



Mental Health & Recovery Board
of Clark, Greene & Madison Counties

Help for Today. Hope for Tomorrow.

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BOARD AGENDA
TUESDAY, FEBRUARY 17, 2015
6:00 - 8:00 P.M.

CLARK STATE COMMUNITY COLLEGE
LIBRARY RESOURCE CENTER
ROOM 209
570 E. LEFFEL LANE
SPRINGFIELD, OHIO

MHRB
Partner Agencies

CLARK COUNTY

- Clark County Family & Children First
- Elderly United of Springfield & Clark County
- Matt Talbot House
- McKinley Hall, Inc.
- Mental Health Services for Clark and Madison Counties, Inc.
- National Alliance on Mental Illness (NAMI) for Clark and Greene Counties
- Oesterlen Services for Youth
- Opportunities for Individual Change (OIC) of Clark County
- Project Woman
- Rocking Horse Center
- Springfield Metropolitan Housing Authority
- WellSpring

GREENE COUNTY

- Family Violence Prevention Center of Greene County
- Greene County Educational Service Center
- Greene County Family & Children First Department
- Greene County Juvenile Court
- Greene Leaf Therapeutic Community
- Housing Solutions of Greene County, Inc.
- National Alliance on Mental Illness (NAMI) for Clark and Greene Counties
- TCH Behavioral Health Services, Inc.
- Women's Recovery Center

MADISON COUNTY

- Madison County Department of Family & Children
- Mental Health Services for Clark and Madison Counties, Inc.

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|---|--------------------------|
| I. <u>OPENING REMARKS</u> | Jim Vernon, Chair |
| A. Welcome Guests & Introductions | |
| II. <u>APPROVAL OF MINUTES</u> - January 20, 2015 | Attachment A |
| III. <u>REVIEW OF ACCOUNTS PAYABLE REGISTER</u> | Attachment B |
| IV. <u>CEO REPORT</u> | Kent Youngman |
| 1. Recognizing Peer Support Specialists | Roselin Runnels |
| 2. Board/Agency Contract –120 Day Notice | Attachment C |
| 3. Board Retreat | Kent Youngman |
| 4. Cole's Warriors Update | |
| V. <u>ADMINISTRATIVE</u> | Attachment D |
| A. MHR Board Financial Update | Mark Huff |
| 1. Board Financials – January, 2015 | |
| VI. <u>EXECUTIVE COMMITTEE</u> | Jim Vernon, Chair |
| A. Meeting Summary – January 30, 2015 | Attachment E |
| VII. <u>MENTAL HEALTH AND ADDICTION</u> | Attachment F |
| A. Mental Health & Addiction Services Summary Report of Committee Chair – February 3, 2015 | |
| 1. Ratify and Confirm Action Taken at Mental Health & Addiction Services Program Committee Meeting – February 3, 2015 | |
| a. Recommendation | |

(AGENDA CONTINUED ON REVERSE SIDE)

VIII. FINANCE

Julie Anthony, Chair

A. Finance Committee Summary – February 6, 2015

Attachment G

1. Ratify and Confirm Action Taken at Finance Committee Meeting – February 6, 2015
 - a. Recommendation

IX. COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEE

Jim Vernon, Chair

(Due to timing, the summary will be passed out at the Board meeting)

**A. Combined Executive and Buildings & Grounds Committee Summary – February 13, 2015
Report of Committee Chair**

Attachment H

1. Ratify and Confirm Action Taken at Combined Executive and Buildings & Grounds Committee Meeting – February 13, 2015
 - a. Recommendation

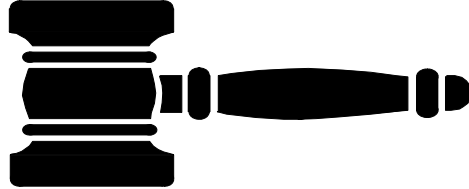
X. MISCELLANEOUS

XI. AUDIENCE PARTICIPATION

XII. BOARD MEMBER COMMENTS

XIII. ADJOURNMENT

ATTACHMENT A



MINUTES – January 20, 2015

The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Tuesday, January 20, 2015 at 6:00 p.m. at the Clark State Community College, Library Resource Center, Room 207, 570 East Leffel Lane, Springfield, Ohio.

PRESENT: *Jim Vernon, Chairperson, Presiding; Scott Anger, Julie Anthony, Lexie Boblitt, Linda Griffith, Delvin Harshaw, Joseph Keferl, Kimberly Michael, Kellie Phillips, Roger Roberts and Lauren Ross*

Staff: Dr. Kent Youngman, CEO; Mark Huff, Michelle Humphrey, Dr. Greta Mayer, Roselin Runnels and Tracey Stute

GUESTS: *John Federer, Clark County Auditor
Stephanie McCuiston, Wittenberg University*

OPENING REMARKS

Jim Vernon, Chairperson, called the meeting to order, welcomed the Board membership and guests, and then asked the Board members and audience to introduce themselves.

APPROVAL OF MINUTES

The Board Minutes for the November 17, 2014 Mental Health & Recovery Board meeting were reviewed.

IT was MOVED BY DELVIN HARSHAW, SECONDED BY LAUREN ROSS, TO APPROVE THE MINUTES OF THE NOVEMBER 17, 2014 BOARD MEETING.

MOTION CARRIED.

Jim complimented the quality of work that comes from the Board staff.

REVIEW OF VOUCHERS

Voucher lists dated November 7, November 14, November 21, November 28, December 5 and December 8, 2014 were reviewed. Kent Youngman asked Mark Huff to explain the new format for the Voucher list that will be implemented at the next Board meeting. Mark stated that he and Tracey Stute attended a Lean Boot Camp and that this was an outcome from that training. Mark said that this format uses less paper and gives more information. He also stated that the summary ties back to the financial statements.

CEO REPORT

Jim called on Kent to give the CEO report. Kent began by introducing Lexie Boblitt, and asking that John Federer, Clark County Auditor, swear her in as a new Board member. Mr. Federer asked Lexie to raise her right hand and recite the Mental Health & Recovery Board of Clark, Greene and Madison Counties Oath of Office, swearing her in as a new Mental Health & Recovery Board member.

Kent then stated that this year's Board Retreat will be at Bergamo on March 14, 2015 from 8:30 a.m. to 2:30 p.m. He said that there is not a full agenda yet but that Board staff will work with Jim and the Executive Committee to develop one. Kent then asked Dr. Greta Mayer to explain the Youth Led Prevention Grant. Greta stated that this is a prevention allocation that is received from the state every year. She said that the allocation is moved around so that each county in the Board's region can benefit from it. Greta explained that the point of youth led prevention is that youth are building capacity to become leaders. She then introduced Stephanie McCuiston from Wittenberg University Hagen Center as the recommended recipient in Clark County and asked her to explain how the funds will be used. Stephanie began by thanking the Board for their consideration. She then explained that the money will be used by the Community Alliance for Youth which is an arm of the Hagen Center. The funds will build on the program that the Board has already funded through the mini-grant, Youth Mental Health First Aid. She stated that youth in the community from five different high schools and the adults that serve at those schools in Clark County have been trained. She stated that the outcomes would be empowering youth to grow as leaders through service, fostering protective factors like positive adult interaction and connection with community and overall youth resiliency by using the youth Mental Health First Aid, augmenting awareness of mental health resources and to reduce the associated stigma. Roger Roberts asked how involved the youth were in the decision-making and planning process. Stephanie stated that was one of the primary outcomes that came out of the initial community planning meetings. Greta then stated that Stephanie will be completing the outcomes that are involved with all of prevention providers online through POPS. Delvin Harshaw asked how many students there are and how are they selected. Stephanie stated that the number is currently unknown but that the long-term intention would be that they would reach youth at least in every school district in Clark County within three years. Jim thanked Stephanie.

