

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

September 20, 2017

BOARD MEMBERS PRESENT

Rod Austin  
Dennis Butts  
Jerry Herbe  
Terrence Holman  
Katharine Ketron  
George Lovett  
Mandy Martin  
Bob Menz  
Cassandra Pohl

BOARD MEMBERS EXCUSED

Velina Bogart  
Marcia Youtz

BOARD MEMBERS ABSENT

BOARD STAFF PRESENT

Terri Becker  
Norma Frock  
Jerry Hill  
Mark McDaniel  
Steve McEldowney  
Brad Reed  
Kim McGuirk

GUESTS PRESENT

Cynthia Cook, Recovery & Wellness Centers  
of Midwest Ohio  
Julie Clay, Shelby County Counseling Center  
Dorothy Crusoe, Community Housing  
Doug Metcalfe, SafeHaven  
Mike Rhoades, Darke County Commissioner

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, September 20, 2017 for its Board of Directors' meeting. Rod Austin called the meeting to order at 6:40 p.m.

Board staff member Brad Reed took roll call. Nine Board members were present; two excused; none absent. Board staff and guests introduced themselves and identified the agency or group they represented.

APPOINTMENT OF SECRETARY

Dennis Butts 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. Terry Holman moved to approve the agenda as presented, seconded by Cassie Pohl. Motion carried on voice vote.

The Board reviewed the minutes of the July 19 Board of Directors' meeting. Cassie Pohl moved to approve the minutes of the Jul 19, 2017 Board of Directors' meeting as presented, seconded by Terry Holman. Motion carried on voice vote.

BOARD GOVERNANCE –Mark McDaniel

Mark presented several policies for Board review. The changes update changes in references to administrative code, personnel titles, addresses of certain offices, corrections, and recommended language updates. Katharine Ketron asked whether the Board is required to review policies on a regular basis. Mark

said that as part of the Culture of Quality process done several years ago with the Board Association, it was established that it is a best practice to review policies on a continual basis. Rather than bring the entire policy manual to the Board at once, he will bring several at a time over a longer period for routine review, in addition to those that need to be updated due to substantive changes. Bob Menz moved to approve changes to Board Policies #201 through #205 as presented, seconded by George Lovett. Motion carried on voice vote.

## OLD BUSINESS/COMMITTEE REPORTS

### FINANCE COMMITTEE – Terry Holman

Terry reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the finance committee minutes from the July committee meeting. Terry moved to approve the minutes from the July 19, 2017 Finance Committee meeting as presented, seconded by Jerry Herbe. Motion carried on voice vote.

The Board reviewed the Financial Statements through August 2017, 17% of the way through the fiscal year on a cash basis. Terry reported that FY18 revenue is at 22.8% and expenditures are at 9.2%. The closeout of FY2017 is nearly complete so final FY17 financial statements should be ready for the November Board meeting. Terry moved to approve the July and August 2017 Financial Statements as presented, seconded by Katharine Ketron. Motion carried on voice vote.

The Board reviewed the Service Reports through June 2017, 100% of the way through the fiscal year. Services are reported at 87.6% overall with Mental Health services reporting at 82.4% of projections and Alcohol and Other Drug services reporting at 93.8% of projections. This report will be updated for FY2018 as the anticipation of Behavioral Health Redesign implementation changed the way the Board asked contract agencies to budget for services in FY2018.

Current agency monitoring information/Shelby County transition information was included in the packet for review. The agency is current with all reporting requirements.

FY2017 independent audit information for SafeHaven was included in the Board packet for review. Terri Becker reported that it was a clean audit, with no instances that needed to be reported of noncompliance. There were a few misstatements that needed to be corrected during the audit, but Terri said that is not unusual. Terry moved to approve the independent audit of SafeHaven, seconded by Katharine Ketron. Motion carried by voice vote.

Mark reported on progress of One Wellness Place. He invited Board members to attend an executive briefing at The Troy Foundation. He said fundraising is in the stretch run, with a target of \$900,000 over the next several months. Freytag continues to work on a footprint and floor plan. The goal is to go out for bid for ground prep before this year is out, with construction to start soon after. Board staff and service partners are meeting with a company that may be able to bring pharmacy services into the building.

