

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

**April 20, 2011**

**BOARD MEMBERS PRESENT**

Dennis Butts  
Julie Harmon  
Marianne Helmlinger  
Jerry Herbe  
Kate Ketron  
George Lovett  
Nancy Sullivan  
William Lutz  
Robert Menz  
Jason Wagner  
Roger Welklin  
Marcy Youtz

**BOARD MEMBERS EXCUSED**

Craig Dusek  
Jewell Good

**GUESTS PRESENT**

Dorothy Crusoe, Community Housing  
John Jung, New Creation Counseling Center  
Thom Grim, MCRC  
Lyn McArdle, DCRS  
Doug Metcalfe, SafeHaven  
Jim Moore, 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, April 20, 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. Twelve Board members were present; two were absent. The Board staff and guests introduced themselves and identified the agency or group they represented.

Mark recognized Steve McEldowney, Assistant Finance Director, for 10 years of dedicated service to the citizens of Darke, Miami and Shelby counties as staff of the Tri-County Board. Steve began his employment at the Board on April 2, 2001. The Board presented Steve with a plaque and expressed their appreciation for his service at the Board.

**APPOINTMENT OF SECRETARY**

Marianne Helmlinger 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 Bill Lutz. Vote taken. Motion carried.

The Board reviewed the minutes of the March 16, 2011 Board of Directors' meeting. Marcy Youtz made a motion to approve the minutes of the March 16, 2011 Board of Directors' meeting as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

## BOARD GOVERNANCE – Mark McDaniel

Mark announced that the Tri-County Mental Health and Recovery Levy would be on the ballot in November 2011. Mark noted that the levy has been in place since 1973. Mark explained the process of getting a levy on the ballot and the steps the Board needs to take. Step one is for the Board to request a certification from the Miami County Auditor stating the revenue the levy would generate. The second step is to approve the ballot language for submission to the Board of Elections. The Secretary of State will then review the ballot language and certify for the election. Because it is a multicounty issue, it is possible that we could be issue 1 or 2 on the ballot. Issue 2 if there is a State issue ahead of us.

The Board discussed levy options and whether to run a renewal or replacement levy. Mark distributed worksheets from the County Auditor's office listing estimated revenue for both a renewal and a replacement levy. The Board discussed the roll back of the Tangible Personal Property tax and the impact to our levy. Mark explained that a renewal levy would generate approximately \$2,168,652 per year and a replacement would generate approximately \$2,465,156 for a difference of \$296,504. The Board discussed the importance of the local levy to our system, particularly in light of the state budget cuts. After further discussion of a renewal versus a replacement levy, the Board decided to proceed with a renewal of the current levy.

Mark announced that an organizational meeting of the Levy Committee would be held on Thursday, May 12<sup>th</sup> at 12:00 noon. Lunch will be provided. Amanda will e-mail invitations out to all Board members and Agency Directors soon.

## 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 March 2011 Finance Committee meeting. Jerry made a motion to approve the minutes of the March 16, 2011 Finance Committee meeting as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the Financial Statements from March 2011, 75% of the way through the fiscal year on a cash basis. Jerry noted that FY2011 revenue is at 70.9% and expenditures are

at 63.5%. Jerry made a motion to approve the March 2011 Financial Statements as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed the Service Reports through February 2011, 67% of the way through the fiscal year. Services reported are at 67.9% overall with MH Services reporting at 63.1% of projections and AoD Services reporting at 75.5% of projections.

The Board reviewed the Quarterly List of Transactions from January 2011 – March 2011. Jerry reported that we have some out-of-county providers that are billing heavily again. He further explained that with the budget changes in place for next year, the Board would not be required to allocate our community funding to cover the Medicaid match for these services. After further review, Jerry made a motion to approve the Quarterly List of Transactions as presented. Seconded by Julie Harmon. Vote taken. Motion carried.

Jerry reported that the State auditors returned this week to begin work on the completion of the fieldwork for the Board's Calendar Year 2010 audit.

The Board reviewed a plan for agency monitoring for Shelby County Counseling Center and Darke County Mental Health Clinic. The monitoring plans for each agency were outlined in a handout provided to the Board. Mark noted that the agency monitoring is in response to the audit results for those agencies. The Finance Committee requested that the information in the monitoring plans be provided to the Board each month.

Jerry reported for the Building Committee on the ODMH Capital Grant MH-856 in Shelby County. Ken Ward reported that Shelby County Counseling Center has moved and began providing services in their new location on April 11, 2011. Ken also noted that a grand opening celebration and ribbon cutting would be held 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.

Jerry reported that we are ready to approve a one-year extension on the lease for our Board office space from September 1, 2011 through August 31, 2012. The extension includes a 5% increase on both the rent and utilities bringing monthly rent to \$5,407 and utilities to \$840. The remaining terms of the agreement remain the same. After further review, Jerry made a motion to approve a one-year extension on the lease for Board office space through August 31, 2012 to include a 5% increase in rent and utilities. Seconded by Bob Menz. Vote taken. Motion carried.

