



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

*Help for Today. Hope for Tomorrow.*

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**BOARD AGENDA  
MONDAY, APRIL 20, 2015  
6:00 - 8:00 P.M.**

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

- I. OPENING REMARKS** *Jim Vernon, Chair*
- A. Welcome Guests & Introductions**
- II. APPROVAL OF MINUTES – March 14, 2015** **Attachment A**
- III. REVIEW OF ACCOUNTS PAYABLE REGISTER** **Attachment B**
- IV. CEO REPORT** *Kent Youngman*
- A. Swearing in of New Board Member Heather Corbin** *David Herier*
- B. Drug Free Action Alliance Presentation** *Tony Coder*
- C. Matching Funds for Mental Health Foundation** **Attachment C**  
Spring Fund Raiser  
Recommendation
- V. NOMINATING COMMITTEE** *Jim Vernon, Chair*
- A. Present State Fiscal Year 2016 Slate of Officers** **Attachment D**
- VI. ADMINISTRATIVE**
- A. MHR Board Financial Update** **Attachment E**
1. Board Financials – March 2015 *Mark Huff*
2. Administrative Budget – 3<sup>rd</sup> Quarter
3. Cash Flow Projections
- B. SFY 2016 Board/Agency Agreement Revision** **Attachment F**  
*Kent Youngman*

(AGENDA CONTINUED ON REVERSE SIDE)

**VII. MENTAL HEALTH AND ADDICTION**

**A. Mental Health and Addiction Services Summary  
Report of Committee Chair**

**Attachment G**  
*Scott Anger, Chair*

1. Ratify and Confirm Action Taken at Mental Health & Addiction Services Program Committee Meeting – April 7, 2015 Recommendation

**VIII. EXECUTIVE**

**A. Executive Summary  
Report of Committee Chair**

**Attachment H**  
*Jim Vernon, Chair*

**IX. MINI GRANT**

**A. Mini Grant Summary  
Report of Committee Chair**

**Attachment I**  
*Jim Vernon, Chair*

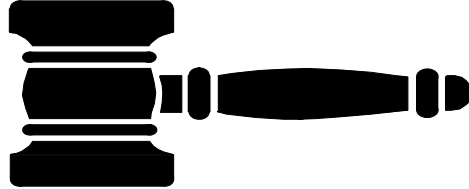
1. Review Mini Grant Process and Timeline
2. SFY 2015 Year to Date Mini Grant Update
3. Changes for SFY 2016 Mini Grants

**X. AUDIENCE PARTICIPATION**

**XI. BOARD MEMBER COMMENTS**

**XII. ADJOURNMENT**

## ATTACHMENT A



### MINUTES – March 14, 2015

*The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Saturday, March 14, 2015 at 2:00 p.m. at the Bergamo Center, 4400 Shakertown Road, Beavercreek, Ohio.*

**PRESENT:** *Jim Vernon, Chairperson, Presiding; Scott Anger, Julie Anthony, Lexie Boblitt, Linda Griffith, Ben Harrison, Jim Hutchins, Kimberly Michael, Kellie Phillips, Roger Roberts, Lauren Ross and Julie Vann*

*Staff: Dr. Kent Youngman, CEO; Michelle Humphrey, Dr. Greta Mayer and Tracey Stute*

**GUESTS:** *None.*

#### **OPENING REMARKS**

*Jim Vernon, Chairperson, called the meeting to order.*

#### **APPROVAL OF MINUTES**

*The Board Minutes for the February 17, 2015 Mental Health & Recovery Board meeting were reviewed and approved with one correction.*

***IT was MOVED BY SCOTT ANGER, SECONDED BY BEN HARRISON, TO APPROVE THE MINUTES OF THE FEBRUARY 17, 2015 BOARD MEETING.***

***MOTION CARRIED.***

## **REVIEW OF ACCOUNTS PAYABLE REGISTER**

*Jim asked the Membership to review Attachment B, Accounts Payable Register. Julie Vann asked if all of the Board's checks were now posted online. Dr. Kent Youngman stated that they are and that the entire Board packet for each meeting is posted on the website. Jim asked if the CLARB entries were payments to the State and Kent stated that they are payments to McKinley Hall. Kent explained that CLARB was the MACSIS system and GOSH is the Board's system.*

## **CEO REPORT**

*Jim called on Kent to give the CEO report. Kent began with Attachment C, Madison County Levy Sample Recommendations. He reviewed the breakdown of possible scenarios that could occur if there was a renewal, same cost/same revenue; a replacement, same millage but current value; or renewing the current amount but adding additional millage. Kent stated that Madison County needs additional revenue but the Board needs to decide the best way to generate it. He felt originally that the best way was to try to increase the millage. After discovering that the Board of DD of Madison County (DD) was going to be on the ballot and that they are asking for a renewal, Kent's reluctant recommendation is that the Board stays with the renewal to secure the funding already available and look for other sources of revenue. Roger Roberts asked if the term had to be ten years and Kent stated no, but the reason it is recommended is that when looking at the other levies that the Board manages, the levies would end up coming due at the same time. He then stated that possibly in five years the Board could put a new levy on the ballot for a higher millage rate and let this one expire. That way, this one is not at risk if the other one fails. Kent felt that it would be risky to ask for anything other than a renewal because DD and Madison County Senior Services (Seniors) are both on the ballot as renewals. Scott Anger mentioned that the new property taxes for farmers are also an issue. Roger stated that with everything that is currently happening in the County, i.e., overdoses, suicides, etc., the Board would be justified in asking for more and he is concerned that there may not be another opportunity in the future. Kent stated that Senator Portman came to Madison County last fall and met with the Coalition and it is encouraging the Board to apply for a Drug Free Communities Grant. Kent said that it is too late to apply during this cycle but the Board is looking at applying during the next one. He stated that the grant amount is up to \$125,000 but it requires a local match of the same amount and some of that can be in-kind contributions. Kent stated that Medicaid is another available revenue source that should be maximized. Roger felt that if DD and Seniors were not on the ballot then the Board could have asked for something other than a renewal but since they are, a renewal is the safest route. Jim stated that the Board agreed with Kent and asked him to read the recommendation.*

***IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE, AND MADISON COUNTIES AUTHORIZE THE CEO TO REQUEST THAT THE MADISON COUNTY COMMISSIONERS PLACE A 10 YEAR RENEWAL LEVY ON THE NOVEMBER 2015 BALLOT.***

***IT was MOVED BY BEN HARRISON, SECONDED BY LINDA GRIFFITH TO REQUEST THAT THE MADISON COUNTY COMMISSIONERS PLACE A 10 YEAR RENEWAL LEVY ON THE NOVEMBER 2015 BALLOT.***

***MOTION CARRIED.***

*Last, Kent stated that the Clark County Commissioners unilaterally appointed Heather Corbin to replace Delvin Harshaw on the Board. Heather is Marilyn Demma's niece and is a Vice President at Huntington National Bank. She is scheduled to be sworn in at the April 2015 Board meeting.*

*That concluded the CEO report.*

***NOMINATING COMMITTEE***

*Jim stated that in May the Board votes on officers for the upcoming year. The nominating committee will consist of himself, Roger Roberts, Lauren Ross, Marilyn Demma and Kim Michael. This committee will meet right before the April Program Committee meeting and then will present a slate of officers at the April Board meeting. At this point it will just be announced and then in May there will be a vote and it's open at that point for others to be nominated by Board members that were not already on the slate.*

***ADMINISTRATIVE***

*Jim called on Kent to review the Mental Health & Recovery Board financials. Kent referred the membership to Attachment D in the agenda packet and first reviewed the Statement of Cash Position and Fund Balances as of February 28, 2015. This report is strictly on a cash basis with total cash receipts of \$8,376,650 and total disbursements of (\$10,844,766) with excess cash receipts under disbursements of (\$2,468,116) and an ending fund balance as of February 28, 2015 of \$8,492,986.*

*The next section was the Statement of Receipts and Disbursements for Fiscal Year 2015 activity. The General Fund had an ending cash balance of (\$1,136,579); special revenue had a balance of \$511,300; fiduciary had a balance of \$571,485; Capital Projects had no activity to date.*

*Kent stated that the Board is spending according to plan and is financially healthy.*

*That concluded the Administrative report.*

***MISCELLANEOUS***

*Jim stated that the Executive Committee met on March 13, 2015 to continue working on the Job Posting that the Board will publish to replace the CEO. Jim asked that the Board vest the Executive Committee with the authority to move ahead with the selection process. Jim said that this is the second time that the Committee has met; a Job Posting has been developed and*

