

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

September 19, 2012

BOARD MEMBERS PRESENT

Velina Bogart
Dennis Butts
Kate Ketron
George Lovett
Robert Menz
Jason Wagner
Marcy Youtz

BOARD MEMBERS EXCUSED

Rod Austin
Craig Dusek
Julie Harmon
Roger Welklin

GUESTS PRESENT

Anthony Donisi, DCRS/DCMH/SCCC
Thom Grim, MCRC
Lyn McArdle, DCRS/SCMH/SCCC
Doug Metcalfe, SafeHaven

BOARD STAFF PRESENT

Norma Barhorst
Terri Becker
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, September 19, 2012 for their Board of Directors' meeting. Marcy Youtz called the meeting to order at 6:45 p.m.

Board staff member Jodi Long took roll call. Seven 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

Kate Ketron was appointed secretary to attest to the Board meeting minutes for tonight's meeting as well as the last meeting due to Jewell Good's resignation.

APPROVAL OF AGENDA & MINUTES OF THE PREVIOUS MEETING

The Board reviewed the agenda for the evening. George Lovett made a motion to approve the agenda as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the minutes of the July Board of Directors' meeting. Kate Ketron made a motion to approve the minutes of the July 18, 2012 Board of Directors' meeting as presented. Seconded by Jason Wagner. Vote taken. Motion carried.

BOARD GOVERNANCE – Marcy Youtz/Mark McDaniel

Marcy read an August 12, 2012 email from Jewell Good announcing her resignation from the Board effective immediately and thanking the Board for the opportunity to serve. Kate Ketron made a

motion to accept the resignation of Jewel Good from the Tri-County Board of Directors. Seconded by Dennis Butts. Motion Carried. Mark gave an update on the status Board appointments and vacancies. With Jewell's resignation, we have 11 current Board members. There are two candidates currently being considered as Commissioner appointees. We also have two ODMH vacancies, one of which is a physician or psychiatrist, which is always a difficult slot to fill.

OLD BUSINESS

FINANCE COMMITTEE – Jason Wagner

Jason Wagner reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes from the July 2012 committee meeting. A typographical error was noted on page two of the minutes. Jason made a motion to approve the minutes of the July 18, 2012 Finance Committee meeting with the correction noted. Seconded by Bob Menz. Vote taken. Motion carried.

The Board reviewed the Financial Statements from July and August 2012, 17% of the way through the fiscal year on a cash basis. The Financial Statements reflect revenue at 24.6% and expenditures at 11.4%. Jason noted that the Statements have been updated to reflect changes in funding for the new fiscal year and that staff are working to complete the close out of Fiscal Year 12 in order to complete final financial statements for the next meeting. Jason made a motion to approve the July and August 2012 Financial Statements as presented. Seconded by Velina Bogart. Vote taken. Motion carried.

Jason reported the state examiners are finished with the Board's 2011 state audit. The summary and management comments are included in the packet. Copies of the complete report are available electronically, on the AOS website, or through Terri. The audit was a clean report. The management comments relate to the implementation of a new GASB. Jason made a motion to approve the CY2011 state audit report as presented. Seconded by Kate Ketron. Vote taken. Motion Carried.

The Board reviewed the Agency Monitoring Reports for Shelby County Counseling Center, The Mental Health Clinic and Shelby County Recovery. Jason reported that agencies are current with their required reporting and that Lyn McArdle would be providing a further update later in the meeting.

Jason noted that the Building Committee and Building Project update would be deferred to the Executive Session.

Jason reported that Mark and Terri met with the Budget Commission on August 29 to review the budget packet that was submitted and to discuss programs, initiatives and budget issues. The meeting went well and the commission approved our millage for 2012. The Board must now approve and sign the resolution that was included in the packet. Jason made a motion to accept the rates of tax as determined by the Joint County Budget Commission for the year 2012. Seconded by Dennis Butts. Vote Taken. Motion Carried.

Jason reported that the Darke County Mental Health Collaborative Agreement needs to be revised. The section in the Agreement allowing for the use of funding tied to the implementation of the plan for legal services is currently limited to policy review and updates. The agency has incurred significant legal costs in consultation with their attorney around the transition and issues related to fiscal stabilization and the implementation of the Agreement but are not currently reviewing and updating policies. In order to allow the agency to access the funding allocated for legal consultation, the Agreement will need to be revised to reflect that the funds were able to be used for legal consultation

related to transition, fiscal stabilization and collaborative implementation issues. Mark added that the Agreement is a result of the work that was completed last year by Tricia Burke. The language that was used in the Agreement was simply too narrow to reflect the needed uses for the legal funds so we have been unable to reimburse their costs. After further discussion, Jason Wagner made a motion to approve a revision to the Collaborative Agreement with Darke County Mental Health Clinic to reflect that the funds allocated for legal consultation were able to be used for consultation related to transition, fiscal stabilization and collaborative issues. Seconded by George Lovett. Vote taken. Motion carried.

Jason provided an update on FY12 Youth Led Prevention spending. Based on actual FY12 agency spending, we need to revise the allocations for the year so that the program can be closed out and reports can be completed. The revised allocations are \$4126 for Miami County Recovery Council and \$1500 for Darke County Recovery Services. Mark explained that the allocation was originally split evenly between the two agencies but as the year ended, DCRS discovered that they had some unspent funds and MCRC had spent additional funds on their project. Jason Wagner made a motion to approve revised distributions of the FY12 Youth Led Prevention allocations of \$4126 to Miami County Recovery Council and \$1500 to Darke County Recovery Services. Seconded by Bob Menz. Motion carried.

