



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

Help for Today. Hope for Tomorrow.

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**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
- 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.

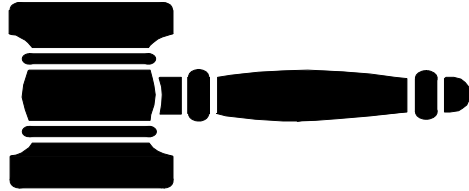
**BOARD AGENDA
MONDAY, NOVEMBER 16, 2015
6:00 - 8:00 P.M.**

**CLARK STATE COMMUNITY COLLEGE
LIBRARY RESOURCE CENTER
ROOM 207
570 E. LEFFEL LANE
SPRINGFIELD, OHIO**

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| I. <u>OPENING REMARKS</u> | <i>Lauren Ross, Chair</i> |
| A. Welcome Guests & Introductions | |
| II. <u>APPROVAL OF MINUTES</u> - October 19, 2015 | <i>Attachment A</i> |
| III. <u>REVIEW OF ACCOUNTS PAYABLE REGISTER</u> | <i>Attachment B</i> |
| IV. <u>CEO REPORT</u> | <i>Kent Youngman</i> |
| A. Recognition of Marianna Worley | |
| B. Recognize Roger Roberts as Levy Chair | |
| C. Consumer Christmas Party | |
| D. Travel Reimbursement Forms | |
| E. Report regarding TCN Changing Location | |
| F. NAMI Town Hall Report | |
| V. <u>RECOGNITION OF DR. KENT YOUNGMAN</u> | <i>Lauren Ross/
Greta Mayer</i> |
| VI. <u>ADMINISTRATIVE</u> | <i>Attachment C</i> |
| A. MHR Board Financial Update | <i>Mark Huff</i> |
| 1. Board Financials – October 2015 | |
| 2. SFY 2015 Agency Audit Update | |
| 3. SFY 2015 Board Audit Update | |
| VII. <u>EXECUTIVE COMMITTEE</u> | <i>Lauren Ross, Chair</i> |
| A. Meeting Summary – November 6, 2015 | <i>Attachment D</i> |
| VIII. <u>MISCELLANEOUS</u> | <i>Attachment E</i> |
| A. Youth Led Prevention | <i>Greta Mayer</i> |
| 1. Recommendation | |
| IX. <u>AUDIENCE PARTICIPATION</u> | |

X. BOARD MEMBER COMMENTS

XI. ADJOURNMENT



MINUTES – October 19, 2015

The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Monday, October 19, 2015 at 6:00 p.m. at the Clark State Community College, Library Resource Center, Room 207, 570 East Leffel Lane, Springfield, Ohio.

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

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

GUESTS: *John Frabotta, Parent, Greene County
Officer Jackie Jones, Bellbrook Police Department*

OPENING REMARKS

Lauren Ross, Chairperson, called the meeting to order and thanked everyone for coming. Lauren then asked that the membership and audience introduce themselves.

APPROVAL OF MINUTES

The Board Minutes for the September 21, 2015 Mental Health & Recovery Board meeting was reviewed. Linda Griffith referred back to her correction to the August 3, 2015 Minutes indicating that “Medicated Assisted Treatment” needed to be changed to “Medication Assisted Treatment” on p. 2150, third line down under “Miscellaneous”

IT was MOVED BY JIM VERNON, SECONDED BY SCOTT ANGER TO APPROVE THE MINUTES FOR THE SEPTEMBER 21, 2015 BOARD MEETING WITH ONE CORRECTION TO THE AUGUST 3, 2015 MINUTES.

MOTION CARRIED.

REVIEW OF ACCOUNTS PAYABLE REGISTER

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

CEO REPORT

Lauren called on Dr. Kent Youngman to give the CEO report. Kent started the report by introducing one of the Crisis Intervention Training (C.I.T.) Officer of the Year recipients, Jackie Jones, from the Bellbrook Police Department. Kent asked her to discuss her experience as a C.I.T. officer. Jackie explained that she has been with Bellbrook for 25 years and had attended the C.I.T. training a number of years ago. She went on to say that she was taught in the academy how to react to situations but the C.I.T. training has helped her and her fellow officers better understand and deal with calls involving people not only with mental health issues but those who are suicidal or are generally upset and angry. She said that the training has helped her slow down and try to talk instead of reacting to the situation first.

Kellie Phillips stated that she had met Jackie last fall on Halloween and they spent four or five hours at an elderly person's house. Kellie said that Jackie did not come across as threatening in her uniform and she spoke to the couple who had dementia and Alzheimer's with compassion and helped Kellie get what she needed to get accomplished. Kellie stated that Jackie did an excellent job.

Joe Keferl thanked Jackie for her service as a police officer and stated that C.I.T. helps officers take a breath and think calmly and rationally when their adrenaline is telling them to do the opposite. Joe said that he appreciated everything that Jackie and her colleagues do.

Kent stated that there was another C.I.T. Officer of the Year, Deputy Irons, who was unable to attend. Deputy Irons was a 2008 C.I.T. graduate. Kent said that he received an e-mail from this officer detailing an incident in which his C.I.T. training came into play and Kent shared it with the membership.

Next, Kent reviewed a Springfield News-Sun newspaper article regarding an event that occurred in 2013 involving a contract the Board had with the Clark County ESC. Services were billed to the Board by the ESC but there was no documentation to document that the services had been provided. Clark ESC returned all of the money to the Board. The ESC employee misused some of the dollars and was charged and ordered to pay restitution, which she has not done. ESC's insurance company is now suing her. Kent stated that he spoke to the new superintendent and asked that he keep our Board informed as things develop with this.