*will be published on May 1, 2015 with a response date of June 1, 2015. Jim further stated that the Committee will go through the applications in July and schedule interviews in July and August and make their final selection as early as September. The plan is to have a replacement on board the first of December so that there is a 30 day overlap with Kent before he leaves in January. Jim stated that they will keep the Board informed and will bring the Committee's final selection to the Board for its approval. Jim then read the recommendation.*

***IT IS THE RECOMMENDATION OF THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES THAT THE CURRENT EXECUTIVE COMMITTEE MEMBERS SERVE AS THE SEARCH AND SELECTION COMMITTEE FOR THE CEO POSITION AND PRESENT A CANDIDATE TO THE FULL BOARD FOR ITS CONSIDERATION AND POSSIBLE APPROVAL.***

***IT was MOVED BY JULIE VANN, SECONDED BY KIM MICHAEL THAT THE CURRENT EXECUTIVE COMMITTEE MEMBERS WILL SERVE AS THE SEARCH AND SELECTION COMMITTEE FOR THE CEO POSITION.***

***MOTION CARRIED.***

*Lauren Ross asked that, at the time of posting, each Board member receives a copy. Julie Anthony pointed out that the Recommendation was for the current Executive Committee members only. Jim thanked Michelle Humphrey for her support and work on the posting.*

#### **AUDIENCE PARTICIPATION**

*None.*

#### **BOARD MEMBER COMMENTS**

*Scott Anger stated that he enjoyed the Retreat and thought that it was well put together. He also stated that Kent mentioned in the past that the Board will eventually need to have an opinion on the marijuana debate. Kent stated that the position the Board took in the past on medical marijuana was that medicine goes through a process of evaluation and review, not typically through legislation and the Board was in support of the evaluation and review process. He said that the Board should revisit that discussion for legalizing marijuana. Kent stated that the Attorney General recently certified an initiative so the Board will review it. Julie Vann suggested that it be put on the Agenda for the next Mental Health & Addiction Program Committee meeting. Scott stated that the Attorney General approved the language to be placed on the November 2015 ballot.*

*Jim stated that he forgot to mention that Marilyn Demma has agreed to be the interim Vice-Chair of the Program Committee until the slate of officers is changed in June.*

**ADJOURNMENT**

**A MOTION WAS MADE BY DR. LINDA GRIFFITH AND THE MEETING WAS  
ADJOURNED AT 2:43 P.M.**

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*Julie Anthony, Secretary*

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*Michelle Humphrey, MHR Board Staff*

## Accounts Payable Register - March 2015

| Vendor Name   | Date      | Description   | Expenses   |
|---|-----------|---|------------|
| Aaron Fannin  | 3/13/2015 | Snow removal, 2/17, 2/18, 2/19, 2/21                        | 1,855.60   |
| Acles, Phil   | 3/20/2015 | Business expense reimbursement, 3/7                         | 100.00     |
| Auditor, Clark County                               | 3/31/2015 | Salaries and Benefits                                       | 89,130.36  |
| Boop, Nancy   | 3/20/2015 | Business expense reimbursement, 1/22-3/4                    | 131.10     |
| Brain Lumber Company                                | 3/13/2015 | Supplies, install cabinets 1056 Mound, steel door 1067 High | 4,270.99   |
| Buck Run Commercial Doors & Hardware                | 3/6/2015  | Door lock repair, 255 East St                               | 78.00      |
| Cintas Corporation Loc. 02                          | 3/13/2015 | Uniforms and building supplies                              | 485.31     |
|   | 3/27/2015 | Uniforms and building supplies                              | 441.02     |
| City of Springfield                                 | 3/6/2015  | Clark utilities   | 1,252.34   |
|   | 3/13/2015 | Clark utilities   | 131.41     |
| Clark County Department of Job & Family Service     | 3/13/2015 | 2nd, 3rd and 4th qtr allocation                             | 83,994.00  |
| Clark State Conference Services                     | 3/20/2015 | Lease room for January MHRB Board meeting                   | 75.00      |
|   | 3/27/2015 | Lease room for February MHRB Board meeting                  | 75.00      |
| Collins, Alan E.                                    | 3/6/2015  | March legal fees  | 4,097.68   |
| Columbia Gas of Ohio, Inc.                          | 3/20/2015 | Clark utilities   | 6,411.10   |
| Companion Life                                      | 3/6/2015  | March life insurance  | 41.80      |
| Dayton Power & Light Co.                            | 3/6/2015  | Greene utilities  | 1,128.01   |
|   | 3/13/2015 | Greene utilities  | 894.22     |
|   | 3/20/2015 | Greene utilities  | 1,926.33   |
|   | 3/27/2015 | Greene utilities  | 319.76     |
| Doctor Drain  | 3/20/2015 | Open sewer line, 2608 E. High                               | 120.00     |
| Eastway Corporation                                 | 3/20/2015 | Independent evaluations                                     | 1,800.00   |
| Elderly United                                      | 3/6/2015  | December/January reimbursement                              | 18,754.00  |
| Fazio Color Shop                                    | 3/20/2015 | Strip, buff, seal new vinyl floor, 222 East                 | 1,075.00   |
| Geisler I.T. Services, LLC                          | 3/6/2015  | Consulting, hard drive, backup license                      | 934.00     |
| Go Concepts   | 3/20/2015 | Website hosting annual fee                                  | 121.40     |
| Greene County ESC Learning Center                   | 3/13/2015 | Clarb.033-040/Gosh withheld claims thru Feb                 | 521.77     |
| Greene County Family & Children First Council       | 3/6/2015  | March allocation  | 12,466.00  |
|   | 3/27/2015 | February reimbursement                                      | 2,654.00   |
| Greene County Health Coalition                      | 3/20/2015 | Annual membership dues                                      | 400.00     |
| Greene County Juvenile Court                        | 3/20/2015 | February reimbursement                                      | 4,199.00   |
| Greene Leaf Therapeutic                             | 3/6/2015  | March allocation  | 2,487.00   |
| H.W. Mann & Sons Hauling Services                   | 3/13/2015 | Clark utilities   | 620.00     |
| Handyman Hardware                                   | 3/13/2015 | Building supplies   | 17.98      |
|   | 3/27/2015 | Building supplies   | 31.43      |
| Hart, Donna   | 3/13/2015 | Business expense reimbursement, 1/7-2/9                     | 26.00      |
| Hassler Communication Systems Technology, Inc.      | 3/13/2015 | Software support and PBX mgmt                               | 234.15     |
| Housing Solutions of Greene County, Inc.            | 3/6/2015  | DSA grant matching funds                                    | 23,450.00  |
|   | 3/6/2015  | March allocation  | 11,457.00  |
|   | 3/13/2015 | Reimburse utilities   | 1,242.08   |
| Impact Network Solutions, Inc.                      | 3/27/2015 | February long distance charges                              | 10.00      |
| J&J Remodeling                                      | 3/27/2015 | Remove wallpaper, paint 2608 High, floor repair 1056 Mound  | 4,750.00   |
| James Flooring LLC                                  | 3/13/2015 | Tile installed, 452 W. Market                               | 10,255.29  |
|   | 3/20/2015 | Carpet/Vinyl installed, BHR 1101 High, 1056 Mound           | 5,988.33   |
| Jani-Turf Maintenance Services, Inc.                | 3/13/2015 | February janitorial services                                | 338.00     |
| Lawn Masters Lawn/Landscaping                       | 3/6/2015  | Snow removal, 2/17  | 355.00     |
|   | 3/13/2015 | Snow removal, 2/21, 3/1                                     | 1,300.00   |
| Lowe's Commercial Services                          | 3/20/2015 | Supplies  | 42.73      |
| Madison County Chamber of Commerce                  | 3/27/2015 | Annual award dinner   | 60.00      |
| Madison County Family Council                       | 3/6/2015  | March allocation  | 1,912.00   |
| Marsh & McLennan Agency LLC                         | 3/20/2015 | Quarterly installment property & liability premium          | 4,401.00   |
| Matt Talbot House                                   | 3/6/2015  | March allocation  | 5,959.00   |
|   | 3/20/2015 | Feb work vouchers   | 460.00     |
| McKinley Hall, Inc.                                 | 3/6/2015  | Clarb.054/Gosh.054 services thru Feb                        | 19,123.98  |
|   | 3/6/2015  | March allocation  | 6,666.00   |
|   | 3/6/2015  | Peer Support Clubhouse                                      | 61,732.00  |
|   | 3/13/2015 | Gosh.061 services thru Feb                                  | 15,807.55  |
|   | 3/20/2015 | Gosh.068 services thru Feb                                  | 21,390.79  |
|   | 3/27/2015 | Gosh.075 services thru Mar                                  | 19,935.32  |
| Megacity Fire & Security                            | 3/6/2015  | Annual fire alarm/suppression systems inspections, Clark    | 2,261.75   |
| Mental Health Services for Clark & Madison Counties | 3/6/2015  | March allocation  | 170,362.00 |
|   | 3/27/2015 | Cluster services thru Feb                                   | 107,037.82 |
| Michelle Humphrey                                   | 3/20/2015 | Replenish petty cash  | 172.90     |
| NAMI of Clark & Greene Co.                          | 3/6/2015  | March allocation  | 19,485.00  |
| Nova House Assoc., Inc.                             | 3/20/2015 | Hot Spot: Detox residential services                        | 5,940.00   |
| Oesterlen Services for Youth                        | 3/6/2015  | March allocation  | 16,250.00  |
| Ohio Edison   | 3/6/2015  | Clark utilities   | 4,539.49   |



