

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

May 18, 2022

BOARD MEMBERS PRESENT

Lou Ann Albers  
Rod Austin  
Velina Bogart  
Dennis Butts  
Marty Hobart  
Terrence Holman  
Terrie Hottle  
Pat Jacomet  
George Lovett  
Mandy Martin  
Cassandra Pohl  
Ann Runner  
Marcy Youtz  
Jason Wagner

BOARD STAFF PRESENT

Beth Adkins  
Terri Becker  
Steve McEldowney  
Brad Reed

GUESTS PRESENT

Chuck Gee, TCN  
Jodi Knouff, Family Resource Center of  
Northwest Ohio  
Doug Metcalfe, SafeHaven  
Cynthia Wion, Recovery & Wellness Centers  
of Midwest Ohio

BOARD MEMBERS EXCUSED

BOARD MEMBERS ABSENT

The Tri-County Board of Recovery and Mental Health Services met at the Board office in Troy Wednesday, May 18, 2022. Chair George Lovett called the meeting to order at 6:45 p.m.

Board staff member Brad Reed took roll call. Eight Board members attended in person, six remotely via Zoom. Four Board staff attended in person, with two guests in person and two guests attending remotely.

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. The agenda was revised to reflect an additional item under Board Governance and to remove the Executive Session. Jason Wagner moved to approve the agenda as revised, seconded by Dennis Butts. Motion carried on voice vote.

The Board reviewed the minutes of the April Board of Directors' meeting. Dennis Butts moved to approve the minutes of the April 20 2022 Board of Directors' meeting as presented, seconded by Terrie Hottle. Motion carried on voice vote.

BOARD GOVERNANCE – George Lovett

A resolution recognizing May 2022 as Mental Health Awareness Month was included in the Board Packet for review. Rod Austin moved to approve the resolution as presented, seconded by Jason Wagner. Motion carried on voice vote.

The Board reviewed Policies numbered 106, 107, 109, 110 and 119, with several updates. Policies 106 Board Financial System and 109 Purchase of Recognition Items were reviewed without changes. Policy 107 Client Enrollment updated language to reflect current applicable confidentiality policies. Policy 110 Credit/Purchasing Card Usage was updated to state that the CFO will maintain a usage log. Policy 119 Records Retention was modified for flow and to conform with state guidelines. Because the policy covers electronic as well as paper records, Cassie Pohl suggested adding “deleted” to the language. Cassie Pohl moved to accept the revisions to Board policies 106, 107, 109, 110 and 119 as presented and amended, seconded by Terrie Hottle. Motion carried on voice vote.

George Lovett said the Executive Director’s existing agreement calls for automatic rollover every year unless one party is dissatisfied. The FY2023 Administrative Budget includes a 5% raise for all staff, including the Executive Director. He said the Board does not need to take action since the contract rolls over. He also noted that as unusual as a 5% across the board raise is, it is justified.

#### OLD BUSINESS/COMMITTEE REPORTS

##### FINANCE COMMITTEE – Dennis Butts

Minutes of the April Finance Committee meeting were included in the Board packet for approval. Dennis Butts moved to approve the minutes of the April 20 2022 Finance Committee meeting as presented, seconded by Marty Hobart. Motion carried on voice vote.

Financial Statements for April 2022 were included in the Board packet for review. Statements are cumulative and through April are 83% of the way through the fiscal year on a cash basis. FY22 revenue is at 79.5% and expenditures are at 57.6%. Steve McEldowney said revenue is right on target, with some lag in expenses and billings. He said there are projects in the Ohio Disaster Response Program grant that we expected to be farther along in expense. Dennis Butts moved to approve the April 2022 Financial Statements as presented, seconded by Cassie Pohl. Motion carried on voice vote.

Work continues on the Board’s Calendar Year 2021 audit. Staff will continue to provide information as requested by the auditor.

Terri Becker gave an update on the Administration & Training Center building progress. She said work is progressing well. They have started interior painting. With information received from MetroNet we were able to remove the phone system from the construction bid and move to a Voice Over IP system service, which will enable more timely upgrades in the future.

Terri Becker said that purchasing new furniture and furnishings as a unit will put us over the threshold amount for bidding. There are essentially four categories: office furniture including desks; training room tables and chairs; lobby and public areas; and breakroom and outdoor areas. The Board’s attorney offered options, including purchasing through the state contract, or justifying why the four categories should be considered separate. Altogether the estimate is that we could get all the furniture and furnishings for less than \$125,000, which does not include some technology purchases or appliances. After discussion, Dennis Butts moved to approve furnishings of Board offices and Training Center for a total amount not to exceed \$125,000, and to authorize the Executive Director to advertise and solicit bids, if required per Board attorney, for the furnishings of Board offices and Training Center for a total amount not to exceed \$125,000, seconded by Cassie Pohl. Motion carried on voice vote.