Jim then read the recommendation.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO

NEGOTIATE AND ENTER INTO CONTRACT WITH WITTENBERG UNIVERSITY IN THE AMOUNT OF \$4,504 FOR THE PROVISION OF YOUTH LED PREVENTION ACTIVITIES IN CLARK COUNTY DURING SFY 2015. PAYMENT WILL BE ON A COST-REIMBURSEMENT GRANT BASIS.

IT was MOVED BY JOSEPH KEFERL, SECONDED BY DELVIN HARSHAW TO AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH WITTENBERG UNIVERSITY FOR STATE FISCAL YEAR 2015 IN THE AMOUNT OF \$4,504.

MOTION CARRIED.

Kent stated that the Consumer Christmas Party was well attended and reminded everyone that this is a party for all three counties. He explained that the Board supplies the funding and N.A.M.I. supplies the majority of the manpower; although there were a number of staff and some staff families who participated.

Next, Kent stated that the Columbus Place Grand Opening in Xenia occurred on December 19, 2014. He said that the Board purchased the land 11 or 12 years ago for consumer housing and it is finally completed. He stated that the housing was completely occupied the day that it opened.

Kent then updated everyone on the Cedar Street project. He stated that the Board received \$190,000 from the state. The Board approached the city and asked if it had any vacant land that could be donated to the Board. The city indicated that there is land and federal dollars available. The proposal that the Board is presenting to the city will be somewhere in the neighborhood of \$400,000 to \$450,000 with the city picking up the remainder after our \$190,000 of state funds. Kent explained that there would be four single occupancy units in two buildings because zoning does not allow more than one double on any individual lot. One of the buildings would have an addition for a meeting space. The parcels are located on Cedar and Race Streets. Kent indicated that the next step in the city process could be accomplished by the end of February.

Last, Kent talked about his plan to retire in January, 2016. He stated that Jim has an Executive Committee Meeting scheduled on January 30th to begin the replacement process. Kent said that he will have served 32½ years in the public system at his retirement.

That concluded the CEO report.

ADMINISTRATIVE

Jim called on Mark Huff to review the Mental Health & Recovery Board financials. Mark referred the membership to Attachment D in the agenda packet and first reviewed the Statement of Cash Position and Fund Balances as of November 30, 2014. This report is strictly on a cash basis with total cash receipts of \$7,334,849 and total disbursements of (\$6,630,865)

with excess cash receipts over disbursements of \$703,984 and an ending fund balance as of November 30, 2014 of \$11,665,086.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2015 activity. The General Fund had an ending cash balance of \$1,820,262; special revenue had a balance of \$449,772; fiduciary had a balance of \$626,481; Capital Projects had no activity to date.

Next Mark reviewed the Statement of Cash Position and Fund Balances as of December 30, 2014. This report is strictly on a cash basis with total cash receipts of \$7,504,405 and total disbursements of (\$7,793,305) with excess cash receipts under disbursements of (\$288,901) and an ending fund balance as of December 31, 2014 of \$10,672,202.

The next section was the Statement of Receipts and Disbursements through December 31, 2014. The General Fund had an ending cash balance of \$655,681; special revenue had a balance of \$697,100; fiduciary had a balance of \$613,149; Capital Projects had no activity to date.

The next section was the Budget to Actual – Administration & Support Summary through December 31, 2014. This report reflected total cash disbursements of \$597,567.95.

The last section was the Cash Position (Actual and Projected) through December 31, 2015. This report shows a projected ending balance as of December, 2015 of \$8,986,651.

That concluded the Administrative report.

MISCELLANEOUS

Jim then moved on to Attachment E of the Agenda which was a recommendation for a grant for Housing Solutions. Jim asked Kent to explain. Kent stated that this is a pass-through. He explained that Housing Solutions applied for an operations grant through the Ohio Department of Development Services Agency and some of that comes directly to them and some comes through Ohio Department of Mental Health and Addiction Services (OhioMHAS). The portion coming through OhioMHAS is \$23,450. That amount will then come to the Board and we in turn pass it along to Housing Solutions. Scott Anger asked Kent to discuss getting Columbus Place assistance with front desk coverage on the weekends. Kent explained to the Membership that when Rhonda Baer of Housing Solutions applied for this grant, she included some dollars for front desk help but it was denied. Kent stated that the Board had previously approved some state money that was originally thought would have to be used for training of peer supporters. Those trainings are being paid for by the state, so that money is available. Kent said that he has spoken with Rhonda and she has a person going through the peer support training so it is being discussed to use some of those dollars to have a trained peer supporter provide front desk coverage on the weekends.

Kent then read the recommendation.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO PROVIDE PAYMENT TO HOUSING SOLUTIONS OF GREENE COUNTY AS FUNDING FROM OHIOMHAS IS RECEIVED FOR THE DSA GRANT IN STATE FISCAL YEAR 2015. IN ADDITION AN INCREASE OF \$23,450 TO THE SPECIAL REVENUE FUND IS REQUIRED IN THE ESTIMATED REVENUE LINE ITEM AND APPROPRIATION LINE ITEM. THE INCREASES WILL BE SUBMITTED TO THE CLARK COUNTY AUDITOR'S OFFICE.

IT was MOVED BY JULIE ANTHONY, SECONDED BY SCOTT ANGER TO AUTHORIZE THE CEO TO PROVIDE PAYMENT TO HOUSING SOLUTIONS OF GREENE COUNTY AS FUNDING FROM OHIOMHAS IS RECEIVED FOR THE DSA GRANT IN STATE FISCAL YEAR 2015 IN THE AMOUNT OF \$23,450.

MOTION CARRIED.

Kent stated that we are now operational with GOSH. He said that Kevin Taylor will give a complete presentation at the February Committee Meeting. Kent stated that the Board is finalizing agreements with Allen-Auglaize-Hardin and Licking-Knox Boards to provide GOSH services. Services for those Boards should begin in July.

AUDIENCE PARTICIPATION

None.

BOARD MEMBER COMMENTS

Delvin Harshaw stated that Kent's letter took him by surprise. He went on to say that he has enjoyed working with Kent and has appreciated all that Kent has done and wished him well.

Jim stated that Delvin expressed everyone's feelings and said that the Board will begin the selection process by having an Executive Committee meeting on January 30th. Jim also stated that he would like to hear comments from the Membership either at the Board meeting or in private but his intention is to have the Executive Committee be the selection board.

Roger Roberts inquired about moving ahead with the Medication Assisted Treatment in Madison County. Kent stated that good progress was being made. Madison County already has a doctor and nurse practitioner in place. He also stated that the detox in Montgomery County is operational.

Joe Keferl stated that Wright State University is looking into positioning itself in terms of a plan for the University with some funding potentials through the Governor's office to try to increase the capacity of opiate treatment and prevention services. Joe said that he has asked Kent to help with advice on how something like this could work. Joe also stated that a Wright State student is one of Michelle Obama's guests at the State of the Union Address.

Scott stated that the Xenia Police Department will have Narcan in their cruisers starting next week. He also stated that he was at a Christmas program at which Judge Root spoke and she said some encouraging things about the drug court in Fairborn and the use of Vivitrol. Scott felt that it would be interesting to have her speak at one of the Board's trainings or at the Retreat. Roger stated that Madison County has already had officers administer Narcan. Lauren Ross stated that campus police at Sinclair have also administered it.

ADJOURNMENT

A MOTION WAS MADE BY ROGER ROBERTS AND THE MEETING WAS ADJOURNED.

