



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

Help for Today. Hope for Tomorrow.

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BOARD AGENDA
MONDAY, MAY 18, 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
- TCN 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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| <p>I. <u>OPENING REMARKS</u>
A. Welcome Guests & Introductions</p> <p>II. <u>APPROVAL OF MINUTES</u> – April 20, 2015</p> <p>III. <u>REVIEW OF ACCOUNTS PAYABLE REGISTER</u></p> <p>IV. <u>CEO REPORT</u>
A. Madison County Levy
 1. Recommendation
B. Resolution
 1. Recommendation</p> <p>V. <u>ELECTION OF OFFICERS</u>
A. SFY 2016 Slate of Officers
 1. Nominations from the Floor
 2. Recommendation to Close Nominations
 3. Vote on Slate of Officers</p> <p>VI. <u>ADMINISTRATIVE</u>
A. SFY 2016 Board/Agency Agreement
 1. Recommendation
B. MHR Board Financial Update
 1. Board Financials – April, 2015</p> | <p><i>Jim Vernon, Chair</i></p> <p>Attachment A</p> <p>Attachment B</p> <p><i>Kent Youngman</i>
Attachment C
<i>Kent Youngman</i>
Attachment D</p> <p>Attachment E
<i>Jim Vernon, Chair</i></p> <p>Attachment F
<i>Kent Youngman</i>
Attachment G
<i>Mark Huff</i></p> |
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(AGENDA CONTINUED ON REVERSE SIDE)

VII. MENTAL HEALTH & ADDICTION

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

Attachment H
Scott Anger, Chair

1. Ratify and Confirm Action Taken at Mental Health & Addiction Services Program Committee Meeting – May 5, 2015
 - a. Recommendation

VIII. EXECUTIVE

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

Attachment I
Jim Vernon, Chair

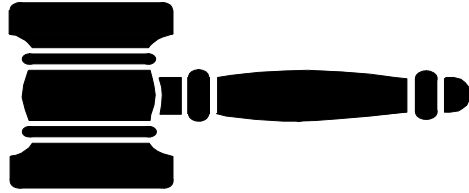
1. Ratify and Confirm Action Taken at Executive Committee Meeting – May 8, 2015
 - a. Recommendation

IX. MISCELLANEOUS

X. AUDIENCE PARTICIPATION

XI. BOARD MEMBER COMMENTS

XII. ADJOURNMENT



MINUTES – April 20, 2015

The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Monday, April 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; Julie Anthony, Scott Anger, Lexie Boblitt, Heather Corbin, Marilyn Demma, Linda Griffith, Ben Harrison, Jim Hutchins, Kimberly Michael, Kellie Phillips, Roger Roberts, Lauren Ross and Julie Vann*

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

GUESTS *David Herier, Clark County Commissioner
Tony Coder, Drug Free Action Alliance (DFAA)*

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. Jim asked Heather Corbin, new Board member, to tell the membership about herself. Heather introduced herself by stating that she is Marilyn Demma's niece. She has lived in Springfield most of her life, is married with two boys and is a Banking Team Leader with Huntington Bank.

APPROVAL OF MINUTES

The Board Minutes for the March 14, 2015 Mental Health & Recovery Board meeting were reviewed.

IT was MOVED BY LINDA GRIFFITH, SECONDED BY SCOTT ANGER TO APPROVE THE MINUTES, FOR THE MARCH 14, 2015 BOARD MEETING.

MOTION CARRIED.

REVIEW OF ACCOUNTS PAYABLE REGISTER

Jim asked the Membership to review Attachment B, Accounts Payable Register. There were no comments.

CEO REPORT

Jim called on Kent to give the CEO report. Kent began by asking David Herier, Clark County Commissioner, to introduce himself again and to swear in Heather Corbin as a new Board member. Mr. Herier stated that he is newly appointed to the Clark County Commission and that he filled Dave Hartley's vacated seat. David has been an attorney in Springfield for approximately 20 years. David then asked Heather 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 introduced Tony Coder of Drug Free Action Alliance (DFAA). Kent stated that at the Retreat in March, a general discussion arose regarding the efforts of legalizing marijuana. The Board members asked that they have an opportunity to review some of the current potential legislation surrounding legalization and Tony was invited to provide them information. Tony then gave a presentation on "Marijuana Laws and The Community" and answered questions. Tony also stated that Kent and the Board has a tremendous amount of respect in Columbus. He said that it is one of the strongest boards that he has heard about. Kent then thanked Tony and Tony thanked the Board for having him. Kent stated that a proposed Resolution has not been prepared but if the membership wanted one, it could be reviewed at a future meeting.

Next, Kent reviewed Attachment C, Matching Funds for Mental Health Foundation Spring Fund Raiser. He stated that the Board has made up to \$3,000 available in matching funds and has done this in previous years. Kent explained that the Foundation does a Spring and Fall Campaign and that the Spring Campaign is focused on a certain project. He said that the Foundation Board will meet as a whole later this week but the recommendation from their Grants Committee was that this campaign be focused on a proposed project from OIC at their Learning Opportunities Center. They have a space within their facility that needs renovation that can be made more usable for the students. Kent also stated that there was no Spring Campaign last year but there have been two previous campaigns; one with Project Woman and one with Oesterlen. Both of those campaigns were very successful.

Kent then read the motion.

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.

IT was MOVED BY ROGER ROBERTS AND SECONDED BY BEN HARRISON TO PROVIDE DOLLAR FOR DOLLAR MATCHING FUNDS UP TO \$3,000 FOR THE CLARK COUNTY MENTAL HEALTH FOUNDATION'S 2015 SPRING LETTER CAMPAIGN.