| Vendor Name                                | Date      | Description                             | Expenses  |
|--|-----------|---|-----------|
| OIC of Clark County, Inc.                  | 3/13/2015 | January reimbursement                   | 2,817.00  |
| Owen Clark                                 | 3/6/2015  | Thaw frozen water pipes, 1056 Mound     | 75.00     |
| Pitney Bowes Global Financial Services LLC | 3/27/2015 | Quarterly mail equipment lease, Jan-Mar | 327.00    |
| PNC Bank                                   | 3/20/2015 | Utility payments                        | 2,333.93  |
|  | 3/27/2015 | Utility payments                        | 1,442.80  |
| PNC Bank, N.A.                             | 3/13/2015 | March mortgage                          | 7,628.67  |
| R.D. Bennett Construction, Inc.            | 3/20/2015 | Ceiling repairs, 619 Xenia Ave          | 1,772.00  |
| Rocking Horse Center                       | 3/6/2015  | January reimbursement                   | 276.00    |
| Sheehan Bros. Vending, Inc.                | 3/27/2015 | Coffee                                  | 118.00    |
| Sparkle-N-Shine, LLC                       | 3/27/2015 | March janitorial services and supplies  | 1,785.00  |
| Staples, Inc.                              | 3/27/2015 | Office supplies                         | 37.11     |
| TCN Behavioral Health Services, Inc.       | 3/6/2015  | Clarb.054/Gosh.054 services thru Feb    | 76,750.16 |
|  | 3/6/2015  | March allocation                        | 23,125.00 |
|  | 3/6/2015  | Temporary housing allocation            | 1,285.00  |
|  | 3/13/2015 | Clarb.061/Gosh.061 services thru Feb    | 64,620.59 |
|  | 3/20/2015 | Gosh.068 services thru Feb              | 78,999.14 |
|  | 3/27/2015 | Gosh.075 services thru Mar              | 74,110.56 |
| Trupointe                                  | 3/6/2015  | Supplies                                | 37.30     |
|  | 3/13/2015 | Supplies                                | 59.68     |
| Vectren Energy Delivery                    | 3/6/2015  | Greene utilities                        | 463.11    |
|  | 3/20/2015 | Greene utilities                        | 2,365.64  |
|  | 3/27/2015 | Greene utilities                        | 232.83    |
| Village of Yellow Springs                  | 3/13/2015 | Greene utilities                        | 800.74    |
| Women's Recovery Center                    | 3/6/2015  | March allocation                        | 12,006.00 |
| Xenia Glass & Lock, Inc.                   | 3/13/2015 | Repair door panic bar, 600 DYS          | 108.00    |

|                                       |               |
|---------------------------------------|---------------|
| Cash Disbursements                    | 1,139,562.05  |
| March YTD Expense                     | 12,066,154.36 |
| February YTD Expense                  | 10,844,765.66 |
| Change in Expense                     | 1,221,388.70  |
| Cash Disbursement - Change in Expense | (81,826.65)   |
| Reconcile Items                       |               |
| NAMI rent allocation reduction        | 6,616.00      |
| Billing credit from First Energy      | (337.12)      |
| County Collection fees                | 75,547.77     |
| Reconcile Items Total                 | 81,826.65     |
| difference                            | 0.00          |

**MATCHING FUNDS FOR MENTAL HEALTH FOUNDATION  
SPRING FUND RAISER**

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES PROVIDE DOLLAR FOR DOLLAR MATCHING FUNDS FOR THE CLARK COUNTY MENTAL HEALTH FOUNDATION'S 2015 SPRING LETTER CAMPAIGN IN AN AMOUNT NOT TO EXCEED \$3,000.**

**STATE FISCAL YEAR 2016**

**SLATE OF OFFICERS**

Lauren Ross – Chair

Julie Anthony – Vice-Chair

Kelly Phillips - Secretary

## Mental Health &amp; Recovery Board of Clark, Greene and Madison

## Statement of Cash Position and Fund Balances

As of 3/31/2015

(In Whole Numbers)

|   | General Fund       | Special Revenue Fund | Fiduciary Fund   | Total               |
|---|--------------------|----------------------|------------------|---------------------|
| Cash Receipts                                   |                    |                      |                  |                     |
| Taxes   | 9,340,899          | 0                    | 0                | 9,340,899           |
| Intergovernmental                               | 654,718            | 2,130,618            | 782,327          | 3,567,663           |
| Rental  | 548,620            | 0                    | 0                | 548,620             |
| Miscellaneous                                   | 15,598             | 29,947               | 0                | 45,545              |
| Total Cash Receipts                             | <u>10,559,835</u>  | <u>2,160,565</u>     | <u>782,327</u>   | <u>13,502,727</u>   |
| Cash Disbursements                              |                    |                      |                  |                     |
| Salaries  | (641,298)          | (39,004)             | 0                | (680,302)           |
| Benefits  | (192,587)          | (90)                 | 0                | (192,677)           |
| Treatment Services                              | (6,786,200)        | (3,101,298)          | (317,768)        | (10,205,267)        |
| Professional Services                           | (70,018)           | 0                    | 0                | (70,018)            |
| Operating                                       | (32,218)           | 0                    | 0                | (32,218)            |
| Rent/Utilities                                  | (228,314)          | (2,288)              | 0                | (230,602)           |
| Repairs/Maintenance                             | (29,830)           | 0                    | 0                | (29,830)            |
| Capital Outlays/Equipment                       | (349,319)          | (208)                | 0                | (349,527)           |
| Advertising/Printing                            | (8,342)            | 0                    | (101)            | (8,443)             |
| Principle/Interest                              | (68,658)           | 0                    | 0                | (68,658)            |
| Insurance                                       | (40,709)           | 0                    | 0                | (40,709)            |
| Lease   | (7,484)            | 0                    | 0                | (7,484)             |
| Travel/Conference                               | (12,368)           | (40)                 | 0                | (12,408)            |
| Other   | (138,012)          | 0                    | 0                | (138,012)           |
| Total Cash Disbursements                        | <u>(8,605,357)</u> | <u>(3,142,928)</u>   | <u>(317,869)</u> | <u>(12,066,154)</u> |
| Total receipts over/(under) disbursements       | 1,954,478          | (982,363)            | 464,458          | 1,436,572           |
| 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>918,941</u>     | <u>53,174</u>        | <u>464,458</u>   | <u>1,436,572</u>    |
| Fund Balance at beginning of year               | 10,307,862         | 344,790              | 308,450          | 10,961,102          |
| Fund balances at end of period                  | <u>11,226,802</u>  | <u>397,964</u>       | <u>772,908</u>   | <u>12,397,675</u>   |

