

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

March 18, 2015

BOARD MEMBERS PRESENT

Rod Austin  
Velina Bogart  
Dennis Butts  
Vicki Hornbeck  
George Lovett  
Jason Wagner  
Roger Welklin

BOARD STAFF PRESENT

Terri Becker  
Dorothy Crusoe  
Norma Frock  
Jodi Long  
Mark McDaniel  
Steve McEldowney  
Kim McGuirk  
Brad Reed

BOARD MEMBERS EXCUSED

Tom DeVault  
Marianne Helmlinger  
Jerry Herbe  
Mandy Martin  
Marcia Youtz Henning

GUESTS PRESENT

Peggy Follrod, Recovery & Wellness Centers  
of Midwest Ohio  
Thom Grim, MCRC  
Doug Metcalfe, SafeHaven  
Jim Mieding, NAMI

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, March 18, 2015 for its Board of Directors' meeting. Jason Wagner called the meeting to order at 6:51 p.m.

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

APPOINTMENT OF SECRETARY

Vicki Hornbeck 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. Dennis Butts made a motion to approve the agenda as amended. 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 21, 2015 Board of Directors' meeting. Seconded by George Lovett. Vote taken. Motion carried.

BOARD GOVERNANCE –Mark McDaniel

Mark McDaniel reviewed the Board Performance Surveys. For the self-evaluation, scores were generally very high. Mark identified the three lowest scores – Board members doing homework and

coming prepared to the meetings, Board member attendance at meetings, and process for selecting new members – and identified them as items to work on before the next self-evaluation, which the Board plans to do approximately every two years.

Mark also reviewed results of the Dashboard survey. Board members were asked what items they would like to see on a performance dashboard. Six items were identified as important by the Board. Board staff will prepare a sample dashboard for the Board to look at. Vicki Hornbeck noted that she creates dashboards as part of her work and volunteered to help.

Mark noted that he had just received the official notification letter confirming the appointment of Dr. Terrance Holman of Greenville to the Board for a term beginning March 12, 2015 and ending June 30, 2018. Dr. Holman will join the Board at its April meeting.

The Board reviewed several policies as part of its ongoing review of Board policies. Board policies 101, 102, 103, 104, and 105 were reviewed and revised. Vicki Hornbeck made a motion to approve the policies 101, 102, 103, 104 and 105 as presented and amended. Seconded by Rod Austin. Vote taken. Motion carried.

## 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 November committee meeting. Dennis made a motion to approve the minutes from the January 21, 2015 Finance Committee meeting as presented. Seconded by Roger Welkin. Vote taken. Motion carried.

The Board reviewed the Financial Statements from January and February 2015, 67% of the way through the fiscal year on a cash basis. Dennis reported that FY15 revenue is at 58.6% and expenditures are at 39.5%. The Board's Property Tax Line Item will need to be adjusted as we received the first tax billing for the property that we purchased for the building project. Dennis made a motion to approve the January and February 2015 Financial Statements as presented. Seconded by Velina Bogart. Vote taken. Motion carried.

The Board reviewed the Service Reports through January 2015, 58% of the way through the fiscal year. Services are reported at 42.1% overall with MH Services reporting at 39.2% of projections and AoD services reporting at 47.2% of projections.

Dennis reported that field work for the 2014 Calendar Year 2014 State audit is complete. We are waiting for the FY14 Shelby County Counseling audit from Goodwill Easter Seals and the completion of the MACSIS review at the state level, which should be completed sometime this summer.

Current agency monitoring information was included in the packet for review. Recovery and Wellness Centers of Midwest Ohio is current on information submission and we will need to discuss ongoing monitoring needs for the agency when their audit is reviewed. We are not receiving required information from Goodwill Easter Seals.

Fiscal Year 2014 independent audits were received from Darke County Recovery Services, SafeHaven, and Miami County Recovery Council. In addition, the closeout audit was received for the Darke County Mental Health Clinic. The reports for DCRS, SafeHaven and MCRC were all clean financial audits. Any control weaknesses or other concerns noted during the audit process are outlined in the summary that was distributed. The closeout audit of the Darke County Mental Health Clinic is an

adverse opinion audit. The Committee discussed whether to keep Recovery and Wellness on any type of ongoing monitoring due to cash flow concerns. Dennis made a motion to accept the independent audits of Darke County Recovery Services, Darke County Mental Health Clinic, SafeHaven, and Miami County Recovery Council as presented, with no plan of correction for Darke County Mental Health as the entity is no longer in operation, and to continue monitoring for Recovery and Wellness Centers due to cash flow concerns. Seconded by Rod Austin. Vote taken. Motion carried.

Mark McDaniel reported on OhioMHAS capital grants. The grant of \$65,000 originally for the Shelby House was increased to \$110,000 as a 50/50 split earmarked for a Recovery Home in Darke County. Mark and staff have been trying to locate appropriate properties in and around Greenville and are being limited by zoning restrictions. The goal is to have a certified recovery home in Darke County with 24/7 staff and appropriate services.

Mark reported on status of CIP grant of \$500,000. Approvals are underway, as Ohio Housing Finance Authority has approved the project, and it is now at the final approval stage. We are working with consultant and architect to refine the scope of work as the project must be put out to bid. Mark said it is our intention to apply again when the funding cycle comes around to rehabilitate two additional properties.

Fundraising project is continuing. Draft case statement is being reviewed and readied for print. Staff will begin scheduling interviews soon.

