

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

**March 20, 2013**

**BOARD MEMBERS PRESENT**

Rod Austin  
Dennis Butts  
Kate Ketron  
George Lovett  
Bob Menz  
Jason Wagner  
Roger Welklin  
Marcy Youtz

**BOARD MEMBERS EXCUSED**

Velina Bogart  
Craig Dusek  
Julie Harmon

**GUESTS PRESENT**

Dorothy Crusoe, Community Housing  
Byron Ewick, MCRC  
Thom Grim, MCRC  
Lyn McArdle, DCRS/DCMH/SCCC

**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, March 20, 2013 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. Eight Board members were present; three were absent. The Board staff and guests introduced themselves and identified the agency or group they represented.

Byron Ewick from Miami County Recovery Council announced that MCRC has received a grant from the Troy Foundation to publish a newsletter and he brought copies of the second edition of the newsletter to share. He encouraged everyone to look over the newsletter, visit the agency's website, and provide feedback. He also announced that the agency would be having their first quarter auction the next evening with a number of very nice prizes. The funds raised at the auction will go to prevention programs.

**APPOINTMENT OF SECRETARY**

Bob Menz was appointed secretary to attest to the Board meeting minutes for tonight's meeting.

**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 Bob Menz. Vote taken. Motion carried.

The Board reviewed the minutes of the February Board of Directors' meeting. Rod Austin made a motion to approve the minutes of the February 20, 2013 Board of Directors' meeting as corrected. Seconded by Dennis Butts. Vote taken. Motion carried.

#### BOARD GOVERNANCE – Mark McDaniel/George Lovett

George provided the oath of office to Jason Wagner, who has been reappointed to another term on the Board.

Mark provided an update on the strategic planning process. Staff has met with Ross Calvin and staff from Brown & Associates staff to go through the timeline, the information that they will need, and the SAMHSA document that we are utilizing for the process. Jodi is developing a survey from the SAMHSA document to assess the services currently available in our system. The survey will be distributed to our provider agencies soon utilizing software that we purchased for this type of project.

#### 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 February 2013 committee meeting. Jason made a motion to approve the minutes of the February 20, 2013 Finance Committee as presented. Seconded by Kate Ketron. Vote taken. Motion carried.

The Board reviewed the Financial Statements from February 2013, 67% of the way through the fiscal year on a cash basis. The Financial Statements reflect revenue at 56.4% and expenditures at 50.7%. The federal funding that was discussed last month and requested from ODADAS was received on March 15<sup>th</sup>. These funds will be reflected on the March financial statements. Jason made a motion to approve the February 2013 Financial Statements as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the Service Reports through January 2013, 58% of the way through the fiscal year. Services reported are at 46.8% overall with MH Services reporting at 47.6% of projections and AoD Services reporting at 45.7% of projections. Finance Committee received additional information regarding late reporting agencies indicating that late data should be forthcoming.

The State Examiners have completed fieldwork for the CY12 state audit. The audit will go through review and supervision and we will wait for review of the state system in order for our audit to be complete.

Jason reminded Board members that ODADAS and ODMH would be here to complete our Stakeholder Review the week of April 8 through April 12. Board staff has been sending preliminary information to the reviewers in preparation for the review. Terri and Thom Grim met to gather the needed information to document Board/Agency Assurance compliance as MCRC was the agency pre-selected for this portion of the review.

The Board reviewed the agency independent audit for Shelby County Recovery Services as well as the agency's response to the finding in the audit. The finding is one that is repeated each year as the agency's size of one paid staff does not provide sufficient opportunity to adequately segregate duties.

The agency board has considered increasing the size of staff and has concluded that the cost is prohibitive. The agency did not have a going concern note to their financial statements this year and Board staff recommends removing them from monthly Audit Committee monitoring. Jason made a motion that for the full Board to approve the FY12 independent audit of Shelby County Recovery as well as the agency's response to the finding contained in the audit and to remove the agency from monthly Audit Committee monitoring. Seconded by Bob Menz. Vote taken. Motion Carried.

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

Jason reported that staff has been working to secure an inpatient agreement with Access Hospital. We hope to have an agreement finalized by the next meeting. Access staff is currently reviewing a draft agreement. Mark added that we are very close to a final agreement.

Mark provided an update on the telemedicine project. We have looked at a number of systems of varying prices and have settled on a vendor that will probably best fit our needs and happens to be in the middle of the price range. Jodi is working on the details of what is needed now for a proposal as far as licensing, hardware and connectivity so that a proposal can be brought to the Board next month for review.

Jason reported that budget packets would be going out to agencies the first week of April for FY14 so that contracts can be approved at the May meeting. At this point flat funding is anticipated.