Then Kent read a letter that he received from Housing Solutions stating that Rhonda Baer was no longer an employee. Kent has spoken to their Board of Directors and is aware of the situation. Kent stated that the Board has worked with the Amanda and Dawn who are stepping in for Rhonda and the Housing Solutions Board is trying to determine their next steps. Kent stated that the Housing Solution Board Chair indicated that they had a clean 2015 fiscal audit. Kent said that operationally everything is continuing as normal.

Kent directed everyone's attention to the invitation for the Cedar Street Housing Project Groundbreaking Ceremony on November 4, 2015 from 2-3 p.m.

Last, Kent presented Jim Vernon with a plaque recognizing his two years of service as the Board's Chair.

That concluded the CEO report.

ADMINISTRATIVE

Lauren called on Mark Huff to review the Mental Health & Recovery Board financials. Mark referred the membership to Attachment C in the agenda packet and first reviewed the Statement of Cash Position and Fund Balances as of September 30, 2015. This report is strictly on a cash basis with total cash receipts of \$5,490,851 and total disbursements of (\$3,608,790) with excess cash receipts over disbursements of \$1,882,062 and an ending fund balance as of September 30, 2015 of \$12,785,992.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2016 activity. The General Fund had an ending cash balance of \$3,097,650; special revenue had a balance of \$653,227; Capital Projects had a balance of \$0; and fiduciary had a balance of \$436,802.

The next section Mark reviewed was the Budget to Actual – Administration Budget Summary for SFY 2016 activity. First quarter actual expenses were \$364,346 against the annual budget of \$1,700,928 for a 79% remaining balance.

The next section was a new report, Budget to Actual – Facility Summary for SFY 2016 activity. First quarter actual expenses were \$212,433 against the annual budget of \$1,026,632 for a 79% remaining balance.

The last section reviewed was the Cash Position (Actual and Projected) for period ending September 30, 2015. This report projects that by this time next year, the combined cash balance of the General and Special Revenue funds will be around \$8.8 million.

Roger Roberts asked if September or October was an actual in the Cash Position Report. Mark reported that September was the actual. Mark further stated that this is only the General and Special Revenue Funds, not the Capital or Fiduciary Fund.

That concluded the Administrative Report.

MENTAL HEALTH AND ADDICTION SERVICES PROGRAM COMMITTEE

Lauren called on Marilyn Demma, the Program Committee Co-Chair, to give the Program Committee report. Marilyn stated that the Program Committee met on Tuesday October 6, 2015 at 5:30 p.m. at the Greene County ESC, 360 East Enon Road, Yellow Springs, Ohio. Marilyn stated that two presentations were given; one by Angela Dugger from NAMI and one by Wendy Doolittle from McKinley Hall and updates were given by Kent. Marilyn asked if anyone had any questions and stated that there was no action taken at the meeting. The minutes were accepted as submitted.

That concluded the Program Committee Report.

FINANCE COMMITTEE

Lauren stated that the Finance Committee met on October 2, 2015 at 7:30 a.m. at the MHRB Administrative Offices, 1055 East High Street, Springfield and called on Julie Anthony to give the report. Julie stated that the first item on the agenda was a motion to amend the county appropriations for calendar year 2015. She stated that the next agenda item was a motion to approve an adjustment to the Board Administration budget for state fiscal year 2016. The third agenda item was a motion to approve the calendar year 2016 appropriations to the county auditor's office. Next, Julie stated that Mark Huff reviewed the state fiscal year 2016 Revenue Sources attachment. The documents showed the revenue needed to support the budgeted expenditures for the current year and Mark walked members through the various reports that broke down the revenue in different ways. Julie then stated that Mark walked members through the tables with supporting information that described the Calendar Year 2016 Estimated Revenue and Appropriations. Last, Julie said federal/state base revenue and levy projections used in creating the 5 year projections were discussed.

Lauren stated that the last item mentioned was the most significant item. Kent explained that in SFY2009/2010 there were large state cuts, Medicaid elevation was on the way and other factors were coming into play. A clear way was needed to determine the way state money, that is not specific to a particular agency or program, is handled. The Board decided that for state money that is general allocation to take twenty percent (20%) off the top and divide it equally across the three counties. The remaining eighty percent (80%) is then divided on a per capita basis. The Board also made some decisions around how levy revenue would be projected so actual trends were looked at and then decisions were made about projecting levy revenue. Kent stated that as Mark has tracked this over the years, the levy revenue has trended higher than the projections. Kent said that looking at the levy revenue and assigning it to the communities and looking at Medicaid and various factors, the staff presented to the Committee several scenarios which are in the attachment to the minutes. After reviewing the scenarios, Kent stated that a more formal decision will be made by the Finance Committee in the spring.

Lauren then asked Kent if he could think of anything that might occur between now and spring that might lead the Board to want to revisit. Kent stated that a bi-annual budget review is unlikely this time because the Governor is preoccupied with other things right now. The levy revenue is solid so no real changes are anticipated. Kent stated that the Madison County levy is on the ballot now; Clark and Greene are not for a number of years so he does not anticipate anything that would cause a change.

Lauren read the recommendation.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFY AND CONFIRM THE ACTION TAKEN AT THE FINANCE COMMITTEE MEETING ON OCTOBER 2, 2015. APPROVED MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

THE FOLLOWING ITEMS ARE CONTAINED IN THIS MOTION: THE AMENDED BUDGET ADJUSTMENT STATE FISCAL YEAR 2016; ADMINISTRATION BUDGET ADJUSTMENT STATE FISCAL YEAR 2016; AND COUNTY APPROPRIATIONS CALENDAR YEAR 2016.

IT was MOVED BY JULIE ANTHONY, SECONDED BY KELLIE PHILLIPS TO RATIFY AND CONFIRM THE ACTIONS TAKEN BY THE FINANCE COMMITTEE ON OCTOBER 6, 2015.