Julie Anthony, Secretary

Michelle Humphrey, MHR Board Staff

Accounts Payable Register - January 2015

Vendor Name	Date	Description	Expenses
Aaron Fannin	1/30/2015	Snow removal, 1/6, 7, 8, 11	971.00
Abila	1/16/2015	Software support renewal	2,745.00
Advanced Mechanical Services, Inc.	1/9/2015	Additional air ducts, 1101 E. High	391.50
	1/9/2015	Boiler repair, 1101 E. High	1,913.00
	1/9/2015	Service call, 1055 E. High	127.50
	1/16/2015	Furnace/Boiler repair, 1101, 224 East, 1067 E. High	1,480.00
Auditor, Clark County	1/31/2015	Salaries and Benefits	89,048.35
BioSource Landscaping Services and LS Combs, Inc.	1/30/2015	Snow removal, 1/6	440.00
Boop, Nancy	1/16/2015	Business expense reimbursement, 12/3-12/23	108.08
Brain Lumber Company	1/16/2015	Maintenance supplies	40.53
Canon Solutions America	1/16/2015	Copier maintenance	636.07
Cintas Corporation Loc. 02	1/9/2015	Uniforms and building supplies	714.69
	1/16/2015	Uniforms and building supplies	425.46
	1/30/2015	Uniforms and building supplies	267.90
City of Springfield	1/9/2015	Clark Utilities	1,499.07
Clark State Conference Services	1/9/2015	Lease room for November MHRB Board meeting	75.00
	1/9/2015	Lease room for October MHRB Board meeting	75.00
Collins, Alan E.	1/9/2015	January legal fees	4,097.68
Columbia Gas of Ohio, Inc.	1/16/2015	Clark utilities	4,596.24
	1/23/2015	Clark utilities	742.23
Companion Life	1/30/2015	February life insurance	41.80
Connexion	1/9/2015	Presentation folders	3,190.40
Cooper Security Systems	1/9/2015	Alarm monitoring, Jan-Mar	66.00
Cox Media Group	1/9/2015	Fall newsletter, printing, mail prep and delivery	647.39
Dayton Power & Light Co.	1/16/2015	Greene utilities	948.43
	1/23/2015	Greene utilities	2,304.76
	1/30/2015	Greene utilities	1,368.36
E-S Press, Inc.	1/30/2015	Emotional Survival for Law Enforcement Book	672.50
Eastway Corporation	1/9/2015	Independent evaluations	450.00
	1/16/2015	Independent evaluations	2,025.00
Elderly United	1/16/2015	November reimbursement	9,176.00
Garrigan's, Inc.	1/9/2015	Office supplies	364.78
Greene County ESC Learning Center	1/9/2015	Clarb.356 services thru Nov	12,239.05
	1/9/2015	Clarb.363 services thru Dec	10,350.41
	1/16/2015	Clarb.005 services thru Dec	8,763.69
	1/23/2015	Gosh.013 services thru Dec	11,168.08
	1/30/2015	Clarb.020/Gosh.020 services thru Jan	2,818.07
Greene County Family & Children First Council	1/9/2015	January allocation	12,466.00
Greene County Juvenile Court	1/9/2015	November reimbursement	3,540.00
Greene Leaf Therapeutic	1/9/2015	January allocation	2,487.00
Greta Mayer	1/30/2015	Business expense reimbursement, 11/6-12/17	223.63
H.W. Mann & Sons Hauling Services	1/16/2015	December trash pickup, Clark County	620.00
Handyman Hardware	1/9/2015	Building supplies	24.76
Hart, Donna	1/16/2015	Business expense reimbursement, 12/4-12/31	17.36
Hassler Communication Systems Technology, Inc.	1/9/2015	December software support and PBX mgmt	234.50
	1/9/2015	Prepaid support hours	425.00
	1/23/2015	January software support and PBX mgmt	234.50
Health Factors Empowering Self Care, Inc.	1/9/2015	Renew annual contract subscription, My Outcomes	11,440.00
Housing Solutions of Greene County, Inc.	1/9/2015	January allocation	11,457.00
Impact Network Solutions, Inc.	1/9/2015	November long distance charges	10.00
	1/23/2015	December long distance charges	10.15
J&J Remodeling	1/30/2015	Remove & install new cabinets, 224 East	3,665.00
James Flooring LLC	1/9/2015	Flooring, 236 East, 452 & 476 W. Market	13,067.32
Jani-Turf Maintenance Services, Inc.	1/16/2015	December janitorial services	295.75
Koorsen Fire & Security	1/30/2015	Annual alarm, 224 E., service call, 189 Dayton Ave	526.21
Lawn Masters Lawn/Landscaping	1/23/2015	Snow removal, 1/6	355.00
Lowe's Commercial Services	1/16/2015	Building supplies	34.16
Madison County Department of Family & Children	1/23/2015	November & December reimbursement	4,053.00
	1/30/2015	PAX Good Behavior supplies	416.84
Madison County Family Council	1/9/2015	January allocation	1,912.00
Marsh & McLennan Agency LLC	1/16/2015	Quarterly installment property & liability premium	4,155.00
Matt Talbot House	1/9/2015	January allocation	5,959.00
McCall-Sharp Architecture, Ltd.	1/23/2015	Develop site plan, Cedar St project	1,500.00
McKinley Hall, Inc.	1/9/2015	Clarb.349 services thru Nov	17,027.81
	1/9/2015	Clarb.363 services thru Dec	32,424.60
	1/9/2015	January allocation	41,616.00
	1/16/2015	Clarb.005 services thru Dec	10,629.97
	1/23/2015	Clarb.012/Gosh.013 services thru Dec	46,540.57
	1/30/2015	Gosh.020 services thru Jan	18,090.80

Vendor Name	Date	Description	Expenses
Mental Health Services for Clark & Madison Counties	1/9/2015	January allocation	95,262.00
	1/16/2015	Clarb.005 services thru Oct	234,514.74
	1/16/2015	FY2014 Bad Debt and Crisis Intervention	178,854.00
	1/23/2015	Clarb.012 services thru Nov	182,388.19
	1/30/2015	Clarb.020/Gosh.020 services thru Nov	61,204.17
Michelle Humphrey	1/16/2015	Business expense reimbursement, 12/5-12/31	38.08
	1/16/2015	Replenish petty cash	172.88
NAMI of Clark & Greene Co.	1/9/2015	January allocation	19,485.00
Oesterlen Services for Youth	1/9/2015	January allocation	16,250.00
	1/30/2015	Helping Ohio's Children grant 2nd request	42,764.00
Ohio and Indiana Roofing Company	1/9/2015	Replace roof, install ice & water guard, 452 W. Market	23,590.00
Ohio Edison	1/16/2015	Clark utilities	3,357.88
	1/30/2015	Clark utilities	256.50
OIC of Clark County, Inc.	1/30/2015	November & December reimbursement	4,366.00
Otis Elevator company	1/9/2015	Repairs to elevator, 600 Dayton Yellow Springs	233.00
Pitney Bowes Global Financial Services LLC	1/9/2015	Quarterly mail equipment lease, Oct-Dec	327.00
PNC Bank	1/9/2015	Utility payments by credit card	3,962.01
	1/16/2015	Utility payments by credit card	4,257.14
	1/30/2015	Utility payments by credit card	2,196.95
PNC Bank, N.A.	1/16/2015	January mortgage	7,628.67
Poole's Continuous Spouting	1/9/2015	Gutter/downspout clean & repair, 224 East St.	231.00
Profile Display, Inc.	1/30/2015	Ad display, Beavercreek Chamber of Commerce	544.00
Project Woman	1/9/2015	Clarb.349 services thru Nov	47.88
Rocking Horse Center	1/9/2015	November reimbursement	2,543.00
	1/30/2015	December reimbursement	1,315.00
Runnels, Roselin	1/30/2015	Business expense reimbursement, 12/4-12/19	94.64
Sparkle-N-Shine, LLC	1/9/2015	December janitorial services and supplies	1,785.00
	1/30/2015	January janitorial services and supplies	1,785.00
Springfield Promise Neighborhood	1/9/2015	Mini grant allocation	2,267.06
Staples, Inc.	1/30/2015	Office supplies	144.38
Swindler Auto Service	1/9/2015	Van service and repair	1,045.52
TCN Behavioral Health Services, Inc.	1/9/2015	Clarb.349 services thru Nov	71,910.73
	1/9/2015	Clarb.356 services thru Nov	135,730.13
	1/9/2015	Clarb.363 services thru Dec	68,565.13
	1/9/2015	Independent evaluations	675.00
	1/9/2015	January allocation	23,125.00
	1/16/2015	Clarb.005 services thru Dec	81,545.47
	1/16/2015	Temporary housing allocation	925.00
	1/23/2015	Clarb.012/Gosh.013 services thru Dec	74,095.99
	1/30/2015	Clarb.020/Gosh.020 services thru Jan	199,285.79
	1/30/2015	Independent evaluations	675.00
Trupointe	1/23/2015	Supplies	118.89
Vectren Energy Delivery	1/23/2015	Greene utilities	2,996.50
Village of Yellow Springs	1/16/2015	Greene utilities	575.18
WellSpring	1/23/2015	November reimbursement	5,196.00
Women's Recovery Center	1/9/2015	January allocation	12,006.00
Worley, Marianna	1/9/2015	Business expense reimbursement, 10/30-12/05	174.89
Youngman, Kent	1/16/2015	Business expense reimbursement, 10/14-12/23	562.37

