

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

November 17, 2010

BOARD MEMBERS PRESENT

Craig Dusek
Jewell Good
Julie Harmon
Marianne Helmlinger
Jerry Herbe
Kate Ketron
George Lovett
Nancy Sullivan
Jason Wagner
Roger Welkin
Marcy Youtz

BOARD MEMBERS EXCUSED

Dennis Butts
William Lutz
Robert Menz

GUESTS PRESENT

Dorothy Crusoe, Community Housing
Thom Grim, MCRC
Lyn McArdle, DCRC
Ron Monroe, DCMHC
Ken Ward, SCCC

BOARD STAFF PRESENT

Joyce Arnold
Terri Becker
Amanda Brown
Jerry Hill
Mark McDaniel, Executive Director
Steve McEldowney

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, November 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. Eleven Board members were present; three were absent. The Board staff and guests introduced themselves and identified the agency or group they represented. Mark introduced Dorothy Crusoe as the new Director of Community Housing and welcomed her to the staff.

APPOINTMENT OF SECRETARY

Nancy Sullivan 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. Jerry Herbe made a motion to approve the agenda as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the minutes of the September 15, 2010 Board of Directors' meeting. Kate Ketron made a motion to approve the minutes of September 15, 2010 Board of Directors' meeting as presented. Seconded by Nancy Sullivan. Vote taken. Motion carried.

BOARD GOVERNANCE – No Report

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 September 2010 Finance Committee meeting. Jerry Herbe made a motion to approve the minutes of the September 15, 2010 Finance Committee meeting as presented. Seconded by Jason Wagner. Vote taken. Motion carried.

The Board reviewed the Financial Statements from September and October 2010, 33% of the way through the fiscal year on a cash basis. Jerry noted that revenue is at 32.3% and expenditures were at 22.3%. He explained that a number of the State revenue line items are at 50% and Medicaid has now started coming through for this fiscal year. After further review, Jerry made a motion to approve the September and October 2010 Financial Statements as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed the Final FY2010 Financial Statements. Jerry reported that the statements reflect revenue collection at 101.6% and expenditures at 91.9% for the year. We ended FY10 with just under \$3.97 million of which \$100,303 was designated as capital reserve, \$1.7 million as operating reserve, \$40,000 as levy campaign reserve, and \$2.17 million as unencumbered. Jerry also pointed out that the Board Administrative Budget came in at 89.3% for the fiscal year. Jerry made a motion to approve the Final FY2010 Financial Statements as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the Service Reports through September 2010, 25% of the way through the fiscal year. Jerry noted that overall services are reported at 24.1% with MH services at 20.5% of projections and AoD services at 29.7% of projections.

The Board reviewed the Quarterly List of Transactions from July – September 2010. Jerry made a motion to approve the Quarterly List of Transactions as presented. A question was raised about payments to Dr. Mahajan and whether they were higher than usual. Mark explained that the out-of-county Medicaid amount billed continues to climb. Seconded by Jewel Good. Vote taken. Motion carried.

Jerry reported that the Community Housing Audit is the only complete agency audit the Board has received thus far. The audit was clean and contained no management letter. However, there was mention of the usual separation of duties that is common for small agencies, but Community Housing has adequate compensating controls in place. Jerry made a motion to

approve the FY2010 independent audit of Community Housing as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Jerry reported for the Building Committee that the SCCC capital grant is progressing. Ken Ward provided an update and noted that construction is coming along well. He noted that the parking lot is completely paved, the landscaping is finished, and windows and doors are installed. The interior is coming along as well.

The Board reviewed the Calendar Year 2011 Revenue Estimates/Temporary Appropriations. Jerry explained that this is an annual translation of the Board's fiscal year revenue and expense budgets into calendar year estimates for County accounting purposes. The temporary appropriations will be used until we have closed out the calendar year and have final cash balances. Full year appropriations will then be reviewed for approval. Jerry made a motion to approve the Calendar Year 2011 Revenue Estimates/Temporary Appropriations as presented. Seconded by Kate Ketron. Vote taken. Motion carried.

Mark provided an update on the Miami County Services Transition. He reported that MCRC has completed their service transition. He noted that DCMHC is experiencing some difficulties in the transition due to a switch from paper to electronic records and billing. Mark explained that the Board continues to grant fund the non-Medicaid portion of the contract, though Medicaid payments are being delayed. Mark also noted that DCMHC has begun Saturday clinics and that has been well received.

Jerry reported that MCRC is preparing to start a Med/Somatic clinic for the remainder of the fiscal year to serve dually diagnosed clients in an effort to help alleviate access problems to Med/Somatic services in Miami County. They hope to have it up and running by January 1. It is anticipated that non-Medicaid costs, including start-up costs, will not exceed \$15,000. A question was raised as to whether MCRC had a clinician in place for such services. Mark reported that MCRC is confident they will have someone in place in the near future. Seconded by Craig Dusek. Vote taken. Motion carried.

The Board reviewed a FY2011 Contract and Allocation revision for the Crisis Center. Jerry explained that we are still working to finalize Crisis Center arrangements for the remainder of the FY2011 and the current Crisis Center contract expires December 31. Therefore, the Board will need to execute another 90-day extension to the contract to continue crisis services. 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 March 31, 2011 and increase the contract by \$81,223. Seconded by Marcy Youtz. Vote taken. Motion carried.