Lauren Ross asked that the minutes reflect that she is abstaining from the vote because she is a member of the OIC Board.

MOTION CARRIED.

Next, Kent mentioned that Dr. Greta Mayer and Dr. Joe Keferl were presenters at the Ohio Association of County Behavioral Health Authorities (OACBHA) Opiate Summit during different breakout sessions. Kent also stated that the Board held Gatekeeper Trainings on Suicide Prevention in Madison and Greene Counties last week and that several Board members attended. Greta stated that 120 people participated in the two days.

That concluded the CEO report.

NOMINATING COMMITTEE

Jim Vernon, Chairperson, stated that Board members need to vote on the slate of Board Officers for SFY 2016. He stated that the Nominating Committee met before the April 7, 2015 Mental Health and Addiction Services Program Committee meeting and recommends to the Board the following slate of names:

Lauren Ross	Chairperson
Julie Anthony	Vice-Chairperson
Kellie Phillips	Secretary

These are the slated candidates that will be presented in May and there will be open nominations from the floor for fiscal year 2016 officers.

ADMINISTRATIVE

Jim called on Mark Huff to review the Mental Health & Recovery Board financials. Mark referred the membership to Attachment E in the agenda packet and first reviewed the Statement of Cash Position and Fund Balances as of March 31, 2015. This report is strictly on a cash basis with total cash receipts of \$13,502,727 and total disbursements of (\$12,066,154) with excess cash receipts over disbursements of \$1,436,572 and an ending fund balance as of March 31, 2015 of \$12,397,675.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2015 activity. The General Fund had an ending cash balance of \$2,997,575; Special Revenue had a balance of \$362,352; Capital Projects has a total budget of \$863,001 but no dollars have been received; and Fiduciary had a balance of \$552,213.

The next section was the Budget to Actual – Administration & Support Summary through March 31, 2015. This report reflected total cash disbursements of \$879,408.

The last section was the Cash Position (Actual and Projected) through March 31, 2016. This report shows a projected ending balance as of March 31, 2016 of \$10,761,615.

Jim then asked Kent to review Attachment F, SFY 2016 Board/Agency Agreement Revision. Kent stated that the Board/Agency Agreement is reviewed on an annual basis and proposed changes have been made. Kent reviewed the changes and stated that no action is required this month. He also stated that the proposed revised Agreement will be distributed to all of the Board's Agencies for feedback from them. If there is any feedback, he will bring that back to the Board next month for review. Linda Griffith stated that she had made some grammatical and other changes and asked that they be incorporated into the revised Agreement.

Kent suggested that she give her written notes to Michelle Humphrey who will be making the revisions.

That concluded the Administrative report.

MENTAL HEALTH AND ADDICTION

Jim stated that the Mental Health and Addiction Services Program Committee met on April 7, 2015 and called on Scott Anger to review the committee's report. Scott stated that there were several groups in attendance giving updates and discussing their requests for State Fiscal Year 2016 allocations. Scott said that Leslie Crew of Clark County Family & Children First Council (CCFCFC), Lori Dodge-Dorsey of Madison County Family Council (MCFC), and Renee Lammers of Greene County Family & Children First (GCFCF) all gave presentations. Next, Scott stated that Tom Otto and Janice Sherman from TCN Behavioral Health Services spoke about the recommendation for purchasing naloxone kits. Last, Scott stated that Curt Gillespie, CEO for Mental Health Services for Clark and Madison Counties presented some of the challenges the agency is facing and how it is responding.

Scott then read the recommendation as follows:

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.

IT was MOVED BY JULIE ANTHONY AND SECONDED BY JULIE VANN TO RATIFY AND CONFIRM THE ACTION TAKEN AT THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE MEETING ON APRIL 7, 2015.

MOTION CARRIED.

That concluded the Mental Health and Addiction Services Program Committee report.

EXECUTIVE COMMITTEE

Jim Vernon, Chair of the Executive Committee, stated that a meeting was held on Friday, March 13, 2015 at the Board Administration offices. Jim stated that the CEO selection committee met to work on the criteria for the new Board CEO. Jim said that the Committee reviewed the wording, criteria and qualifications for the final Job Posting. Jim stated that the posting will be published on Friday, May 1, 2015 and the deadline for applications will be June 1, 2015. The Committee will then review the submissions. Jim said that the Committee is looking at ways to involve the Board along with Board staff in the decision-making process. Roger Roberts made the comment that he wants people to understand that even though there may be internal candidates, the Board is also looking at outside applicants. Lauren Ross asked that when the Job Posting is posted, that each Board member also receives a copy. Kent stated that he will do a Press Release at the same time that the position is posted. Kent said that the posting will go in the Springfield, Dayton and Columbus newspapers and on the OACBHA, County

Commissioners Association of Ohio (CCAO) and Ohio Department of Mental Health and Addiction Services (OMHAS) websites. Jim stated that the chosen candidate's start date would be December 1, 2015 so that there is an overlap period with Kent until January 1, 2016.

MINI GRANT

Jim Vernon, Chair of the Mini Grant Committee, stated that a meeting was held on Friday, April 7, 2015. The Committee reviewed the status of SFY2015 mini grants from the three different counties. Jim also stated that Roselin Runnels reviewed the guidelines for SFY2015 and stated that the applications would be available on Friday, April 17, 2015 with a return date of May 15, 2015. Jim said that the Committee will sort through the applications and fund those who they feel have merit and have shown in the past that they are responsible in their work.

Jim then asked Roselin to discuss the changes for SFY2016. Roselin stated that the primary change is that if, by the end of the third quarter, no funds have been expended, she will request that a report be given from the awardee explaining why the monies have not been used.