Quarterly Financial Indicators were included in the Board Packet for review.

Steve McEldowney provided an update to the State Budget process. He said the Board was notified on preliminary FY2023 Budget figures on May 6. He had expected to have a flat-funded budget for contracts and budgeting purposes. Some federal grants and state specialty funds have not been fully released yet. He expects to see another round of SOR (State Opioid Response) funding, but there has been no information on when that would be announced. He said the Board received allocation numbers a little sooner than expected.

The FY2023 Administrative Budget, Budget Narrative, and Contract Projections/Allocations were included in the Board Packet for review. Steve McEldowney pointed out a few highlights. The Administrative Budget includes a 5% increase for all non-hourly staff, including the Executive Director. Hourly employees who have passed probationary status will get a flat hourly increase. The budget also includes an extra pay period (27) in FY23. Several items were increased in anticipation of new costs associated with moving to the new building, including housekeeping, printing, telephone and internet, building repairs and maintenance, utilities and insurance. Overall the Administrative Budget reflects a 0.1% decrease over the prior year.

The Capital Projects line shows a marked decrease based on expenditures for the new building. There is a new line called “One Time Board Move” to account for one-time expenses related to the move.

In Contracts, Community Housing shows a significant increase with new program and housing for the additional men’s recovery home in Greenville. Family Abuse Shelter includes funds for a full year under the MOU for housing coordination. The Guardianship line has been increased due to demand for more services. The Miami County Educational Service Center funds through the Ohio Disaster Response Program grant was not fully utilized, and as a federal grant ends September 30. Overall Contracts projects a 4% reduction, but that number is skewed by unspent grant funds.

Dennis Butts moved to approve FY2023 Contracts and Allocations and the FY2023 Board Administrative Budget as presented, seconded by Lou Ann Albers. Motion carried on voice vote.

The next Finance Committee meeting will be June 15 2022 at 6:00 PM.

#### PLANNING COMMITTEE – No Report

The next Planning Committee meeting is Monday June 13 at 6PM at the Board office. Planning Committee meets the second Monday of even-numbered months.

#### COMMUNITY RELATIONS COMMITTEE – Marty Hobart

The Community Relations Committee met in person at the Board office May 9, 2022 with seven members, two staff, and three guests present. Draft minutes from the May 9, 2022 Community Relations Committee Meeting were distributed by email and in the Online Board Packet for review.

During the meeting, Director of Community Resource Development Brad Reed presented a proposed logo update to coincide with the move to the new building. Much of the identity materials – letterhead, business cards and so on – will need to be reprinted anyway because of the new address, so this is an opportune time to introduce a refreshed logo. Brad presented the design concept to the full Board to general approval.

A photo event is being planned for May 23 at 10:30AM for the signage project in partnership with the Darke County Park District. Brad created signage for a walking trail that will encourage walkers to practice mindfulness to improve mental health. Mandy Martin, who works for the Darke County Parks, invited Board members, especially those from Darke County, to attend the photo event. Members wishing to attend can park at the Maid Rite Sandwich Shoppe at 125 N Broadway St, Greenville, and go to the walking path from there.

Marty Hobart moved to approve the minutes of the May 9, 2022 Community Relations Committee meeting as presented, seconded by Dennis Butts. Motion carried on voice vote.

The next Community Relations Committee Meeting is scheduled for Monday, July 11, 2022, at 6:00PM at the Board office.

NOMINATING COMMITTEE – Dennis Butts

Dennis Butts presented the First Reading of the FY2023 Slate of Officers. Nominated for Board Chair is George Lovett, and for Vice Chair is Cassie Pohl. The second reading and election will take place at the June meeting.

EXECUTIVE DIRECTOR’S REPORT – Terri Becker

Terri Becker provided an update on work around revisions to ORC 340 which authorizes and prescribes structure, function and duties of ADAMH Boards. The House Committee is hearing testimony on Rep. D.J. Swearingen’s HB523. She reminded the Board that she had sent a summary of proposed changes by email after the last Board meeting. As the bill moves forward they will likely ask for resolutions of support from Boards.

Terri Becker said the Board Association has conducted a survey about workforce issues and has started a workgroup to further discuss and brainstorm. She will bring results of those discussions to the Planning Committee.

She thanked the Board for the discussion and comments around her contract and the staff raises. She said staff does work hard. She reminded the Board that we must have quorum at the June meeting to approve the Budget Commission package, as the legal filing deadline is prior to the July meeting.

NEW BUSINESS

No new business was brought before the Board.

ADJOURNMENT

There being no further business, George declared the meeting adjourned at 8:07 p.m.

The next regular Board of Directors meeting will be Wednesday June 15 2022 at 6:45 p.m. at the Board office.

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George Lovett, Chairperson

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Lou Ann Albers, Secretary

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Brad Reed