

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

March 14, 2012

BOARD MEMBERS PRESENT

Dennis Butts
Craig Dusek
Jewell Good
Marianne Helmlinger
Jerry Herbe
Kate Ketron
George Lovett
William Lutz
Robert Menz
Roger Welklin
Marcy Youtz

BOARD MEMBERS EXCUSED

Julie Harmon
Jason Wagner

GUESTS PRESENT

Tricia Burke, Consultant
Dorothy Crusoe, Community Housing
Thom Grim, MCRC
Molly Helmlinger
Dave Lauffenburger, The Mental Health Clinic
Doug Metcalfe, SafeHaven
Lyn McArdle, DCRS
Ron Monroe, The Mental Health Clinic
Suzie O'Brien, The Mental Health Clinic Board
Phil Suman, The Mental Health Clinic
Ken Ward, SCCC

BOARD STAFF PRESENT

Joyce Arnold
Norma Barhorst
Terri Becker
Amanda Brown
Jerry Hill
Mark McDaniel, Executive Director

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, March 14, 2012 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; two were absent. The Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Marcy Youtz 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 Roger Welklin. Vote taken. Motion carried.

The Board reviewed the minutes of the February Board of Directors' meeting. Kate Ketron made a motion to approve the minutes of the February 15, 2012 Board of Directors' meeting as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

BOARD GOVERNANCE – No Report

Mark introduced Tricia Burke, the consultant hired by the Board to work with Darke County Mental Health Clinic. He reported that she has been working with the agency for several months collecting data and interviewing staff, Board members, and other community partners and has put together an Organizational Assessment of recommendations for improvement.

Tricia addressed the Board and shared a power-point presentation summarizing the Organizational Assessment including the process by which she collected information, organizational findings, financial reports, undermanaged productivity/productivity potential, overhead analysis/conclusions, underdeveloped systems, results of surveys, and next steps. (*A copy of the power point will be included in the Board Minute book.*) She concluded her presentation by observing that the agency has a management team with a desire to lead and move the agency in the right direction.

The Board thanked Tricia for her high level of expertise and knowledge that she brought to the process. George reminded the Board of the action made regarding this process and the next steps of creating a collaborative agreement between the Tri-County Board and the Darke County Mental Health Clinic. Mark announced that the Darke County Mental Health Board is in the process of creating a plan/collaborative agreement to put Tricia's recommendations into action. Mark will work with the DCMHC Board, DCMHC staff and our attorney to finalize the agreement. A question was raised as to when the agreement would be in place. Mark anticipates the plan to be in place by the next Board of Directors' meeting in April. Phil Suman, staff of DCMHC, thanked the Board for the opportunity to work with Tricia and explained that though the process was difficult at times, the management team found the process to be very enlightening.

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 Finance Committee meeting. Jerry made a motion to approve the minutes of the February 15, 2012 Finance Committee meeting as presented. Seconded by Jewell Good. Vote taken. Motion carried.

The Board reviewed the Financial Statements from February 2012, 67% of the way through the fiscal year on a cash basis. The Financial Statements reflect revenue at 49% and expenditures at 50.2%. Jerry noted that there is a lag in Medicaid due to billing problems at the state. Jerry made a motion to approve the February Financial Statements as presented. Seconded by Craig Dusek. Vote taken. Motion carried.

The Board reviewed the Service Reports through January 2012, 58% of the way through the fiscal year. Services reported are at 52.8% overall with MH Services reporting at 53% of projections and AoD Services reporting at 52.5% of projections.

Jerry reported that the state auditors continue to work on the Calendar Year 2011 State Audit. At this time, the completion date is unknown.

Jerry reported that the reissued Independent Audit for Darke County Mental Health Clinic has been received. The report included several management comments and a going concern note to the financial statements. The summary and financial statements were included in the Board packet. After further review, Jerry made a motion to approve the independent audit of Darke County Mental Health Clinic with ongoing monitoring as discussed. Seconded by Bill Lutz. Vote taken. Motion carried.

The Board reviewed agency monitoring reports for Shelby County Counseling Center and Darke County Mental Health Clinic. Jerry noted that SCCC has submitted Board minutes through December 2011 and Financial Statements through January 2012. The agency has also provided detailed payable reports as of March 4, 2012. Jerry reported that DCMHC has submitted Board minutes and Financial Statements through February and monitoring reports have been received through January. Jerry reported that the Finance Committee also discussed monitoring with Shelby County Recovery and that Board staff continue to work with SCR's director.

Mark reported for the Building Committee and noted that committees have been created to begin working on planning processes for the Miami County project. He noted that several committees have met and are at the point of determining their mission and scope as a committee.

Jerry reported on the FY2012 Re-Entry Grant and noted that the Board was awarded the grant in the amount of \$18,200 for November – June 2012. The grant will provide outreach and assistance to SMI offenders returning to the community from incarceration. Community Housing is managing the activities of the grant. Their budget does not need adjusted at this time.

Jerry reported that ODMH has awarded the Board a pass-through Early Childhood Mental Health Grant of \$4,000. The grant will go to Catholic Social Services for the activities of the project. Jerry made a motion to approve the FY2012 pass-through of the ECMHC grant to Catholic Social Services as presented. Seconded by Dennis Butts. After further explanation of the project by Mark, a vote was taken. Motion carried.

Mark noted that the FY2013 budget process would begin soon. Though final funding is not available at this time from the state, it looks as though ODMH will be flat funded and ODADAS will receive a reduction. A budget packet will go out to the agencies at the beginning of April. Mark will keep the Board informed as budget information is available.

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

PLANNING COMMITTEE – No Report

The next meeting of the Planning Committee will be held on Wednesday, May 2, 2012 at 5:30 p.m. at the Board office.

DIRECTOR’S REPORT – Mark McDaniel

Mark presented the Executive Director’s report and provided an update on Board Member recruitment. He has received three applications so far and is talking with another potential candidate.

Mark noted that the Governor rolled out the mid-budget review and it included a reduction to ODADAS and flat funding for ODMH. He encouraged everyone to advocate for funding for the AoD system and to contact legislators. Mark mentioned the opening of casinos in Ohio and how that might impact gambling addiction. He noted that there is language in the bill that would utilize revenue from the casinos and put it toward counseling services, but he is unsure if that language will remain. He noted that the state put additional dollars into ODMH to fund capital projects; however, the funds can only be used for housing capital projects.

EXECUTIVE SESSION – George Lovett

George Lovett made a motion to enter into executive session to discuss the purchase of property and potential litigation. 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, a roll call vote was taken to return to open session. Motion carried. The Board returned to open session.

NEW BUSINESS

There being no new business, Dennis Butts made a motion to adjourn. Seconded by Jewell Good. Vote taken. Motion carried.

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

George Lovett, Chairperson

Marcy Youtz, Secretary

Amanda Brown