Jim ended by thanking the staff for all of their hard work.

AUDIENCE PARTICIPATION

None.

BOARD MEMBER COMMENTS

Ben Harrison suggested putting information on social media regarding marijuana. Linda explained the difference between how the body metabolizes alcohol and marijuana. Scott Anger stated that he wants to see the Loss Team Training come to Greene County.

Jim ended by thanking Commissioner David Herier for coming.

ADJOURNMENT

A MOTION WAS MADE BY LINDA GRIFFITH AND THE MEETING WAS ADJOURNED BY CHAIR, JIM VERNON.

Julie Anthony, Secretary

Michelle Humphrey, MHR Board Staff

Accounts Payable Register - April 2015

Vendor Name	Date	Description	Expenses
Aaron Fannin	4/3/2015	Snow removal, 3/1, 3/3, 3/4, 3/5	1,438.05
Advanced Mechanical Services, Inc.	4/3/2015	Boiler repair, 1101 E High	545.00
All Phase Electric Supply Co.	4/17/2015	Building supplies	33.08
Auditor, Clark County	4/30/2015	Salaries and Benefits	99,858.04
Brain Lumber Company	4/17/2015	Maintenance supplies	384.84
Busch Bros. Elevator Co.	4/24/2015	Elevator repair, 50% materials	13,212.50
Canon Solutions America	4/17/2015	Copier maintenance	739.12
Cason Roofing	4/17/2015	Roof repair, 452 W Market	412.39
Cintas Corporation Loc. 02	4/10/2015	Uniforms and building supplies	490.31
	4/17/2015	Uniforms and building supplies	215.94
City of Springfield	4/3/2015	Clark utilities	1,299.35
	4/10/2015	Clark utilities	82.42
	4/24/2015	Clark utilities	32.37
Collins, Alan E.	4/3/2015	April legal fees	4,097.68
Columbia Gas of Ohio, Inc.	4/17/2015	Clark utilities	3,141.42
	4/24/2015	Clark utilities	265.63
Companion Life	4/3/2015	April life insurance	41.80
Compton Power Equipment	4/3/2015	Mower maintenance	131.69
	4/24/2015	Equipment maintenance supplies	23.90
Connexion	4/3/2015	MCSAC cards design and printing	917.41
Cooper Security Systems	4/10/2015	Alarm monitoring, Apr-June	66.00
Cox Media Group	4/10/2015	March 2015 newsletter	656.84
Current Cuisine	4/10/2015	MH First Aid training	883.88
Dayton Power & Light Co.	4/3/2015	Greene utilities	1,060.00
	4/10/2015	Greene utilities	934.31
	4/17/2015	Greene utilities	2,021.82
	4/24/2015	Greene utilities	276.40
Elderly United	4/10/2015	February reimbursement	7,307.00
Family Violence Prevention Center of Greene Co.	4/24/2015	Mini grant allocation	3,581.51
Geisler I.T. Services, LLC	4/10/2015	Backup for Workgroups Client	140.00
	4/17/2015	GOSH Developer License	35,000.00
Greene County ESC Learning Center	4/17/2015	March reimbursement	24,882.00
Greene County Family & Children First Council	4/3/2015	April allocation	12,466.00
	4/17/2015	March reimbursement	2,445.00
Greene County Juvenile Court	4/17/2015	March reimbursement	5,541.00
Greene Leaf Therapeutic	4/3/2015	April allocation	2,487.00
H.W. Mann & Sons Hauling Services	4/10/2015	Clark utilities	650.00
Handyman Hardware	4/10/2015	Building supplies	7.96
	4/17/2015	Building supplies	30.96
	4/24/2015	Building supplies	25.98
Hart, Donna	4/10/2015	Business expense reimbursement, 2/11-3/30	32.20
Hassler Communication Systems Technology, Inc.	4/17/2015	Software support, PBX mgmt, prepaid hrs	1,438.12
Housing Solutions of Greene County, Inc.	4/3/2015	April allocation	11,457.00
Impact Network Solutions, Inc.	4/24/2015	March long distance charges	10.00
Jani-Turf Maintenance Services, Inc.	4/17/2015	March janitorial services	380.25
Lowe's Commercial Services	4/17/2015	Windows, 21 Wright	1,486.00
Madison County Family Council	4/3/2015	April allocation	1,912.00
Marsh & McLennan Agency LLC	4/3/2015	Equipment (Boiler) insurance coverage	408.00
Matt Talbot House	4/3/2015	April allocation	5,959.00
	4/17/2015	Mar work vouchers	490.00
McKinley Hall, Inc.	4/3/2015	April allocation	6,666.00
	4/3/2015	Clarb.082/Gosh.082 services thru Mar	18,731.42
	4/10/2015	Gosh.089 services thru Mar	23,610.41
	4/17/2015	Clarb.096/Gosh.096 services thru Mar	21,462.34
	4/24/2015	Gosh.103 services thru Apr	25,199.53
Megacity Fire & Security	4/10/2015	Sprinkler system service call, 236 East St	140.00
Mental Health Services for Clark & Madison Counties	4/3/2015	April allocation	75,644.00
	4/3/2015	Clarb.082/Gosh.082 services thru Jan	223,041.54
NAMI of Clark & Greene Co.	4/3/2015	April allocation	19,485.00
Nova House Assoc., Inc.	4/24/2015	Hot Spot: Detox residential services	1,620.00
OACBHA Foundation	4/3/2015	Ohio Conference on Opiates and Other Drugs	1,400.00
Oesterlen Services for Youth	4/3/2015	April allocation	16,250.00