**Mental Health & Recovery Board of Clark, Greene and Madison**

Statement of Receipts and Disbursements

General Fund

FY 2015

From 3/1/2015 Through 3/31/2015

(In Whole Numbers)

|  | Original Budget | Final Budget | Budget Change | YTD Actual | Final Budget<br>Variance |
|--|-----------------|--------------|---------------|------------|--------------------------|
| Cash Receipts                            |                 |              |               |            |                          |
| Taxes                                    | 10,035,308      | 10,035,308   | 0             | 9,995,617  | (39,691)                 |
| Rental                                   | 728,489         | 731,489      | 3,000         | 548,620    | (182,869)                |
| Miscellaneous                            | 9,180           | 6,180        | (3,000)       | 15,598     | 9,418                    |
| Total Cash Receipts                      | 10,772,977      | 10,772,977   | 0             | 10,559,835 | (213,142)                |
| Cash Disbursements                       |                 |              |               |            |                          |
| Salaries                                 | 896,367         | 896,367      | 0             | 641,298    | 255,069                  |
| Benefits                                 | 292,224         | 292,224      | 0             | 192,587    | 99,637                   |
| Treatment Services/Activities            | 6,999,909       | 9,282,504    | 2,282,595     | 4,878,308  | 4,404,196                |
| Professional Services                    | 108,710         | 108,710      | 0             | 70,018     | 38,692                   |
| Operating                                | 56,250          | 56,250       | 0             | 30,940     | 25,310                   |
| Rent/Utilities                           | 354,355         | 354,355      | 0             | 203,461    | 150,894                  |
| Repairs/Maintenance                      | 32,100          | 32,100       | 0             | 27,094     | 5,006                    |
| Capital Outlay/Equipment                 | 387,650         | 461,523      | 73,873        | 313,965    | 147,558                  |
| Advertising/Printing                     | 15,000          | 15,000       | 0             | 8,342      | 6,658                    |
| Principle/Interest                       | 91,545          | 91,545       | 0             | 68,658     | 22,887                   |
| Insurance                                | 44,232          | 44,232       | 0             | 40,709     | 3,523                    |
| Lease                                    | 11,000          | 11,000       | 0             | 7,157      | 3,843                    |
| Travel/Conference                        | 15,775          | 15,775       | 0             | 10,128     | 5,646                    |
| Other                                    | 203,950         | 203,950      | 0             | 137,813    | 66,137                   |
| Total Cash Disbursements                 | 9,509,067       | 11,865,535   | 2,356,468     | 6,630,479  | 5,235,056                |
| 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                 | (125,000)       | (34,349)     | 90,652        | (931,782)  | (897,433)                |
| Cash Receipts Over/(Under) Disbursements | 1,138,910       | (1,126,906)  | (2,265,817)   | 2,997,575  | 4,124,481                |

**Mental Health & Recovery Board of Clark, Greene and Madison**

Statement of Receipts and Disbursements

Special Revenue Fund

FY 2015

From 3/1/2015 Through 3/31/2015

(In Whole Numbers)

|  | <u>Original Budget</u> | <u>Final Budget</u>  | <u>Budget Change</u>    | <u>YTD Actual</u>     | <u>Final Budget<br/>Variance</u> |
|--|------------------------|----------------------|-------------------------|-----------------------|----------------------------------|
| Cash Receipts                            |                        |                      |                         |                       |                                  |
| Intergovernmental                        | 3,240,987              | 3,500,620            | 259,633                 | 2,146,205             | (1,354,415)                      |
| Miscellaneous                            | <u>5,000</u>           | <u>5,000</u>         | <u>0</u>                | <u>25,913</u>         | <u>20,913</u>                    |
| Total Cash Receipts                      | 3,245,987              | 3,505,620            | 259,633                 | 2,172,118             | (1,333,502)                      |
| Cash Disbursements                       |                        |                      |                         |                       |                                  |
| Salaries                                 | 48,982                 | 48,982               | 0                       | 22,210                | 26,772                           |
| Benefits                                 | 0                      | 0                    | 0                       | 90                    | (90)                             |
| Treatment Services/Activities            | 2,814,186              | 3,613,361            | 799,175                 | 2,884,836             | 728,525                          |
| 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              | 3,665,131            | 799,175                 | 2,908,574             | 756,557                          |
| 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>188,271</u>        | <u>2,565</u>                     |
| Total Transfers/Advances                 | 142,942                | 185,706              | 42,764                  | 1,098,808             | 913,102                          |
| 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>362,352</u></u> | <u><u>336,157</u></u>            |

**Mental Health & Recovery Board of Clark, Greene and Madison**

Statement of Receipts and Disbursements

Capital Projects

FY 2015

From 3/1/2015 Through 3/31/2015

(In Whole Numbers)

|  | <u>Original Budget</u> | <u>Final Budget</u> | <u>Budget Change</u> | <u>YTD Actual</u> | <u>Final Budget<br/>Variance</u> |
|--|------------------------|---------------------|----------------------|-------------------|----------------------------------|
| Cash Receipts                            |                        |                     |                      |                   |                                  |
| Intergovernmental                        | 600,000                | 600,000             | 0                    | 0                 | (600,000)                        |
| Miscellaneous                            | <u>0</u>               | <u>263,001</u>      | <u>263,001</u>       | <u>0</u>          | <u>(263,001)</u>                 |
| Total Cash Receipts                      | 600,000                | 863,001             | 263,001              | 0                 | (863,001)                        |
| Cash Disbursements                       |                        |                     |                      |                   |                                  |
| Capital Outlay/Equipment                 | <u>600,000</u>         | <u>863,001</u>      | <u>263,001</u>       | <u>0</u>          | <u>863,001</u>                   |
| Total Cash Disbursements                 | 600,000                | 863,001             | 263,001              | 0                 | 863,001                          |
| Cash Receipts Over/(Under) Disbursements | <u><u>0</u></u>        | <u><u>0</u></u>     | <u><u>0</u></u>      | <u><u>0</u></u>   | <u><u>0</u></u>                  |

**Mental Health & Recovery Board of Clark, Greene and Madison**

Statement of Receipts and Disbursements

Fiduciary Fund

FY 2015

From 3/1/2015 Through 3/31/2015

(In Whole Numbers)

|  | <u>Original Budget</u> | <u>Final Budget</u> | <u>Budget Change</u> | <u>YTD Actual</u> | <u>Final Budget<br/>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>230,114</u>    | <u>363,214</u>                   |
| Capital Outlay/Equipment                 | <u>0</u>               | <u>188,999</u>      | <u>188,999</u>       | <u>0</u>          | <u>188,999</u>                   |
| Total Cash Disbursements                 | <u>0</u>               | <u>782,327</u>      | <u>782,327</u>       | <u>230,114</u>    | <u>552,213</u>                   |
| Cash Receipts Over/(Under) Disbursements | <u>0</u>               | <u>0</u>            | <u>0</u>             | <u>552,213</u>    | <u>552,213</u>                   |



**Mental Health & Recovery Board of Clark, Greene and Madison**

Budget to Actual - Administration & Support Summary

FY 2015

From 1/1/2015 Through 3/31/2015

| <u>Actual</u>     | <u>Budget</u>     | <u>Variance</u>  |                          | <u>YTD Actual</u> | <u>YTD Budget</u> | <u>YTD Variance</u> |
|-------------------|-------------------|------------------|--------------------------|-------------------|-------------------|---------------------|
|                   |                   |                  | Cash Disbursements       |                   |                   |                     |
| 175,081.98        | 179,622.00        | 4,540.02         | Salaries                 | 554,997.00        | 568,802.00        | 13,805.00           |
| 58,242.50         | 63,132.00         | 4,889.50         | Benefits                 | 173,728.87        | 194,645.00        | 20,916.13           |
| 18,193.04         | 27,162.00         | 8,968.96         | Professional Services    | 70,017.88         | 81,486.00         | 11,468.12           |
| 7,106.66          | 9,873.00          | 2,766.34         | Operating                | 21,305.67         | 29,619.00         | 8,313.33            |
| 5,416.43          | 7,713.00          | 2,296.57         | Rent/Utilities           | 15,337.00         | 23,144.00         | 7,807.00            |
| 5,193.77          | 2,961.00          | (2,232.77)       | Repairs/Maintenance      | 7,219.47          | 8,883.00          | 1,663.53            |
| 0.00              | 6,048.00          | 6,048.00         | Capital Outlay/Equipment | 2,198.71          | 18,144.00         | 15,945.29           |
| 5,754.07          | 3,750.00          | (2,004.07)       | Advertising/Printing     | 8,341.56          | 11,250.00         | 2,908.44            |
| 1,806.00          | 2,292.00          | 486.00           | Insurance                | 7,523.00          | 6,876.00          | (647.00)            |
| 2,717.37          | 2,751.00          | 33.63            | Lease                    | 7,157.13          | 8,253.00          | 1,095.87            |
| 2,083.06          | 3,828.00          | 1,744.94         | Travel/Conference        | 10,128.47         | 11,484.00         | 1,355.53            |
| 245.28            | 498.00            | 252.72           | Other                    | 1,453.35          | 1,494.00          | 40.65               |
| <u>281,840.16</u> | <u>309,630.00</u> | <u>27,789.84</u> | Total Cash Disbursements | <u>879,408.11</u> | <u>964,080.00</u> | <u>84,671.89</u>    |

Mental Health & Recovery Board of Clark, Greene and Madison Counties  
 Cash Position (Actual and Projected)  
 FY 2015