Jerry reported that MCRC has received a FY2011 grant for Jail Based Treatment Services in the amount of \$29,617.05. The Board will act as the pass-through governmental entity for the grant and will need to increase MCRC's FY2011 contract to reflect the grant. Jerry made a motion to increase the FY2011 contract with MCRC by \$29,617.05 for the Jail Based Treatment pass through grant from the Office of Criminal Justice Services. Seconded by Jewel Good. Vote taken. Motion carried.

Mark explained a plan to establish a Mobile Crisis Response Team to serve the tri-county area. He noted that mobile response is currently not being provided by the Tri-County Crisis Center. Both Darke and Shelby counties are handling their own mobile crisis response. Mark explained that the Board does not allocate funds for the agencies to do mobile response and therefore, he would like to create a mobile response team for our system. Mark explained that he has been exploring various options for such a program and would like to have crisis response in place in January. The cost for start-up will be \$50,000. After further discussion, Jerry made a motion to approve allocation of \$50,000 for start-up of a Tri-County Mobile Crisis Response Team for the remainder of FY2011 and to authorize Mark to enter into a 90-day agreement with an appropriate provider. Seconded by Kate Ketron. Vote taken. Motion carried.

Jerry reported that the Board recently received additional one-time funding from ODMH in the amount of \$534,855 for FY2011. Jerry explained that the funding is GRF, Medicaid match dollars. The Board reviewed an allocation plan for utilization of the funds. After review, Jerry made a motion to approve the additional allocation plan as presented. Seconded by Jason Wagner. Mark further explained that the agencies would receive direction on how to utilize the funds. He also explained that the allocation percentages were determined for each agency on a per capita (by county) basis. A question was raised as to whether the Board will receive a report from the agencies on how the funds were spent. Mark said that yes, the Board will receive that information. Vote taken. Motion carried.

Jerry reported that though the Board does not regularly meet in December, he asked that the Board set aside the date of December 15 in case a meeting is needed in December. The next meeting of the Finance Committee will be held on Wednesday, January 19, 2011 at 5:45 p.m. at the Board office.

PLANNING COMMITTEE – Kate Ketron

Kate Ketron reported that the Planning Committee met on November 3, 2010 at 6:00 p.m. at the Board office. Kate noted that many items discussed at the Planning Committee Meeting were announcements and have already been covered in the Finance Committee report.

Kate noted that the Committee reviewed several news articles regarding the mental health system in Ohio and Medicaid.

Kate reported that Miami County participated in the National Take Back Initiative, which is in place to collect and dispose of unused prescription medication. Kate noted that it is hoped that all three counties will participate next year.

Kate provided an update on State Hospital bed day usage and reported that the Board is significantly over the bed days budgeted year to date. It is anticipated that the Board will have a significant payback to ODMH for state hospital usage this fiscal year.

Kate reported that the Committee reviewed the 4th Quarter and Annual QI reports. Kate also noted that Jodi is currently working on the ODMH/ODADAS Community Plan. The report

is due by December 30. Mark noted that we were given a one-month extension so we now have until the end of January to submit the report.

Kate reported on the FY2011 Youth Led Prevention funding. The Committee reviewed several proposals for the funding. She noted that the funding was designed to go to an ODADAS certified agency for prevention services.

The next meeting of the Planning Committee will be held on Wednesday, January 5, 2010 at 6:00 p.m. at the Board office.

Kate made a motion to approve the minutes of the November 3, 2010 Planning Committee meeting as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Kate made a motion to approve the FY2010 4th Quarter and Annual QI Report as presented. Seconded by Jewel Good. Vote taken. Motion carried.

Kate made a motion to approve the FY2011 Youth Led Prevention Funding to MCRC in the amount of \$5,751 and a mini-grant for prevention to Arcanum Schools for their spring SADD event in the amount of \$1,500. Seconded by Nancy Sullivan. Vote taken. Julie Harmon and Jewel Good abstained from the vote. Motion carried.

EXECUTIVE SESSION – George Lovett

The Board reviewed the minutes from the November 11, 2010 Executive Committee meeting. George noted that the agenda items included agency contract updates, the Board office lease, the MCRC Med Clinic, and the Additional Allocation Plan. Julie Harmon made a motion to approve the minutes of the Executive Committee as presented. Seconded by Jerry Herbe. Vote taken. Motion carried.

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

Following the executive session, a roll call vote was taken to enter back into open session. Motion carried. The Board returned to open session.

STAFF REPORTS

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and updated them on OACBHA's effort to encourage the Governor and State Leadership to adequately fund behavioral health services in Ohio. Mark reminded the Board of the resolution they passed in September supporting the effort. Mark explained that OACBHA received 119 resolutions from across the state supporting a plan to pay for Medicaid match funds out of the ODJFS 525 line rather

than requiring Boards to use local levy funds as Medicaid match. Mark reported that we are unsure at this point if we will receive additional budget cuts in the next budgeting cycle. Mark further explained that the budget deficit appears to be so significant that many departments will be at risk of reductions, even those that have historically been “off limits” as far as budget cuts are concerned.

Mark reported that there has been talk of merging ODMH and ODADAS. He noted that the Association’s stance is that if it will result in cost savings, they would support it. Mark will keep the Board informed as information becomes available.

Mark reminded the Board that a meeting might be necessary in December. He will let the Board know as soon as possible if a meeting will be necessary.

NEW BUSINESS

There being no new business, Julie Harmon made a motion to adjourn. Seconded by Kate Ketron. Vote taken. Motion carried. The next regularly scheduled Board of Directors’ meeting will be on Wednesday, January 19, 2011 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Nancy Sullivan, Secretary

Amanda Brown