

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

January 18, 2023

BOARD MEMBERS PRESENT

Lou Ann Albers
Rod Austin
Jerry Herbe
Terrie Hottle
Pat Jacomet
George Lovett
Mandy Martin
Cassandra Pohl
Ann Runner

BOARD MEMBERS EXCUSED

Velina Bogart
Dennis Butts
Marty Hobart
Jason Wagner

BOARD MEMBERS ABSENT

BOARD STAFF PRESENT

Beth Adkins
Terri Becker
Steve McEldowney
Brad Reed

GUESTS PRESENT

Jodi Knouff, Family Resource Center of
Northwest Ohio
Cynthia Wion, Recovery & Wellness Centers
of Midwest Ohio
Chris Pinkelman, TCN

The Tri-County Board of Recovery and Mental Health Services met at the Board Administration & Training Center in Troy Wednesday, January 18, 2023. Chair George Lovett called the meeting to order at 6:50 p.m.

Board staff member Brad Reed took roll call. Nine Board members attended, with four Board members excused. Four Board staff and three guests were present.

APPOINTMENT OF SECRETARY

Pat Jacomet 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 remove the reappointment of a Board member and corrected the date of the Planning Committee meeting to February 13. Cassie Pohl moved to approve the agenda as amended, seconded by Pat Jacomet. Motion carried on voice vote.

The Board reviewed the minutes of the September Board of Directors' meeting. Dennis Butts moved to approve the minutes of the September 21 2022 Board of Directors' meeting as presented, seconded by Terrie Hottle. Motion carried on voice vote.

BOARD GOVERNANCE – George Lovett/Terri Becker

Terri Becker reported on the Mental and Behavioral Health Equity Plan. The Board received grant funds from OACBHA to help the Board determine whether there are any populations we are not reaching or are underserving. We met with strategic planning consultant OnPointe and put together a team, broadly representing the community. OnPointe's data analyst, Illuminology, reviewed various data sources and interviewed leaders in the community to learn about our populations. The resulting report and plan will help Board staff in completing the OhioMHAS Community Assessment and Plan process, which requires Boards to address inequities. It will help inform the Board when it undertakes strategic planning for the next three-year cycle. After significant discussion among Board members, which addressed some concerns about language that may be viewed through a politically fractious lens, Board members agreed that there are underserved groups in our service area, and the Board should endeavor to identify them and craft strategies to address inequities. Terri Hottle moved to adopt the Mental and Behavioral Health Equity Plan as presented, seconded by Ann Runner. Motion carried on voice vote.

Terri Becker reviewed with the Board how to respond if Board members encounter someone has a concern about the Board or Executive Director. She said if the concern is specifically about the Executive Director, the concern should be referred to the Board Chair. For all other issues, refer to the Executive Director. She said the Board and its contract agencies have Clients Rights Officers and policies, and there is a process for addressing complaints or concerns.

OLD BUSINESS/COMMITTEE REPORTS

FINANCE COMMITTEE – Cassie Pohl

Minutes of the November Finance Committee meeting were included in the Board packet for review. Cassie Pohl moved to approve the minutes of the November 16 2022 Finance Committee meeting as presented, seconded by Jerry Herbe. Motion carried on voice vote.

Financial Statements for November and December 2022 were included in the Board packet for review. Statements are cumulative and through December are 50% of the way through the fiscal year on a cash basis. FY23 revenue is at 42.0% and expenditures are at 40.1%. Steve McEldowney said tracking is on target, and the Board should be receiving 3rd quarter revenue soon. Cassie Pohl moved to approve the November and December 2022 Financial Statements as presented, seconded by Pat Jacomet. Motion carried on voice vote.