(over)

Vendor Name	Date	Description	Expenses
Ohio Edison	4/3/2015	Clark Utilities	633.36
	4/10/2015	Clark utilities	3,935.34
Perrin Woods Elementary School	4/17/2015	Mini grant allocation	121.12
Pitzer's Painting	4/17/2015	Interior painting, 513 Clover	5,016.00
PNC Bank	4/10/2015	Utility payments	1,906.70
	4/24/2015	Utility payments	1,288.56
PNC Bank, N.A.	4/17/2015	April mortgage	7,628.67
Rocking Horse Center	4/10/2015	February reimbursement	6,805.00
Runnels, Roselin	4/24/2015	Business expense reimbursement, 1/15-3/31	313.95
Sheehan Bros. Vending, Inc.	4/24/2015	Coffee	85.40
Spaller Electric	4/24/2015	Elevator repair	1,000.00
Sparkle-N-Shine, LLC	4/24/2015	Janitorial services and supplies	2,535.00
Staples, Inc.	4/3/2015	Office supplies	187.84
	4/24/2015	Office supplies	102.15
Stute, Tracey	4/3/2015	Business expense reimbursement 2/2-3/16	424.22
SurveyMonkey.com, LLC	4/17/2015	1 yr. subscription for survey services	300.00
TCN Behavioral Health Services, Inc.	4/3/2015	April allocation	23,125.00
	4/3/2015	Clarb.082/Gosh.082 services thru Mar	47,017.68
	4/3/2015	Temporary housing allocation	1,575.00
	4/10/2015	Clarb.089/Gosh.089 services thru Mar	73,286.30
	4/17/2015	Clarb.096/Gosh.096 services thru Mar	64,748.35
	4/17/2015	Temporary housing allocation	2,725.00
	4/24/2015	Clarb.103/Gosh.103 services thru Apr	78,981.15
Treasurer, State of Ohio	4/3/2015	Annual boiler inspection	106.50
Vectren Energy Delivery	4/3/2015	Greene utilities	344.17
	4/17/2015	Greene utilities	738.64
	4/24/2015	Greene utilities	720.93
Village of Yellow Springs	4/10/2015	Greene utilities	1,104.76
WellSpring	4/17/2015	February reimbursement	4,081.00
Women's Recovery Center	4/3/2015	April allocation	12,006.00
Worley, Marianna	4/17/2015	Business expense reimbursement, 1/16-3/11	180.90
Youngman, Kent	4/10/2015	Business expense reimbursement, 2/17-3/25	760.83

Cash Disbursements	1,028,434.93
April YTD Expense	13,103,047.95
March YTD Expense	12,066,154.36
Change in Expense	1,036,893.59
Cash Disbursement - Change in Expense	(8,458.66)
Reconcile Items	
NAMI rent allocation reduction	6,616.00
County Collection fees	1,842.66
Reconcile Items Total	8,458.66
difference	0.00

ATTACHMENT C

MADISON COUNTY LEVY RECOMMENDATION

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES COMMIT \$30,000 TO BE ALLOCATED TO THE MADISON COUNTY LEVY CAMPAIGN FUND FOR LEVY ACTIVITIES ON AN AS NEEDED BASIS.

**A RESOLUTION OF THE MENTAL HEALTH &
RECOVERY BOARD OF CLARK GREENE &
MADISON COUNTIES**

The Mental Health & Recovery Board of Clark, Greene, and Madison Counties opposes the legalization and commercialization of marijuana for recreational purposes. The Board also opposes the constitutional amendment process for the purpose of legalizing the personal use of marijuana, designation of growth sites, and designation of testing facilities.

Legalizing marijuana for medical use should not be decided by legislative or voter initiative. Marijuana should be subject to the same research, consideration, and study as any other potential medicine, under the standards of the U.S. Food and Drug Administration (FDA).

**ELECTION OF OFFICERS
STATE FISCAL YEAR 2016 SLATE OF OFFICERS**

At the April 20th MHR Board meeting, the Nominating Committee submitted its slate of officers for SFY 2016. This slate is defined below:

Chairperson	Lauren Ross
Vice Chairperson	Julie Anthony
Secretary	Kellie Phillips

As defined in the Board’s Bylaws, at the May meeting the Board will elect its officers for a period of one year. Accordingly, the Board will now accept nominations from the floor.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES CLOSE ITS NOMINATIONS FROM THE FLOOR FOR SFY 2016 BOARD OFFICERS.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ELECT THE FOLLOWING BOARD MEMBERS AS BOARD OFFICERS FOR SFY 2016:

CHAIRPERSON _____

VICE CHAIRPERSON _____

SECRETARY _____

BOARD/AGENCY SERVICE AGREEMENT REVISION

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES REVISE THE STANDARD BOARD/AGENCY SERVICE AGREEMENT AS DEFINED IN THE ATTACHED DOCUMENT, EFFECTIVE FOR STATE FISCAL YEAR 2016.

AGREEMENT

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

RECITALS

- A. The ~~Mental Health & Recovery Board of Clark, Greene and Madison Counties Board~~ 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 ~~e~~Countries, 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 (OMHAS) 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~~OMHAS 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~~OMHAS. 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. ~~This will~~ 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.

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 ~~e~~CCounties 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~~OMHAS 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, veterera~~n status, religion or disability.

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

9. ~~Negotiated Fee~~Co-pay. Clients of the Agency may be charged ~~on a negotiated fee based on client income, applicable expenses, and needed clinical intensity~~sliding fee scale. 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 ~~ie~~n sure 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 ~~ODMHAS~~OMHAS. 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~~ Policies directly affecting Agencies 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 and directly affecting Agencies 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 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~~OMHAS 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 ~~f~~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 ~~e~~CClient ~~r~~Rights ~~e~~OOfficers.