Cash Disbursements	1,993,521.71
January YTD Expense	9,792,442.79
December YTD Expense	7,793,305.08
Change in Expense	1,999,137.71
Cash Disbursement - Change in Expense	(5,616.00)
Reconcile Items	
NAMI rent allocation reduction	6,616.00
DP&L Lighting fixtures and controls refund	(1,000.00)
Reconcile Items Total	5,616.00
difference	(0.00)

**BOARD/AGENCY CONTRACT
120 DAY NOTICE
NOT TO RENEW OR SUBSTANTIALLY CHANGE**

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES INFORM EACH OF ITS CONTRACT AGENCIES THAT PURSUANT TO OHIO REVISED CODE 340.03 (A) (6) (A) AND/OR 340.033 (D) IS HEREBY NOTIFIED THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES HAS PROPOSED TO NOT RENEW THE FISCAL YEAR 2015 CONTRACTS FOR THE AGENCIES LISTED BELOW, WHICH EXPIRE JUNE 30, 2015.

IT IS THE BOARD'S INTENT TO ENGAGE IN GOOD FAITH COLLABORATION AND NEGOTIATION. IF SUCH GOOD FAITH NEGOTIATIONS RESULT IN THE BOARD RENEWING ITS CONTRACT WITH A GIVEN PROVIDER AGENCY, THE NEW CONTRACT MAY REFLECT SUBSTANTIAL CHANGE.

Clark County Family & Children First Council
Elderly United – DBA United Senior Services
Family Violence Prevention Center of Greene County
Greene County Adult Probation Department
Greene County Educational Service Center
Greene County Family & Children First
Greene County Juvenile Court
Greene Leaf Therapeutic Community
Housing Solutions of Greene County
Madison County Department of Family & Children
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Springfield Metropolitan Housing Authority
TCN Behavioral Health Services
WellSpring
Women's Recovery Center

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Cash Position and Fund Balances

As of 1/31/2015

(In Whole Numbers)

	General Fund	Special Revenue Fund	Fiduciary Fund	Total
Cash Receipts				
Taxes	4,332,998	0	0	4,332,998
Intergovernmental	654,718	1,820,224	782,327	3,257,269
Rental	426,706	0	0	426,706
Miscellaneous	4,545	24,891	0	29,436
Total Cash Receipts	<u>5,418,967</u>	<u>1,845,114</u>	<u>782,327</u>	<u>8,046,408</u>
Cash Disbursements				
Salaries	(506,150)	(39,004)	0	(545,154)
Benefits	(149,591)	(90)	0	(149,681)
Treatment Services	(5,426,890)	(2,703,390)	(200,796)	(8,331,077)
Professional Services	(57,423)	0	0	(57,423)
Operating	(25,631)	0	0	(25,631)
Rent/Utilities	(170,981)	(2,288)	0	(173,269)
Repairs/Maintenance	(25,674)	0	0	(25,674)
Capital Outlays/Equipment	(307,231)	(208)	0	(307,439)
Advertising/Printing	(7,725)	0	(101)	(7,826)
Principle/Interest	(53,401)	0	0	(53,401)
Insurance	(35,892)	0	0	(35,892)
Lease	(6,235)	0	0	(6,235)
Travel/Conference	(11,348)	(40)	0	(11,388)
Other	(62,355)	0	0	(62,355)
Total Cash Disbursements	<u>(6,846,525)</u>	<u>(2,745,020)</u>	<u>(200,897)</u>	<u>(9,792,443)</u>
Total receipts over/(under) disbursements	(1,427,558)	(899,906)	581,430	(1,746,034)
Other financing receipts/(disbursements)				
Advance To/From	(910,537)	910,537	0	0
Transfer In/Out	(125,000)	125,000	0	0
Total Other financing receipts/(disbursements)	<u>(1,035,537)</u>	<u>1,035,537</u>	<u>0</u>	<u>0</u>
Excess cash receipts over/(under) disbursements	<u>(2,463,095)</u>	<u>135,631</u>	<u>581,430</u>	<u>(1,746,034)</u>
Fund Balance at beginning of year				
	10,307,862	344,790	308,450	10,961,102
Fund balances at end of period	<u>7,844,767</u>	<u>480,421</u>	<u>889,880</u>	<u>9,215,068</u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

General Fund

FY 2015

From 1/1/2015 Through 1/31/2015

(In Whole Numbers)

	Original Budget	Final Budget	Budget Change	YTD Actual	Final Budget Variance
Cash Receipts					
Taxes	10,035,308	10,035,308	0	4,987,716	(5,047,592)
Rental	728,489	728,489	0	426,706	(301,783)
Miscellaneous	9,180	9,180	0	3,795	(5,385)
Total Cash Receipts	<u>10,772,977</u>	<u>10,772,977</u>	0	5,418,217	(5,354,760)
Cash Disbursements					
Salaries	896,367	896,367	0	506,150	390,217
Benefits	292,224	292,224	0	149,591	142,633
Treatment Services/Activities	6,999,909	9,282,504	2,282,595	3,509,723	5,772,781
Professional Services	108,710	108,710	0	57,423	51,287
Operating	56,250	56,250	0	24,353	31,897
Rent/Utilities	354,355	354,355	0	146,129	208,226
Repairs/Maintenance	32,100	32,100	0	22,938	9,162
Capital Outlay/Equipment	387,650	407,650	20,000	271,877	135,773
Advertising/Printing	15,000	15,000	0	7,725	7,275
Principle/Interest	91,545	91,545	0	53,401	38,144
Insurance	44,232	44,232	0	35,892	8,340
Lease	11,000	11,000	0	5,908	5,092
Travel/Conference	15,775	15,775	0	9,109	6,666
Other	203,950	203,950	0	62,156	141,794
Total Cash Disbursements	<u>9,509,067</u>	<u>11,811,662</u>	2,302,595	4,862,372	6,949,290
Transfers/Advances					
Advance In/(Out)	0	0	0	(897,433)	(897,433)
Transfer In/(Out)	(125,000)	(34,349)	90,652	(34,349)	0
Total Transfers/Advances	<u>(125,000)</u>	<u>(34,349)</u>	90,652	(931,782)	(897,433)
Cash Receipts Over/(Under) Disbursements	<u><u>1,138,910</u></u>	<u><u>(1,073,033)</u></u>	<u><u>(2,211,944)</u></u>	<u><u>(375,937)</u></u>	<u><u>697,097</u></u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Special Revenue Fund