MOTION CARRIED.

EXECUTIVE SESSION

Lauren asked that the Board go into Executive Session and 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 A PERSONNEL MATTER RELATING TO THE CONTRACT FOR THE NEW PRESIDENT/CEO, AS PERMITTED BY FEDERAL LAW, RULES OR STATE STATUTE.

IT was MOVED BY LAUREN ROSS AND SECONDED BY LINDA GRIFFITH TO ENTER INTO EXECUTIVE SESSION.

Michelle Humphrey then took the roll call vote and it was unanimous.

MOTION CARRIED.

The Board came out of Executive Session at 6:57 p.m.

IT WAS MOVED BY JOE KEFERL, SECONDED BY SCOTT ANGER TO APPROVE THE EMPLOYMENT AGREEMENT.

MOTION CARRIED.

MISCELLANEOUS

None.

AUDIENCE PARTICIPATION

John Frabotta from Fairborn addressed the membership regarding his concern that TCN will be moving from their current location at 600 Dayton-Yellow Springs Road. Mr. Frabotta stated that he has a family member who uses the services provided at that location and he had questions that he would like answered. Kent explained that TCN has talked about relocating a couple of miles over toward 675 but it is not definite. Kent also stated that the Board has no control over TCN's decision to move. Mr. Frabotta said that his concern is that there are many people in Fairborn who use the Dayton-Yellow Springs facility who will not have the means or transportation to travel to a new location. Mr. Frabotta also stated that he was concerned that if case managers had to travel further distances to meet with their clients in their homes, that would take up some of the time meant to be used with their clients. Mr. Frabotta further expressed his concern that payees would have to travel further to get their funds. Mr. Frabotta suggested to the Board that if TCN can't be convinced to stay in Fairborn that the Board look for another contractor who would take their place.

Lauren thanked Mr. Frabotta for sharing his concerns. Roger Roberts asked Kent if he had an idea where TCN is considering moving to and what the actual distance is. Kent stated that his understanding is that the new facility would be several miles from the current location. Roger suggested that the Board ask TCN if they have considered the impact that moving would make on their clients and what their plan is for addressing this problem. Kent stated that the lease at the Dayton-Yellow Springs building expires June 30, 2016. Jim Vernon suggested that on November 7, 2015 in Yellow Springs there will be a consortium of people that talk about all the things that people with mental illness deal with and part of that is transportation. Jim said that TCN will have two or three representatives there. Joe Keferl stated that he doesn't like feeling unsettled about what TCN's master plan is because it impacts how the Board is serving its communities. Joe asked that TCN meet with the Board to address questions that it might have about their strategic plan and why they are considering things that are atypical to our providers. Kent suggested that they come to the November meeting and present to the full Board. Lauren said she liked that idea because the Board does provide a significant amount of funding so there is some leverage, if not control.

BOARD MEMBER COMMENTS

Joe Keferl said that Wright State held an all-day event for domestic violence and sexual assault as a part of their Stand Strong, Be Strong Initiative. He stated that it was well-attended and another one will be held in 2016.

Ben Harrison stated that his church in Enon had a seminar about human trafficking. He said that a Springfield officer gave a presentation and people are very unaware of what is happening in this area.

ADJOURNMENT

A MOTION WAS MADE BY LINDA GRIFFITH AND THE MEETING WAS ADJOURNED BY CHAIR, LAUREN ROSS.

