

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

February 19, 2014

BOARD MEMBERS PRESENT

Rod Austin  
Dennis Butts  
Tom DeVault  
Fawn Green  
Marianne Helmlinger  
Jerry Herbe  
Vicki Hornbeck  
Kate Ketron  
Mandy Martin  
Jason Wagner  
Roger Welklin

BOARD STAFF PRESENT

Norma Barhorst  
Terri Becker  
Dorothy Crusoe  
Jerry Hill  
Jodi Long  
Steve McEldowney  
Kim McGuirk  
Brad Reed

BOARD MEMBERS EXCUSED

Velina Bogart  
Bob Menz

GUESTS PRESENT

Dr. Jacqueline Allen, DCRS/MHC/SCCC  
Karen Dickey, MHC  
Byron Ewick, MCRC  
Thom Grim, MCRC  
Molly Helmlinger, AAUW, Shelby Co. NAMI  
Doug Metcalfe, SafeHaven

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, February 19, 2014 for its Board of Directors' meeting. Jason Wagner called the meeting to order at 6:45 p.m.

Board staff member Brad Reed took roll call. Eleven Board members were present; two excused. The Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Roger Welklin was appointed secretary to attest to the Board meeting minutes for tonight's meeting.

APPROVAL OF AGENDA & MINUTES OF THE PREVIOUS MEETINGS

The Board reviewed the agenda for the evening. Jason noted that Terri Becker would be filling in for Mark McDaniel this evening. Marianne Helmlinger made a motion to approve the agenda. Seconded by Roger Welklin. Vote taken. Motion carried.

The Board reviewed the minutes of the January Board of Directors' meeting. Dennis Butts made a motion to approve the minutes of the January 15, 2014 Board of Directors' meeting. Seconded by Kate Ketron. Vote taken. Motion carried.

#### BOARD GOVERNANCE – Jason Wagner/Terri Becker

Terri Becker reported that Mark McDaniel had sent to Board members some Board self-evaluation tools and would like some feedback. He will be putting together a draft tool for the Board to use and will be sending it out for review.

Terri also asked on behalf of Mark how often the Board would like to see Strategic Plan updates on the agenda. Consensus was that quarterly was the preferred frequency.

Terri reported that Bob Menz has one month left on his current term. He will not be seeking reappointment immediately, but may be interested in serving on the Board again in the future.

Terri confirmed with the Board that they had received communication about committee assignments, and alerted the Community Relations committee members that Brad Reed would be sending out dates for a meeting soon.

#### OLD BUSINESS

##### FINANCE COMMITTEE – Dennis Butts

Dennis Butts reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the finance committee minutes from the January committee meeting. Dennis made a motion to approve the minutes from the January 15, 2014 Finance Committee meeting as presented. Seconded by Vicki Hornbeck. Vote taken. Motion carried.

The Board reviewed the Financial Statements from January 2014, 58% of the way through the fiscal year on a cash basis. Dennis reported that FY14 revenue is at 45% and expenditures are at 46.2%. Dennis made a motion to approve the January 2014 Financial Statements as presented. Seconded by Rod Austin. Vote taken. Motion carried.

The Board reviewed the Service Reports through December 2013, 50% of the way through the fiscal year. Services are reported at 49% overall with MH Services reporting at 43.5% of projections and AoD services reporting at 58.8% of projections.

Dennis reported that there has not been any additional on-site work on the 2013 audit, although there have been some email exchanges. Work will resume when Board staff completes statements and schedules.

Dennis reported under agency monitoring that information submitted by Shelby County Counseling is currently up to date. The information noted as behind on the monitoring document that the Board received in their packets was received on mail-out day.