FY 2015

From 1/1/2015 Through 1/31/2015

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
Cash Receipts					
Intergovernmental	3,240,987	3,498,620	257,633	1,835,811	(1,662,809)
Miscellaneous	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>20,856</u>	<u>15,856</u>
Total Cash Receipts	3,245,987	3,503,620	257,633	1,856,668	(1,646,952)
Cash Disbursements					
Salaries	48,982	48,982	0	22,210	26,772
Benefits	0	0	0	90	(90)
Treatment Services/Activities	2,814,186	3,611,361	797,175	2,486,929	1,124,433
Rent/Utilities	1,573	1,573	0	1,273	300
Capital Outlay/Equipment	129	129	0	125	4
Travel/Conference	<u>1,086</u>	<u>1,086</u>	<u>0</u>	<u>40</u>	<u>1,046</u>
Total Cash Disbursements	2,865,956	3,663,131	797,175	2,510,667	1,152,464
Transfers/Advances					
Advance In/(Out)	0	0	0	910,537	910,537
Transfer In/(Out)	<u>142,942</u>	<u>185,706</u>	<u>42,764</u>	<u>185,706</u>	<u>0</u>
Total Transfers/Advances	142,942	185,706	42,764	1,096,243	910,537
Cash Receipts Over/(Under) Disbursements	<u><u>522,973</u></u>	<u><u>26,195</u></u>	<u><u>(496,778)</u></u>	<u><u>442,244</u></u>	<u><u>416,049</u></u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Capital Projects

FY 2015

From 1/1/2015 Through 1/31/2015

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
Cash Receipts					
Intergovernmental	<u>600,000</u>	<u>600,000</u>	<u>0</u>	<u>0</u>	<u>(600,000)</u>
Total Cash Receipts	<u>600,000</u>	<u>600,000</u>	<u>0</u>	<u>0</u>	<u>(600,000)</u>
Cash Disbursements					
Capital Outlay/Equipment	<u>600,000</u>	<u>600,000</u>	<u>0</u>	<u>0</u>	<u>600,000</u>
Total Cash Disbursements	<u>600,000</u>	<u>600,000</u>	<u>0</u>	<u>0</u>	<u>600,000</u>
Cash Receipts Over/(Under) Disbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Fiduciary Fund

FY 2015

From 1/1/2015 Through 1/31/2015

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
Cash Receipts					
Intergovernmental	<u>0</u>	<u>782,327</u>	<u>782,327</u>	<u>782,327</u>	<u>0</u>
Total Cash Receipts	<u>0</u>	<u>782,327</u>	<u>782,327</u>	<u>782,327</u>	<u>0</u>
Cash Disbursements					
Treatment Services/Activities	<u>0</u>	<u>593,328</u>	<u>593,328</u>	<u>182,510</u>	<u>410,818</u>
Total Cash Disbursements	<u>0</u>	<u>593,328</u>	<u>593,328</u>	<u>182,510</u>	<u>410,818</u>
Cash Receipts Over/(Under) Disbursements	<u><u>0</u></u>	<u><u>188,999</u></u>	<u><u>188,999</u></u>	<u><u>599,817</u></u>	<u><u>410,818</u></u>

ATTACHMENT E

Executive Committee Summary Friday, January 30, 2014

The meeting of the Executive Committee was held on Friday, January 30, 2015 at 7:30 a.m. at the administrative offices of the Mental Health & Recovery Board of Clark, Greene and Madison Counties, 1055 East High Street, Springfield, Ohio.

PRESENT: Jim Vernon, Chair; Scott Anger, Roger Roberts, Lauren Ross
Staff: Kent Youngman, CEO; Michelle Humphrey

Jim Vernon opened the meeting by welcoming all those present. He then requested that the meeting go into Executive Session and took a roll call vote. Jim read the recommendation as follows:

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE HIRING OF A PUBLIC EMPLOYEE.

IT was MOVED BY ROGER ROBERTS, SECONDED BY SCOTT ANGER TO ENTER INTO EXECUTIVE SESSION.

Roll Call Vote: Scott Anger-Yes; Roger Roberts-Yes; Lauren Ross-Yes; Jim Vernon-Yes.

MOTION CARRIED.

The Executive Committee returned to open session at 8:40 a.m. Jim Vernon asked Kent Youngman to discuss the Madison County Levy. Kent stated that the levy would be on the ballot in November. He discussed the three options the board needs to consider. First was a renewal of the .5 mil levy which is currently in place; second was a replacement of the .5mil levy which would be the same as the current levy but would bring us to the current property valuation. This option would generate approximately an additional \$170,000. The third option was a new 1 mil levy which would generate \$1M, but this is not a current recommendation. Kent is still gathering information on the best approach. The Madison County Commissioners will make the ultimate decision to put the levy on the ballot. Kent stated that he will come back and make a recommendation at a later date.

A motion was made by Roger Roberts to adjourn the meeting; meeting was adjourned at 9:00 a.m.

MENTAL HEALTH & ADDICTION SERVICES PROGRAM

**RATIFY AND CONFIRM ACTION TAKEN AT MENTAL HEALTH & ADDICTION
SERVICES PROGRAM COMMITTEE MEETING**

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY
BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFY AND CONFIRM
THE ACTION TAKEN BY THE MENTAL HEALTH & ADDICTION SERVICES
PROGRAM COMMITTEE ON FEBRUARY 3, 2015. MOTIONS ARE CONTAINED IN
THE MEETING SUMMARY.**

Mental Health & Addiction Services Program Committee Report

Tuesday, February 3, 2015

The Mental Health & Addiction Services Program Committee met on Tuesday, February 3, 2015 at 5:30 p.m. at Greene County Educational Service Center (GCESC), 360 East Enon Road, Yellow Springs, Ohio.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFY AND CONFIRM THE ACTION TAKEN BY THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE ON FEBRUARY 3, 2015. APPROVED MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

PRESENT: Vice Chairperson-Scott Anger, Julie Anthony, Lexie Boblitt, Marilyn Demma, Dr. Linda Griffith, Dr. Joe Keferl, Kim Michael, Kellie Phillips, Lauren Ross, Roger Roberts and Jim Vernon

STAFF: Dr. Kent Youngman, Dr. Greta Mayer, Roselin Runnels, Kevin Taylor and Tracey Stute

GUESTS: Curt Gillespie, MHSCC; Mary Beth Taylor, MHSCC; Decinda Foster, Charles Rollins, Gemini Reliance; Wendy Doolittle, McKinley Hall.

Scott Anger opened the meeting at 5:30 p.m. with a welcome and recognition of the unexpected loss of Delvin Harshaw, Board Member and Program Committee Chair. Scott began with a moment of silence and offered the opportunity for those in attendance to say a few words. Marilyn Demma spoke at length about her “occasion to come aside” Delvin with community leaders for many worthy causes. Marilyn provided several examples of Delvin’s commitment to serve his community in an effort to improve the outcomes for folks on the margin calling him “respectful, prepared and tolerant.” Marilyn closed by stating she “admired Delvin as he leveraged his role for those in need of treatment.” Kellie Phillips also expressed her appreciation for Delvin’s positive and welcoming personality when she first became a MHRB member.

