

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

September 15, 2010

BOARD MEMBERS PRESENT

Dennis Butts
Craig Dusek
Marianne Helmlinger
Jerry Herbe
Kate Ketron
George Lovett
William Lutz
Nancy Sullivan
Jason Wagner
Roger Welklin
Marcy Youtz

BOARD MEMBERS EXCUSED

Jewell Good
Julie Harmon
Robert Menz

GUESTS PRESENT

Thom Grim, MCRC
Lyn McArdle, DCRC
Doug Metcalfe, SafeHaven
Joanne Mieding, NAMI Miami County
Dr. Jim Moore, DCMHC
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, September 19, 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. Eleven Board members were present; three were absent. The Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Roger Welklin 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 July 21, 2010 Board of Directors' meeting and the July 21, 2010 Executive Committee meeting. Nancy Sullivan made a motion to approve the minutes of both the July 21, 2010 Board of Directors' meeting and Executive Committee meeting as presented. Seconded by Bill Lutz. Vote taken. Motion carried.

BOARD GOVERNANCE

George announced that Kate Ketron has been reappointed to the Board of Directors. Goerge presented Kate with the Oath of Office.

The Board reviewed a resolution to "call for the Governor and the Ohio General Assembly to adequately fund behavioral health services to ensure access for all Ohioans in need of alcohol, drug addiction, and mental health services." Mark explained that the Coalition for Healthy Communities has solicited support from Boards and agencies across Ohio in an effort to positively impact funding for our system. Mark further explained the concerns in our system regarding Medicaid and the funds used for Medicaid match. After further explanation, Marcy Youtz made a motion to pass the resolution to call on the State of Ohio to pay for the Medicaid matching funds out of the ODJFS 525 line; to refrain from requiring local Boards to use local levy funds to match Medicaid; and to fully fund both ODMH line items 408 and 505, as well as the ODADAS line item 401. Seconded by Marianne Helmlinger. Vote taken. Motion carried. Mark noted that the Ohio Association of County Behavioral Health Authorities would be collecting the resolutions to present to the State. Mark encouraged the agency directors to pass resolutions or write letters of support as well and provide to Amanda to forward to OACBHA.

OLD BUSINESS

FINANCE COMMITTEE – Jerry Herbe

Jerry Herbe reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the July 2010 Finance Committee meeting. Jerry Herbe made a motion to approve the minutes of the July 21, 2010 Finance Committee meeting as presented. Seconded by Bill Lutz. Vote taken. Motion carried.

The Board reviewed the Financial Statements from July and August 2010, 17% of the way through the fiscal year on a cash basis. Jerry noted that revenue was at 17.6% and expenditures were at 7.4%. Final FY2010 statements should be available at the next meeting. After further review, Jerry made a motion to approve the July and August 2010 Financial Statements as presented. Seconded by Jason Wagner. Vote taken. Motion carried.

Jerry reported that the Board's CY2009 audit is an unqualified audit and all compliance reports were clean as well. No management letter was issued with the report. He noted that hard copies of the reports are available and the full report is available on line as well. Jerry made a motion to approve the CY2009 State Audit as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

Jerry reported that the ODADAS Stakeholder review was completed at the end of July. We have received feedback from the department and must respond within 45 days. Their letter noted one compliance issue that was related to the manner in which we review and approve all agency audits and corrective plans prior to submitting them to ODMH or ODADAS. Jerry noted that we were aware of the issue and have since changed our review and submission process to avoid the issue. Under recommendations, the department commended the Board for its efforts to resolve the issue noted in the prior review regarding how records are kept to segregate funds by funding source. The department also noted that signatures were missing from several Board meeting minutes and noted that we did not document the reason that the January 2010 Board meeting was canceled. Board staff will send a response letter within the 45-day timeframe.

Jerry reported for the Building Committee that the SCCC capital grant is progressing. Ken Ward provided an update on the building project and noted that it is coming along well.