Kellie Phillips, Secretary

Michelle Humphrey, MHR Board Staff

Accounts Payable Register - October 2015

Vendor Name	Date	Description	Expenses
Auditor, Clark County	10/31/201	Salaries & Benefits	132,171.10
Boop, Nancy	10/2/2015	Business expense reimbursement, 8/25-9/24	244.38
	10/23/201	Business expense reimbursement, 9/30-10/14	560.13
Brain Lumber Company	10/16/201	Install cabinets, faucet, sink, counter, 1074 E. High	1,806.78
	10/16/201	Maintenance supplies	65.52
Cason Roofing	10/9/2015	Roof repair, 452 W Market	351.25
Churchill McGee of Ohio	10/23/201	Contractor pmt to 9/30/15, Anna St	140,484.74
Cintas Corporation Loc. 02	10/2/2015	Supplies	304.80
	10/2/2015	Uniforms and building supplies	190.32
	10/9/2015	Supplies	262.54
	10/9/2015	Uniforms and building supplies	51.87
	10/30/201	Uniforms, building supplies	637.76
City of Springfield	10/2/2015	1054 E. High	124.39
	10/2/2015	1055 E. High	60.22
	10/2/2015	1056 Mound	34.78
	10/2/2015	1061 E. High STORM	5.41
	10/2/2015	1067 E. High	38.62
	10/2/2015	1101 E. High	218.74
	10/2/2015	224 East St	37.78
	10/2/2015	224 East St rear	51.68
	10/2/2015	236 East St	96.19
	10/2/2015	255 East St	188.27
	10/9/2015	2608 E. High A	45.00
	10/23/201	1060 E. High STORM	16.69
	10/23/201	E. High St STORM	15.68
	10/30/201	1055 E. High	55.48
	10/30/201	1056 Mound	48.37
	10/30/201	1061 E. High STORM	5.41
	10/30/201	1067 E. High	24.40
	10/30/201	224 East St	42.52
	10/30/201	224 East St rear	56.42
	10/30/201	236 East St	101.50
	10/30/201	255 East St	238.61
Clark State Community College	10/16/201	Lease room for September MHRB Board meeting	90.00
CMG-Ohio-Subscribers-Springfield News-Sun	10/9/2015	1 year subscription	158.35
Collins, Alan E.	10/2/2015	October legal fees	4,179.63
Columbia Gas of Ohio, Inc.	10/16/201	1056 Mound	4.91
	10/16/201	224 East St	3.29
Companion Life	10/2/2015	October life insurance	41.80
	10/30/201	November life insurance	41.80
Connexion	10/16/201	Madison Co awareness billboard	1,495.00
	10/30/201	July Newsletter	1,058.76
	10/30/201	London Recovery Project Business Card	397.00
	10/30/201	Madison County AA/NA/AI Mini Brochure	1,570.00
	10/30/201	Madison County info Sheet Redesign	1,639.00
Cooper Security Systems	10/16/201	HSGC Oct-Dec alarm monitoring	66.00
Dayton Power & Light Co.	10/2/2015	600 Dayton-Yellow	1,372.98
	10/9/2015	189 Dayton Ave	299.06
	10/9/2015	476 W.Market	980.16
	10/16/201	452 W. Market	2,262.46
	10/23/201	513 Clover St	327.72
	10/30/201	600 Dayton-Yellow	1,094.84
Delaney Plumbing & Heating, LLC	10/9/2015	Backflow test, Clark Co properties	900.00
Doug Richey Construction & Maintenance	10/16/201	Install flood light, remove railroad ties, 209 Mound	800.00
Eastway Corporation	10/30/201	Independent evaluations	1,575.00
Elderly United	10/2/2015	August reimbursement	8,217.00
	10/30/201	September reimbursement	10,115.00
ERAtch Environmental, Inc.	10/23/201	Mold assessment/remediation, 600 DYS	750.00
Family Violence Prevention Center of Greene Co.	10/30/201	Mini grant reimbursement	3,037.04
Gemini Reliance	10/30/201	Gemini/Gambling logo shirts	232.00
Greene County ESC Learning Center	10/2/2015	Gosh.264 services thru Sept	27,998.17
	10/9/2015	Gosh.271 services thru Sept	8,191.52
	10/16/201	Gosh.278 services thru Sept	10,493.61
	10/30/201	Gosh.292 services thru Sept	2,887.06
Greene County Family & Children First Council	10/2/2015	August reimbursement	1,684.00
	10/2/2015	October Allocations	14,124.00
Greene County Juvenile Court	10/23/201	September reimbursement	3,751.00
Greene Leaf Therapeutic	10/2/2015	October Allocations	2,487.00
H.W. Mann & Sons Hauling Services	10/16/201	1054 E. High	175.00
	10/16/201	1101 E. High	350.00
	10/16/201	255 East St	95.00

(over)

Vendor Name	Date	Description	Expenses
Hart, Donna	10/9/2015	Business expense reimbursement, 7/1-9/29	59.80
Hassler Communication Systems Technology, Inc.	10/2/2015	Conference room line repair	212.75
	10/16/201	Purchase pre-paid hours	425.00
	10/16/201	Software support and PBX mgmt	227.00
	10/30/201	Cisco SMARTnet extended service agreement	163.37
Home City Tent & Awning Co.	10/30/201	Tent, chairs,tables 11/4, Cedar St	301.00
Housing Solutions of Greene County, Inc.	10/2/2015	October Allocations	11,457.00
	10/9/2015	Housing Assistance allocation	54,592.00
	10/23/201	Moving expenses, Anna St	6,593.86
	10/23/201	Reimburse utilities	1,110.71
Impact Network Solutions, Inc.	10/23/201	Long distance charges	10.00
James Flooring LLC	10/2/2015	Replace tile, 476 W Market	5,000.00
	10/23/201	Install cove base, 1055 E. High	2,024.00
Jani-Turf Maintenance Services, Inc.	10/16/201	September janitorial services	380.25
John's Sewer & Drain Cleaning	10/16/201	Open sewer line, 600 Dayton YS Rd	300.00
Karen Ezirim	10/30/201	Trauma Survivor Presentation, 10.7	200.00
Kettering Medical Center	10/2/2015	Special placements	2,100.00
Kevin Taylor	10/23/201	Business expense reimbursement, 5/24-9/23	682.36
Madison County Department of Family & Children	10/16/201	July-Sept reimbursement	9,267.00
Madison County Family Council	10/2/2015	October Allocations	1,912.00
	10/16/201	Special placements	3,400.00
Matt Talbot House	10/2/2015	October Allocations	5,959.00
McCall-Sharp Architecture, Ltd.	10/9/2015	Design phase, Cedar St	22,920.00
McKinley Hall, Inc.	10/2/2015	Clarb.264/Gosh.264 services thru Sept	18,540.45
	10/2/2015	October Allocations	9,067.00
	10/9/2015	Gosh.271 services thru Sept	22,795.67
	10/9/2015	Recovery Support allocation	28,461.00
	10/16/201	Gosh.278 services thru Sept	22,116.91
	10/23/201	Gosh.286 services thru Sept	12,902.26
	10/30/201	Gambler's Anonymous logo sweatshirts	2,500.00
	10/30/201	Gosh.292 services thru Oct	17,318.88
Megacity Fire & Security	10/9/2015	Annual fire extinguisher inspection, 1054 E. High	15.00
	10/9/2015	Annual fire extinguisher inspection, 1055 E. High	44.20
	10/9/2015	Annual fire extinguisher inspection, 224 East	12.50
	10/9/2015	Annual fire extinguisher inspection, 2608 High	10.00
	10/9/2015	Annual fire extinguisher inspection/svc, 1067 E High	46.70
	10/9/2015	Annual fire extinguisher inspection/svc, 1101 E. High	315.60
	10/9/2015	Annual fire system inspection/service 222 East	133.45
	10/9/2015	Fire extinguisher, 1056 Mound	80.00
	10/9/2015	Fire systems service/repair, 255 East	366.65
	10/9/2015	Range guard repair, 236 East	85.95
Mental Health Services for Clark & Madison Counties	10/2/2015	October Allocations	82,951.00
	10/9/2015	Gosh.271 services thru July	133,610.68
	10/9/2015	Housing Assistance, Recovery Support allocation	67,275.00
	10/23/201	Gosh.286 services thru Aug	183,847.40
	10/30/201	FY2015 Risk Pool and reconciliation	79,985.00
Michelle Humphrey	10/23/201	Business expense reimbursement, 6/30-10/7	179.83
Mitchell Painting	10/23/201	Paint offices, kitchen, restrooms, 1055 E. High	3,100.00
NAMI of Clark & Greene Co.	10/2/2015	October Allocations	22,473.00
Nancy Williams	10/23/201	Business expense reimbursement, 9/11-9/24	46.58
National Seminars Training	10/9/2015	Supervisor Skills training, M. Humphrey	299.00
Nova House Assoc., Inc.	10/9/2015	Hot Spot: Detox residential services	2,430.00
	10/30/201	Hot Spot: Detox residential services	1,890.00
OACBHA Foundation	10/23/201	Recovery is Beautiful items	144.00
Oesterlen Services for Youth	10/2/2015	October Allocations	16,250.00
Ohio Edison	10/2/2015	1054 E. High	290.55
	10/2/2015	1055 E. High	963.80
	10/2/2015	1056 Mound	209.71
	10/2/2015	1067 E. High	43.27
	10/2/2015	1067 E. High 1	38.34
	10/2/2015	1067 E. High 2	102.99
	10/2/2015	1067 E. High 3	193.06
	10/2/2015	1067 E. High 4	117.35
	10/2/2015	1101 E. High	3,400.84
	10/2/2015	224 East St	202.49
	10/2/2015	224 East St rear	433.20
	10/2/2015	236 East St	345.48
	10/2/2015	255 East St	404.85
	10/2/2015	2608 E. High A	175.16
	10/2/2015	2608 E. High B	248.25
	10/30/201	1054 E. High	142.11
	10/30/201	1055 E. High	709.30