Client rights and grievance procedures shall be in accordance with regulations and standards of ~~the Ohio Department of Mental Health and Addiction Services~~OMHAS and the Board. ~~The ODMHAS~~OMHAS 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 ~~a~~Agency's 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 ~~a~~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 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.~~

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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.

- | 187. 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.
- | 198. 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.
- | 2019. 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.
- | 240. 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.
- | 221. 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.
- | 232. 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.
- | 243. 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.
- | 254. 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, a)~~ 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 is 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. ~~The~~ Board will reimburse Agency for Non-Medicaid claims for ~~Members (Clients)~~ who qualify for Board payment according to the ~~Board's sliding fee scale 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 Counties, Ohio.

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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.

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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.) ~~a~~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.) ~~a~~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.

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3.3 The Board's obligation to provide funds hereunder shall cease upon the effective date of termination of this Agreement.

3.4 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.

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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, and all records and funds held by the Agency for the operation of the programs and services which the Agency has herein agreed to provide.

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.

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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
MADISON COUNTIES

XXXXXXXXXXXX

Chairperson

Chairperson

CEO

CEO

Date

Date

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

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Cash Position and Fund Balances

As of 4/30/2015

(In Whole Numbers)

	General Fund	Special Revenue Fund	Fiduciary Fund	Total
Cash Receipts				
Taxes	9,341,509	0	0	9,341,509
Intergovernmental	901,552	2,555,824	782,327	4,239,702
Rental	609,577	0	0	609,577
Miscellaneous	25,535	38,638	0	64,173
Total Cash Receipts	10,878,172	2,594,462	782,327	14,254,961
Cash Disbursements				
Salaries	(708,650)	(39,004)	0	(747,654)
Benefits	(225,135)	(90)	0	(225,225)
Treatment Services	(7,480,902)	(3,225,681)	(367,860)	(11,074,443)
Professional Services	(75,409)	0	0	(75,409)
Operating	(35,063)	0	0	(35,063)
Rent/Utilities	(252,210)	(2,288)	0	(254,498)
Repairs/Maintenance	(31,030)	0	0	(31,030)
Capital Outlays/Equipment	(370,446)	(208)	0	(370,654)
Advertising/Printing	(8,998)	0	(101)	(9,099)
Principle/Interest	(76,287)	0	0	(76,287)
Insurance	(41,117)	0	0	(41,117)
Lease	(8,684)	0	0	(8,684)
Travel/Conference	(13,990)	(40)	0	(14,030)
Other	(139,854)	0	0	(139,854)
Total Cash Disbursements	(9,467,776)	(3,267,311)	(367,961)	(13,103,048)
Total receipts over/(under) disbursements	1,410,397	(672,849)	414,366	1,151,913
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)	(1,035,537)	1,035,537	0	0
Excess cash receipts over/(under) disbursements	374,860	362,688	414,366	1,151,913
Fund Balance at beginning of year	10,307,862	344,790	308,450	10,961,102
Fund balances at end of period	10,682,721	707,478	722,816	12,113,015

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

General Fund

FY 2015

From 4/1/2015 Through 4/30/2015

(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					
Taxes	10,035,308	10,035,308	0	10,243,060	207,752
Rental	728,489	731,489	3,000	609,577	(121,912)
Miscellaneous	<u>9,180</u>	<u>6,180</u>	<u>(3,000)</u>	<u>25,535</u>	<u>19,355</u>
Total Cash Receipts	10,772,977	10,772,977	0	10,878,172	105,195
Cash Disbursements					
Salaries	896,367	896,367	0	708,650	187,718
Benefits	292,224	292,224	0	225,135	67,089
Treatment Services/Activities	6,999,909	9,357,504	2,357,595	5,576,437	3,781,067
Professional Services	108,710	108,710	0	75,409	33,301
Operating	56,250	56,250	0	33,784	22,466
Rent/Utilities	354,355	354,355	0	227,358	126,997
Repairs/Maintenance	32,100	32,100	0	28,294	3,806
Capital Outlay/Equipment	387,650	464,523	76,873	335,092	129,431
Advertising/Printing	15,000	15,000	0	8,998	6,002
Principle/Interest	91,545	91,545	0	76,287	15,258
Insurance	44,232	44,232	0	41,117	3,115
Lease	11,000	11,000	0	8,357	2,643
Travel/Conference	15,775	15,775	0	11,751	4,024
Other	<u>203,950</u>	<u>203,950</u>	<u>0</u>	<u>139,656</u>	<u>64,294</u>
Total Cash Disbursements	9,509,067	11,943,535	2,434,468	7,496,325	4,447,210
Transfers/Advances					
Advance In/(Out)	0	0	0	(897,433)	(897,433)
Transfer In/(Out)	<u>(125,000)</u>	<u>(34,349)</u>	<u>90,652</u>	<u>(34,349)</u>	<u>0</u>
Total Transfers/Advances	(125,000)	(34,349)	90,652	(931,782)	(897,433)
Cash Receipts Over/(Under) Disbursements	<u><u>1,138,910</u></u>	<u><u>(1,204,906)</u></u>	<u><u>(2,343,817)</u></u>	<u><u>2,450,066</u></u>	<u><u>3,654,972</u></u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Special Revenue Fund

