

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

July 21, 2010

BOARD MEMBERS PRESENT

Dennis Butts
Craig Dusek
Jewell Good
Julie Harmon
Marianne Helmlinger
Kate Ketron
William Lutz
Robert Menz
Nancy Sullivan
Marcy Youtz, Vice Chairperson

BOARD MEMBERS EXCUSED

Jerry Herbe
George Lovett, Chairperson
Jason Wagner
Roger Welklin

GUESTS PRESENT

Thom Grim, MCRC
Dr. Jim Moore, DCMHC
Becky Rice, UVMC
Ken Ward, SCCC

BOARD STAFF PRESENT

Joyce Arnold
Terri Becker
Amanda Brown
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 Wednesday, July 21, 2010 for their Board of Directors' meeting. Marcy Youtz called the meeting to order at 6:45 p.m.

Board staff member Amanda Brown took roll call. Ten Board members were present; four were absent. The Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Julie Harmon 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 Dennis Butts. Vote taken. Motion carried.

The Board reviewed the minutes of the June 16, 2010 and June 24, 2010 Board of Directors' meetings. Bill Lutz made a motion to approve the minutes of both the June 16 and June 24, 2010 Board of Directors' meetings as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

BOARD GOVERNANCE – Mark McDaniel

Mark McDaniel provided an update on Board membership and announced the resignation of non-voting Board member, Kim Small, due to time conflicts. Mark read Kim's resignation letter to the Board. Julie Harmon made a motion to accept the resignation of Kim Small. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Mark reported that we currently have two Board vacancies in both Darke and Shelby counties. The vacancies in Darke County include a Commissioner appointee and either an ODMH or ODADAS appointee; the vacancies in Shelby County include either ODADAS or ODMH appointees. Mark noted that the ODMH position is required to be either a psychiatrist or MD. Mark further explained the composition of the Board seats and requirements (professional, consumer, etc.) for each state appointing authority. Mark announced that we would continue to advertise for Board members and be more targeted in our outreach efforts in Darke and Shelby counties.

OLD BUSINESS

FINANCE COMMITTEE – Dennis Butts

Dennis Butts reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the June 2010 Finance Committee meeting. Dennis made a motion to approve the minutes of the June 16, 2010 Finance Committee meeting as presented. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Financial Statements from June 2010, 100% of the way through the fiscal year. Terri Becker reported that they are working to close out contracts for FY2010 over the next couple of months. After further review, Dennis made a motion to approve the June 2010 Financial Statements as presented. Seconded by Craig Dusek. Vote taken. Motion carried.

The Board reviewed the Service Reports from May 2010. Terri explained that the report reflects each agency's status concerning delivery of services reported through May 2010, 92% of the way through the fiscal year. Terri noted that overall service delivery is at 92.9%, mental health services are at 83.1%, and AoD services are at 109.8%.

The Board reviewed the Quarterly List of Transactions. Terri noted that the Finance Committee reviewed the services provided by one of the biggest out-of-county payees listed on the report. A question was raised about how much out-of-county is kid's versus adult services. Terri explained that it all depends on the provider; some primarily serve kids, but others primarily serve adults so it varies. After further review, Dennis made a motion to approve the April – June 2010 Quarterly List of Transactions as presented. Seconded by Nancy Sullivan. Vote taken. Motion carried.

Terri Becker reported that the Board's CY2009 State Audit is complete and no post audit is required. The audit, however, has not yet been released by the state. It is anticipated that the audit will be available for the Board to review at the September Board meeting. The Board reviewed the agency non-Medicaid reviews from July - December 2009 and Terri explained the process. Terri also noted that the ODADAS stakeholder reviews would be July 26 – 29, 2010. She noted that MCRC agreed to be available to ODADAS to answer any questions regarding compliance they might have in the process.

Dennis reported that the Building Committee received an update regarding the SCCC capital grant. Ken Ward announced that the groundbreaking ceremony was very well attended. He also noted that construction at the new site is progressing.

Mark McDaniel provided an update on Miami County Services Transition and noted that MCRC is now several months into the transition and has seen an increase in volume since the process began. He reported that DCMHC began providing services in Miami County on June 28 and is seeing a heavy volume of clients. Mark noted that some of the problems being faced by DCMHC are issues with clients running out of medications and glitches with technology. He noted that DCMHC is working through this transition and doing their best to keep on top of issues as they arise. Mark also noted that the Crisis Center is being operated by UVMC and is having difficulty covering shifts.

The Board reviewed two FY2010 contract revisions. Terri explained that the first contract revision is for System of Care (SOC) funds for Shelby County. She explained that the Shelby County FCFC will not bill down their entire agreement and SCCC is over in their agreement. After further explanation, Dennis made a motion to increase the 2010 SOC agreement with Shelby County Counseling Center by \$10,000 for a revised total of \$35,000. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the second FY2010 Contract revision for Community Housing. Terri noted that the Board would need to pass through HUD funds to Community Housing in the amount of \$1,782.13 to close out the five-year HUD grant. Terri further explained that Community Housing has provided the services to draw down these funds. Dennis made a motion to approve a \$1,782.13 increase in the FY2010 contract with Community Housing for a revised total of \$571,971.96. Seconded by Julie Harmon. Vote taken. Motion carried.

The Board reviewed an Executive Director Employment Agreement revision. Dennis noted that the revision would remove the 2% salary increase for fiscal year 2011, unless the Board deems that there is enough money in the budget to offer all staff a raise. The Executive Director would then receive the same raise percentage as the rest of the staff. This same amendment was approved for the contract last year. Dennis made a motion to amend the Executive Director's Employment Agreement as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The next meeting of the Finance Committee will be held on Wednesday, September 15, 2010 at 5:45 p.m. at the Board office.

PLANNING COMMITTEE

The Planning Committee did not meet in July. The next meeting of the Planning Committee will be held on Wednesday, September 1, 2010 at 6:00 p.m. at the Board office.

EXECUTIVE SESSION – Marcy Youtz

Marcy Youtz announced that the Board would enter into executive session to discuss the Executive Director's performance review and the purchase of property. A roll call vote was taken. The Board entered into executive session.

Following the executive session, Julie Harmon made a motion to return to open session. Seconded by Dennis Butts. Vote taken. Motion carried.

Bill Lutz made a motion to approve the Executive Director's Performance Review for exemplary service from the period of July 1, 2009 through June 30, 2010. Marcy commended Mark for the outstanding score of 2.76 out of 3 on his review. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

STAFF REPORTS

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and reminded the Board of the building project and the intention to offer a "one stop shop" of services for consumers in Miami County.

Mark reported that the Annual Meeting would be coming up in October. He noted that we are considering kicking off the Recovery Academy on that afternoon. More information is to come.

Mark noted that no Board meetings or committee meetings would be held in August.

NEW BUSINESS

There being no new business, Bill Lutz made a motion to adjourn at 8:10 p.m. Seconded by Dennis Butts. Vote taken. Motion carried. The next Board of Directors' meeting will be held on Wednesday, September 15, 2010 at 6:45 p.m. at the Board office.

Marcy Youtz, Vice Chairperson

Julie Harmon, Secretary

Amanda Brown