Terri Becker updated the Board on the building committee and project. Mark, Terri, Brad Reed and Jodi Long met February 12 with Steve Kopecky, Director of Operations – Program Services of Goodwill-Easter Seals Miami Valley, who has agreed to act as facilitator. The group discussed strategies for the kickoff meeting and worked on the list of who would be invited to come. Before we have the meeting, the group will visit a campus site similar to our concept in Canton. The group is interested in how they managed the process, tenant policies and so on. Once a date for the kickoff meeting has been

established, Board members will be notified. Terri informed the Board of an article in the Sidney Daily News announcing plans for Wilson Memorial Hospital to build an additional building on their campus in Sidney to bring a number of physician specialty services under one roof, indicating a trend toward the multi-service campus concept to make access to services easier for families and clients.

Dennis reported that Mark and Terri have been working on a plan to assist agencies with the high cost of physicians. While they are still working through final methodology for the process, in order to assist agencies mid-year; a partial reconciliation was done for DCMH-Miami and Darke sites and Shelby County Counseling Center, and is in process for Miami County Recovery Council. This is being paid out of current contract allocations until we can determine how much contracts may need to be adjusted. Should any contract adjustments be necessary, that will be brought to the Board for approval.

Terri reported on technical assistance for Darke County Recovery Services, including the mental health sites in Darke and Miami counties and Shelby County Counseling Services. She said the reason for accelerating the payments, especially for the physician costs, is that they did not want that to be a reason for the agencies to not be able to make payroll when physician costs exceed what the agencies can bill. However, they also believe the problem is bigger than just physician costs and the Board is unwilling to continue to put additional dollars in if changes are not made. The Board offered to provide technical assistance to the agencies on condition that the agency invites the Board to do so, and that they agree to implement changes as recommended. DCRS Director Jackie Allen noted several actions already taken, such as staffing reductions through attrition, and reassigning staff based on workload. Jackie estimates that not filling positions as they come open will save the agencies nearly \$300,000 over the course of the year. Terri reported that the agencies have already reached the maximum of service payment advances allowable under the contract. It is possible in the short term that the agencies would not have enough billings to cover payroll, resulting in disruption of services. She asked the Board for approval to make additional service payment advances within the contract allocations if it becomes necessary to help the agencies make payroll as they go through the technical assistance process. Dennis Butts made a motion to approve up to \$137,000 in additional FY14 service advance for Darke County Recovery Services and \$45,000 in additional FY14 service advance for Shelby County Counseling as presented. Tom DeVault seconded. On discussion, Terri clarified that the amount actually advanced may be none, or all of the approved amount, or some portion of it. The numbers were established based on a full payroll for current staffing. If the agency is short of payroll, it is unlikely it would be the full amount. It was also clarified that the \$300,000 in cuts already made are projected for the year, but does not represent cash on hand. Vote taken. Motion carried.

Dennis reported that staff has had the contract and budget meeting with OOD (formerly Rehabilitation Services Commission) and the process is moving forward. The contract is in process and match funding will be \$86,903.73. This is less than the \$95,000 that the Board approved.

Dennis reported that the FY14 Darke County Recovery Services Contract needs to be adjusted to reflect the final allocation for the Community Stabilization program. The Contract currently contains \$19,878 of this funding, which was the amount that we received last year. When final allocations were received, the allocation was \$21,362. The increase in the Contract is \$1,484. This funding is used to fund services for individuals being discharged from hospitals that may not be able to be billed to other sources. As days at state hospitals has gone down, average length of stay at Access Hospital has gone up. Jackie has assigned CPST from each county to begin discharge planning upon admission, so that a plan is in place when the client is ready for discharge. Jodi Long added that the funds can be used for clients at Access Hospital who are not yet open clients, making for smoother transition. Dennis made a motion to approve an increase in the FY14 Contract with Darke County Recovery Services in the amount of \$1,484 as presented. Seconded by Kate Ketron. Vote taken. Motion carried.

Dennis reported that the Board has not yet transferred the allocated funding for the Levy Campaign Reserve for this year. The Board allocated \$10,000 for FY14 to be transferred into the reserve to continue to build the reserve balance for the next campaign. Dennis made a motion to approve the transfer of \$10,000 to the Levy Campaign Reserve Fund. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The next Finance Committee Meeting will be March 19, 2014 at 5:45 PM before the full Board meeting.