Period ending March 31, 2015

| Month          | Beginning Balance | Inflows   | Outflows  |         | Ending Balance |
|----------------|-------------------|-----------|-----------|---------|----------------|
|                |                   | Revenues  | Expenses  | Payroll |                |
| June 2014      | 11,212,437        | 451,865   | 923,250   | 88,400  | 10,652,652     |
| July 2014      | 10,652,652        | 604,712   | 1,080,606 | 88,769  | 10,087,989     |
| August 2014    | 10,087,989        | 4,422,797 | 1,228,644 | 87,960  | 13,194,182     |
| September 2014 | 13,194,182        | 747,908   | 1,138,245 | 88,123  | 12,715,722     |
| October 2014   | 12,715,722        | 585,514   | 1,597,430 | 125,890 | 11,577,916     |
| November 2014  | 11,577,916        | 191,591   | 932,994   | 87,970  | 10,748,543     |
| December 2014  | 10,748,543        | 169,555   | 1,061,057 | 88,051  | 9,768,990      |
| January 2015   | 9,768,990         | 542,004   | 1,896,716 | 89,090  | 8,325,188      |
| February 2015  | 8,325,188         | 330,241   | 928,316   | 88,972  | 7,638,141      |
| March 2015     | 7,638,141         | 5,126,077 | 1,050,280 | 89,172  | 11,624,766     |
| April 2015     | 11,624,766        | 672,232   | 978,834   | 94,222  | 11,223,942     |
| May 2015       | 11,223,942        | 830,618   | 1,120,432 | 142,342 | 10,791,786     |
| June 2015      | 10,791,786        | 104,082   | 1,311,182 | 94,222  | 9,490,464      |
| July 2015      | 9,490,464         | 61,374    | 1,189,684 | 97,500  | 8,264,654      |
| August 2015    | 8,264,654         | 5,494,269 | 1,159,684 | 97,500  | 12,501,739     |
| September 2015 | 12,501,739        | 553,874   | 1,459,684 | 97,500  | 11,498,429     |
| October 2015   | 11,498,429        | 311,374   | 1,159,684 | 126,500 | 10,523,619     |
| November 2015  | 10,523,619        | 873,526   | 1,422,685 | 97,500  | 9,876,960      |
| December 2015  | 9,876,960         | 103,874   | 1,159,684 | 97,500  | 8,723,650      |
| January 2016   | 8,723,650         | 61,374    | 1,159,684 | 97,500  | 7,527,840      |
| February 2016  | 7,527,840         | 5,494,269 | 1,159,684 | 97,500  | 11,764,925     |
| March 2016     | 11,764,925        | 553,874   | 1,459,684 | 97,500  | 10,761,615     |

**AGREEMENT**

This is an Agreement between the Mental Health & Recovery Board of Clark, Greene and Madison Counties (Board) and the \_\_\_\_\_ (Agency).

**RECITALS**

- A. The Mental Health & Recovery Board of Clark, Greene and Madison Counties was established in accordance with Chapter 340 of the Ohio Revised Code. One of the purposes of the Board is to provide for alcohol, drug addiction and mental health services and facilities to residents of Clark, Greene and Madison counties, by contract with private and public entities which provide such facilities and services.
- B. This Agreement is for the purpose of defining the specific scope and responsibilities of the Board and the Agency for implementation of the Annual Agency Allocation Request for Fiscal Year 2016.

**SECTION I**

The Agency agrees as follows:

- 1. Programs. The Agency shall provide the programs and services set forth in the Agency's approved budget. Exhibit A of this document represents limited program information as required via the Annual Agency Allocation Request. Such programs and services shall be provided in accordance with accepted standards and guidelines and in accordance with the existing requirements of law and the rules, regulations and standards promulgated by the Ohio Department of Mental Health and Addiction Services so as to assure reimbursement for approved Agency expenditures. Copies of the existing rules, regulations and standards of the State department are available for examination at the Board's office and are incorporated herein by reference. All programs and services will be provided in facilities owned by the Board or facilities approved by the Board.
- 2. Program Changes or Additions. Program changes or additions may be made only under the following circumstances.
  - 2.1. Board Request. The Board may request that the Agency revise an existing program or implement a new program. Any request shall include a proposed start date for the revision or implementation.

Unless the Agency provides notice to the Board of its intent to terminate this Agreement in connection with such a request, as set forth in Section III, paragraph 3.1, below, the Board's request shall be documented in writing which will become an addendum to this Agreement.

- 2.2. Agency Request. The Agency shall not substantially modify current programs, except as provided for herein, until there has been joint consideration by the Board and Agency as to the effect of such changes on the Annual Agency Allocation Request.
  
3. Quality Improvement. The Agency shall have a quality improvement system that meets the standards established by the Ohio Department of Mental Health and Addiction Services and the Board. The Agency shall adopt and implement a quality improvement plan through which it shall establish standards and protocols of practice, analyze utilization of services, evaluate performance and client outcomes and institute needed changes. All Agencies shall be in compliance with state department requirements.
  
4. Evaluation of Programs. The Agency shall permit the Board's CEO or other administrative employees to visit its facilities and to inspect its records to evaluate the programs and services provided. The Agency shall support the Board's obligation for and role in determining the effectiveness of Agency's clinical program through quality improvement and program evaluation activities and as such the Agency agrees to cooperate and collaborate with the Board in conducting such evaluation activity. Ordinarily the Board will provide reasonable prior written notice to the Agency of the areas or items to be evaluated. However, the Board reserves the right to carry out its activities under this paragraph without such notice if it determines that providing such notice could adversely affect its ability to conduct a thorough and efficient evaluation.
  
5. System Coordination. The Agency shall cooperate as an affiliate agency by coordinating its programs with those of other affiliate agencies in the Mental Health & Recovery Board system to provide the most effective and efficient programs possible for Clark, Greene and Madison County residents.
  
6. Client Data System. The Agency shall maintain a client data system including the following:
  - 6.1 Management Information Reporting. The Agency shall conform to reporting requirements of the Ohio Department of Mental Health and Addiction Services. This includes the client demographic reporting system known as the Behavioral Health Data Module.
  
  - 6.2 Clinical Record Format. The Agency shall maintain an integrated clinical record in accordance with applicable law.
  
  - 6.3 Release of Information Form. The Agency shall request that clients fill out release of information forms in accordance with applicable law that will allow transfer of records to other affiliate agencies of the system when deemed appropriate by the Agency and also to allow data to be provided to the Board and the State of Ohio as necessary to provide information under ~~MACSIS~~/GOSH claims processing requirements.
  
  - 6.4 Referral Acceptance. The Agency shall accept all appropriate referrals from other affiliate agencies of the system in accordance with the Agency's admission criteria. If appropriateness cannot be readily determined by the agencies involved, the Board may discuss with the Agency and any affiliate agencies the appropriateness of the referral. An appropriate referral may include placement at another agency in or outside the system.

**ATTACHMENT E**

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The Agency shall make all clients or prospective clients, aware of other available service providers, in order that the client may have a choice of providers.

7. Resident Eligibility. Any resident of Clark, Greene or Madison County may make application to the Agency for acceptance as a client. Application may be made directly by a resident or by someone else acting on the client's behalf. Priority shall be given to residents of Clark, Greene and Madison County, Ohio. The intent is that the providers serve residents within their respective county of residence.

7.1 Persons who are not residents of the Mental Health & Recovery Board system but seek services within Clark/Greene/Madison counties shall:

- (i) be served to the extent required by Federal or State law, regulations issued by the Ohio Department of Mental Health and Addiction Services or contracts entered into by the Board; and
- (ii) shall be eligible to receive emergency services, if needed.

8. Admission Requirements. The Agency shall maintain admission requirements in accordance with generally accepted standards for acceptance, diagnosis and treatment as required by it and policies of its Board of Directors and shall accept clients without regard to their race, age, sex, color, creed, national origin, gender identity, sexual orientation, genetic information, veteran status, religion or disability.

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8.1 Agency shall provide services to all Board clients on the same basis as Agency is accepting and serving non-Board clients.

9. Negotiated Fee Co-pay. Clients of the Agency may be charged a ~~negotiated fee based on client income, applicable expenses, and needed clinical intensity sliding fee~~. No person in need of service who is otherwise eligible for service under this agreement shall be denied services based on ability to pay. Persons who are in need of service who are indigent and suffer serious and persistent mental illness or alcohol/drug abuse are the Board's priority for service. The Board may monitor the negotiated contribution procedure to insure consistent application.