Mark also reported on the Shelby County Transition Home project. There is a sketch of a floor plan in place. OMHAS has indicated they will match the Board's \$400,000. The project is for a step-down facility near the Shelby County jail.

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 Commission consists of the Auditor, Prosecutor and Treasurer from each of the counties served. The meeting and discussion went well and the Commission approved millage for 2017. The Board must now approve and members present

will need to sign the resolution that was distributed. Terry moved to accept the tax rates as determined by the Joint Budget Commission for the year 2017, seconded by Dennis Butts. Motion carried on voice vote. Two copies of the resolution were circulated for signatures by members present.

Quarterly financial indicators were included in the Board packet for review.

The next Finance Committee meeting will be November 15, 2017 at 6:00 PM.

#### PLANNING COMMITTEE – Katharine Ketron

Katharine reported that the Planning Committee met September 6. Minutes of the meeting were distributed in the Board packet, and the Quality Improvement reports were made available in the online Board packet for review.

The Planning Committee reviewed the FY17 3rd and 4th Quarter Quality Improvement Reports. The committee discussed and approved adding additional information to the report including number of clients served, payer source and diagnosis. SafeHaven Inc. plans to add information regarding payee statistics. Community Housing plans to update their information with the new housing opportunities. Katharine moved to approve the FY2017 3<sup>rd</sup> and 4<sup>th</sup> Quarter Quality Improvement Reports as presented, seconded by Terry Holman. Motion carried on voice vote.

Katharine updated the Board on Education and Prevention activities. The board continues to offer numerous training opportunities including collaborating with the Law Enforcement community for Trauma Informed Policing, providing CIT for behavioral health specialists and scheduling upcoming Mental Health First Aid classes.

Katharine reported the Planning Committee reviewed the proposal for the Youth Led Prevention funds budget. The budget was included in the electronic Board packet. The costs and proposed activities include messaging materials for the upcoming school year, support for the “We Are The Majority” effort, Ohio Teen Institute Scholarships, and additional mini grants offered to youth led activities. The total cost of the proposed budget is \$7,748. Katharine moved to approve the FY2017 Youth Led Prevention Funds budget of \$7,748 as presented, seconded by Mandy Martin. Motion carried on voice vote.

Katharine moved to approve the Planning Committee minutes from the September 6 meeting as presented, seconded by Terry Holman. Motion carried on voice vote.

The next Planning Committee meeting is January 3, 2018, at 5:30PM at the Board office.

#### COMMUNITY RELATIONS COMMITTEE – No Report

#### NOMINATING COMMITTEE – No Report

#### EXECUTIVE DIRECTOR’S REPORT – Mark McDaniel

Mark reminded the Board about Art of Recovery October 18 at the Art Gallery, Edison State Community College, Piqua, from 5:30-7. The Board will be kicking off its 50<sup>th</sup> Year leading up to the 50<sup>th</sup> Anniversary celebration at next year’s Art of Recovery/Annual Meeting in October 2018. There will be special graphics, articles in the papers and online, and other information about key developments since the Board’s establishment in 1968.

Mark also announced that a state grant was awarded today for \$175,000 per year for 3 years to Shelby County Counseling Center to support the Shelby County Transition House, MAT programming and other services related to the transition house.

EXECUTIVE SESSION

Rod Austin called for a roll call vote to enter into executive session to discuss the purchase of property. On roll call all 9 members present voted aye, 0 nay, 0 abstain. Executive session began at 7:16PM, with guests Terri Becker, Associate Director and Chief Financial Officer, and Mike Rhoades, Darke County Commissioner, asked to be present for the executive session. Terry Holman moved to return to open session, seconded by Dennis Butts. Motion carried on voice vote. Open session resumed at 8:05PM. No action was taken related to executive session.

NEW BUSINESS

No new business was brought before the Board.

ADJOURNMENT

There being no further business, George Lovett moved to adjourn, seconded by Jerry Herbe. Motion carried on voice vote.

The next regular Board of Directors' meeting will be Wednesday, November 15, 2017 at 6:45 p.m. at the Board office.

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Rod Austin, Chairperson

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Dennis Butts, Secretary

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Brad Reed