

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

November 30, 2011

BOARD MEMBERS PRESENT

Dennis Butts
Julie Harmon
Marianne Helmlinger
Jerry Herbe
Kate Ketron
George Lovett
William Lutz
Roger Welklin
Marcy Youtz

BOARD MEMBERS EXCUSED

Craig Dusek
Jewell Good
Robert Menz
Jason Wagner

GUESTS PRESENT

Dorothy Crusoe, CH
Thom Grim, MCRC
Molly Helmlinger
Dave Lauffenburger, DCMHC
Joanne Mieding, Miami County NAMI
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

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, November 30, 2011 for their Board of Directors' meeting. George Lovett called the meeting to order at 6:55 p.m.

Board staff member Amanda Brown took roll call. Nine 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

Jerry Herbe 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 Julie Harmon. Vote taken. Motion carried.

The Board reviewed the minutes of the September 2011 Board of Directors' meeting. Julie Harmon made a motion to approve the minutes of the September 21, 2011 Board of Directors' meeting as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

BOARD GOVERNANCE – Mark McDaniel

Mark provided an update on the Mental Health and Recovery Levy campaign and announced that the levy passed in all three counties. He noted that the success of the levy was due to the hard work of many individuals. He reported that a large Levy Committee was established and from that, smaller sub-committees were created to help with specific tasks of the campaign. He thanked the county chairs for their support. They were LuAnn Presser, Shelby County; John Jung, Miami County; and Bill Baumann, Darke County. He also recognized Jerry Herbe, who served as the campaign treasurer, and thanked him for his contribution.

Mark commented on the levy campaign budget and noted that we began with an account balance of \$44,735.65. He noted that we were able to purchase 1,000 levy signs (for a total of 1,200 for distribution), 11 billboards, a full-page newspaper endorsement advertisement, radio advertisements, targeted mailings/door-to-door information dissemination, web site development, production/airtime of a TV commercial, and more for a final campaign budget of \$40,275.31. He commented on the free advertising and outreach through the web and word-of-mouth. He reported that speaking engagements were a big part of the campaign. In addition to several impromptu speaking engagements, we had over 75 scheduled speaking engagements during the campaign. He thanked the individuals who volunteered time to participate in the commercial and commented on the quality of the final product. He noted the collective vote for the tri-county area was 62% for and 38% against. He again thanked all the Board members, staff and agencies for their help in the passage of the levy.

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 2011 Finance Committee meeting. Jerry made a motion to approve the minutes of the September 21, 2011 Finance Committee meeting as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the Financial Statements from September and October 2011, 33% of the way through the fiscal year on a cash basis. Jerry reported that the statements are cumulative. The Financial Statements for October 2011 reflect revenue at 27.6% and expenditures at 22.5%. Jerry made a motion to approve the September and October 2011 Financial Statements as presented. Seconded by Kate Ketron. Vote taken. Motion carried.

Jerry reported that the Finance Committee would like to postpone review of the Final Fiscal Year 2011 Financial Statements until the next regularly scheduled Board meeting.

The Board reviewed the Service Reports through September 2011, 25% of the way through the fiscal year. Services reported are at 22.8% overall with MH Services reporting at 21.4% of projections and AoD Services reporting at 25.4% of projections.

The Board reviewed the Quarterly List of Transactions from July-September 2011. Jerry made a motion to approve the Quarterly List of Transactions from July-September 2011 as presented. Seconded by Dennis Butts. Terri Becker provided clarification on how Medicaid billings will be handled at the State level. Vote taken. Motion carried.

Jerry reported that independent audits have been received for Community Housing, Miami County Mental Health Center, and SafeHaven. Audit summaries and financial statements were included in the packet. All were clean audits with no citations or findings for recovery. There were management comments for SafeHaven to consider. After further review, Jerry made a motion to approve the independent audits of Community Housing, Miami County Mental Center and SafeHaven as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed agency monitoring information for Shelby County Counseling Center and Darke County Mental Health Clinic. Jerry reported that SCCC's Board minutes have been received through July and the financial statements are through September. The agency has also provided detailed payable reports as of November 4, 2011. They are also showing progress at putting money toward savings for future financial obligations. Jerry reported that DCMHC's Board minutes have been received through August and financial statements are through October. He noted that the agency is working toward reducing overall time between date of service and service billing. He also reported on cash flow and agency Medicaid billings.