Mark provided an update on the RSC Agreement for our area. We are coming to the end of the current eighteen-month contract period. Going into the new contract period, which will be one year, we will be adding Preble County and Mercer County to the contract. There will be only two coordinators for the five county area in order to meet RSC guidelines. The Agreement must be in place by October 1; and we do not have our phone conference with RSC to discuss the services and budget until this Friday. There is also an Agreement with Preble County regarding our board's administration of the program. Tri-County will not be adding funding to the contract, just carrying over the funding that will be left over from the current Agreement. Preble is doing the same, and Mercer is adding some additional funds. Jason Wagner made a motion to approve the continuation of the RSC Program, Tri-County Board administration of the program for Preble and Mercer Counties and authorization of the Executive Director to execute agreements necessary to implement the program. Seconded by Velina Bogart. Vote taken. Motion carried.

The Board reviewed the Memorandum of Understanding between the Mental Health & Recovery Services Board of Lucas County and the Northwest Regional Collaborative boards for the Hot-Spot funding that the Lucas County Board is administering. Lucas County will disburse the funds as the Boards in the region access the services and then send quarterly reports regarding utilization. Jason Wagner made a motion to approve the Memorandum of Understanding concerning the Juvenile Crisis/Respite Project Between the Mental Health & Recovery Services Board of Lucas County and the participating Northwest Regional Collaborative Board area as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

Mark also presented the Rescue Mental Health Agreement for child/adolescent crisis services. These are the services that will be purchased through the MOU. The Agreement outlines access to the beds for the boards in the collaborative. Jason Wagner made a motion for the full Board to approve the Agreement for Services between Rescue Incorporated and the Tri-County Board of Recovery and Mental Health Services as presented. Seconded by Dennis Butts. Vote taken. Motion Carried.

Jason reported that the Miami County Family and Children First Council no longer has a full time coordinator and has decided to contract for that function. The individual in the contract position will not have the time to complete all of the fiscal functions for the agency so an Agreement has been drafted for our Board to handle that function. For a monthly fee of \$830, we will provide an office and assist with accounts payable, receivable, reporting requirements, etc. The Agreement will begin

immediately and will run through the remainder of the fiscal year. Mark added that this is an opportunity for us to utilize the skills of our staff to add a small amount of revenue to our budget to replace some of the funding that we have recently lost. Jason Wagner made a motion to approve the FY13 Agreement for Fiscal Services with the Miami County Family and Children First Council as presented. Seconded by Bob Menz. Vote taken. Motion carried.

Lyn McArdle provided a brief update of the status at Darke County Mental Health Clinic and Shelby County Counseling Center. He introduced Tony Donisi, the new clinical director for Miami County. He noted that in Shelby County, cash flow is much better, AoD services have been overhauled, new staff has been hired, the Driver Intervention Program has been revamped, a new server has been purchased, and Medicaid is being billed weekly. In Darke County the management structure has been overhauled, cash flow has improved, they have managed to locate documentation with hopes of being able to address the FY2000 Medicaid payback, and they are continuing due diligence and merger discussions between the two Darke County agencies.

The next meeting of the Finance Committee will be held on Wednesday, November 28, 2012 at 5:45 p.m. at the Board office.

PLANNING COMMITTEE – Kate Ketron

Kate Ketron presented the Planning Committee report and noted that the committee met on Wednesday, September 5, 2012 at the Board office.

Kate provided updates on the CIT Companion Course to be held on September 26th and 27th and state hospital usage, which is slightly down from the same point in FY12.

Kate reported that the committee reviewed the FY12 second and third quarter QI report. Shelby County data is still missing due to their transition issues. She noted that if anyone would like to see the full reports to let Jodi know, as they are not mailed out because they are quite large. Based on committee review, Kate made a motion for the full Board to approve the FY12 second and third quarter QI reports as presented. Seconded by Bob Menz. Vote taken. Motion Carried.

The Board reviewed the minutes of the September 5, 2012 Planning Committee meeting. Kate Ketron made a motion to approve the minutes of the September 5, 2012 Planning Committee meeting as presented. Seconded by Dennis Butts. Vote taken. Motion Carried.

The next meeting of the Planning Committee will be held on Wednesday, November 7, 2012 at 5:30 p.m. at the Board office.

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Executive Director's report and reminded everyone of the Annual Meeting and Art of Recovery coming up on October on 17 at Edison. He encouraged anyone who would like to display artwork or who might know someone who might like to display his or her artwork to sign up.

The merger between the Ohio Department of Mental Health and the Ohio Department of Alcohol and Drug Addiction Services is moving forward. Some functions have already merged. One of the areas that is currently getting a lot of discussion is funding formulas. The current formulas are flawed due to the effect that Medicaid, hospitals, grants and other factors have had on the system

over the years. In most of the discussions around formula changes, our Board is somewhere in the middle as far as winners and losers, however we do better in some of the scenarios than others. We will be watching this issue closely as it could potentially significantly impact our funding.

EXECUTIVE SESSION – Marcy Youtz

Marcy Youtz made a motion to enter into executive session to discuss the purchase of property, and pending litigation. The executive session will include all Board members, Randall Comer Attorney at Law, as well as the Executive Director and the Director of Finance and Administration. 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, Velina Bogart made a motion to adjourn. Seconded by George Lovett. Vote taken. Motion carried.

The next regularly scheduled Board of Directors' meeting will be held on Wednesday, November 28, 2012 at 6:45 p.m. at the Board office.

Marcy Youtz, Chairperson

Kate Ketron, Secretary

Terri Becker