

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

February 21, 2018

BOARD MEMBERS PRESENT

Rod Austin  
Velina Bogart  
Dennis Butts  
Jerry Herbe  
George Lovett  
Mandy Martin  
Cassandra Pohl  
Ann Runner  
Marcia Youtz

BOARD MEMBERS EXCUSED

Terrence Holman  
Bob Menz

BOARD MEMBERS ABSENT

BOARD STAFF PRESENT

Beth Adkins  
Terri Becker  
Norma Frock  
Mark McDaniel  
Kim McGuirk  
Brad Reed  
Ian Ridgeway

GUESTS PRESENT

Cynthia Cook, Recovery and Wellness  
Centers of Midwest Ohio  
Doug Metcalfe, SafeHaven  
Mike Ruffin, Miami County Recovery  
Council

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, February 21, 2018 for its Board of Directors' meeting. Rod Austin called the meeting to order at 6:45 p.m.

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

APPOINTMENT OF SECRETARY

George Lovett 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 moved to approve the agenda as presented, seconded by George Lovett. Motion carried on voice vote.

The Board reviewed the minutes of the November Board of Directors' meeting. Ann Runner moved to approve the minutes of the November 15 2017 Board of Directors' meeting as presented, seconded by Velina Bogart. Motion carried on voice vote.

BOARD GOVERNANCE –Mark McDaniel

George Lovett administered the Oath of Office to Ann Runner. Ann is a new Miami County Commissioner appointment to the Board. A resident of Miami County, Ann is Vice President of Human Resources at Emerson. Her term officially began October 24 2017 and extends through June 30 2021.

Mark offered his remembrance of Board member Katharine Ketron, who passed away February 9 2018. Katharine was one of the first people to join the Board after Mark became Executive Director, in 1999. Overall she spent 16 years on the Tri-County Board and two years on the Community Housing Board. She was a tireless advocate for recovery services, especially a recovery home for women. Mark noted that several of the people who spoke at her memorial mentioned her dedication to the recovery community and her willingness to help others in recovery. She was known as a very generous person. Brad Reed has established a GoFundMe account for any Board members or staff who want to contribute to a donation in Katharine's name. Mark said the Board will consider some further appropriate gesture for Katharine's legacy.

Mark provided an update on the Strategic Plan, noting the many areas that have been put into action or where significant progress has been made. The full text of the update is available on the Board's website.

Mark also provided a fundraising update for the One Wellness Place project. He noted that Premier Health/Upper Valley Medical Center has pledged \$100,000 over three years. There are still quite a few organizations pending or yet to be solicited. The campaign core team is working on a closeout strategy, with the goal of raising approximately \$1 million from major gifts in 2018.

#### OLD BUSINESS/COMMITTEE REPORTS

##### 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 moved to approve the minutes from the November 15, 2017 Finance Committee meeting as presented, seconded by Jerry Herbe. Motion carried on voice vote.

The Board reviewed the Financial Statements through January 2018, 58% of the way through the fiscal year on a cash basis. Dennis reported that FY18 revenue is at 52.1% and expenditures are at 38.4%. Dennis moved to approve the November and December 2017 and January 2018 Financial Statements as presented, seconded by Velina. Motion carried on voice vote.

The List of Transactions October through December 2017 was included in the Board packet for review. Dennis moved to approve the October-December 2017 List of Transactions as presented, seconded by Ann. Motion carried on voice vote.

Current agency monitoring information was included in the packet for review. Shelby County Counseling Center has not submitted January meeting minutes. Overall status will be discussed further during the agency's audit review.

FY2017 independent audit information for Community Housing Inc., Shelby County Counseling Center, and Miami County Recovery Council was included in the Board packet for review. Terri Becker reported that all three were clean audits. She noted the going concern for Shelby County Counseling Center due to cash flow, and that the Board will continue to monitor. Mark said he and Terri met with SCCC executive director and board chair in January. The board of SCCC has set short term goals. Dennis moved to approve the independent audit of Community Housing Inc., Miami County Recovery Council, and Shelby County Counseling Center, and to keep Shelby County Counseling Center on monitoring, seconded by Velina. Motion carried by voice vote.

Mark reported on several items related to One Wellness Place. He noted that Carter & Cline has been selected to provide Owner's Representative services.

Mark said that after extensive consultation with the Board's attorney, it was determined the Board needs to do a formal Request for Quotes for architectural design services. That process is currently under way.