Vendor Name	Date	Description	Expenses	
Ohio Edison (continued)	10/30/201	1056 Mound	160.99	
	10/30/201	1067 E. High	42.99	
	10/30/201	1067 E. High 1	31.92	
	10/30/201	1067 E. High 2	82.48	
	10/30/201	1067 E. High 3	95.07	
	10/30/201	1067 E. High 4	56.96	
	10/30/201	1101 E. High	2,427.10	
	10/30/201	224 East St	131.72	
	10/30/201	224 East St rear	326.59	
	10/30/201	236 East St	242.37	
	10/30/201	255 East St	257.05	
	10/30/201	2608 E. High A	126.30	
	10/30/201	2608 E. High B	262.34	
	PNC Bank	10/9/2015	Utility payments	2,393.60
		10/23/201	Utility payments	454.59
	PNC Bank, N.A.	10/16/201	Mortgage payment	7,628.67
	Project Woman	10/9/2015	Gosh.271 services thru Sept	8,561.27
10/23/201		Gosh.286 services thru Sept	10,386.98	
R.D. Bennett Construction, Inc.	10/23/201	Basement repairs, 600 Dayton-YS Rd	32,562.00	
Roto Rooter	10/2/2015	Clean sewer pipe, 600 E Dayton YS Rd	700.00	
Runnels, Roselin	10/23/201	Business expense reimbursement, 7/9-9/29	1,349.10	
Sheehan Bros. Vending, Inc.	10/30/201	Coffee and supplies	133.30	
Simonton, Jeanne M.	10/2/2015	ECMH Consultation Services	2,216.60	
	10/9/2015	ECMH Consultation Services	2,969.35	
	10/30/201	ECMH Consultation Services	1,353.57	
Sparkle-N-Shine, LLC	10/2/2015	Emergency cleaning, 600 Dayton YS Rd	160.00	
Speedway SuperAmerica	10/2/2015	Fuel purchases	83.33	
	10/30/201	Fuel purchases	49.60	
Springfield Pro Cleaning Services	10/23/201	Janitorial services	1,895.00	
	10/23/201	Janitorial supplies	125.23	
Staples, Inc.	10/2/2015	Office supplies	98.97	
	10/23/201	Office supplies	139.62	
Stute, Tracey	10/9/2015	Business expense reimbursement, 8/17-9/25	522.35	
TCN Behavioral Health Services, Inc.	10/2/2015	Gosh.264 services thru Sept	60,514.33	
	10/2/2015	October Allocations	26,520.00	
	10/9/2015	Gosh.271 services thru Sept	68,747.33	
	10/9/2015	Recovery Support allocation	33,319.00	
	10/16/201	Clarb.278/Gosh.278 services thru Sept	59,704.21	
	10/23/201	Clarb.286/Gosh.286 services thru Sept	77,544.37	
	10/23/201	Contract payout claims corrections	613.15	
	10/23/201	Temporary housing allocation	5,175.00	
	10/30/201	Clarb.292/Gosh.292 services thru Oct	76,274.76	
	Vectren Energy Delivery	10/2/2015	600 Dayton-Yellow	48.98
		10/16/201	189 Dayton Ave	60.32
10/16/201		452 W.Market	64.40	
10/16/201		476 W.Market	83.96	
10/16/201		619 Xenia	54.80	
10/16/201		619 Xenia Rear	34.61	
10/23/201		513 Clover St	43.50	
Village of Yellow Springs	10/9/2015	113 E.N College St	183.38	
	10/9/2015	619 Xenia Ave	522.10	
WellSpring	10/2/2015	August reimbursement	5,745.56	
Women's Recovery Center	10/2/2015	October Allocations	12,415.00	
Wright State Physicians, Inc.	10/2/2015	Independent evaluations	600.00	
Youngman, Kent	10/23/201	Business expense reimbursement, 9/14-10/8	1,148.14	