10. Information. The Agency shall provide to the Board such documents as are required by applicable Federal and State law. The Agency shall provide other documents as required by the Board for informational, regulatory and/or monitoring purposes necessary for the Board to carry out its mandated functions. Such information shall include, but is not limited to, individual client records as permitted by RC 5122.31 and other applicable Federal and State laws, including assurance statements required by Ohio MHAS Department of Mental Health and Addiction Services. The Agency shall submit reports and other documentation to the Board as follows:

10.1 Annual and monthly financial reports.

10.2 Quality improvement plans for initial review and approval and annually thereafter.

- 10.3 Mid-year and year-end reports of quality improvement activities including corrective action plans.
  - 10.4 Evaluation data and records as requested by the Board.
  - 10.5 Copies of minutes of its Board of Trustees and Committees thereof upon request of the ~~Mental Health & Recovery Board of Clark, Greene and Madison Counties.~~
  - 10.6 Prompt notice of any suit or charge filed against it in any court or administrative agency; prompt notice of any discrimination claim asserted against it by or on behalf of an employee or client if such claim is not fully resolved through the Agency's internal grievance procedure. Upon request, the Agency shall give the Board any and all relevant information concerning any suit, charge or unresolved discrimination claim and shall also provide a monthly status report to the Board on any such matter until it is finally resolved. This section shall not require the Agency to provide to the Board any information which is subject to attorney-client privilege or is attorney work product.
  - 10.7 Waiting lists for services under contract in accordance with the quality improvement plan approved by the Board.
  - 10.8 Major unusual incident reports and reports of abuse and neglect shall be transmitted to the Board and to the State within 24 hours of occurrence in accordance with Federal and State law and Board requirements. A summary of corrective action being taken shall be sent, when requested.
  - 10.9 Any other information requested by the Board that is related to the Agency's duties and obligations under this Agreement.
11. Audits. All programs and services provided under contract shall be audited on an annual basis. The cost of the audit is to be borne by the Agency. The professional relationship is between the auditor, the Board and the Agency. The Agency and the Board will jointly select the auditing firm, develop the specifications of the audit and negotiate rates. Agency staff and Board staff will be included in the exit review conducted by the audit firm. In order for the audit to be completed in a timely manner, all ~~MACSIS~~/GOSH claims for the current fiscal year must be submitted to the Board within 120 days after the end of the current fiscal year. Any claims submitted after the 120-day deadline will be denied for payment. All agency audits will be completed within six months after the end of the fiscal year.
  12. Board Policies. The Agency shall comply with and abide by all of the existing policies and procedures of the Board which are hereby incorporated and made a part of this Agreement by reference. Further, subject to its right of termination as hereinafter provided, the Agency shall also comply with and abide by the policies and procedures of the Board hereafter adopted which shall be given to the Agency in writing before it shall be required to comply with and abide by same. Policies or procedures to be hereafter adopted by the Board shall be proposed at least one meeting before the Board votes on the proposed policy or procedure. The Agency shall receive at least twenty-one (21) days written notice of any meeting of the Board at which action on any policy or procedure shall be considered. The Agency may be heard by the Executive Committee of the Board at such meeting by

**ATTACHMENT E**

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requesting to address the Committee, provided such request is made in writing, with issues of concern defined, at least nine (9) days prior to the Committee meeting. In the event of any conflict between a Board policy and this Agreement, this Agreement shall prevail.

13. Agency Staffing and Employee Compensation. The Agency shall present a proposed Fiscal Year Salary Range Schedule for review by the Board. The Agency's salary range schedule is set forth in the attached Exhibit B and incorporated herein by reference. The Agency shall not pay any employee more or less than the amount indicated on the salary range schedule.

All staff providing services under contract shall meet the applicable certification or licensure standards promulgated by the Ohio Department of Mental Health and Addiction Services and meet all other applicable Federal and State laws, rules, and regulations, and Board requirements, if any.

Except as the Board determines is necessary to meet its review and audit obligations under state and federal law and this Agreement, the Agency shall not be required to disclose to the Board individual employee personnel records, other than salary and benefit records.

14. Employee Grievance Procedure. The Agency shall establish a grievance procedure whereby employees can file written complaints regarding any denial or abuse of their employment rights and obtain a responsive and impartial internal resolution of same. Said grievance procedure shall include a statement advising employees of their legal rights to pursue employment discrimination claims with Federal, State and local enforcement agencies and/or in courts of law. The Agency's grievance procedure shall apply to the termination of employees.

15. Client Rights and Grievance Procedure. The Agency shall establish a client rights and client grievance procedure to enable clients to obtain responsive and impartial resolution of their grievances. Said grievance procedure shall include a statement advising clients of their rights to pursue claims with the Board or State. The Board will provide the Agency with the name of the Board's client rights officers.

Client rights and grievance procedures shall be in accordance with regulations and standards of the Ohio Department of Mental Health and Addiction Services and the Board. The OhioMHAS Department of Mental Health and Addiction Services requires that agencies submit to the Board for review and approval a current verification statement and client rights and grievances procedures review checklist as a part of their ongoing certification requirements. Agencies providing mental health and/or drug and alcohol services will submit to the Board a copy of their current Verification Statement and Client Rights and Grievance Procedures review Checklist during the annual allocation request process.

The agency Client Rights Officer will keep a written record of all client rights grievances and complaints. This record is to be available for review by the Board upon request. Annually, the agency is to submit a report to the Board's Mental Health or Alcohol and Drug Addiction Client Rights Officer including the number of complaints and grievances received, the type of grievances, and the resolution status of all grievances and complaints.

The Board and the Agency have a responsibility to educate consumers regarding Client Rights' issues. Trainings may be done by the Board's Client Rights Officer alone, the Agency Client Rights

**ATTACHMENT E**

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Officer alone or jointly. As a part of Client Rights activities, the Board Client Rights Officer may request information relating to service availability, hours of operation, and program acceptance criteria.

16. ~~Computerized Management Information System. The Agency shall cooperate with the Board to integrate its client records with the Board's Computerized Management Information System.~~
17. Reduction in Funding Allocations. The Agency agrees that the Board shall have the discretion to reduce or eliminate the funding allocation to it during the term of this Agreement in the event that any of the Board's funding is decreased or Agency service expenses are less than budgeted.
18. Reimbursement. The Agency agrees to faithfully perform its obligations under this Agreement. It shall not appropriate or use funds received hereunder for unlawful, fraudulent or dishonest purposes. It shall expend the funds received hereunder solely to provide the programs and services defined in the Funding Allocation, Exhibit D and shall reimburse to the Board such funds as are not so earned during the term of this Agreement.
19. Indemnification. The Agency agrees to indemnify and hold the Board harmless against any claims or liabilities arising under this agreement which are the sole responsibility of the Agency. This provision shall survive termination of this Agreement.
20. Insurance. The Agency shall procure and maintain such policies of comprehensive general, malpractice and professional liability and other insurance as necessary to insure it and its employees against any claim for damages arising by reason of personal injuries or death occasioned directly or indirectly by the provision of services under this agreement by the Agency. Such insurance coverage shall be in effect prior to the effective date of this Agreement. The dollar levels and limits of such insurance policies shall be no less than: \_\_\_\_\_. The Agency shall provide the Board with thirty (30) days prior written notice prior to the termination, or change in coverage status, of such policies.
21. Notice of Relationship. The Agency shall give visible acknowledgment of its contractual relationship with the Board. Agency letterhead, all advertisements and brochures shall include the ~~MHR~~ Board logo and a statement that the Agency is a contract agency of the "Mental Health & Recovery Board of Clark, Greene and Madison Counties." This requirement applies to all program elements funded wholly or in part by the ~~MHR~~ Board.
22. Authority to Act for the Board. The parties acknowledge that neither has any authority to assume or enter into an obligation, orally or in writing, binding upon the other and that neither has any authority to enter into any agreements on behalf of the other.
23. Conflict of Interest. Directors, officers and employees of the Agency shall take all necessary steps to avoid a conflict of interest, or the appearance of a conflict of interest, between the provision of services pursuant to this Agreement and any other contract, employment, or private practice relationship, and shall conform to all applicable ethics laws.



24. Subcontracts. The Agency may subcontract for duties to be performed under this Agreement only with the express written approval of the Board. The Agency may subcontract for such duties only with duly certified agencies or appropriately licensed or certified individuals. The Agency shall notify Board of subcontracts. The Agency shall have binding language that subcontractors shall follow and be bound by all laws and policies of this Agreement.
  
25. Fund Raising. The Board recognizes that local property tax levies have been and will continue to be an important funding base for Board services. To ensure the success of future levy campaigns, the Board needs the support and cooperation of Board funded agencies and/or affiliates. This spirit of cooperation is especially critical as agencies and affiliates expand self-support through various fundraising campaigns and activities. And, although the Board recognizes affiliates as independent organizations, the Board is concerned about the adverse effects affiliate fundraising might have on passage of tax levies. Recognizing the significance of mutual support in passing levies and the cooperation required to conduct a successful levy campaign, the Board and Agencies must collaborate in the timing of fund-raising activities as they relate to county levy campaigns.