FY 2015

From 4/1/2015 Through 4/30/2015

(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	3,500,620	259,633	2,571,411	(929,209)
Miscellaneous	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>34,604</u>	<u>29,604</u>
Total Cash Receipts	3,245,987	3,505,620	259,633	2,606,015	(899,605)
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	3,009,219	604,142
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	3,032,957	632,174
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>671,866</u></u>	<u><u>645,671</u></u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Capital Projects

FY 2015

From 4/1/2015 Through 4/30/2015

(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	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 4/1/2015 Through 4/30/2015

(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>245,066</u>	<u>348,262</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>245,066</u>	<u>537,261</u>
Cash Receipts Over/(Under) Disbursements	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>537,261</u></u>	<u><u>537,261</u></u>

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 MAY 5, 2015. MOTIONS ARE CONTAINED IN THE
MEETING SUMMARY.**

Mental Health & Addiction Services Program Committee Report

Tuesday, May 5, 2015

The Mental Health & Addiction Services Program Committee met on Tuesday, May 5, 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 MAY 5, 2015. APPROVED MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

PRESENT: Scott Anger, Chairperson; Ben Harrison; Joe Keferl; Julie Vann; Kim Michael; Jim Vernon; Steve Shelton; Julie Anthony; Heather Corbin; Kellie Phillips; and Linda Griffith

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

GUESTS:	Debbie Matheson	Family Violence Prevention Center
	Chrissy Messaros	
	Rhonda White, Heidi Sanders	Greene County Juvenile Court
	Rhonda Baer	Housing Solutions
	Richele Shepard, Scott Campbell	Wellspring
	Dennis Driscoll, Rob Dwyer	Matt Talbot House
	Sharon Woolf	NAMI of Clark and Greene Counties
	Scott Campbell	
	Jason Sherrock, Angela Dugger	
	Kathryn Hitchcock, Kathy Adams	NAMI Yellow Springs
	Nina Nafahu, Scott Campbell	Project Woman

Scott Anger called the meeting to order at 5:30 p.m. followed by a welcome and introductions. Kent reminded the audience that presentations are to follow the requested five minute time frame in order to allow each presenter time to provide a summary and respond to questions.

Debbie Matheson of Family Violence Prevention Center (FVPC) presented a report of activities funded by MHRB related to individual counseling. Four staff members create a .95 FTE which has resulted in 131 unduplicated clients being served. This includes adult and youth victims as well as adult and youth perpetrators. Debbie explained that “a lot of hard work” goes into moving folks from the shelter to permanent housing. She stated that 88% moved from transitional housing to permanent housing of their own and 56% gained earned income. Debbie closed her presentation with 2 brief client stories to illustrate the comprehensive support provided. Ben Harrison requested further clarification on “units of service” and some discussion followed. Roselin Runnels presented Debbie with a Tootle for her efforts in preparing the SFY 2016 Agency Allocation Request, saying it was thorough and complete.

Scott read the recommendation making note that the disclaimer would apply to all recommendations that follow:

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 FAMILY VIOLENCE PREVENTION CENTER OF GREENE COUNTY FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$30,213. BELOW IS THE ALLOCATION BY SERVICE CATEGORY.

Mental Health	Board Rate	Units	Amount
Mental Health Assessment (non-physician)	*129.99	256	7,794
BH Counseling and Therapy (Ind.)	*22.50	2,036	7,115
BH Counseling and Therapy (Gp.)	*9.87	5,006	4,659
Other MH Svc., non-healthcare services	41.54	12,045	10,645
TOTAL		19,343	30,213

*Medicaid ceiling, Agency rate

Mental Health Assessment (non-physician) \$137.61

BH Counseling and Therapy (Ind) \$37.62

BH Counseling and Therapy (Gp) \$12.38

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 Ben Harrison provided the second. The recommendation passed unanimously.

Rhonda White, Diversion Director for the Greene County Juvenile Court, introduced herself and Heidi Sanders who provides the Strengthening Families program. One FTE is shared by 3 contract employees who facilitate the program in 2 locations, Xenia and Fairborn. Funding covers this staffing and program supplies. Referrals come from Children’s Services, self-referrals, Juvenile Court, Greene County schools, and Domestic Relations Court. Last year there were 112 participants completing the program. Rhonda closed by saying that they have provided Strengthening Families for 13 years and that “our hearts are in this program.”

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 GREENE COUNTY

JUVENILE COURT FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$45,000 FOR PREVENTION SERVICES. PAYMENT WILL BE ON A COST REIMBURSEMENT BASIS.

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

Rhonda Baer, Director of Housing Solutions of Greene County (HSGC), provided the group with brochures outlining the Permanent Supportive Housing services available to consumers with severe and persistent mental illness. She highlighted the addition of a Certified Peer Support Specialist and noted that his presence is improving the lives of residents in many areas, from improved nutritional choices to seeking treatment at Women's Recovery Center. Scott Anger commented that his experience with Peer Supporters has been very positive for consumers.

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 HOUSING SOLUTIONS OF GREENE COUNTY, INC. FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$137,482. PAYMENT WILL BE MADE ON A ONE-TWELFTH MONTHLY BASIS.

UNITS PRODUCED FOR OTHER MENTAL HEALTH SERVICES (HOUSING) WILL BE MONITORED.

Kellie Phillips moved for the passage of the recommendation and Kim Michael provided the second. The recommendation passed unanimously.

Roselin introduced Dennis Driscoll, Director of Matt Talbot House, and Rob Dwyer, who provides fiscal services for the agency. Dennis reported that Matt Talbot has 15 beds for men who are actively participating in their recovery and need drug-free housing. Currently there are 11 men in the house, 9 are gainfully employed, 3 have recently reconnected with their families. He shared that many of the men who need Matt Talbot have not been gainfully employed and often lack independent living skills. Ben inquired about the length of time the residents have to find employment in the current market. Dennis responded that the expectation is about a month and that opportunities have improved in Clark and Madison Counties. He reminded the committee that there is a voucher program available as well. Steve Sheldon shared concerns about the importance of making referrals and connecting the residents who are asked to leave when they are unable to maintain compliance with the rules. Dennis assured him that the men are encouraged to continue treatment and that referrals to additional supports are made as needed.