Jerry noted that the Committee received an update on the Miami County service transition. Mark explained that essentially the transition is complete with MCRC. He noted that their volume has nearly doubled since they took over clients from MCMHC and that the transition has gone well. Mark noted that DCMHC is also seeing a heavy volume of clients. Mark noted some of the problems being faced by DCMHC and explained that issues with technology and the switch from a paper system to an electronic system has caused difficulty in billings. This has caused a cash flow problem for the agency, especially for Medicaid services that cannot be grant funded by the Board. Mark noted that there are also issues with access to doctors. He further explained that, for many different reasons, clients are running out of medications and are unable to see a doctor to have their prescription filled. In light of these issues, Mark suggested approving additional funds in the amount of \$50,000 for a Saturday Med Clinic for DCMHC for the remainder of FY2011. After further discussion, Jerry made a motion to approve funding not to exceed \$50,000 for a Saturday Med Clinic for the remainder of FY11 to be administered by Darke County Mental Health Clinic. A question was raised as to whether this was a temporary fix or if a Saturday Med Clinic could continue. Mark reiterated that this funding is through FY2011, though the agency could consider continuing that type of service on Saturday. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed two FY2011 Contracts and Allocations revisions regarding the Crisis Center. Jerry explained that the language and Crisis Center allocation needed to be removed from the Darke County Mental Health Clinic contract for the remainder of the fiscal year. The remaining allocation in the agreement from October 1, 2010 through June 30, 2010 is \$243,699. Jerry noted that we also needed to extend the Miami County Mental Health Center Contract to provide Crisis Center services through December 31, 2010 and add another \$81,223 to the agreement to fund the services through that time frame. Jerry made a motion to remove Crisis Center language and associated funding of \$243,699 from the FY2011 Darke County Mental Health Clinic Contract. Seconded by Nancy Sullivan. Mark noted that the revision amount listed on the action sheet is different from the amount listed in the motion by \$30. The correct amount is \$243,699. Vote taken. Motion carried. Jerry made a motion to approve extending the FY2011 Miami County Mental Health Center Contract for the provision of the Tri-County Crisis

Center through December 31, 2010 and increase the contract by \$81,223. Seconded by Bill Lutz. Vote taken. Vote taken. Motion carried.

Jerry reported that System of Care (SOC) allocations and agreements were not finalized when the FY2011 contracts were approved. He noted that the billings for these funds will be reviewed quarterly to assure utilization and that unutilized funds will be used as Medicaid match. Jerry made a motion to approve FY2011 SOC allocations/agreements as presented. Mark clarified that these funds were previously referred to as ABC/FAST funds to provide services for kids and families. Seconded by Jason Wagner. Vote taken. Motion carried.

Jerry reported that as part of the strategic plan, Mark has been pursuing a contract with St. Rita's in Lima for the purchase of additional inpatient bed days for the remainder of FY2011. The contract is for up to \$40,000, which is based on a \$600 per day rate. Jerry noted that the intent for this contract is to help slow down the usage of State Hospital bed days. Jerry made a motion to approve an FY2011 Inpatient Contract with St. Rita's Medical Center effective October 4, 2010 in the amount of \$40,000 as presented. Seconded by Bill Lutz. Vote taken. Motion carried. Mark further explained that the Crisis Task Force came up with a number of recommendations that would strengthen our crisis response; one of them being having additional inpatient bed days available. Mark noted that our State Hospital bed day usage is incredibly high and we are on target for a payback at the end of the fiscal year. He explained that this is due to the Dettmer inpatient unit being at capacity and therefore on diversion status.

Jerry reported that Mark and Terri met with the Joint County Budget Commission on August 30, 2010 to review programs, initiatives and budget issues. He noted that the meeting went well and the Commission approved our levy millage for 2010. Jerry made a motion to recommend that the full Board accept the rates of tax as determined by the Joint County Budget Commission for the year 2010. Seconded by Jason Wagner. Vote taken. Motion carried. Jerry noted that all Board members needed to sign two copies of the resolution. Mark further explained the membership and purpose of the Budget Commission.