Final Fiscal Year 2022 Financial Statements reflect revenue collection at 87.6% of projections for the year and expenditures at 73.7% 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 FY22, the delay in the timing of our capital project as well as some contract underutilization. We ended FY22 with just over \$8.8 million of which \$3.575 million was designated as Capital Reserve, \$1.44 million as Operating Reserve, \$35,000 as Levy Campaign Reserve, and just over \$3.79 million as Unencumbered. Total Board cash for the year decreased by \$1,409,392. \$471,386 was received in FY22 but carried over into FY23 for program specific spending. Year-end payroll accruals are included on the statements as well. Steve McEldowney said revenue had budgeted the receipt of \$500,000 from the State and funds held at the Troy Foundation for the building project, but those have not been requested pending receipt of the final Certificate of Occupancy. The Board had also budgeted more for the Ohio Disaster Response Project and State Opioid Response grants, but those are on a reimbursement basis and expenditures did not meet budgeted projections. The difference in the Expenses category is largely due to timing delay in the building project. Other grants not expended in FY2022 are carried forward to FY2023. Cassie Pohl moved to approve the Final Fiscal Year 2022 Financial Statements as presented, seconded by Ann Runner. Motion carried on voice vote.

The List of Transactions for October through December 2022 was included in the Board packet for review. Steve McEldowney noted that the line item called “One” includes one-time expenses related to the move to the new building, and the period included three payments to the General Contractor. Cassie Pohl moved to approve the October through December 2022 List of Transactions as presented, seconded by Rod Austin. Motion carried on voice vote.

FY22 independent audit information for Darke County Recovery Services dba Recovery & Wellness Centers of Midwest Ohio, and Community Housing of Darke, Miami and Shelby Counties Inc. was included in the Board packet for review. Steve McEldowney said both were clean audits with no issues with non-compliance. The Darke County Recovery audit was conducted by Clark Schaefer Hackett and was a 2 CFR Part 200 audit as they exceed the \$750,000 threshold for federal funds. The Community Housing audit was also conducted by Clark Schaefer Hackett and was a regular audit as they do not meet the threshold amount. Financials for both agencies were included in the Board packet. Cassie Pohl moved to approve the FY22 independent audits of Darke County Recovery Services (Recovery and Wellness Centers) and Community Housing of Darke, Miami and Shelby Counties Inc. as presented, seconded by Lou Ann Albers. Motion carried on voice vote.

Terri Becker gave an update on the Administration & Training Center project. She said Board staff had taken 5,500 pounds of stuff to the dump. She said she was pleasantly surprised that the GovDeals auction of unused furniture and other items netted more than \$3,000. The project is basically down to network switches and associated systems, and a few minor tweaks. She said staff is getting settled and really likes the space.

The Board’s Director’s and Officer’s policy expires in March. This was the third year of a three-year policy and we are in the process of receiving quotes for \$3,000,000 in coverage with a \$25,000 deductible. Current premiums are \$5,161 and the new quote is \$5,778, an increase of \$617. George Lovett asked whether the Board has considered cybersecurity coverage. Terri said staff would investigate options.

Steve McEldowney said current Board mileage reimbursement rate is \$.52 per mile. The Federal rate was increased on July 1, 2022 and again on January 1, 2023 to a new rate of \$.655 per mile. He and Terri propose increasing the mileage rate to \$.56 per mile effective January 1, 2023. Cassie Pohl moved to approve the FY23 mileage rate increase to \$.56 per mile effective January 1, 2023, seconded by Rod Austin. Motion carried on voice vote.

Terri Becker said that the agency currently managing recovery housing for the Board is Community Housing Inc. She said staffing has gotten more difficult since the pandemic, with opening an additional men’s home in Greenville and other factors. It has sometimes gotten to a critical point where Community Housing staff were covering the homes, which require 24/7 staffing, and at one point they were on the brink of having to close one of the homes due to staffing shortages. She said that discussions internally indicated that the recovery home programs could be better served by a larger agency with a deeper bench. Terri talked with Cynthia Wion, Executive Director at Recovery & Wellness Centers, and their Board was excited about the prospect of operating the recovery homes. RWC staff have already begun covering some shifts to ease the staffing crunch, and RWC indicated they would hire current recovery home staff. Terri met with the Community Housing Board and they agreed to lower the CHI budget to allow the Tri-County Board to move forward with RWC. The budget adjustments reflect a reduction in the CHI budget and an increase in the RWC budget, allowing for increased costs up front with the necessity for extra job shadowing hours and on-boarding costs. Cassie Pohl moved to approve increasing Darke County Recovery Services, (DBA Recovery and Wellness Centers of Midwest Ohio) FY23 contract by \$367,000 for a total FY23 Contract amount of \$1,666,035; decreasing the FY23 Contract with Community Housing of Darke, Miami, Shelby Counties Inc. by \$267,000 for a total FY23 Contract amount of \$1,283,000, seconded by Terrie Hottle. Motion carried on voice vote.