The Board reviewed a proposal for DCMHC that would allow our Board to increase the allocation to the agency and to bring in an outside consultant to review agency operations. Mark explained that DCMHC continues to experience cash flow problems and noted ongoing discussions with the agency around cash flow and viability. Mark explained that the proposal would hire a consultant to help DCMH look over their operations and come up with an action plan for improvement. Mark noted that the timeframe for the consultant agreements is December 1, 2011 through the end of February 2012; however, it can be extended if necessary. He further explained that the final action plan determined in the process would be available to the Tri-County Board members as well as the DCMHC Board and agency. The Board reviewed the current financial status of the agency and the amount of budgeted revenue that is being under-billed by the agency. Mark noted that staff from DCMH feels their Board needs to review the proposal further before they can accept it; however, they are confident that the proposal will be accepted by their Board. Staff from DCMHC noted that they feel confident they can have an answer from their Board by tomorrow. Mark explained how the funds in the proposal would be distributed to DCMHC if the proposal were accepted by their Board. George further explained the legal aspects in the agency contracts and what the Board can request of agencies. After a lengthy discussion regarding the proposal and the position and responsibilities of both Boards, Jerry made a motion to approve the Proposal to the Mental Health Clinic Serving Darke and Miami Counties and FY12 funding outlined in the proposal and authorize the Executive Director

to enter into a Consultant Agreement for up to \$10,000 in order to implement the proposal. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

Jerry reported that the Building Committee discussion would be deferred to Executive Session.

Jerry provided an update on the Miami County Office Space for the DCMHC and noted that they moved into their new space on Summit Avenue at the end of September. He noted that signage is in place and all services are being provided at the new location. The agency was closed for one day during the move.

The Board reviewed the Calendar Year 2012 Revenue/Temporary Appropriations. Jerry noted that the report 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 for the calendar year and have final cash balances. Full year appropriations will then be reviewed for approval. Jerry made a motion to approve Calendar Year 2012 Revenue/Temporary Appropriations as presented. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed an allocation revision for Shelby County Recovery Services. Jerry noted that Shelby County Recovery Services, as one of our residential programs, has been hit extremely hard by the bed bug issue in the area. He noted that they are a very small agency with very little cash reserves and no budget for this type of issue. They have incurred very large initial expenses to take care of the infestation as well as ongoing monthly costs to keep the home from becoming re-infested. Jerry made a motion to increase the FY12 allocation for Shelby County Recovery Services by \$5,000. Seconded by Dennis Butts. Mark noted that the agency has a fairly small budget and due to the infestation clients have had to move out, thus reducing revenue. Expenses have also gone up to take care of the bed bug problem. After further review, a vote was taken. Motion carried.

The next meeting of the Finance Committee will be held on Wednesday, January 18, 2012 at 5:45 p.m. at the Board office.

PLANNING COMMITTEE – Bill Lutz

Bill Lutz reported for the Planning Committee and noted that the Committee met on November 2, 2011 at the Board office.

Bill reported that the Committee discussed the Telemedicine and NOPH pilot project. He noted that the Board is working with NOPH/ODMH to discuss the use of state hospital psychiatrists through telemedicine to provide consultation for difficult cases, discharge planning, and follow-up psychiatric appointments for NOPH discharges on a short-term basis. He further explained that based on the number of discharges, the site would likely be at the Mental Health Clinic in Miami County but all agencies would have access. The next step is to identify necessary technology and the costs associated with purchasing equipment.

Bill reported that the Committee discussed purchasing medication boxes for distribution to clients by agencies that provide medication/somatic services. The medication boxes will include phone numbers for both the 24-Hour Crisis Hotline and the Hope Line. Bill made a motion to approve a onetime special grant for up to \$3,500 to purchase medication boxes. Seconded by Marianne Helmlinger. Mark noted that the funding would purchase 1,000 med boxes. Vote taken. Motion carried.

The Board reviewed the 4th Quarter QI report. Bill made a motion to approve the 4th Quarter QI report as presented. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the Planning Committee minutes from the November 2, 2011 meeting. Bill made a motion to approve the minutes of the November 2, 2011 Planning Committee meeting as presented. Seconded by Julie Harmon. Vote taken. Motion carried.

The next meeting of the Planning Committee will be held on Wednesday, January 5, 2012 at 6:00 p.m. at the Board office.

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Executive Director's report and commented on the discussion regarding DCMHC. He noted that it is apparent that the Board is deeply concerned and wants things to work out for DCMHC.

Mark thanked the Board for their support over the last two weeks since he has had a kidney stone.

Mark noted that there are discussions going on at the State level regarding the budget and revising formulas for equitable distribution. Mark explained that because of Medicaid every Board's budget is different; therefore, Boards are looking at these formulas from different perspectives. He noted that the alliance that our Board is a part of is advocating for the current funding formulas to remain the same. He also noted that budget reduction discussions are taking place at the federal level. This could impact federal block grant funds received by our system.

Mark informed the Board that he has met with Freytag & Associates to talk about a proposal and future building plans. He noted that the agencies would be invited to participate in the planning process as this project moves forward.

EXECUTIVE SESSION – George Lovett

George Lovett made a motion to enter into executive session to discuss the purchase of property. The executive session will include all Board members as well as the Executive Director. Seconded by Julie Harmon. 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 Kate Ketron. 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 Bill Lutz. Vote taken. Motion carried.

The next regularly scheduled Board of Directors' meeting will be held on Wednesday, January 18, 2012 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Jerry Herbe, Secretary

Amanda Brown