

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

March 16, 2011

BOARD MEMBERS PRESENT

Dennis Butts
Julie Harmon
Jerry Herbe
Kate Ketron
George Lovett
Nancy Sullivan
Jason Wagner
Roger Welklin
Marcy Youtz

BOARD MEMBERS EXCUSED

Craig Dusek
Jewell Good
Marianne Helmlinger
William Lutz
Robert Menz

GUESTS PRESENT

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

BOARD STAFF PRESENT

Joyce Arnold
Norma Barhorst
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, March 16, 2011 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. Nine Board members were present; five 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. Jerry Herbe made a motion to approve the agenda as presented. Seconded by Julie Harmon. Vote taken. Motion carried.

The Board reviewed the minutes of the February 16, 2011 Board of Directors' meeting. Julie Harmon made a motion to approve the minutes of the February 16, 2011 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 February 2011 Finance Committee meeting. Jerry made a motion to approve the minutes of the February 16, 2011 Finance Committee meeting as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the Financial Statements from February 2011, 67% of the way through the fiscal year on a cash basis. Jerry noted that revenue is at 58.8% and expenditures were at 51.5%. Jerry further noted that February is typically a low revenue-generating month for the Board. Jerry made a motion to approve the February 2011 Financial Statements as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the Service Reports through January 2011, 58% of the way through the fiscal year. Dennis noted that overall services are reported at 59.7% with MH services at 55.3% of projections and AoD services at 66.7% of projections.

Jerry reported that auditors would return in early April to complete the fieldwork for the CY2010 State Audit.

Jerry reported that summaries and financial statements from the agency independent audits of Darke County Mental Health Clinic and Shelby County Counseling Center are included in the Board packet. Jerry noted that both audits were of concern to the committee and ongoing monitoring was discussed at length. Jerry reviewed the summary of the DCMHC agency audit and noted that though there were no findings, there were several issues that the Finance Committee discussed regarding the audit. One of the issues included timeliness of submitting Agency Board meeting minutes to the Board. Jerry noted that the audit contained a subsequent event note to the financials that raised concern around the agency's billings and ability to remain solvent as a result of their expansion into Miami County. Mark further explained the Board's responsibility to monitor the agencies. A question was raised about billing/receipt of funds and whether that is due to lag time in documentation/billing by clinicians after a service is provided. Ron Monroe, DCMHC, stated that they are addressing the concern in lag time and hope to improve on the turnaround time of documentation and billing. Mark noted that the Board may request that type of information as part of continued monitoring. Terri will gather data and prepare a summary to present to the Board to monitor this issue.

The Board reviewed Shelby County Counseling Center's audit and the agency's response to the concerns noted. Jerry noted that the Finance committee requested timeliness in the submission of Agency Board minutes and financial statements from the agency. Mark noted that as part of the ongoing monitoring process, the Board would receive a monthly financial status report for SCCC. Ken Ward, Director, explained their client note/billing process and assured the Board that they are working hard to get postings turned around in 72 hours. He noted that they are seeing improvement in that area. Jerry made a motion to approve the FY2010 independent audits of Darke County Mental Health Clinic and Shelby County Counseling Center as well as the agency responses/Plans of Correction along with monthly monitoring as presented. Seconded by Dennis Butts. George noted that this was a lot of information for the Board to absorb and encouraged the Board to continue asking questions as they have them. Vote taken. Motion carried.

Jerry reported for the Building Committee that the ODMH Capital Grant MH-856 in Shelby County is progressing. Ken Ward reported that they would be in their new space and open for service on April 11, 2011. Ken also noted that they would hold a grand opening celebration on Thursday, May 26, 2011. More information is to come.

Jerry noted that discussion of the one-stop-shop would be deferred to the Executive Session.

Mark noted that there are two lease agreements that he is working on; one for a one-year extension of the Board office lease and the other is for space for DCMHC on Summit Avenue. Mark noted that the Board would need to give permission to execute the lease agreements with stipulations. After further explanation, Jerry made a motion to authorize the Executive Director to execute a lease for the property at 550 Summit Avenue as discussed contingent on the receipt of the letter addressing the restrictive covenants from UVMC and the modification of the lease to an acceptable term. Seconded by Marcy Youtz. A question was raised about the rate and length of the lease as well as utility costs. Mark noted that the lease would be for one year, two at the most, due to the building project plans of the Board and that there will be utility costs that are unknown at this time, but that those costs can be controlled at a new location. Vote taken. Motion carried.

Jerry reported that the committee discussed infrastructure costs for new lease space for DCMHC. A preliminary budget of \$138,500 was provided to the Board for review. Quotes and/or bids will be obtained as needed. The Board would need to decide how they want to handle ownership of the assets with such an agreement. Agency contracts and the budget itself can be amended if necessary once quotes, etc. are obtained. Jerry made a motion to approve the preliminary budget for infrastructure costs for new lease space in the amount of \$138,500 contingent upon the execution of a lease for the space. Seconded by Jason Wagner. Mark explained that DCMHC is currently in leased space with leased furniture at the Miami County site on the UVMC campus. They only own computers and copiers at that site and will have no furniture to move into a new site. Mark explained that the proposal is to provide furnishings, phone system, wiring, etc. for a new site. Mark noted that UVMC offered to sell the current furnishings to DCMHC; however, the furniture is old, worn and mismatched. Mark noted that

with the proposal, the Board would assist DCMHC in purchasing furniture and a phone system and would execute a security agreement for future use/ownership the furnishings. After further discussion, vote taken. Motion carried.

Jerry reported that the Director's and Officer's insurance policy was renewed in late February. This is the third year of a three-year policy period. The premium is \$3,653 for \$3,000,000 of Directors and Officers Liability coverage and \$3,000,000 of Employment Practices coverage with \$10,000 deductible.