The Board and Community Housing do not currently have a lease for the new site. The proposed lease is a 5-year term with an additional renewal option for 5 additional one-year terms. The annual lease rate will start at \$1,250 per month with increases not exceeding \$150 per month after the initial five-year lease period. Community Housing will be responsible for 20% of utilities and janitorial cost based upon square footage that is being leased. Cassie Pohl moved to approve the lease with Community Housing of Darke, Miami and Shelby Counties Inc for the office space at 1280 N. County Road 25-A, Suite #2 as presented, seconded by Jerry Herbe. Motion carried on voice vote.

The next Finance Committee meeting will be February 15 2023 at 6:00 PM.

PLANNING COMMITTEE – No Report

The next Planning Committee meeting will be Monday, February 13, 2023 at 6:00 PM.

COMMUNITY RELATIONS COMMITTEE – Jerry Herbe

Jerry Herbe reported that the Community Relations Committee met in person at the Board office January 9, 2023 with five members, two staff and one guest present. Draft minutes from the January 9, 2023 Community Relations Committee Meeting were included in the Board Packet for review. During the meeting, Terri Becker reviewed the status of the building project. She said several key systems are still not complete, and asked the Committee for agreement that we would not schedule an open house event until we are comfortable that the building is fully functional. Brad Reed discussed potential projects for radio and updated the committee on collaboration with area parks districts. Jerry Herbe moved to approve the minutes of the January 9, 2023 Community Relations Committee meeting as presented, seconded by Lou Ann Albers.

The next Community Relations Committee Meeting is scheduled for Monday, March 13, 2023, at 6:00PM at the Administration & Training Center.

EXECUTIVE DIRECTOR’S REPORT – Terri Becker

Terri thanked the Board for the good discussion around the Health Equity Plan. She reported that the first public event in the new facility was hosting the Crisis Intervention Team Academy for Law Enforcement Professionals December 6-9. Nineteen officers attended. It was the 21st Academy and the 17th year that the Board has been offering the training. In that time, 375 officers have completed the Academy and about 250 are still on active rosters in the Board’s service area.

Terri said staff are working on the OhioMHAS Community Assessment and Plan. That will need to be submitted to OhioMHAS soon.

She said a pipe burst in one of our buildings in Tipp City, causing damage to two apartments. One resident needed to be rehoused.

Terri announced staff updates. Cody Odom is the new Family & Children First Coordinator. Conner Lewis is the new Information Services Manager. Director of Information Services Jerry Hill has announced plans to retire in March, and it was important to have Conner on board while Jerry is still here. Dorothy Crusoe has moved to the Tri-County Board side from Community Housing to help with the OhioMHAS CAP and other projects.

Terri said staff will work on crafting lease documents for the Recovery Home properties as the transition to RWC is completed. We are also waiting on networking and other related systems to be

completed to apply for our permanent Certificate of Occupancy to get disbursements from the State and Troy Foundation. At that point, the Board will need to review the capital reserves balance.

NEW BUSINESS

Cassie Pohl asked whether the new site would be appropriate for an Eagle Scout project to construct and install a food box. With limited public foot traffic, it was suggested that other venues might be better. Cynthia Wion from RWC said she would be interested in that kind of project for the agency.

ADJOURNMENT

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

George Lovett, Chairperson

Pat Jacomet, Secretary

Brad Reed