## **SECTION II**

The Board agrees as follows:

1. System Administration. The Board shall use its administrative personnel to coordinate the ~~Mental Health & Recovery~~ Board system in the most effective and efficient manner possible.
  
2. Funding Allocation and Payment. The Board shall allocate funds to the Agency on the basis of the Agency's approved budget for services rendered during FY 2016 in an amount not to exceed \$\_\_\_\_\_. This amount does not include any Medicaid match. A copy of said budget being attached hereto as Exhibit C and incorporated herein by reference. Funds shall be paid to the Agency based on Exhibit D – *Funding Allocation*.
  - 2.1 Fee-for-Service. The Agency must submit claims to the Board for reimbursement of eligible services. The Agency must comply with ~~MACSIS~~/GOSH claims processing requirements. Board will reimburse Agency for Non-Medicaid claims for Members (*Clients*) who qualify for Board payment according to the negotiated fee that determines Member (*Client*) co-insurance payment responsibility based on income and family size. The Board will reimburse Agency for eligible claims 100% of the rate outlined in Exhibit D, ~~less~~ the Member's (*Client's*) responsibility and ~~less~~ any other third-party sources a Member (*Client*) may be eligible to receive.
  
  - 2.2 Crisis Services. The Crisis service category reported through ~~MACSIS~~/GOSH claims processing is exempt from Fee-For-Service, that is, reimbursement based on claims submitted. Crisis services (emergency services) shall be submitted and reported through ~~MACSIS~~/GOSH like other services, but the Agency will receive its full allocation, up to actual cost, as outlined in its contract regardless of level of production for said services. Because of Medicaid requirements, Crisis services will be paid on a claim basis through ~~MACSIS~~/GOSH, but the Agency will be guaranteed its total Crisis allocation, up to actual cost, regardless of production. If the Agency fails to access its full allocation of Crisis funds, the Board will pay the Agency for the remainder of the unpaid Crisis Service funds.

- 2.3 Other Methods of Payment. The Board may make payments through methods other than those listed above, as the Board, in its sole discretion, shall deem appropriate. The Board will discuss any such alternative methods with the Agency in advance of making the affected payment(s).
  
3. Grants from Other Sources. This Agreement does not preclude the Agency from entering into similar agreements for financial assistance with other sources; however, the Agency shall give service priority to residents of Clark/Greene/Madison County, Ohio.

### **SECTION III**

The Agency and Board agree as follows:

1. Certification of Compliance with Employment Laws. The Agency and the Board certify that they respectively:
  - A. shall not discriminate against or violate the civil rights of any individuals protected by laws and regulations of the United States of America and the State of Ohio;
  
  - B. shall comply with any applicable minimum wage and maximum hour provisions of the Fair Labor Standards Act;
  
  - C. shall comply with hiring, employment, and affirmative action practices in accordance with Federal, State and local laws and regulations.
  
2. Compliance with Health Insurance Portability and Accountability Act (HIPAA). The parties shall cooperate in operationalizing requirements imposed upon them by HIPAA. Each party shall take necessary reasonable steps to comply with HIPAA requirements, including but not limited to the following:
  - A. The Agency shall distribute the Board's HIPAA notice to consumers (*clients*) who have received or will receive services funded through the Board from the Agency.
  
  - B. The parties shall cooperate in determining how information will be transmitted to conform with requirements related to electronic data interchange (EDI). If necessary, the parties will enter into a Trading Partner Agreement, which defines the duties of the parties of EDI transmissions.
  
  - C. The parties shall cooperate in assessing joint security issues in order to allow the parties to conform to security requirements. If necessary, the parties will enter into appropriate agreements in accordance with HIPAA requirements, which will address joint security issues.
  
3. Termination. This Agreement may be terminated prior to expiration only under the following circumstances.

3.1 Termination by Agency. The Agency may terminate this Agreement under the following circumstances:

a. The Board adopts a policy or procedure which materially changes the terms or conditions of this Agreement.

b. The Board requests a modification to this Agreement in order to revise an existing program or implement a new program to address any changes which may be made in the Board's Annual Community Plan.

c. In exercising its right of termination, the Agency shall give the Board one hundred twenty (120) days' written notice. This right of termination shall exist only for a period of thirty (30) days after the Board adopts the policy or procedure referred to in division (a) or receives notice of the Board's request for a modification referred to in division (b). If such notice is not given within that period of time, the Agency shall comply with and abide by such policy or procedure or such modification.

3.2 Termination for Cause. Either party may terminate this Agreement upon thirty (30) days' advance written notice to the other party if a) the other party materially breaches this Agreement and fails to cure such material breach within the 30-day notice period, b) the other party becomes insolvent, files any proceeding under the United States Bankruptcy Code or State Insolvency Act, or becomes the subject of any voluntary bankruptcy proceedings, c) any asset of the other party is attached or levied upon, provided that such attachment or levy is not stayed, released or satisfied within seven (7) days, or d) any representation or warranty made by the other party shall prove to be materially incorrect when made and any such misrepresentation or warranty is not cured within the 30-day notice period. The Board's obligation to provide funds hereunder shall cease upon the effective date of termination of this Agreement.

In the case of a material breach by Agency, the Board may withhold funding otherwise payable under this Agreement until the Agency has fully cured and remedied the breach within the thirty (30) days notice period.

4. Non-Renewal. Either party may elect not to renew this Agreement by giving one hundred twenty (120) days' written notice to the other pursuant to the requirements and procedures set forth in Ohio Revised Code, Section 340.03 and Ohio Administrative Code Section 5122:2-1-06, as these provisions (or any amendments to or substitutions for these provisions) may be effective at the pertinent time. The Board's obligation to provide funds hereunder shall cease upon the expiration of this Agreement.

5. Return of Items by Agency. Immediately upon the expiration, termination, or non-renewal of this Agreement, the Agency shall return and deliver to the Board all tangible personal property, purchased or leased with funds from the Board, records and funds held by the Agency for the operation of the programs and services which the Agency has herein agreed to provide.

**ATTACHMENT E**

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6. Non-Waiver. No waiver of any term or condition of this Agreement *by the Board* shall be deemed to be a waiver of any subsequent enforcement of such term or condition.
7. Prior Agreements. This Agreement supersedes all preceding service agreements by and between the Board and the Agency.
8. Amendment. This Agreement may be amended only in writing, and the amendment must be signed by both parties.

This Agreement shall be effective for the period beginning July 1, 2015 and ending June 30, 2016.

MENTAL HEALTH & RECOVERY BOARD                   XXXXXXXXXXXXXXXXXX  
OF CLARK, GREENE AND                                   XXXXXXXXXXXXX  
MADISON COUNTIES

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
CEO

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

~~FY'15-FY'16~~ Contract Master

## ATTACHMENT G

### Mental Health & Addiction Services Program Committee Report

Tuesday, April 7, 2015

The Mental Health & Addiction Services Program Committee met on Tuesday, April 7, 2015 at 5:30 p.m. at Greene County Educational Service Center (ESC), 360 East Enon Road, Yellow Springs, Ohio.

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

**STAFF:** Dr. Kent Youngman; Dr. Greta Mayer; Roselin Runnels, and Tracey Stute

|                |                   |   |
|----------------|-------------------|---|
| <b>GUESTS:</b> | Leslie Crews      | Clark County Family & Children First                |
|                | Lori Dodge-Dorsey | Madison County Family Council                       |
|                | Curt Gillespie    | Mental Health Services for Clark & Madison Counties |
|                | Renee Lammers     | Greene County Family & Children First               |
|                | Tom Otto          | TCN Behavioral Health Services                      |
|                | Janice Scherman   | TCN Behavioral Health Services                      |
|                | Mary Beth Taylor  | Mental Health Services for Clark & Madison Counties |

Scott Anger called the meeting to order at 5:30 p.m. After a welcome and introductions, Kent Youngman announced that Tony Coder has been rescheduled to speak to the full Board at the Monday, February 20 regular meeting.

Leslie Crew provided information to the Committee on the work of the Clark County Family & Children First (CC FCFC). CC FCFC works through a service planning/delivery process to assist families with multiple needs access the least restrictive and most clinically effective care. This involves collaborative interagency review and the development of a family centered plan that may include wraparound planning, intensive home based treatment (IHBT), crisis respite care, and (only as a last resort) placement outside the home. Leslie shared a story of a young man who avoided placement outside the area by combining wraparound, IHBT, and scheduled respite care. She reported that there have been no serious aggressive incidents from this young man since 2014.