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 MATT TALBOT HOUSE FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$71,504. PAYMENT WILL BE MADE ON A ONE-TWELFTH MONTHLY BASIS.

UNITS PRODUCED FOR OTHER ALCOHOL AND DRUG SERVICES WILL BE ENTERED AS A WITHHOLD ON FEE-FOR-SERVICE PAYMENTS.

Ben Harrison moved for passage of the recommendation and Steve Sheldon provided the second. The recommendation passed unanimously.

Roselin introduced NAMI of Clark and Greene Counties. Sharon Woolf presented an overview of the services they provide, from laundry and hair-cutting to drop in center activities at both the Lighthouse in Fairborn and the Vernon Center in Springfield. Sharon reported that there has been an increase at the Vernon Center of 61 new people in 2015. Additionally 81 consumers benefitted from the clothing drive, 31,720 meals were served and 233 consumers attended the annual holiday party. The Lighthouse saw an 8% increase in new attendees and served 18,720 meals served.

Kathryn Hitchcock and Kathy Adams provided exciting news about the Yellow Springs NAMI activities including: NAMI BASICS, a 6 week program for parents with children who have a mental illness; Family to Family training, an evidence informed coping skills program; and increased involvement in local schools with Parents and Teachers as Allies and Ending the Silence at the high school. Kathy provided the website, www.NAMIGreeneCo.org for further information. Sharon's retirement was recognized and the new director, Angela Dugger, was introduced. Angela will begin in June 2015.

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 NAMI OF CLARK AND GREENE COUNTIES FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$313,210. PAYMENT WILL BE MADE ON A ONE-TWELFTH MONTHLY BASIS. BELOW IS THE ALLOCATION BY SERVICE CATEGORY.

NAMI OPERATIONS	\$43,500
PEER SUPPORT CENTER—CLARK	101,055
PEER SUPPORT CENTER—GREENE	156,655
HYGIENE CLINIC—CLARK	6,000
HYGIENE CLINIC—GREENE	6,000
	\$313,210

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

Nina Nafahu represented Project Woman in Laura Baxter’s absence. She provided an overview of the continuum of services provided by Project Woman and stated that they serve men, women and children. Nina reported that they are always at or over their capacity but prioritize those in the most imminent need based on safety risk. Project Woman has 16 beds in 6 bedrooms. She noted the growing Latina population, campus response at the 3 local universities and human trafficking. Nina shared that they are active in schools with healthy relationship programming. She responded to questions by Jim Vernon and Joe Keferl on capacity and LGBTQ (Lesbian, Gay, Bisexual, Transgender and Questioning) programming around need for increased sexual assault trainings. Joe offered to talk further about how Wright State might be of support. Nina also shared that Trauma Informed Care training is an “ongoing process” to maintain the culture and recent training by Mike Pistorina, a survivor, who talks about the need for “no victim blaming.”

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 PROJECT WOMAN FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$91,000. BELOW IS THE ALLOCATION BY SERVICE CATEGORY.

Mental Health	Board Rate	Units	Amount
Mental Health Assessment (non-physician)	120.43	225	2,600
BH Counseling and Therapy (Ind.)	22.29	2,744	450
BH Counseling and Therapy (Gp.)	*9.87	1,240	395
Community Psychiatric Supportive Treatment (Ind.)	*21.33	4,200	2,133
Temporary Housing	59.96	4,745	85,422
Total		13,154	91,000

*Medicaid ceiling, Agency rate

BH Counseling and Therapy (Gp) \$12.41

Community Psychiatric Supportive Treatment (Ind) \$22.79

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

No representative from Springfield Metropolitan Housing Authority Project Choice was present and it was determined by the Board that no action would be taken at this time. Greta will invite a representative to the June meeting.

Richele Shepard of Wellspring began by stating that although the name is relatively new, the agency has been a local presence since 1955 under the name Family Service Agency. Richele

gave information about the PAX Good Behavior Game™ first year of progress. She informed the committee about an upcoming June 3 training and that 21 teachers and 5 area schools are committed to participate. Additional slots will be made available for Madison County attendees. The principal of Simon Kenton Elementary in Beavercreek has heard about PAX Good Behavior Game™ through her children's participation and has agreed to have PAX Good Behavior Game™ in every classroom at Simon Kenton.

Richele shared that one of the best experiences has been the collaboration across counties and the relationship with Dr. Jason Fruth (Wright State University) that has led to additional grant resources allowing for an increase in .5 FTE for a PAX partner and an additional 20 classrooms. Greta commented that Wellspring has already surpassed their deliverables as requested in the RFP. There were no additional questions.

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 WELLSPRING FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$80,000 FOR PREVENTION SERVICES. PAYMENT WILL BE ON A COST REIMBURSEMENT BASIS.

Joe Keferl moved for the passage of the recommendation and Linda Griffith provided the second. The recommendation passed unanimously.

The meeting was concluded at approximately 7:00pm.

EXECUTIVE COMMITTEE

**RATIFY AND CONFIRM ACTION TAKEN AT
EXECUTIVE 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 EXECUTIVE COMMITTEE ON MAY 8, 2015. MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

Executive Committee Summary
Friday, May 8, 2015

The Executive Committee met on Friday, May 8, 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.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFY AND CONFIRM THE ACTION TAKEN BY THE EXECUTIVE COMMITTEE ON MAY 8, 2015. MOTIONS ARE CONTAINED BELOW IN THE MEETING SUMMARY.