Cash Disbursements	1,767,637.98
October YTD Expense	5,382,224.04
September YTD Expense	3,608,789.74
Change in Expense	1,773,434.30
Cash Disbursement - Change in Expense	(5,796.32)
Reconcile Items	
NAMI rent allocation reduction	3,628.00
County Collection fees	2,168.32
Reconcile Items Total	5,796.32
difference	0.00

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Cash Position and Fund Balances

As of 10/31/2015

(In Whole Numbers)

	General Fund	Special Revenue Fund	Capital Projects	Fiduciary Fund	Total
Cash Receipts					
Taxes	4,228,723	0	0	0	4,228,723
Intergovernmental	665,081	1,537,153	166,291	0	2,368,525
Rental	224,804	0	0	0	224,804
Miscellaneous	11,115	0	0	0	11,115
Total Cash Receipts	5,129,723	1,537,153	166,291	0	6,833,167
Cash Disbursements					
Salaries	(316,135)	0	0	0	(316,135)
Benefits	(93,168)	0	0	0	(93,168)
Treatment Services	(2,505,927)	(1,835,076)	0	(18,956)	(4,359,960)
Professional Services	(43,143)	0	0	0	(43,143)
Operating	(12,839)	0	0	0	(12,839)
Rent/Utilities	(87,287)	0	0	0	(87,287)
Repairs/Maintenance	(11,489)	0	0	0	(11,489)
Capital Outlays/Equipment	(150,722)	0	(166,291)	(23,163)	(340,175)
Advertising/Printing	(3,695)	0	0	0	(3,695)
Principle/Interest	(30,515)	0	0	0	(30,515)
Insurance	(9,252)	0	0	0	(9,252)
Lease	(2,934)	0	0	0	(2,934)
Travel/Conference	(10,035)	0	0	0	(10,035)
Other	(61,597)	0	0	0	(61,597)
Total Cash Disbursements	(3,338,738)	(1,835,076)	(166,291)	(42,119)	(5,382,224)
Total receipts over/(under) disbursements	1,790,985	(297,923)	0	(42,119)	1,450,943
Other financing receipts/(disbursements)					
Advance To/From	(565,585)	565,585	0	0	0
Transfer In/Out	(125,000)	125,000	0	0	0
Proceeds from Sale of Assets	1,000	0	0	0	1,000
Total Other financing receipts/(disbursements)	(689,585)	690,585	0	0	1,000
Excess cash receipts over/(under) disbursements	1,101,400	392,662	0	(42,119)	1,451,943
Fund Balance at beginning of year					
	9,991,416	325,049	0	587,465	10,903,930
Fund balances at end of period					
	11,092,816	717,711	0	545,346	12,355,874

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

General Fund

FY 2016

From 10/1/2015 Through 10/31/2015

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
Cash Receipts					
Taxes	10,035,308	10,035,308	0	4,873,487	(5,161,821)
Rental	692,346	692,346	0	224,804	(467,542)
Miscellaneous	<u>9,180</u>	<u>9,180</u>	<u>0</u>	<u>12,115</u>	<u>2,935</u>
Total Cash Receipts	10,736,834	10,736,834	0	5,110,406	(5,626,428)
Cash Disbursements					
Salaries	1,065,714	1,143,358	77,644	316,135	827,223
Benefits	312,646	324,523	11,877	93,168	231,355
Treatment Services/Activities	8,968,993	8,953,202	(15,791)	1,502,333	7,450,869
Professional Services	127,710	127,710	0	43,143	84,567
Operating	53,789	53,789	0	12,415	41,374
Rent/Utilities	352,209	352,209	0	75,955	276,254
Repairs/Maintenance	32,600	32,600	0	9,226	23,374
Capital Outlay/Equipment	423,050	464,074	41,024	135,327	328,747
Advertising/Printing	15,000	15,000	0	3,695	11,305
Principle/Interest	91,545	91,545	0	30,515	61,030
Insurance	46,773	46,773	0	20,682	26,091
Lease	11,000	11,000	0	2,934	8,066
Travel/Conference	38,800	38,800	0	7,717	31,083
Other	<u>203,950</u>	<u>203,950</u>	<u>0</u>	<u>61,366</u>	<u>142,584</u>
Total Cash Disbursements	11,743,779	11,858,533	114,754	2,314,608	9,543,925
Transfers/Advances					
Advance In/(Out)	0	0	0	(565,585)	(565,585)
Transfer In/(Out)	<u>(125,000)</u>	<u>(125,000)</u>	<u>0</u>	<u>575,000</u>	<u>700,000</u>
Total Transfers/Advances	(125,000)	(125,000)	0	9,415	134,415
Cash Receipts Over/(Under) Disbursements	<u><u>(1,131,945)</u></u>	<u><u>(1,246,699)</u></u>	<u><u>(114,754)</u></u>	<u><u>2,805,213</u></u>	<u><u>4,051,912</u></u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Special Revenue Fund

FY 2016

From 10/1/2015 Through 10/31/2015

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
Cash Receipts					
Intergovernmental	3,429,510	3,868,939	439,429	1,562,153	(2,306,786)
Miscellaneous	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>(5,000)</u>
Total Cash Receipts	3,434,510	3,873,939	439,429	1,562,153	(2,311,786)
Cash Disbursements					
Treatment Services/Activities	<u>3,467,257</u>	<u>4,041,153</u>	<u>573,896</u>	<u>1,617,484</u>	<u>2,423,669</u>
Total Cash Disbursements	3,467,257	4,041,153	573,896	1,617,484	2,423,669
Transfers/Advances					
Advance In/(Out)	0	0	0	565,585	565,585
Transfer In/(Out)	<u>172,801</u>	<u>172,801</u>	<u>0</u>	<u>172,801</u>	<u>0</u>
Total Transfers/Advances	172,801	172,801	0	738,386	565,585
Cash Receipts Over/(Under) Disbursements	<u>140,054</u>	<u>5,587</u>	<u>(134,467)</u>	<u>683,055</u>	<u>677,468</u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Capital Projects

