

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

April 21, 2010

BOARD MEMBERS PRESENT

Dennis Butts
Craig Dusek
Jewell Good
Marianne Helmlinger
Kate Ketron
George Lovett, Chairperson
Jason Wagner
Roger Welklin
Marcy Youtz

GUESTS PRESENT

Thom Grim, MCRC
Doug Metcalfe, SafeHaven
Lyn McArdle, DCRS
Joanne Mieding, Miami County NAMI
Ann Moyer, MCMHC

BOARD MEMBERS EXCUSED

Julie Harmon
Jerry Herbe
William Lutz
Michael Martin
Robert Menz
Nancy Sullivan

BOARD STAFF PRESENT

Joyce Arnold
Terri Becker
Amanda Brown
Jerry Hill
Jodi Long
Mark McDaniel, Executive Director

The Tri-County Board of Recovery and Mental Health Services met at the Board office on Wednesday, April 21, 2010 for their Board of Directors' meeting. George Lovett called the meeting to order at 6:45 p.m.

Board staff member Amanda Brown took roll call. Nine Board members were present; seven were absent. The Board staff and guests introduced themselves and identified the agency or group they represented. A sign-in sheet was available to them for attendance records.

APPOINTMENT OF SECRETARY

Kate Ketron was appointed secretary to attest to the Board meeting minutes.

APPROVAL OF AGENDA & MINUTES OF THE PREVIOUS MEETING

The Board reviewed the agenda for the evening. George suggested that the agenda be amended to move the discussion of the ODMH Community Plan Update to the Board Governance portion of the meeting. George Lovett made a motion to approve the agenda as amended. Seconded by Marcy Youtz. Vote taken. Motion carried.

The Board reviewed the minutes of the March 17, 2010 Board of Directors' meeting. George noted a date correction to be made on page 4 of the minutes. Jewell Good made a motion to approve the minutes of the March 17, 2010 Board of Directors' meeting with correction noted. Seconded by Kate Ketron. Vote taken. Motion carried.

BOARD GOVERNANCE – Mark McDaniel

Mark McDaniel provided an update on Board membership and noted that we currently have 15 members. He announced that terms for both Kate Ketron and Mike Martin will end on June 30, 2010; Kate has agreed to apply for reappointment and Mike has decided not to reapply due to his busy schedule. Mark noted that openings are available in Darke and Shelby counties and encouraged the Board to recruit interested individuals for Board membership.

The Board reviewed the ODMH FY2011 Community Plan Update that is due to ODMH by May 1, 2010. Mark noted that the Board is required to submit a Community Plan identifying local service needs and priorities to the appropriate State Department for planning and funding. Mark provided an overview of the update and noted that the update includes the purchase of 1,000 bed days in the State Hospital for FY2011. After further review, Marcy Youtz made a motion to approve the FY2011 Community Plan Update and to authorize the Executive Director to execute the FY2011 Community Plan Agreement and Assurances including the purchase of 1,000 state hospital inpatient bed days and the approval to elect distribution of 408 funds. Seconded by Dennis Butts. Vote taken. Motion carried.

OLD BUSINESS

FINANCE COMMITTEE – Jason Wagner

Jason Wagner reported that the Finance Committee met prior to the full Board meeting. The Board reviewed the minutes of the March 2010 Finance Committee meeting. Jason made a motion to approve the minutes of the March 17, 2010 Finance Committee meeting as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

The Board reviewed the Financial Statements from March 2010. Jason noted that there was nothing significant to report. After further review, Jason made a motion to approve the March 2010 Financial Statements as presented. Seconded by Marianne Helmlinger. Vote taken. Motion carried.

The Board reviewed the Service Reports from February 2010. Jason explained that the report reflects each agency's status concerning delivery of services reported through February 2010, 67% of the way through the fiscal year. Jason noted that overall service delivery is at 67.6%, mental health services are at 61.0%, and AoD services are at 78.9%.

The Board reviewed the Quarterly List of Transactions from January – March 2010. After further review, Jason made a motion to approve the Quarterly List of Transactions from January – March 2010 as presented. Seconded by Dennis Butts. Vote taken. Motion carried.

Jason updated the Board on the CY2009 State Audit. He noted that State Auditors are returning this month to finish the audit. Jason also noted that the fieldwork for all but one of our agency non-Medicaid reviews is complete. The reviews have gone well so far and it is anticipated that a summary report will be available at the next Board meeting.

Jason provided an update for the Building Committee on the ODMH Capital Grant MH-856 for Shelby County Counseling Center. Jason noted that SCCC was awarded an additional \$150,000 in capital funding for the project in Shelby County.