Board members discussed a FY2013 Board Administrative Budget revision. He noted that the backup copier that is used at the Board was purchased in FY2002 and will no longer be covered under a maintenance agreement at the end of this fiscal year. The current primary copier was purchased in 2006. Staff has started getting quotes on new machines and we will need to adjust the budget in order to allow for the purchase of a new machine before the end of the year. Jason made a motion to increase the FY13 Administrative Line Item 7.1 by \$7,000 in order to allow for the purchase of a new copier for the Board offices. Seconded by Roger Welklin. Vote taken. Motion Carried.

The next Finance Committee Meeting will be April 17<sup>th</sup>. The time has not been determined.

#### PLANNING COMMITTEE

The next Planning Committee meeting will be at 5:30 PM on April 3, 2013 at the Board office.

#### DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Executive Director's report and presented a quarterly magazine from the Board Association containing an article highlighting our local CIT academies. He announced that Cheri Walters and staff from the Board Association would be at our next Board meeting to provide information on The Affordable Care Act. We will shorten Finance Committee and Board Meeting in order to accommodate the presentation.

Terri Becker has been spending a great deal of time putting a report together for agencies that will go out at the end of this week that came about as part of our sub-recipient monitoring in December. The report is around the use of non-client specific billing codes as the use of these billing codes has been increasing steadily. We will offer technical assistance and training as appropriate but some of the activities will simply not be allowed to be billed to the Board.

The Tri-County Crisis de-briefing team has been very active lately. Two Miami County departments have had deaths recently and there was a child death in New Madison that for which the team was called to provide support. We feel that this is an incredibly value-added service for our communities and we want to continue to support the program. What we are finding is that not all of the team members have had all of the same training in crisis de-briefing. There is a training that is very specific to this type of work that we might want to make available to the members of the team. Jodi is going to check into the costs and what it would take to make this training available to the members of our de-briefing team.

The Miami County Commissioners have had difficulty for some time in having stability in the Family and Children First Coordinator's position. We are a mandated member of FCF in all three counties. Mark indicated that we could consider hiring someone to take on that role, which is part time. We would receive the funding from FCF for that part time function. Mark feels that we could package that part time piece with some help for NAMI and potentially make it a full time position. He feels that our NAMI groups have struggled because they have had a difficult time maintaining active members. Our NAMI's could use some help to facilitate some of their processes because they offer a valuable service. The Family-to-Family training could be a resource for families from all three counties.

Mark provided a State budget update. Medicaid Expansion is still a hot topic. There has been lots of effort to get the word out. Recently the federal government has expressed a willingness to allow states to purchase insurance with Medicaid expansion funds. This could be the compromise that gets Medicaid expansion through in the budget bill. This makes a big difference to our system. An individual who comes into one of our contract agencies would not come in with a Medicaid card, they would come in with a private insurance card of some sort. That makes a difference because Medicaid billing processes are different from insurance; staffing requirements may be different for Medicaid and the insurance that they have. Our providers are going to have to get a lot better at billing insurance if this comes about. They will have to have appropriately licensed staff and agreements in place in order to participate in the expansion. What cannot happen is for the Board to be expected to be responsible for payment for these individuals if expansion comes about in this manner and providers are not able to bill for the services. Straight Medicaid expansion could free up some funding for the Board to purchase additional services. The insurance option does not do that for us. At this point, it is not clear what type or level of insurance coverage would even be made available. It could only be some type of catastrophic coverage.

#### EXECUTIVE SESSION – Marcy Youtz

Marcy Youtz 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. A roll call vote was taken. Motion carried. The Board entered into executive session.

Following the executive session, Marcy Youtz made a motion to return to open session. A roll call vote was taken. Motion Carried. The board returned to open session.

Kate Ketron made a motion to approve the following resolution: WHEREAS, it is necessary for the Tri-County Board of Recovery and Mental health Services to purchase real estate to enable it to enhance services to the community; and WHEREAS, Hines Builders, Inc. has offered for sale a certain parcel of real property on terms that are acceptable to the Tri-County Board of Recovery and Mental Health Services; and WHEREAS, certain contingencies will be required to be satisfied to allow proper development of the real property. NOW, THEREFORE, BE IT RESOLVED, by the Tri-County Board

of Recovery and Mental health Services, a majority of its members concurring, that: 1) The Executive Director is authorized to execute a contract, on behalf of the Board, substantially similar to the contract attached hereto. 2) The Executive Director is authorized to perform such actions that are necessary to satisfy the contingencies and other terms and conditions in the contract and the Executive Director is authorized to expend an amount not to exceed \$40,000 for such purpose. Adopted on this 20<sup>th</sup> day of March, 2013. Seconded by George Lovett. Vote taken. Motion Carried.

**NEW BUSINESS**

There being no new business, George Lovett made a motion to adjourn. Seconded by Jason Wagner. Vote taken. Motion carried.

The next regularly scheduled Board of Directors' meeting will be held on Wednesday, April 17, 2013 at 6:45 p.m. at the Board office.

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Marcy Youtz, Chairperson

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Bob Menz, Secretary

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Terri Becker