FY 2016

From 10/1/2015 Through 10/31/2015

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
Cash Receipts					
Intergovernmental	583,360	583,360	0	166,291	(417,069)
Miscellaneous	<u>263,001</u>	<u>263,001</u>	<u>0</u>	<u>0</u>	<u>(263,001)</u>
Total Cash Receipts	846,361	846,361	0	166,291	(680,070)
Cash Disbursements					
Capital Outlay/Equipment	<u>846,361</u>	<u>846,361</u>	<u>0</u>	<u>166,291</u>	<u>680,070</u>
Total Cash Disbursements	846,361	846,361	0	166,291	680,070
Cash Receipts Over/(Under) Disbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Fiduciary Fund

FY 2016

From 10/1/2015 Through 10/31/2015

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
Cash Receipts					
Intergovernmental	<u>183,647</u>	<u>0</u>	<u>(183,647)</u>	<u>0</u>	<u>0</u>
Total Cash Receipts	<u>183,647</u>	<u>0</u>	<u>(183,647)</u>	<u>0</u>	<u>0</u>
Cash Disbursements					
Treatment Services/Activities	<u>0</u>	<u>237,985</u>	<u>237,985</u>	<u>8,100</u>	<u>229,885</u>
Capital Outlay/Equipment	<u>188,999</u>	<u>188,999</u>	<u>0</u>	<u>23,163</u>	<u>165,837</u>
Total Cash Disbursements	<u>188,999</u>	<u>426,984</u>	<u>237,985</u>	<u>31,263</u>	<u>395,721</u>
Transfers/Advances					
Transfer In/(Out)	<u>188,999</u>	<u>426,984</u>	<u>237,985</u>	<u>440,582</u>	<u>13,598</u>
Total Transfers/Advances	<u>188,999</u>	<u>426,984</u>	<u>237,985</u>	<u>440,582</u>	<u>13,598</u>
Cash Receipts Over/(Under) Disbursements	<u><u>183,647</u></u>	<u><u>0</u></u>	<u><u>(183,647)</u></u>	<u><u>409,319</u></u>	<u><u>409,319</u></u>

Executive Committee Summary
Friday, November 6, 2015

The Executive Committee met on Friday, November 6, 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: Lauren Ross, Chair; Julie Anthony, Marilyn Demma, Jim Vernon

Staff: Dr. Kent Youngman, Michelle Humphrey, Dr. Greta Mayer

Lauren Ross, Chair, opened the meeting by welcoming all those present. She then asked Kent to review the proposed MHRB Table of Organization (T.O.). Kent explained that he is leaving at the end of December, Kevin Taylor is changing his role, Marianna Worley is retiring December 31, 2015 and moving to Atlanta and Roselin is planning to retire sometime in March 2016. Kent stated that he looks at this as an opportunity for Greta to realign the T.O. to fit her vision. He also stated that the proposed T.O. stays within the current budget. Kent then asked Greta to explain the changes.

Greta passed out the attached Revised T.O. and explained that Michelle Humphrey, who is currently the Administrative Assistant, will be promoted to the newly created position of Administrative and HR Manager. The Support Specialist position will be eliminated and those duties will be combined with the existing Administrative Assistant position which will be filled by a new hire. This position will provide support to the Program Administration Team. Greta explained that Kevin Taylor's current title is Director of MIS & Financial Services and the duties of this position will be split into two director positions upon his retirement in December 2015. One of these positions is Director of MIS & Data Center, which will be reduced to 32 hours per week. This position will incorporate all information technology, GOSH and other data management systems. Nancy William currently holds the title of MIS & Financial Administrative Assistant which will be changed to MIS & Data Center Assistant to align with her current technology support and GOSH duties. Providing reports to the Assistant Director of Finance will continue and Nancy's job duties will remain the same. Greta explained that Mark Huff, who is currently the Assistant Director of Finance, will be promoted to a new position of Director of Finance. This position will provide current financial oversight along with expanded analysis and projection duties. This director will supervise the Assistant Director of Finance. Donna Hart's current title is Accountant. Donna will be promoted to the Assistant Director of Finance position. The Accountant position will become a part-time position and will remain vacant. This position could support Finance and/or MIS and Data Center, depending on future areas of growth.

Kent stated that Kevin's new position is projected to pay for itself and that Kevin feels that he will be able to provide services to two to three more Boards.

Lauren asked if there were past applicants for the Administrative Assistant that might fit the Board's needs. Michelle stated that there are two potential applicants and that she will review them with Greta. Lauren also stated that the T.O. seems to be well laid out and asked if there would be additional expense but still within budget. Kent and Greta both stated there may be some additional expense but that the new alignment will stay within the current budget.

Jim Vernon suggested changing some of the solid lines on the T.O. to dashes to better show who is actually supervising a position.

Lauren then moved to approve the recommendation as follows.