Agenda item I, Service Enriched Housing Project Update, began with a brief review of the property and building status on this project by Dr. Kent Youngman, MHRB CEO. Kent shared that meetings with the several project partners have gone well and that this stage of the process is winding down with finalization of building plans and a budget. Tracey Stute, Assistant Director of Programs and Evaluation, provided a description of the Forensic Intensive Supportive Housing (FISH) model that will guide the design of housing and service delivery wrapped around four high-need clients, who have co-occurring disorders and are cross-system involved. It was explained that FISH is recognized as a Promising Practice on the Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry. A review of key elements was presented by Tracey to include the use of Evidence Based Practices (EBP’s). Dr. Joe Keferl commented on the importance of collecting data to build evidence and demonstrate outcomes.

Item II was presented by Roselin Runnels, Director of Programs and Communication, who reviewed the Community Plan Update. Roselin commented that the report has been submitted to Ohio Department of Mental Health and Addiction Services (OMHAS) and that all the SFY 2014-16 goals have been continued. Roselin reviewed each bullet point and highlighted use of Vivitrol® for Medication Assisted Treatment, access to detoxification services, and collection of data on referrals to primary care by treatment providers. Details can be found in Attachment A.

Roselin introduced the Clark County Recovery Supports project as Agenda Item III. Roselin provided a thorough history about the development of the Clark County Recovery Supports work group and progress in identifying and filling gaps to maintain and sustain recovery. Two primary priorities were identified, housing and developing a recovery center, based on a survey of needed supports for those in recovery. Wendy Doolittle distributed a handout summarizing the survey results and described McKinley Hall's role in supporting the plans.

Roselin explained that McKinley Hall will act as the fiscal agent for the recovery center project and stated that she is very pleased with the hard work of all involved to tackle such an exciting project. Decinda Foster, Gemini Reliance, gave the Committee a compelling summary of her experience with those she loves with addiction and her passion to influence people to create solutions. She talked about her brothers' struggle with addiction and the social and relational consequences which resulted. Gemini Reliance secured an underutilized building, on the corner of Belmont and Lagonda, in need of transformation as a place for those in recovery. They have plans to renovate one half for the recovery center and the other for 20 residential beds.

MHRB is supporting the community recovery center which will be a consumer-operated center and open to anyone in recovery. This is in keeping with the Recovery Oriented System of Care (ROSC) concept. The housing portion of the project will be developed by Gemini Reliance and is a later phase of the effort. Charles Rollins shared his recovery story and his desire to help by becoming a certified peer supporter.

Lexie Boblitt asked about whether there would be a 12-step meeting held in the space. Wendy responded that there could be a variety of supports, including but not limited to 12-step meetings, secured with rental agreements. Wendy emphasized that there are many paths to recovery and this space could be used in different ways.

Joe inquired about potential risk to the Board should there be a medical emergency or violent episode that occurred. Roselin addressed these concerns by stating that guidelines and bylaws are in place for the center. Input from law enforcement and other important stakeholders has informed development of the center. Wendy added that they have modeled this after other recovery Club Houses which have proved successful in other communities. Roger Roberts and Curt Gillespie offered support for this initiative. Julie Vann inquired whether Board action was required. Kent replied no, that this presentation was an update to the Board.

Kent and Kevin described Agenda IV, a budget revision to Mental Health Services for Clark and Madison Counties. This request is for a Medication Assisted Treatment and Medical Somatic services change with no impact to the contract amount. Curt described hiring a doctor from Madison County and how they are excited about the partnership with the courts to provide this new service for Madison County residents.

Scott read the recommendation as follows:

IT IS THE RECOMMENDATION OF THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO AMEND THE EXISTING CONTRACT TO INCLUDE THE SERVICE OF MEDICAL SOMATIC WITH A UNIT RATE OF \$176.28 FOR STATE FISCAL YEAR 2015. ATTACHED IS THE REVISED ALLOCATION BY SERVICE CATEGORY.

Service	Units			Funding Request		
	Revised	Original	Change	Revised	Original	Change
Medical Assisted Treatment	-	30	(30)	-	58,000	(58,000)
Medical Somatic	340	-	340	58,000	-	58,000
Total	340	30	310	58,000	58,000	-

Roger made a motion, Joe seconded the motion. The motion carried unanimously.

Greta Mayer presented the recent mini-grant awards for suicide prevention in Madison and Greene Counties as Agenda Item V. The award will fund two trainings by Dr. Ellen Anderson: one gatekeeper training in London on the evening of April 16th and a clinical training on April 17th in Xenia. Additional grant funds will incentivize Madison County employers to complete a wellness survey about employee assistance programs. Scott and Roger commented about recent suicide-related incidents in Greene and Madison Counties. For example, Scott described an increase of crisis calls by 40% in the past year. Scott expressed his appreciation for the suicide prevention work in Xenia this past year. Greta added that these trainings are regional and interested community members are able to attend the events.

Scott read the Greene County recommendation as follows:

IT IS THE RECOMMENDATION OF THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE DISBURSEMENT OF A MINI-GRANT FOR STATE FISCAL YEAR 2015 IN THE AMOUNT OF \$1,000 TO SPONSOR CLINICAL TRAINING FOR THE TREATMENT OF INDIVIDUALS AT-RISK FOR SUICIDE ON BEHALF OF THE GREENE COUNTY SUICIDE PREVENTION COALITION.

Kellie Phillips made a motion, Linda Griffith seconded the motion. Joe mentioned that he wished there was more money for suicide prevention. Kent added that the governor's budget included \$1 million to support suicide prevention efforts. The motion carried unanimously.

The Madison County recommendation was read by Scott as follows:

IT IS THE RECOMMENDATION OF THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE DISBURSEMENT OF A MINI-GRANT FOR STATE FISCAL YEAR 2015 IN THE AMOUNT OF \$1,000 TO INCREASE AWARENESS ABOUT INDIVIDUALS AT-RISK

FOR SUICIDE AND REFERRAL TO TREATMENT IN CONJUNCTION WITH THE MADISON COUNTY DEPRESSION & SUICIDE PREVENTION COALITION.

Julie Anthony made a motion, Kim Michael seconded the motion. Roger indicated that the gatekeeper training is timely in light of recent events in Madison County. The motion carried unanimously.

Kevin offered a detailed PowerPoint presentation for agenda item VI, Great Office Solutions Helper (GOSH). He gave a historical perspective on the changing local and state environments to process payment for services. A change in billing and claims systems necessitated the MHRB to transition to a new claims platform. The Board has become a trading partner on MITS with ODJFS so that we can access state and local data. The Board is positioned to assist other Boards in set up and processing of GOSH claims. This potentially generates revenue by providing a service to other Boards. Discussion about various insurance plans, household vs. family income, and use of co-pays for services ensued. Scott expressed concern about potential growth and Board capacity to meet additional demands. Kevin described that business agreements will structure the roles and responsibilities of all parties.

Scott asked for any miscellaneous items. Kent offered to hold these items for the next meeting, but offered a brief update that the March Board and Program Committee meetings would be folded into the March 14th Board Retreat at Bergamo.

Linda made a motion to adjourn.

Meeting closed at 7:15 pm

FINANCE

**RATIFY AND CONFIRM ACTION TAKEN AT
FINANCE COMMITTEE MEETING**

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFY AND CONFIRM THE ACTION TAKEN BY THE FINANCE COMMITTEE ON FEBRUARY 6, 2015. MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

Finance Committee Report

Friday, February 6, 2015

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFY AND CONFIRM THE ACTION TAKEN BY THE FINANCE COMMITTEE ON FEBRUARY 6, 2015. APPROVED MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

The Finance Committee met Friday, February 6, 2015 at 7:30 a.m. at the Mental Health & Recovery Board of Clark, Greene and Madison Counties, 1055 East High Street, Springfield, Ohio.

