

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

November 18, 2020

BOARD MEMBERS PRESENT*

Lou Ann Albers
Dennis Butts
Terrence Holman
George Lovett
Mandy Martin
Cassandra Pohl
Ann Runner
Jason Wagner
Marcy Youtz

BOARD MEMBERS EXCUSED

Jerry Herbe
Marty Hobart

BOARD MEMBERS ABSENT

BOARD STAFF PRESENT*

Beth Adkins
Terri Becker
Steve McEldowney
Brad Reed

GUESTS PRESENT*

Dorothy Crusoe, Community Housing
Peggy Follrod, Recovery & Wellness Centers
of Midwest Ohio
Thom Grim, Miami County Recovery Council
Jodi Knouff, Family Resource Center of
Northwest Ohio
Doug Metcalfe, SafeHaven
Cynthia Wion, Recovery & Wellness Centers
of Midwest Ohio
Mindy Baker, no affiliation given
Amanda Mooneyhan, no affiliation given
Renee Black Maxwell, no affiliation given
Casey Hall, no affiliation given

The Tri-County Board of Recovery and Mental Health Services met at the Board office in Troy and virtually through audio and video on Wednesday, November 18, 2020. Chair George Lovett called the meeting to order at 6:45 p.m.

Board staff member Brad Reed took roll call. *Two Board members (George Lovett and Dennis Butts) were physically present; seven members attended virtually through the Zoom online meeting platform; two members were unable to attend. Four Board staff (Terri Becker, Steve McEldowney, Brad Reed, Beth Adkins) attended in person; guests observed the meeting through Facebook Live and were identified by their Facebook sign-in names.

APPOINTMENT OF SECRETARY

Lou Ann Albers agreed to be 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 September Board of Directors' meeting and the October 21 Annual Meeting. Dennis Butts moved to approve the minutes of the September 16 2020 Board of Directors' meeting as presented, seconded by Marcy Youtz. Motion carried on voice vote. Terry Holman moved to approve the minutes of the October 21 Annual Meeting, seconded by Jason Wagner. Motion carried on voice vote.

BOARD GOVERNANCE – George Lovett

George read a letter from Board Member Aaron Frohna. Aaron has asked to resign from the Board due to work schedule conflicts, effective September 17 2020. Marcy Youtz moved to accept the resignation of Aaron Frohna, seconded by Lou Ann Albers. Motion carried on voice vote.

OLD BUSINESS/COMMITTEE REPORTS

FINANCE COMMITTEE – Dennis Butts

Minutes of the September 16 2020 Finance Committee meeting were included in the Board packet for approval. Dennis moved to approve the minutes of the September 16 2020 Finance Committee meeting as presented, seconded by Terry Holman. Motion carried on voice vote.

Financial Statements for September and October 2020 were included in the Board packet for review. Statements are cumulative and through October are 33% of the way through the fiscal year on a cash basis. FY21 revenue is at 37.7% and expenditures are at 18.3%. Dennis moved to approve the September and October 2020 Financial Statements as presented, seconded by Jason. Motion carried on voice vote.

Final Fiscal Year 2020 Financial Statements reflect revenue collection at 101.1% of projections for the year and expenditures at 80.9% for the year. The majority of the variance is due to the receipt of funding from the state with the expectation to be spent in FY21, the delay in the timing of our capital project as well as some contract underutilization. We ended FY20 with just over \$8.7 million of which \$3.575 million was designated as Capital Reserve, \$1.304 million as Operating Reserve, \$52,500 as Levy Campaign Reserve, and just over \$3.8 million as Unencumbered. Total Board cash for the year increased by \$1,347,078. \$503,315 was received in FY20 but carried over into FY21 for program specific spending. Year-end payroll accruals are included on the statements as well. Dennis moved to approve the Final Fiscal Year 2020 Financial Statements as presented, seconded by Marcy. Motion carried on voice vote.

The List of Transactions July through September 2020 was included in the Board Packet for review. Dennis moved to approve the List of Transactions July-September 2020 as presented, seconded by Terry. Motion carried on voice vote.

FY2020 independent audit information for SafeHaven was included the Board packet for review. Steve McEldowney said it was a clean audit, with no findings. There was an adjustment for annual depreciation, corrected by management during the audit process. Steve noted that SafeHaven provides payeeship services for more than 100 clients. Dennis moved to approve the FY2020 independent audit of SafeHaven as presented, seconded by Cassie. Motion carried on voice vote.

Terri Becker provided an update on the Board's building project. Staff received the revised Estimate of Probable Cost at the end of October, and the numbers are favorable. The project is projected to cost about \$3.75 million. Terri will send the summary to Board members. Costs not yet factored include technology and security. Freytag and Associates is recommending a technology consultant and we may be able to add that as an addendum to the architect's contract. The Design Team continues to work toward having a bid package ready in January and construction to begin in the Spring.

Dennis reported that the Board is able to make changes to the budget figures that were prepared in June before they are finalized and entered into the County system for the new calendar year. Changes in revenue have been made based on current funding and capital project delays. Several expenditure line items have been adjusted based on current spending and projected account utilization as well as the

capital project delays. Steve added that the adjustments are based on state revenue, adjusted gifts/donations, increased printing and advertising, and lowered building costs incurred in the year based on timing of the project. Dennis moved to approve the CY2021 Revenue Projection and Appropriations revisions as presented, seconded by Jason. Motion carried on voice vote.