Mark provided an update on Mobile Crisis Response and noted that MCRC is currently in the process of hiring staff and in the process of assuming crisis mobile response in the tri-county area. Mark noted that the budget of the walk-in crisis center, which is over \$750,000, is something our system cannot sustain. Mark further explained that the Board would see a contract amount for \$290,000 to MCRC who will assume both the crisis mobile response and the

24-hour crisis hotline. Mark reported that the Board would no longer fund a walk-in crisis center in the next fiscal year. He noted that UVMC has been informed of the decision and will work with Thom Grim and MCRC staff in transitioning the crisis hotline. Mark also noted that at times the crisis hotline has been used as more of a “warm line” for consumers in our system. He noted that he would be looking into options to set-up a warm line in our system to free up the crisis hotline for true crisis situations.

Jerry provided an update on the RSC VRP3 Project and noted that Board staff continue to gather information to prepare for implementation of the project and will be meeting with agency directors soon. Mark noted that the Board provided a local match of \$185,974 to bring in a total of \$746,529 to our system. This project is designed to assist underemployed, unemployed, or at risk of unemployment persons receiving services in our system by helping them create an employability plan.

Jerry reported that the Board has allocated \$30,000 in this year’s budget to transfer to our Levy Campaign Reserve for use when the levy campaign begins. Transfer of the funds to the Campaign Reserve requires Board resolution. The transfer will bring the total in the reserve to \$70,000. After further review, Jerry made a motion to approve the transfer of \$30,000 to the Levy Campaign Reserve per the FY2011 budget. Seconded by Marcy Youtz. Vote taken. Motion carried.

Jerry reported that the Board received notice in mid April of the availability of \$53,452 of SPF-SIG funding which must be used by the end of the fiscal year. The funds are to allow the Board to develop their prevention system capacity to address specific emerging needs. The full Board will need to allocate the funding for the grant’s purpose so that we can begin expending the funds. After further explanation, Jerry made a motion to approve the allocation of \$53,452 for the SPF-SIG Prevention Grant. Seconded by Dennis Butts. Vote taken. Motion carried.

The next meeting of the Finance Committee will be held on Wednesday, May 18, 2011 at 5:45 p.m. at the Board office.

Mark provided an update on the state budget. Mark noted that the next biennium budget contains a lot of change and cuts to our system and noted that the Board has not sent out allocation letters to the agencies yet. He noted that we have received preliminary budget information at this point, but not final numbers. He reported that he had an opportunity to travel to the State House and testify in front of the budget committee about the impact the budget cuts will have on our system. Mark noted that ODMH passed all cuts in the 408 line item on to local systems. Mark voiced concern about the impact the budget will have on use of the state hospital. It is probable that use will increase as funding for local community services decrease. Mark explained that we are looking at potentially a 30% reduction in the ODMH community mental health services line item. He noted that there would be reductions for ODADAS as well, though they are unspecified at this point. He noted that there is a movement to take into consideration the unemployment rate when determining funding rather than on a per capita basis.

Mark reported that ODMH and ODADAS would assume responsibility for Medicaid match effective July 1, 2011. Mark explained that the Board would be responsible for processing and paying Medicaid claims in 2012. In 2013, the Medicaid responsibilities will move entirely to ODJFS. Mark noted that it is unclear at this point how this will affect us.

Mark reminded the Board that our system would see a reduction of \$360,000 of tax revenue due to the Tangible Personal Property Tax rollback. Mark spoke briefly about Senate Bill 5 and the impact to the Board. He noted that some of the language impacts PERS. Mark encouraged the Board to contact our local legislatures to advocate for adequate funding for our system. Mark will keep the Board posted as additional information regarding the budget becomes available.

#### PLANNING COMMITTEE – No Report

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 noted that at the May meeting the Board will review agency contracts for approval. Mark noted that this budgeting cycle is going to be a fluid process since we do not have final numbers from the State. He noted that contracts may be amended as the State budget is finalized.

Mark also noted that the Slate of Officers for the Board would be presented at the May meeting and voted on in June. Mark reported that the Board would review the Strategic Plan and next steps in June as well.

Mark reminded the Board members to contact their legislators to advocate for funding for our system. He also announced that the Tri-County CIT Academy would be held the following week. Jodi noted that 21 officers are registered. Jodi also noted that the National Take Back Initiative is scheduled for April 30 from 10:00 AM – 2:00 PM. There will be collection sites in all three counties.

#### 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, George Lovett made a motion to return to open session. Seconded by Bob Menz. A roll call vote was taken. Motion carried. The Board returned to open session.

Bill Lutz made a motion to approve the amended employment agreement with the Executive Director. George noted the motion was in reference to the agreement dated April 20, 2011. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Bob Menz made a motion to empower the Executive Director to enter into due diligence and appropriate negotiations concerning additional lease space in Piqua. Seconded by Julie Harmon. Vote taken. Motion carried.

Jerry Herbe made a motion to expand the resolution approved for the purchase or lease of equipment for office space for Darke County Mental Health Clinic to include all potential sites. Seconded by Jason Wagner. Vote taken. Motion carried.

**NEW BUSINESS**

There being no new business, Julie Harmon made a motion to adjourn. Seconded by Nancy Sullivan. Vote taken. Motion carried. The next regularly scheduled Board of Directors' meeting will be on Wednesday, May 18, 2011 at 6:45 p.m. at the Board office.

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George Lovett, Chairperson

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Marianne Helmlinger, Secretary

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Amanda Brown