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

PLANNING COMMITTEE – Bill Lutz

Bill Lutz reported that the Planning Committee met on September 1, 2010 at 6:00 p.m. at the Board office. Bill noted that many items discussed at the Planning Committee Meeting have already been covered in the Finance Committee report.

Bill reported that the Planning Committee is responsible through the Strategic Plan to develop a Consumer Advisory Council that would help provide guidance to the Committee regarding programs. Bill noted that the Committee reviewed an application to become a member of the council. He explained that there would be a larger tri-county council with members from all three counties as well as county sub-groups of the council. The larger council would meet once per year and the county sub-groups would meet twice per year. Bill further explained the

application process. Bill made a motion to approve the council overview and the application for membership on the council. Seconded by Jerry Herbe. Vote taken. Motion carried.

Bill reported that the Committee reviewed the third quarter QI report. Bill noted that for at least the remainder of 2010 there will be no QI graphs due to CATT updates that have affected agency reports. Bill noted that due to under spending in Central Pharmacy in FY2010, the Board received a nominal decrease in the FY2011 allocation. Bill made a motion to approve the third quarter QI report as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

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

Bill made a motion to approve the minutes of the September 1, 2010 Planning Committee meeting as presented. Seconded by Jason Wagner. Vote taken. Motion carried.

EXECUTIVE SESSION – George Lovett

George Lovett made a motion to enter into executive session to discuss the purchase of property. Seconded by Marcy Youtz. A roll call vote was taken. Motion carried. The Board entered into executive session.

Following the executive session, Marcy Youtz made a motion to return to open session. Seconded by Kate Ketron. A roll call vote was taken. Motion carried. The Board returned to open session.

George reported that Mark has been working with Realtor David Galbreath in the search for property in Miami County. Bill Lutz made a motion to authorize the Executive Director to enter into a Buyer – Agent Agreement with Mr. David Galbreath for a cost not to exceed \$8,500 and to authorize the Executive Director to execute all necessary documents for the agreement. Seconded by Nancy Sullivan. After further clarification, a vote was taken. Motion carried.

George explained the necessary due diligence for searching for and locating property in Miami County. He noted that \$15,000 has already been allocated for the due diligence process, though with the addition of the Buyer – Agent Agreement, it would be necessary to authorize additional funds to continue the due diligence process. Nancy Sullivan made a motion to authorize up to \$15,000 to continue the due diligence process in locating property in Miami County. Vote taken. Motion carried.

STAFF REPORTS

DIRECTOR’S REPORT – Mark McDaniel

Mark presented the Director’s Report to the Board and reminded the Board that the Annual Meeting, the “Celebration of Recovery”, is scheduled for October 20. He noted that the event would be a combination of the Annual Meeting, the Art of Recovery, and the kick

off to the Recovery Academy: which will cover training topics on recovery concepts for both mental illness and alcohol/drug recovery. He noted that our intention is to hold a Recovery Conference in Spring 2011.

Mark announced a Board Governance Training scheduled for Tuesday, October 19. He noted that the training is designed to help Board members of not-for-profits understand finance reporting and fiscal requirements.

Mark announced that we have not yet heard when we would receive the one-time funds allocated to Boards from the State. He noted that these funds would help us with some of the issues we are facing due to service transition in Miami County. He will keep the Board posted.

Mark complimented Terri Becker and her staff for their hard work and the results of the audit and the ODADAS Stakeholder Review.

Mark announced that he would be out of the office for the next two weeks and that Terri would be available to answer any questions that come up.

NEW BUSINESS

There being no new business, Marcy Youtz made a motion to adjourn. Seconded by Kate Ketron. Vote taken. Motion carried. The next Board of Directors' meeting will be the Annual Meeting and Art of Recovery on Wednesday, October 20, 2010 at 5:30 p.m. at Edison Community College. The next regularly scheduled full Board meeting will be on Wednesday, November 17, 2010 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Roger Welkin, Secretary

Amanda Brown