Terri reported that the Northwest Region Collaborative, which includes the Tri-County Board service area, has entered into a contract with Arrowhead Behavioral Health in Maumee. Residents from Tri-County are eligible depending on transportation. Arrowhead has asked for an agreement with the Board in case regional funding runs out. Terri said she is working on language and looking at need.

Dennis reported the Agreement with the Miami County Sheriff and Miami County Commissioners runs on a calendar year and ends on December 31 2020. The Tri-County Board is covering the additional cost to the County of the jail physician providing MAT services to jail inmates and working with the team so that individuals on the program are able to get their first shot in the jail before they are released. The new contract is effective January 1 2021 at a cost of \$400 per month. Dennis moved to approve the CY2021 Contract with the Miami County Sheriff and Miami County Commissioners in the amount of \$400 per month for the provision of physician services to the MAT program in the Miami County Jail as presented and to authorize the Executive Director to execute the Contract, seconded by Terry Holman. Motion carried on voice vote.

Quarterly Agency Financial Indicators were included in the Board packet for review.

The next Finance Committee meeting will be January 20 2021 at 6:00 PM.

PLANNING COMMITTEE – Mandy Martin

The Planning Committee met virtually via Zoom November 16 2020. Minutes were included in the Board packet for review.

The committee reviewed the FY21 1st Quarter Quality Improvement Reports. All board members were provided an electronic copy of the reports. The committee discussed demographic and quality indicators as well as other highlights from the report. The committee discussed how COVID has affected numbers served. Mandy moved to approve the FY21 1st Quarter Quality Improvement Reports as presented, seconded by Dennis. Motion carried on voice vote.

The Planning Committee discussed the proposed Youth Led Prevention budget activities including collaboration with school FFA groups, Hope Squad and other youth groups to design prevention messaging and support to students. The funding will be used to work with identified youth to develop the messaging and then to push the messaging out via the platforms identified. The total cost of the proposed budget is \$7,000.00. Mandy moved to approve the FY21 Youth Led Prevention Funds Budget in the amount of \$7,000.00 as presented, seconded by Terry Holman. Motion carried on voice vote.

Mandy reported that Board staff updated the Planning Committee on new projects, grant opportunities and services that the board is actively pursuing for the community. The Planning Committee discussed the need to align our strategic plan and community plan with the opportunities we are investing in.

Minutes from the November 16 Planning Committee were distributed electronically for review. Mandy moved to approve the minutes of the November 16 2020, Planning Committee as presented, seconded by Dennis. Motion carried by voice vote.

The next Planning Committee meeting is scheduled for January 6 2021, at 6:00 PM using the Zoom online meeting platform.

COMMUNITY RELATIONS COMMITTEE – George Lovett

The Community Relations Committee met virtually November 9 2020 with four members and two staff present. The minutes and report from the November 9 2020 Community Relations Committee Meeting were included in the Board packet for review.

Because the full report was included in the Board packet, no additional report was given during the full Board meeting. Terry Holman moved to approve the minutes of the November 9 2020 Community Relations meeting as presented, seconded by Marcy. Motion carried on voice vote.

The next Community Relations Committee meeting will be Monday, January 11 2021 at 6:00PM using the Zoom online meeting platform, in person at the Board office, or blended, as conditions allow.

EXECUTIVE DIRECTOR’S REPORT – Terri Becker

Terri thanked everyone for their support and warm wishes while she was out. She revisited the OACBHA training from the Annual Meeting in October, saying the Board Association does a good job.

She noted that the Board is funding a restart of the Warmline, which is operated by Recovery & Wellness Services of Midwest Ohio. The Warmline will be started with limited hours and will run through the holidays as long as there is activity. A press release went out to news media today and other marketing efforts begin next week.

Terri reported that the Board is purchasing several new laptops to help Board staff work from home when necessary. She noted that the emergency authorization for public Boards to meet virtually is set to expire Dec. 1. Legislation is currently making its way through the Ohio General Assembly to extend that to July 1 2021, and is expected to pass. She indicated it may be necessary to add a meeting in December, depending on what needs to be done for the building project.

EXECUTIVE SESSION

George Lovett asked to enter into Executive Session for the purpose of discussing the Executive Director’s performance review, and asked for a roll call vote. Prior to the roll call vote, Brad Reed announced to those guests viewing the meeting on the Facebook Live feed that the feed would be ended, and with no action expected after the Executive Session, would not be restarted. On roll call to enter into Executive Session for the purpose of discussing the Executive Director’s performance review, all members in attendance voted in the affirmative, with none dissenting and none abstaining. The Board entered into Executive Session at 7:21PM and the Facebook Live feed was ended. In addition to Board members and Executive Director Terri Becker, Brad Reed was asked to remain in order to monitor and manage the members attending via the Zoom online meeting platform.

A roll call vote to return to open session was taken, with all members in attendance voting in the affirmative, with none dissenting and none abstaining. The Board returned to open session at 7:30PM.

NEW BUSINESS

No new business was brought before the Board.

ADJOURNMENT

There being no further business, Dennis moved to adjourn, seconded by Terry Holman. Motion carried on voice vote. Meeting adjourned at 7:31PM.

The next regular Board of Directors' meeting will be Wednesday January 20 2021 at 6:45 p.m. at the Board office and on the Zoom online meeting platform.

George Lovett, Chairperson

Lou Ann Albers, Secretary

Brad Reed