PRESENT: Julie Anthony, Chairperson, Roger Roberts, Kim Michaels and Jim Vernon, Lauren Ross

Staff: Kent Youngman, Mark Huff, Kevin Taylor

The first agenda item was the Funding by County for SFY 2016. Mark Huff reviewed the Board's Five Year Projections Report (SFY '15 – SFY '19). There was some general discussion about specific items contained in the Five Year Projections.

IT IS THE RECOMMENDATION OF THE FINANCE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ESTABLISH THE MAXIMUM AMOUNT OF FUNDS AVAILABLE FOR SERVICES IN FISCAL YEAR 2016 FOR EACH OF THE THREE COUNTIES. THE CEO HAS THE AUTHORITY TO WORK WITH EACH PROVIDER AGENCY TO DETERMINE THE LEVEL OF SERVICES AND FISCAL 2016 ALLOCATION AMOUNT. SPECIFIC AGENCY ALLOCATION INFORMATION WILL BE PRESENTED TO THE MHR BOARD FOR REVIEW AND APPROVAL IN MAY AND JUNE 2015. THE COMBINED TOTAL OF AGENCY ALLOCATIONS WITHIN A COUNTY IS NOT TO EXCEED THE FUNDING FOR THAT COUNTY. BELOW REFLECTS THE FUNDS ANTICIPATED TO BE AVAILABLE PER COUNTY:

CLARK COUNTY	\$6,843,458
GREENE COUNTY	\$5,218,430
MADISON COUNTY	\$717,338

IT WAS MOVED BY JIM VERNON, SECONDED BY ROGER ROBERTS TO RECOMMEND TO THE FULL BOARD TO APPROVE THE PROPOSED FISCAL YEAR 2016 COUNTY SPECIFIC SERVICE FUNDING AMOUNTS.

MOTION CARRIED.

The next item on the agenda was a review of the Board's SFY 2014 contract agency reconciliation process. Mark Huff reviewed the attached report. Mark pointed out on the attached report that only one provider, Mental Health Services of Clark and Madison (MHS),

accessed any unearned allocation for client bad debt this year following procedures of the Board's policy on Bad Debt – Policy #19. The amount of bad debt requested and paid to MHS was \$68,283.

The next agenda item was a review of the Board's final SFY '14 audit by the state auditor. Mark walked the members through the audit and explained that the audit was a clean, unqualified audit.

The next item was the review and update of the contract agencies' SFY '14 annual audits. Mark Huff reviewed the attached table providing an update on the status of each contract provider's '14 annual audit. Mark pointed out that the agency audits are an important piece to the Board's requirement of sub recipient monitoring. There was some discussion about Matt Talbot House no longer having any form of audit review and that staff felt it was necessary to have some kind of monitoring of Board funds. Members asked staff to provide a recommendation for this before next year's audit cycle.

Under miscellaneous two items were discussed. The first, Kent indicated was a request by Lynn West of TCNBHS, Inc. to purchase from the Board its property at 452 West Market Street Xenia, Ohio where TCNBHS' operates its administrative, outpatient, and community support programs. The committee members discussed various aspects of this request and considered next steps moving forward. The second item discussed was the November, 2015 levy in Madison County. Kent provided members with some figures regarding differences between a renewal and replacement levy. There was general discussion about this and Kent indicated that the Board would need further information before deciding a specific approach.

ADJOURNMENT

The meeting was adjourned.

**COMBINED EXECUTIVE AND BUILDINGS & GROUNDS
COMMITTEE**

**RATIFY AND CONFIRM ACTION TAKEN AT COMBINED EXECUTIVE AND
BUILDINGS & GROUNDS COMMITTEE MEETING**

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY
BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFY AND CONFIRM
THE ACTION TAKEN BY THE COMBINED EXECUTIVE AND BUILDINGS &
GROUNDS COMMITTEE ON FEBRUARY 13, 2015. MOTIONS ARE CONTAINED IN
THE MEETING SUMMARY.**

Combined Executive and Buildings & Grounds Committee Meeting Friday, February 13, 2015

The Combined Executive and Buildings & Grounds Committee Meeting was held on Friday, February 13, 2015 at the MHR Board Administrative Offices located at 1055 East High Street, Springfield.

PRESENT: Jim Vernon, Chair; Scott Anger, Julie Anthony, Ben Harrison, Roger Roberts and Lauren Ross

Staff: Dr. Kent Youngman, CEO, Nancy Boop, Dr. Greta Mayer and Kevin Taylor

Jim called the meeting to order and welcomed everyone; he then turned the meeting over to Nancy to review the proposed changes to the Human Resources Policy #23, Business Expense. Revisions to this policy make the Board's policy more in line with Clark County's policy. Nancy then reviewed some of the detail changes including the requirement of receipts for all business expenses, with the exception of mileage reimbursement and tolls. For reference, attached is the proposed revised policy.

IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ADOPT THE CHANGES IN THE HUMAN RESOURCES POLICY #23 – BUSINESS EXPENSE, TO BRING IT IN LINE WITH THE CLARK COUNTY AUDITOR'S HUMAN RESOURCES POLICIES ON BUSINESS EXPENSE.

IT WAS MOVED BY JULIE ANTHONY, SECONDED BY BEN HARRISON TO ADOPT THE CHANGES TO THE BOARD'S HUMAN RESOURCES POLICY #23 – BUSINESS EXPENSE AS PRESENTED.

MOTION CARRIED.

Jim then asked Kent to elaborate on TCN Behavioral Health Services' request to purchase the Board owned facility located at 452 West Market Street in Xenia. Kent explained that the Board received a letter from Lynn West, CEO of TCN, notifying us that TCN wishes to explore the purchase of this property. Kent stated that this topic was discussed at the Finance Committee last week and that committee members felt TCN should obtain an appraisal at their expense. Kent mentioned that there is currently an OhioMHAS mortgage on this property with a balance of approximately \$240,000. If this sale occurs, these funds would go back to the state; we would then consider requesting them for housing possibly in Madison County. Nancy stated that she has talked with Lynn West and TCN will be obtaining an appraisal. The committee instructed Kent and Nancy to continue to work with TCN and keep the Board informed.

The next item on the agenda was the Cedar Street project. Kent explained that the Mental Health and Addiction Services Program Committee has been discussing a proposed Clark County project for collaborative, multi-system, service enriched housing for a population having high service utilization and difficulty sustaining housing. The MHRB has received state funding for

either the purchase or new construction of an apartment facility for this project. Vacant land, owned by the city of Springfield, has been located. This property is in a residential area and is within walking distance of Mental Health Services' outpatient/inpatient facility. There are a total of three parcels – two adjacent parcels are on Cedar Street and the third is on the corner of Cedar Street and Race Street. The two sections are separated by an alley. The city of Springfield intends to transfer, at no cost, these parcels to the Mental Health & Recovery Board.

Nancy stated that staff has been working with McCall Sharp Architecture to develop the plans for construction of two facilities, each having two apartment units. One of the facilities would also have an additional area, approximately 150 square feet, to be used by agency staff to meet with the residents, etc. Each apartment is approximately 675 square feet, with a kitchen, living room, bedroom and bathroom. The plan is to construct these apartments to be very durable both on the inside and outside including such components as heavy duty drywall, solid core doors with metal frames and heavy duty hardware, windows with the blinds inside the glass, recessed lighting, mechanical room within locked area, no exposed plumbing in the kitchen or bathroom, concrete floors that are stained and hardy board on the exterior of the apartment units.