Mark presented for approval a proposal from Gresham, Smith and Partners of Nashville for consulting services. GS&P will help develop the Front Door Experience for One Wellness Place. Mark and Brad have been visiting facilities to visualize and experience patient flow concepts. CareSource provided funding to develop the Front Door Experience. Dennis moved to approve the agreement with Gresham, Smith and Partners for design services at One Wellness Place as presented, not to exceed \$38,750; seconded by Cassie. Motion carried on voice vote.

As previously mentioned, the fundraising for One Wellness Place is entering the closeout phase. The Hodge Group agreement needs to be extended through July. Dennis moved to approve the extension of the Hodge Group agreement for January through July 2018 at \$6,750 per month; seconded by Cassie. Motion carried on voice vote.

Mark reported on the Shelby County Sheriff's Treatment and Recovery House (STAR House) project. He said the agreement should be signed this week, and he expects to get the timeline for the architect tomorrow, but expects it to be built by December 2018. The Board will still need to finalize the agreement for operational funds.

Kim McGuirk has been in contact with Kettering Hospital and Premier/UVMC regarding second opinion and forced meds second opinions that are required for clients who are facing involuntary commitment. Eastway now only does these for the Board under contract in limited circumstances so hospitals may have to have a second non-treating physician of their own provide the service. Kettering and Premier/UVMC staff have requested reimbursement in these situations. The fee per evaluation/hearing would be \$250. Dennis moved to approve Agreements with Kettering and Premier/UVMC for Second Opinion/Forced Meds Second Opinions and testimony as presented. Reimbursement per occurrence will be \$250; seconded by Ann. Motion carried on voice vote.

One item in the Board's Strategic Plan is to support grassroots organizations. Board staff has had a preliminary meeting with FOA Families of Addicts staff and volunteers. Staff recommends making \$1,000 available to each county chapter for the remainder of the year for items that will be identified through a budget process. Backup and documentation will be required for funding as we continue to develop a better understanding of FOA processes and needs. Dennis moved to approve initial allocation of up to \$1,000 per county FOA chapter (total \$3,000) as presented; seconded by Marcy. Motion carried on voice vote.

Milton-Union School is bringing in a national speaker for a mental health community event. Board staff would like to co-sponsor the event with the school in the amount of \$1,000 and help make the event a community-wide success. Co-sponsorship of \$1,000 will help cover the cost of the speaker, which is \$7,000. Ian has been working with school staff on the project. Dennis moved to approve \$1,000 to co-sponsor the speaker for the Milton-Union School's Mental Health Community Event; seconded by Jerry. Motion carried on voice vote.

The Board's OOD contract was finalized after the fiscal year began and Board match was higher than budgeted as the amount that the Board able to carry forward into the new contract period was lower than projected. The Board needs to increase the budget for this line item by \$8,250 to a total of \$120,000. The Board also needs to increase the property tax line item by \$500 to a total of \$6,000 because of the total taxes due on the 25A property. Dennis moved to increase the OOD line item by \$8,250 to \$120,000 and the property tax line item by \$500 to \$6000 as presented; seconded by Ann. Motion carried on voice vote.

The Board just paid the premium for the second of a three-year policy term for the Board Director's and Officer's liability insurance. The premium is \$4,796 and it is for \$3,000,000 in coverage with a \$25,000 deductible. The policy anniversary date is March 4.

Quarterly Financial Indicators with second quarter data were included in the packet for review.

The next Finance Committee meeting will be March 21, 2018 at 6:00 PM.

PLANNING COMMITTEE – No report

The next Planning Committee meeting is April 4, 2018, at 5:30PM at the Board office.

COMMUNITY RELATIONS COMMITTEE – No Report

NOMINATING COMMITTEE – No Report

EXECUTIVE DIRECTOR'S REPORT – Mark McDaniel

Mark said Board staff is finalizing the Board's Self Evaluation Survey as indicated in the Strategic Plan. It will be distributed electronically. Brad explained that the survey will measure on two factors: how well we are doing, and how important each item is. Mark said the survey will be ready in about a week.

He reminded the Board that October 2018 will mark the Board's 50<sup>th</sup> anniversary, and Brad would like a committee to work on activities related to the milestone. A planned meeting had to be canceled, so Brad is asking Board members interested in helping with the planning to stay after the Board meeting for a short organizational meeting.

NEW BUSINESS

No new business was brought before the Board.

ADJOURNMENT

There being no further business, Dennis Butts moved to adjourn, seconded by Velina Bogart. Motion carried on voice vote.

The next regular Board of Directors' meeting will be Wednesday, March 21, 2018 at 6:45 p.m. at the Board office.

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Rod Austin, Chairperson

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George Lovett, Secretary

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Brad Reed