#### PLANNING COMMITTEE

The next Planning Committee meeting will be March 5, 2014 at 5:30 PM at the Board offices.

#### DIRECTOR'S REPORT – Terri Becker

Under funding, there has been a lot of discussion under the line item 507 Community Behavioral Health funding that's in our budget this fiscal year. Mark indicated that there is a possibility now that that funding could be one-time funding due to changes related to Medicaid expansion. The Board had planned to use those funds to offset reductions in SAPT funding over six quarters beginning FY15 as previously discussed. Terri said it is uncertain that the 507 funding will go away, but if it does, the Board will have to look again at how we might be able to cover the reductions.

Terri noted that Jodi Long has been working with agencies on the Prevention Strategic Plan. It will be discussed in detail at the Planning Committee meeting March 5. Terri said the Board's contract with Ohio University expires this month, and that they have been very helpful in working through this process. We have contacted OU about the possibility of continuing to work with us on an implementation plan and integration into the Board's overall strategic plan, and what the costs would be.

Terri reported that the Board staff has filed a grant application on behalf of Piqua City Schools for a \$35,000 grant to deliver LifeSkills Training to fifth and sixth graders next year and to do a feasibility study for wider implementation in subsequent years. Brad Reed wrote the grant on behalf of Piqua City Schools, who is the applicant of record. The school will purchase services from Miami County Recovery Council to provide classroom instruction. Piqua Police Department and the Piqua Juvenile Education Fund are also supporting the program. We will know whether the grant is awarded by April 1. Brad added that the grant would be a first step in what is envisioned as a K-12 resiliency curriculum embedded in the school.

Board staff is working on an application to be a host site for a Youth Mental Health First Aid trainer. The project is a partnership of AmeriCorps and the NorthWest Connecticut Area Health Education Center, located near the Sandy Hook Elementary School shooting. To participate the board would pay \$7000 to the NWCAHEC to cover administrative costs, but the AmeriCorps stipend and related compensation for the person are paid by AmeriCorps. It is a full-time, 10-month placement with an option for a second year. The Board would provide office space, computer and contacts in the community. Jodi Long is a trained Mental Health First Aid instructor, and this would fit nicely with our Strategic Prevention Framework planning on Youth Mental Health Promotion. The application is due March 14.

The Board also received \$600 from NAMI Ohio to help defray the costs of the CIT Academy training April 28-May 1. Jodi added that there are only four law enforcement departments in the Tri-County area that do not have CIT-trained officers. We have reached out to those departments, both from the Board and through other law enforcement agencies who are big supporters of CIT.

Departments sending officers for the first time may be eligible for additional NAMI grants of \$750 to cover overtime, shift coverage and other expenses.

Terri reported that Brad has been working to update the website, with the expectation that it will be online by April 1. Brad added that the existing website is on a platform that is at least 10 years old and is no longer updatable or supportable. Microsoft is discontinuing support for the server platform it is running on, so that is the reason for the April 1 date.

Terri relayed that Mark and Karen Dickey, Mental Health Coalition, asked for a clarification of an item mentioned in the minutes last month. The minutes indicated that the MHC had been asked for a feasibility study but it was not delivered. However, a feasibility study was presented by MHC in both hard copy and electronic form.

#### NEW BUSINESS

Molly and Marianne Helmlinger distributed copies of a magazine article for Board members to read.

The Board also received replacement copies of the Strategic Plan with corrections as noted last month.

#### ADJOURNMENT

There being no further business, Kate Ketron made a motion to adjourn. Seconded by Dennis Butts. Vote taken. Motion carried.

The next full Board of Directors' meeting will be Wednesday, March 19, 2014 at 6:45 p.m. at the Board office.

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Jason Wagner, Chairperson

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Roger Welkin, Secretary

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Brad Reed