Jerry provided an update on the Med/Somatic services being provided at Miami County Recover Council. He noted that MCRC was able to hire a new physician very quickly so there was good continuity in the program. The new physician started this week.

Mark provided an update on Mobile Crisis Response and noted that he has been working with MCRC to execute a contract to provide mobile crisis response in the near future. Mark noted that Thom Grim, MCRC Director, is currently in the process of hiring an administrative person and staff by May 1, 2011 with the intent to be active by June 1. Mark noted that he made UVMC aware that the crisis budget will be adjusted accordingly. Jerry made a motion to approve the Fiscal Year 2011 Contract revision for Miami County Recovery Council adding Mobile Crisis Response service and increasing the Contract by the previously approved Board allocation not to exceed \$50,000 for the remainder of the fiscal year. Seconded by Dennis Butts. A point was raised about the mobile crisis response and that is it for mental health crisis. The question was how could MCRC, as an AoD licensed agency, provide that type of service? Mark noted that the individuals providing the service will be MH licensed and that MCRC is working toward becoming CARF Accredited and certified by ODMH. He further explained that non-Medicaid dollars would fund this service. Vote taken. Motion carried.

Mark reported that Boards in the state of Ohio have been given an opportunity to receive federal RSC funds to help underemployed, unemployed, or at risk of unemployment persons receiving services in our system by helping them create an employability plan. Mark explained that we would need to provide a match of \$185,974 that would bring in a total of \$746,529 to our system. Jerry made a motion to approve an RSC match allocation in the amount of \$185,974 and distribution as presented and to authorize the Executive Director to sign associated agreements to enact the grant and program. Seconded by Julie Harmon. Mark noted that the grant period is through September 2012. Vote taken. Motion carried.

The next meeting of the Finance Committee will be held on Wednesday, April 20, 2011 at 5:45 p.m. at the Board office.

Mark provided an update on the state budget information. The Board reviewed handouts from both ODMH and ODADAS that helped explain the budget each department received. Mark noted that the next biennium budget contains a lot of change and cuts to our system, though the cuts are not as deep as the last biennium budget. Budget highlights include:

- FY 2011 – 2012: Both state departments will assume responsibility for Medicaid match and will not require Boards to use local dollars for that match. The question is how much funding remains after they hold match dollars for the local systems.
- FY2011 – 2012: Controlling features will be implemented for Medicaid such as cost containment strategies and payment modifications.
- FY 2012 – 2013: Medicaid management moves to ODJFS. Mark noted that it is unclear exactly how that impacts our system. It could mean that the Medicaid system is more managed care.
- ODMH is going to try to make the allocations to local Boards as close as possible to what we received in FY2011.
- Hospital relationships will remain similar – SCUD will be in place and we will purchase bed days as we have in the past.
- Both departments have noted that the funds coming to our local system will become more flexible for local planning, etc.
- Smaller pots of money that the Board have received in the past (i.e. system of care funds) will be rolled into the larger allocation.
- ODADAS funds for specialized services (i.e. women’s grant) may be reduced in the first fiscal year and eliminated in the second fiscal year.

Mark voiced concern about the impact the budget will have on our system as well as the rollback of the Tangible Personal Property tax. He noted that our system would see a reduction of \$360,000 of tax revenue due to that rollback. Mark noted that the Board would need to revisit our priorities in planning in order to re-engineer, streamline and redirect funds to best meet the needs of those we serve. Mark encouraged the Board to ask questions as they have them. Mark will keep the Board posted as additional information regarding the budget becomes available.

PLANNING COMMITTEE – Kate Ketron

Kate Ketron reported that the Planning Committee met on March 2, 2011 at 6:00 p.m. at the Board office.

Kate provided an update on State Hospital bed day usage and reported that the Board is significantly over the bed days budgeted for this fiscal year. As of March 2, we are over budgeted usage by 256 bed days and our payback is \$45,279. Kate reported that Jodi is monitoring the usage and will keep the Board informed. Jodi noted that we are averaging 4 – 5 persons per day at the state hospital. At this rate, it is anticipated that our payback could reach \$200,000 - \$300,000.

Kate provided an update on usage of Central Pharmacy and noted that usage is going down. Jodi noted that she anticipates that we will use a significant amount of the Board’s Central Pharmacy allocation for this service.

Kate announced that the National Take Back Initiative would be held on April 30 from 10:00 a.m. – 2:00 p.m. The NTBI is an initiative to collect unused and outdated pharmaceuticals for safe disposal. There will be sites in all three counties.

Kate made a motion to approve the minutes of the March 2, 2011 Planning Committee meeting as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

The next meeting of the Planning Committee will be held on Wednesday, May 4, 2011 at 6:00 p.m. at the Board office.

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and reported that our three-year strategic plan is coming to an end. He noted that it is time to start thinking about future planning, particularly in light of the budget news. Mark recommended that he research some possibilities for strategic planning and come back to the Board with a proposal.

EXECUTIVE SESSION – George Lovett

George Lovett made a motion to enter into executive session to discuss the purchase of property and the Executive Director's employment agreement. The executive session will include all Board members as well as the Executive Director. A roll call vote was taken. Motion carried. The Board entered into executive session.

Following the executive session, Jason Wagner made a motion to return to open session. Seconded by Nancy Sullivan. A roll call vote was taken. Motion carried. The Board returned to open session.

NEW BUSINESS

There being no new business, Julie Harmon made a motion to adjourn. Seconded by Jerry Herbe. Vote taken. Motion carried. The next regularly scheduled Board of Directors' meeting will be on Wednesday, April 20, 2011 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Julie Harmon, Secretary

Amanda Brown