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

Staff: Dr. Kent Youngman, Nancy Boop, Mark Huff, Kevin Taylor

Jim Vernon, Chair, opened the meeting by welcoming all those present. He then asked Kent to review the proposed MHRB Table of Organization. Kent explained that the only change to the current structure is the addition of one part-time employee of the Clark County Prosecutor's Office that reports administratively to the Director of Prevention and Community Engagement. This Prevention Specialist works approximately twelve hour per week and is primarily in the schools. In addition to administrative supervision, the Board provides office space.

Jim then read the recommendation.

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ADOPT THE ATTACHED TABLE OF ORGANIZATION EFFECTIVE IMMEDIATELY. THIS TABLE REFLECTS THE ADDITION OF A PROSECUTOR'S OFFICE EMPLOYEE REPORTING ADMINISTRATIVELY TO THE MHRB STAFF.

It was moved by Julie Anthony, seconded by Lauren Ross to adopt the proposed Table of Organization effective immediately. Motion carried.

The next item on the agenda was the SFY 2016 MHRB Salary Ranges. Nancy explained that revisions to the Salary Ranges are based on the Consumer Price Index. For this past year (March 2014 through March 2015) the Consumer Price index decreased. The six year average is an increase of 1.53%. In keeping the ranges in line with this index, staff is suggesting no changes to the salary ranges. There was discussion regarding the difference between salary ranges and rate increases for staff. Kent stated that with the exception of two, staff will be eligible to receive merit rate increases.

Jim read the recommendation:

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES MAKE NO REVISIONS TO THE MHR BOARD SALARY RANGES APPROVED FOR SFY 2015. THEREFORE, THE SALARY RANGES FOR SFY 2015 BECOME THE APPROVED MHR BOARD SALARY RANGES FOR SFY 2016.

It was moved by Scott Anger, seconded by Julie Anthony that the approved SFY 2015 Salary Ranges become the SFY 2016 Salary Ranges. Motion carried.

As stated previously, two of the eleven MHR Board staff will not be eligible to receive a salary rate increase for SFY 2016, due to the fact they are currently at the maximum of their range. The CEO is requesting the authority to award one-time merit bonuses for staff that have reached the maximum of their range and have exhibited exemplary work effort. Accordingly,

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO AWARD BONUSES IN LIEU OF SALARY RATE INCREASES FOR STAFF THAT HAVE REACHED THE MAXIMUM OF THEIR RANGE AND HAVE EXHIBITED EXEMPLARY WORK EFFORT. ANY BONUS SHALL NOT EXCEED 3% OF AN INDIVIDUAL'S ANNUAL SALARY.

It was moved by Roger Roberts, seconded by Julie Anthony to authorize the CEO to award bonuses in lieu of salary rate increases for staff that have reached the maximum of their range and have exhibited exemplary work effort. Motion carried.

TCN Behavioral Health Services has requested to purchase the MHR Board owned facility, 452 West Market Street in Xenia. TCN has obtained an appraisal which determined the market value of this property to be \$885,000. Nancy stated that there is an OMHAS forty year mortgage on this property that originated in May 1982 for \$1,229,396. The balance of this mortgage as of June 2015 is \$210,053. The facility was built in 1982 at a total cost of \$2,254,716; the Greene County Auditor's appraised value is \$1,980,850; the insurance value (replacement cost) is \$4,171,000. There was much discussion regarding pros and cons of selling this property to TCN.

The committee asked that TCN staff be invited to the Combined Executive and Buildings & Grounds Committee meeting on May 29th to discuss long range plans.

Jim then called on Kent to review the possible purchase and renovation of a facility by McKinley Hall. Kent explained that OMHAS had notified the Board of available capital funds for a joint venture between MHRB, McKinley Hall and the Clark County Commissioners. However after much discussion, it was determined that particular project was no longer viable. McKinley Hall then began looking at various other options. McKinley has located a facility they would like to purchase and renovate. In doing so, operations would be more effective and services would be expanded. Board and McKinley staff are meeting this month with OMHAS staff to complete the application for funding. Kent will keep the committee informed on the progress of this project.

Lastly, Jim called on Mark and Kevin to review the proposed MHRB Reserve (Encumbrance) Policy. Mark explained that the Clark County Auditor's office is implementing a new financial accounting and payroll software system in July of 2015. With the software implementation the County is revising the policy regarding the process for encumbering expenditures in accordance with ORC Section 5705.41(d). The County has given directive to departments not subject to approval process of the Board of County Commissioners to adopt a policy governing the encumbrance process and submit to the Auditor's office for inclusion in the accounting software regulations. The effective date of the policy is July 13, 2015 and any outstanding encumbrances will remain active until spent or closed. Mark then reviewed the proposed Board policy.

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE NEW POLICY #23 RESERVE (ENCUMBRANCE) POLICY. THIS POLICY GOES INTO EFFECT JULY 13, 2015.

It was moved by Roger Roberts, seconded by Scott Anger to adopt policy #23, Reserve (Encumbrance) Policy as presented.

Kent updated the Committee members on the Cedar Street project by reviewing the architect's site plans. The next step is for staff to meet with various community people and conduct neighborhood meetings.

Jim mentioned to committee members that one resume has been received for the CEO position. The committee will accept resumes until June 1st. The process for reviewing them will need to be determined depending on the number received.

There being no further business, a motion was made by Roger Roberts to adjourn.