On January 8, 2015, staff, along with the architect, presented a site plan, unit plans, and a 3-D view of this proposed project to the Community Grant Advisory Board. The project was very well received; this Advisory Board asked us to develop a budget which would be addressed at their next meeting, which is February 12th. In working with the architect, the proposed total budget for this project is \$452,000. The MHR Board has already received \$188,999 of state funding for this project. It is anticipated the Community Grant Advisory Board, via the city of Springfield will provide additional funding in the amount of \$263,001. Accordingly,

IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ENTER INTO AN AGREEMENT WITH THE CITY OF SPRINGFIELD TO OBTAIN OWNERSHIP OF THE CEDAR STREET VACANT LAND (3 PARCELS); ENTER INTO AN AGREEMENT WITH MCCALL SHARP ARCHITECTURE FOR DEVELOPMENT OF DRAWINGS AND SPECIFICATIONS FOR THE CONSTRUCTION OF TWO 2-UNIT APARTMENT FACILITIES; AND ENTER INTO AN AGREEMENT WITH VARIOUS VENDORS FOR THE CONSTRUCTION OF THESE FACILITIES. TOTAL COST OF THIS PROJECT IS NOT TO EXCEED \$452,000. THE SOURCE OF THESE FUNDS IS \$188,999 MHRB STATE FUNDING AND \$263,001 CITY OF SPRINGFIELD FUNDING. THIS MOTION IS CONTINGENT UPON RECEIPT OF THE LAND AND FUNDING FROM THE CITY OF SPRINGFIELD.

There was discussion regarding the various vendors, one of which could be Opportunities for Individual Change (OIC). The intent is to contract with OIC to have their youth program

construct these facilities, resulting in free labor. The Board and/or OIC would then contract with various vendors for the skilled trade portion for the construction of the facilities.

Lauren Ross, being a member of the OIC Board, did not participate in the discussions.

IT WAS MOVED BY BEN HARRISON, SECONDED BY ROGER ROBERTS TO ENTER INTO AGREEMENTS WITH THE CITY OF SPRINGFIELD, MCCALL SHARP ARCHITECTURE AND VARIOUS VENDORS FOR THE CEDAR STREET PROJECT.

MOTION CARRIED. Lauren Ross abstained.

The next item on the agenda was the modernization of the elevator in the Board's facility located at 600 Dayton Yellow Springs, Fairborn. Jim called on Nancy to review this process. Nancy then explained that this facility consists of two floors plus a basement; the first and second floors are leased to TCN Behavioral Health Services and the basement is leased to N.A.M.I. for the client Drop-In Center. The Board purchased this facility in 2000; no improvements have been made to the elevator, which has an approximate age of fifty plus years. The elevator is inspected annually in July and is repaired on an as needed basis. Over the last five years, repair costs have totaled \$7,109, with the majority of this cost occurring in 2014 (\$3,197). This increase in repair cost also raises a safety concern for those using the elevator.

In the fall of 2014, staff began the process of obtaining bids for the modernization of the elevator. Modernization is the process of improving reliability, ride quality, energy savings, safety and aesthetics. Bids have been obtained from five organizations that provide this service locally. Each organization and their bid quote are listed below, along with the components included in the modernization and the work by other trades.

Abell Elevator, 1256 Logan Street, Louisville, KY Proposal \$41,000

Busch Brothers Elevator Co., 108 East 13th Street, Cincinnati, OH Proposal \$38,873

Davis & Newcomer Elevator Company, 17492 SR 12 W, Arcadia, OH Proposal \$49,875

Kone Inc. 6323 Centre Park Drive, West Chester, OH Proposal \$46,200

Otis Elevator Company, 321 S. Main Street, Dayton, OH Proposal \$70,000.

Components included in modernization:

- A new microprocessor controller unit with soft starter.
- New door operator with clutch with required restrictor.
- Replace existing car station
- Replace existing hall station
- New car lantern
- All wiring will be replaced including the traveling cable

Work by Other Trades:

- Dedicated phone line in the machine room
- Fire service initiating devices and interfacing the building fire control system
- Dedicated independent 120 vac circuits must be provided
- Main line power disconnect switch must be of the fusible and lockable type
- Provide GFCI receptacle in the elevator pit and the elevator machine room.
- Provide a suitable hoistway and machine room

RECOMMENDATION:

IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE AND BUILDINGS AND GROUNDS COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ENTER INTO CONTRACT WITH BUSCH BROTHERS ELEVATOR COMPANY FOR COMPLETION OF THE MODERNIZATION PROCESS FOR THE ELEVATOR LOCATED AT 600 DAYTON YELLOW SPRINGS, FAIRBORN. THE CONTRACT AMOUNT IS NOT TO EXCEED \$38,873. IN ADDITION TO THIS CONTRACT, AN AMOUNT NOT TO EXCEED \$15,000 COULD BE NEEDED FOR WORK BY OTHER TRADES. THIS REPRESENTS AN INCREASE OF \$53,873 TO THE GREENE COUNTY CAPITAL PLAN FOR A REVISED TOTAL OF \$218,173.

IT WAS MOVED BY LAUREN ROSS, SECONDED BY SCOTT ANGER TO APPROVE ENTERING INTO CONTRACT WITH BUSCH BROTHERS ELEVATOR COMPANY FOR MODERNIZATION OF THE ELEVATOR AT 600 DAYTON YELLOW SPRINGS ROAD IN FARIBORN, PLUS ADDITIONAL WORK BY OTHER TRADES AS NEEDED.

MOTION CARRIED.

The last item on the agenda was an update on the Anna Street renovation project. Jim called on Nancy to elaborate on this project. Nancy stated that in the spring of 2013, Housing Solutions of Greene County along with staff from the MHR Board submitted a grant to the Ohio Housing Finance Agency (OHFA) for the renovation of a ten unit apartment facility located on Anna Street in Fairborn. The grant was not awarded at that time; however in May of 2014, staff was notified that funds (\$600,000) were now available for this project.

In June of 2014, the MHR Board approved entering into an agreement with OHFA for \$600,000 for this renovation project. During the summer months Nancy met with the CEO of MCR Services, a construction management company located in Columbus, with the intent of this company managing the project. This company had assisted Housing Solutions with the original and revised budget for this project and also managed the construction of Housing Solutions new six unit apartment facility, Columbus Place in Xenia.

In November of 2014 the Board received a letter from the CEO of MCR Services stating that “Based on some recent experience and marked improvement in the construction industry, I no longer believe a renovation project of this nature would be well served by an Owner/ Construction Manager Agreement. This method of project delivery is better suited to a larger project. Due to the nature of your project, I would suggest you engage an architect with renovation experience and a working knowledge of the Ohio Housing Finance Agency (OHFA).” Accordingly, we contacted McCall Sharp Architecture and have had a walk-thru of the facility, reviewed the OHFA approved budget and discussed the process. Our plan is to move forward with McCall Sharp Architecture to produce existing condition drawings of the apartment facility, conduct a thorough walk-thru to determine the scope of the renovation work to be included in the project and provide a cost estimate for the project. This effort is planned to occur in February and March. The project needs to be completed by September 2016, which we feel can be accomplished. After this first phase is completed, we will determine if any OHFA budget revisions are necessary, then move forward with the drawings and specifications, county approval process and the bidding process.

Under the Miscellaneous category of the agenda, Nancy informed the membership that staff has changed the service provider for fire inspections and monitoring for facilities located in Clark County. The new provider is Megacity.

Jim then asked the members if they would be willing to change the next scheduled Executive Committee meeting date from March 6th to March 13th. Everyone was agreeable.

Kent than stated he had a conflict with the Combined Executive and Buildings & Grounds Committee meeting scheduled for June 5th. The membership agreed to change that meeting to May 29th.

A motion was made by Ben Harrison to adjourn the meeting.

This concludes the Combined Executive and Buildings & Grounds Committee meeting.