote taken. Motion carried.

Jason reported that the Finance Committee discussed Board salaries. He explained that during the budget cut discussions, the Board committed to revisiting staff raises in January as the funding for raises was removed from the budget at that time. While we have had some restoration of funding cut this fiscal year, much of it is one-time funding and therefore, no funding is available to restore to the budget for staff raises for FY2010.

Jason reported that a 120-day letter was received from Miami County Mental Health Center to end our outpatient contract with them on or before June 30, 2010. Jason explained that the 120-day letter would need to be formally accepted by the Board. He also noted that the resolution would need to include the Board's intent to transition all mental health services including the crisis center and all AoD services to Darke County Mental Health Clinic and Miami County Recovery Council. Jason made a motion to accept the 120-day letter for the termination of the contract for outpatient services with the Miami County Mental Health Center with services ceasing on or before June 30, 2010 and to proceed with transitioning all services within the contract to existing providers Miami County Recovery Council and Darke County Mental Health Clinic. Seconded by Marcy Youtz. Mark provided further explanation of the transition of services in Miami County. Mark also noted that the Board would be reviewing usage and the purchase of State Hospital Bed days and noted how the budget situation is affecting Boards across the state. Mark further explained the importance of redesigning our system and how it could greatly impact hospital bed day usage. After further review, a vote was taken. Motion carried.

Jason explained that as the transition team works to transition Miami County services to other providers, these providers would be incurring costs immediately for staffing and other costs to insure a smooth transition of services. He further explained that while we have not had an

opportunity to complete a full transition budget, both agencies have submitted estimates of the need for preliminary staffing and transition costs. He noted that the Board would revisit the transition allocation as more information becomes available. Jason made a motion to allocate initial transition funding not to exceed \$35,000 for Darke County Mental Health Clinic and \$32,949 for Miami County Recovery Council. Seconded by Dennis Butts. George Lovett reiterated the mission of the Board and noted that we are fortunate to have providers stepping up in this transition for service provision in Miami County. Mark noted that a transition budget would be incremental and that the Board will need to review funding for the transition as it progresses. Vote taken. Motion carried.

The next meeting of the Finance Committee will be held on Wednesday, March 17, 2010 at 5:45 p.m. at the Board office.

PLANNING COMMITTEE – Bill Lutz

Bill Lutz reported that the Planning Committee met on February 3, 2010 at 6:00 p.m. at the Board office. He noted that the Board received a copy of the committee minutes in the Board packet.

Bill reported that the committee received an update regarding the strategic plan, Miami County Mental Health Court, the Jail Services Inventory, Consumer Advocacy Council and the development of a Recovery Academy.

Bill provided an update on State Hospital bed day usage and reported that usage of bed days is significantly higher than the purchased amount. Bill explained that if the Board had to reconcile with ODMH today, there would be a \$57,540 payback to ODMH for bed day usage. He further explained that when a Board uses over the 250 bed day overage that ODMH allows per year, ODMH requires the Board to purchase at least that number of bed days in the upcoming fiscal year. If usage continues in the way it has been, that could mean that the Board will be required to purchase approximately 500 extra bed days for FY2011 at approximately \$276,000.

Bill provided an update on the FY2010 first quarter QA report. He noted that SafeHaven attendance is up compared to the same quarter in FY2009. He also noted that people reporting heroin or opiates as their primary drug of use nearly doubled compared to FY2009 – 7.19% in FY2010 compared to 4.78% in FY2009. Bill made a motion to approve the FY2010 first quarter QA report as presented. Seconded by Kate Ketron. Vote taken. Motion carried.

Bill made a motion to approve the minutes of the February 3, 2010 Planning Committee meeting with the corrected meeting date. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The next meeting of the Planning Committee will be held on Wednesday, March 3, 2010 at 6:00 p.m. at the Board office.

STAFF REPORTS

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and thanked all the Board members for making it to the meeting in the snow. He noted that several Board members travel from out of county so he tries to keep the safety of everyone traveling in mind when considering whether to cancel meetings.

Mark encouraged agencies to continue to search out grant funding and additional resources for our system. He commended the collaborative nature of the grants in the works and commented that the Board has a grant writer on staff, Amanda Brown, that can assist agencies in pursuing new dollars.

Mark commented on the strategic plan and noted that that there is work being done on each goal. He noted that the Board would be reviewing the status of strategic plan items and making any necessary adjustments in the next several months.

Mark commented on the state hospital bed day usage and explained the SCUD graduated payback methodology. He noted that ODMH is considering dropping the SCUD payback method and reverting to the way bed days were handled in the past, which could be detrimental to our hospital bed day budget. He further explained the difficulty in planning for state hospital bed day usage and how the Board will need to plan for bed day usage as we head into the budget cycle for the next fiscal year.

Mark announced that Community Housing has hired Michelle Mason as the Homeless Outreach Coordinator. He also announced the Community Housing Director position would remain vacant until the beginning of FY2011.

NEW BUSINESS

There being no new business, Bill Lutz made a motion to adjourn. Seconded by Marcy Youtz. Vote taken. Motion carried. The Board meeting adjourned at 7:45 p.m. The next Board of Directors' meeting will be held on Wednesday, March 17, 2010 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Jewell Good, Secretary

Amanda Brown