The closing for the Shelby County Recovery Home is set for March 31. The Board will then own the property and then we can begin an assessment of the work that needs to be done. It is the intent to get the recovery homes in Shelby and Miami county certified.

Dennis reported the Board will be closing on the Recovery Home property in Shelby County on March 31 and the merger is proceeding between Shelby County Recovery and Community Housing. A draft merger document has been prepared and once we have closed on the property, the merger can move forward. There is considerable work that will need to be done to update the property and once we have our maintenance person look everything over, we will have an idea of costs to bring back to the Board.

Dennis reported the Board has received a quote for renewal on liability insurance. The carrier is giving the Board a one-year renewal quote at this time. Current coverage is \$3,000,000 for Directors and Officers and \$3,000,000 for Employment practices with a \$10,000 deductible. The Board asked the broker to see if increasing our deductible to \$25,000 would make a difference in the premium or the term so they prepared quotes for \$10,000 and \$25,000 deductible coverage and both separate and shared limit coverage. The Board will need to increase the Liability Insurance Line item to cover the difference in the Administrative Budget Revision.

Provider 120-day letters went out in mid-February. The Board is ending the contract with Shelby County Recovery as they are in the process of merging with Community Housing. The Shelby County Recovery and CHI contracts will be merged. Board staff will work on getting budget packets out soon so that agencies can work on completing them. Contracts will be on the agenda for the May meeting.

We received our first property tax including the property on 25A. We will need to increase our property tax line item by \$1,962 for FY15. Because the property has been taken out of agricultural use, it is now taxed at a higher rate. Dennis made a motion to increase the FY15 Property Tax Line item by \$1,962 and the Liability Insurance line item by \$505. Seconded by Velina Bogart. Vote taken. Motion carried.

The Board originally approved splitting Youth-Led Prevention funding three ways and distributing to existing agencies for system-wide training and local materials. In order to stimulate interest and support the local groups that are growing out of our prevention efforts, we sent out an invitation for groups to apply for up to \$200 for allowable youth led activities (up to \$1,800). Groups were permitted to join together to apply. We got \$1,600 in applications for allowable activities. Rather than ask the agencies to pass through the funding, Board staff would like to change the allocation to set the \$1,600 aside as mini grants. Dennis made a motion to approve \$1,600 of Youth Led Prevention funding for FY15 mini grants as presented. Seconded by Roger Welklin. Velina Bogart indicated she would abstain from the vote. Vote taken. Motion carried. Bogart abstained.

Winter weather has been very difficult on agencies that depend on productivity for their revenue. No-shows and cancellations are very high when there is extreme weather including snow, cold and even fog. Terri Becker asked the agencies that depend on productivity to submit no-show and cancellation information from the winter. Based on a review of the data that was submitted, staff proposes paying out to agencies one week of non-grant funding from current allocations. It was noted these are not additional dollars, but already budgeted through contracts. Dennis made a motion to approve paying one week of non-grant funding from allocations to agencies to cover no-shows and cancellations due to weather. Seconded by Rod Austin. Vote taken. Motion carried.

Initial appropriations approved by the board did not include any carryover funds that are budgeted or the CIP grant that we have now been awarded. The sheet that has been distributed is on the county's chart of accounts on a calendar year basis. Dennis made a motion to approve the 2015 Appropriations as presented. Seconded by Vicki Hornbeck. Vote taken. Motion carried.

The next Finance Committee meeting will be April 15 at 6:00 PM.

#### PLANNING COMMITTEE – No Report

The next Planning Committee meeting will be June 3, 2015 at 5:30 PM at the Board offices.

#### COMMUNITY RELATIONS COMMITTEE – No Report

The next Community Relations Committee meeting will be June 9, 2015 at 5:30 PM at the Board offices.

#### DIRECTOR'S REPORT – Mark McDaniel

Mark told the Board that he canceled the presentation by Cheri Walter of OACBHA that had been scheduled for the March meeting due to the cancellation of the February meeting adding too many items to the agenda. He will reschedule with Cheri, probably in June. He also reminded Board members that any training related to the Board should be submitted for credit toward the Board member's required annual training.

He noted that the budget process continues in the Ohio House of Representatives. He noted there has been a unified front among stakeholders to keep funding in the budget, and to keep Medicaid expansion in the budget. He has concerns about language concerning Board's not owning property, but is hopeful that language will be stripped out.

He informed the Board of upcoming Crisis Response Team training. Jodi Long informed the Board of the extent of response to a recent tragedy in Troy. Mark noted that the Board's support for the CRT is a way to give back to the community for their support of levies. Mark expressed his thanks to responders and employers for allowing them to be available.

Mark reviewed with the Board a document about what Medicaid expansion has allowed the Board to do with dollars not spent on care previously not covered by Medicaid. The document was shared with local legislators and staffs and highlights the importance both of freeing up the dollars and allowing for local control of how the money is spent to meet local priorities.

At the April Board meeting Mark will do the quarterly review of the Strategic Plan.

He noted the Board's budget cycle is underway, and he will be proposing new, exciting things that will be great for the community.

NEW BUSINESS

Brad Reed showed the Board the pill boxes the Board had approved at the November meeting.

ADJOURNMENT

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

The next full Board of Directors' meeting will be Wednesday, April 15, 2015 at 6:45 p.m. at the Board office.

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Jason Wagner, Chairperson

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Vicki Hornbeck, Secretary

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Brad Reed