Mark provided an update on the one-stop-shop project in Miami County. Mark has been gathering information on architectural firms and buildings for the Board to consider in the future. Mark has found a building in Miami County that he thinks may potentially meet our needs. He will keep the Board posted as he gathers more information.

Jason provided an update on the Miami County service transition. Jason noted that weekly meetings continue and that AoD services are on track to be completely transitioned in April. He reported that Miami County Recovery Council is on target to meet the April 26, 2010 switchover date. He further explained that Darke County Mental Health Clinic is working on completing interviews and is beginning to make employment offers for Miami County positions. David Lauffenberger, DCMHC Associate Director, has been named the site manager for the Miami County site. The service transition for mental health services is still targeted for completion on June 28, 2010. Jason explained that as DCMHC moves forward with hiring staff, expanding and updating computer systems, etc., they may need up to an additional \$15,000 in transition funding prior to the May Board meeting. After further explanation, Jason made a motion to approve additional transition funding for Darke County Mental Health Clinic not to exceed \$15,000. Seconded by Dennis Butts. Vote taken. Motion carried.

Jason reported that the Board would like to enter into an Agreement with Lutheran Social Services in Allen County for technical assistance around the development of our crisis center. He noted that Lutheran Social Services has gone through a similar process of separating a crisis center from St. Rita's inpatient unit and is willing to offer technical assistance regarding policies, procedures and staffing patterns. Mark further explained the benefit of such assistance and the experience LSS has had in the process. He noted that the cost of assistance is \$85.00 per hour. After further review, Jason made a motion to approve the Consultant Agreement with Lutheran Social Services not to exceed \$3,000. Seconded by Roger Welklin. Vote taken. Motion carried.

Jason reported that it is time for the Board to transfer the funds budgeted for the Levy Campaign Reserve. Jason made a motion to approve the transfer of \$10,000 to the Levy Campaign Reserve per the FY2010 budget. Seconded by Jewell Good. Vote taken. Motion carried.

Jason reported that we have received partial allocations from ODMH for FY2011. He noted that the figures from ODMH are not nearly as bad as we anticipated. He also noted that we do not have projections yet from ODADAS and will probably not receive figures until June. Jason reported that FY2011 Budget packets have gone out to agencies and are due back to the Board by May 3, 2010. The Board will have contracts ready for review and approval at the May Board meeting.

The next meeting of the Finance Committee will be held on Wednesday, May 19, 2010 at 5:45 p.m. at the Board office.

PLANNING COMMITTEE – No report

Kate Ketron noted that the April Planning Committee meeting was canceled and therefore, the committee had nothing to report. The next meeting of the Planning Committee will be held on Wednesday, May 5, 2010 at 6:00 p.m. at the Board office.

STAFF REPORTS

DIRECTOR'S REPORT – Mark McDaniel

Mark presented the Director's Report to the Board and noted that it is typical for the Board to read the Slate of Officers at the May Board meeting. He explained that the Board would follow Robert's Rules of Order for the process. He noted that historically, Chairpersons and Vice-Chairpersons serve in two-year cycles; however, he does not think the by-laws state that terms have to end at two years.

Mark noted that the Board is required to go through Board training each year. Mark suggested that the Board find a presenter to offer training on Healthcare Reform and how it will affect our system. He will keep the Board informed as to when the Board training will take place and what the topic will be.

Mark provided an update on the CIT program and noted that the 5th Academy took place on April 12 – 15, 2010. He reported that the Academy has graduated 89 graduates to date and consistently receives positive feedback in the community. Mark commended Amanda and Jodi for their hard work and noted that donations and grants for the Academy exceeded the cost of the training. Jodi and Amanda thanked the agencies and volunteers that supported CIT and helped make the Academy a success.

Mark commented on the Miami County transition process and remarked on the amount of time and energy that has been spent on the transition. He commended all the agencies involved in the transition and noted how hard they are trying to transition services in such a challenging financial environment. He noted that due to the cuts our system has faced, our system is 20% smaller now than last fiscal year. He thanked the agencies for their dedication, passion and creativity through this transition. He reminded the Board of the positives through this transition and noted that we are moving toward a more streamlined, client friendly and family friendly system.

NEW BUSINESS

There being no new business, Jewell Good made a motion to adjourn. Seconded by Dennis Butts. Vote taken. Motion carried. The Board meeting adjourned at 7:30 p.m. The next Board of Directors' meeting will be held on Wednesday, May 19, 2010 at 6:45 p.m. at the Board office.

George Lovett, Chairperson

Kate Ketron, Secretary

Amanda Brown