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 NEGOTIATE AND ENTER INTO CONTRACT WITH THE CLARK COUNTY FAMILY & CHILDREN FIRST COUNCIL\* FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$111,992 FOR RESIDENTIAL, WRAPAROUND, THERAPEUTIC FOSTER CARE.**

**AT THIS TIME, STATE DEPARTMENT ALLOCATIONS TO BOARDS HAVE NOT BEEN FINALIZED. THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES MAY BE REQUIRED TO RE-NEGOTIATE SFY 2016 ALLOCATIONS DEPENDENT UPON FINAL STATE ALLOCATIONS.**

**\*MHR BOARD PAYMENTS WILL BE MADE DIRECTLY TO JOB AND FAMILY SERVICES OF CLARK COUNTY.**

Ben Harrison moved for passage of the recommendation and Roger Roberts provided the second. The recommendation passed unanimously.

Renee Lammers spoke about the Greene County Family & Children First Council (GC FCFC) “connecting the dots” that make the combination of services available for families and children with multiple needs. She reminded the Committee that the GC FCFC oversees two Family Resource Centers, one in Bellbrook and one in Jamestown. Service coordination occurs through the Family Stability Group at GC FCFC. Having been trained in high-fidelity wrap around planning, GC FCFC anticipates a positive impact on out-of-home placements. Renee stated that some of her staff have been trained in PAX kernels and that more will be trained. She also mentioned that GC FCFC has re-invigorated the Greene County Youth Substance Abuse Task Force and that the agency implemented a Mini Grant from MHRB to conduct a Youth Leadership Camp.

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 NEGOTIATE AND ENTER INTO CONTRACT WITH THE GREENE COUNTY FAMILY & CHILDREN FIRST COUNCIL FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$193,518. BELOW IS THE ALLOCATION BY SERVICE CATEGORY. PREVENTION SERVICES WILL BE ON A COST REIMBURSEMENT BASIS.**

|                         |                      |
|-------------------------|----------------------|
| <b>YOUTH PLACEMENTS</b> | <b>\$140,198</b>     |
| <b>FAMILY STABILITY</b> | <b>29,296</b>        |
| <b>PREVENTION</b>       | <b><u>24,024</u></b> |
| <b>TOTAL</b>            | <b>\$193,518</b>     |

**AT THIS TIME, STATE DEPARTMENT ALLOCATIONS TO BOARDS HAVE NOT BEEN FINALIZED. THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES MAY BE REQUIRED TO RE-NEGOTIATE SFY 2016 ALLOCATIONS DEPENDENT UPON FINAL STATE ALLOCATIONS.**

Ben Harrison moved for passage of the recommendation and Julie Anthony provided the second. The recommendation passed unanimously.

Lori Dodge-Dorsey reported that the Madison County Family Council is significantly involved in promoting and supporting PAX throughout the county. Along with school based PAX, community kernels have been introduced and implemented through “PAX at the Pool” and community festivals. The county has a “Tootle Team” that provides positive messages on behaviors they want to encourage. Madison County is also utilizing Certified Peer Support Specialists to work with families receiving wrap around planning.

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 NEGOTIATE AND ENTER INTO CONTRACT WITH MADISON COUNTY DEPARTMENT OF FAMILY & CHILDREN FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$77,716. BELOW IS THE ALLOCATION BY SERVICE CATEGORY. PREVENTION SERVICES WILL BE ON A COST REIMBURSEMENT BASIS.**

|                               |                      |
|-------------------------------|----------------------|
| <b>OPERATIONS</b>             | <b>\$22,944</b>      |
| <b>RESIDENTIAL PLACEMENTS</b> | <b>3,400</b>         |
| <b>PREVENTION</b>             | <b><u>51,372</u></b> |
| <b>TOTAL</b>                  | <b>\$77,716</b>      |

**OPERATIONS AND RESIDENTIAL PLACEMENTS FUNDING ARE PAYABLE TO THE MADISON COUNTY FAMILY COUNCIL.**

**AT THIS TIME, STATE DEPARTMENT ALLOCATIONS TO BOARDS HAVE NOT BEEN FINALIZED. THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES MAY BE REQUIRED TO RE-NEGOTIATE SFY 2016 ALLOCATIONS DEPENDENT UPON FINAL STATE ALLOCATIONS.**

Julie Anthony moved for passage of the recommendation and Julie Vann provided the second. The recommendation passed unanimously.

Kent introduced Tom Otto and Janice Scherman from TCN Behavioral Health Services and asked them to speak about the recommendation for purchasing naloxone (Narcan™), noting that in Greene County between 2007 and 2012 there were 140 unintentional drug overdose deaths. Janice gave a thorough explanation about the mechanism through which the drug reverses the effects of an opioid overdose, the training required for administration of the drug and the tracking requirements. The source of the funds requested is from an unspent portion of a prior allocation to the agency.

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 INCREASE THE STATE FISCAL YEAR 2015 TCN CONTRACT IN THE AMOUNT OF \$75,000 FOR THE PURPOSE OF PURCHASING NALOXONE KITS.**

Roger Roberts moved for passage of the recommendation and Kim Michael provided the second. The recommendation passed unanimously.

Kent introduced Curt Gillespie, CEO for Mental Health Services for Clark and Madison Counties. Kent asked Curt to present some of the challenges the agency is facing and how it is responding. Curt introduced Mary Beth Taylor, Chief Financial Officer for the agency.

Curt identified a number of challenges: implementing electronic health records; working with the Center for Clinical Excellence on Integrated Dual Diagnosis Treatment to survey the agency regarding services to the dually diagnosed population; performing more collaboratively within the community, including their relationship with Springfield Regional Medical Center; receiving re-accreditation from The Joint

Commission; implementing and Opiate Dependency program in Madison County; increasing psychiatric staff and improving professionalism of staff overall; and anticipating a future with managed care.

Curt stated the following responses to these challenges: rewriting policies, procedures, bylaws, etc. in preparation for re-accreditation; beginning medication assisted treatment in January 2015 in London; having managers and other staff attend as many workshops as possible in preparation for a managed care future; increasing efforts to collaborate with others in the community through more frequent contact; implement Feedback Informed Treatment (FIT) within the agency; and recruiting psychiatrists and a therapist for those with a dual diagnosis.

Kent and Scott thanked Curt for the presentation.

Scott asked for any miscellaneous business. None was introduced.

Roger Roberts moved for adjournment at 7:15 p.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 APRIL 7, 2015. MOTIONS ARE CONTAINED IN THE  
MEETING SUMMARY.**

## ATTACHMENT H

### Executive Committee Summary Friday, March 13, 2015

The meeting of the Executive Committee was held on Friday, March 13, 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, Julie Anthony, Roger Roberts, Lauren Ross  
Staff: Dr. 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 LAUREN ROSS, SECONDED BY ROGER ROBERTS TO ENTER INTO EXECUTIVE SESSION.**

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

Jim requested that Dr. Kent Youngman and Michelle Humphrey stay in the Executive Session.

**MOTION CARRIED.**

The Executive Committee returned to open session at 8:43 a.m.

A motion was made by Lauren Ross to adjourn the meeting; meeting was adjourned at 8:43 a.m.

**Mini Grants Committee Report**

Friday, April 10, 2015

The Mini Grants Committee met on Friday, April 10, 2015 at 8:30 a.m. at the Mental Health & Recovery Board in Springfield.

**PRESENT:** Jim Vernon, Chairperson; Scott Anger; Jim Hutchins; Kim Michael; Kellie Phillips; and Roger Roberts

**STAFF:** Roselin Runnels

Jim Vernon opened the meeting and asked Roselin Runnels to proceed with the agenda items.

Roselin provided the Committee with a handout showing the Mini Grant Timeline for the remainder of SFY 2015. Applications will be available on Friday, April 17 and due Friday, May 15. After internal review the applications will be mailed to Committee members for their review. The next meeting will be Monday, June 1 from 11 a.m. to 1 p.m. Committee members will make final award decisions and generate a recommendation to the full MHRB members for action on June 15. Awardees will be invited to the September 2015 MHRB meeting to be recognized.

Roselin gave the Committee handouts showing progress at mid-year, including amounts expended and remaining for each awardee:

- Four awardees have successfully accomplished their goals and expended all funds;
- Two awardees have accomplished their goals and expended all but a minimum amount of their awards;
- Three awardees continue to work toward goal achievement and have expended a minimum amount of their awards; and
- Three awardees have not reported any expenses.

The next reporting period is January – March 2015 with reports due April 30. Prior to any decisions for SFY 2016 the Committee will have data for three (3) of four (4) quarters.

The meeting adjourned at 9:25 a.m.