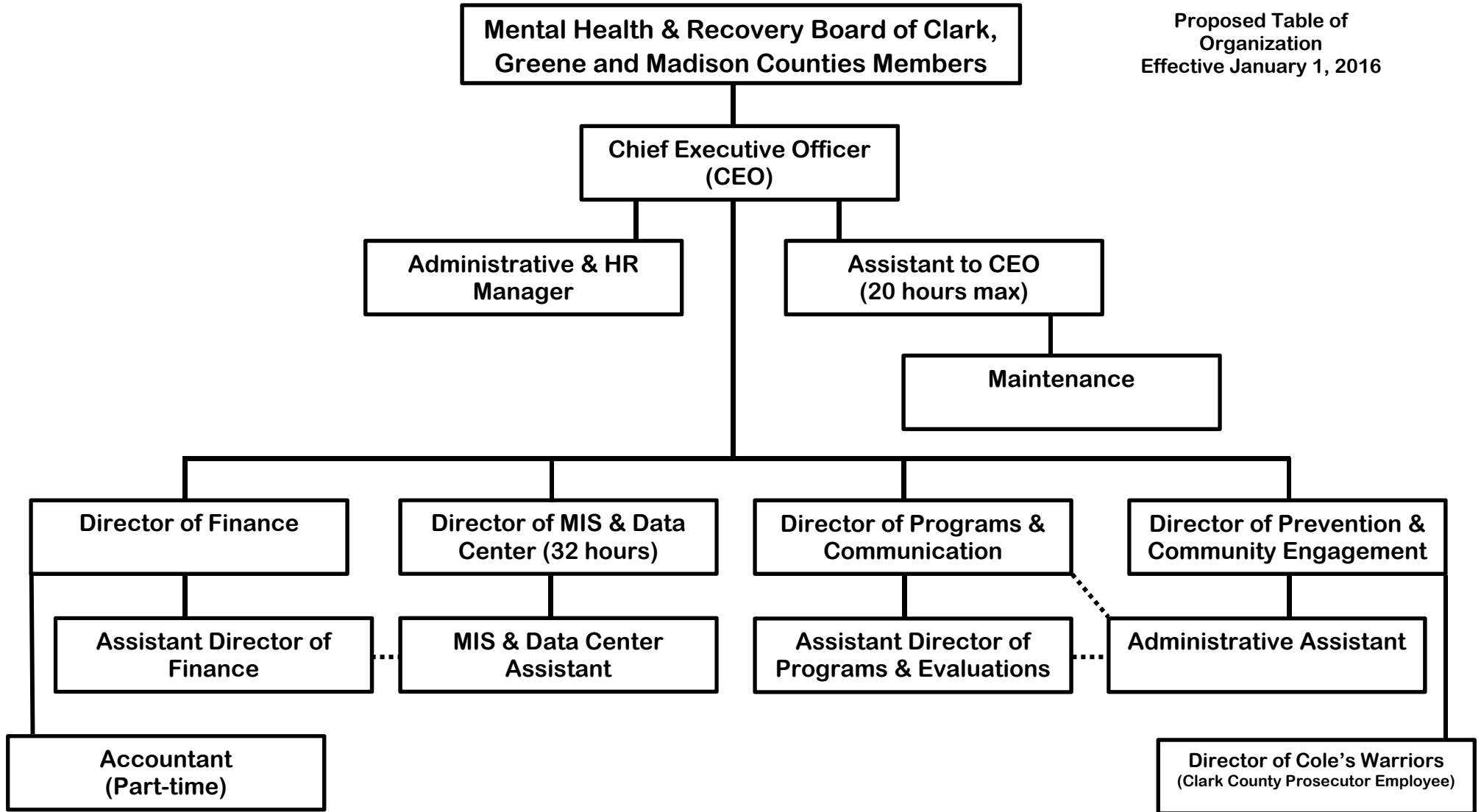
IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE REVISED SFY 2016 TABLE OF ORGANIZATION EFFECTIVE JANUARY 1, 2016.

It was seconded by Jim Vernon to adopt the proposed Table of Organization effective January 1, 2016. Motion carried.

There being no further business, a motion was made by Lauren Ross to adjourn.

ATTACHMENT D-1

**Proposed Table of
Organization
Effective January 1, 2016**



**REVISED TABLE OF ORGANIZATION
STATE FISCAL YEAR 2016**

The proposed table of organization reflects administrative Board staff changes due to several retirements. These retirements have created an opportunity to update, eliminate, and create new positions. There will be four directors, instead of three; two full-time positions will be eliminated; and three new positions will be created (in **bold** below). Employment hours are noted for less than full-time employees. One part-time accountant position will remain vacant. The changes are summarized in the narrative below and correspond to the current salary schedule.

Administrative Assistant

Michelle Humphrey currently fills this position. This position will replace the *Support Specialist* position and provide greater administrative coordination and support for program and prevention staff. Current receptionist, office management, and fiscal/MIS Support Specialist duties will continue.

Support Specialist

Marianna Worley currently occupies this position. This position will be eliminated December 2015 following her retirement. Current duties will be expanded to include communication and technological skills within the *Administrative Assistant* position.

Administrative & HR Manager

This is a new position which will incorporate current Board and Mental Health Foundation administrative support, office management, and communication. Expanded duties include human resources, multimedia/social networking, and contract management.

Director of MIS & Financial Services

Kevin Taylor currently fills this position. The duties of this position will be split into two director positions upon his retirement December 2015. One of these positions is ***Director of MIS & Data Center***, which will be reduced to 32 hours per week. The position will incorporate all information technology, GOSH, and other data management systems.

MIS & Financial Administrative Assistant

Nancy Williams currently fills this position which will be renamed *MIS & Data Center Assistant* to align with her current technology support and GOSH duties. Providing reports to the *Assistant Director of Finance* will continue.

Director of Finance

This is a new director position to provide current financial oversight along with expanded analysis and projection duties. This director supervises the *Assistant Director of Finance*, which is currently filled by Mark Huff.

Accountant

Donna Hart currently occupies this full-time position. This position will become a part-time position and will remain vacant. This position could support Finance and/or MIS and Data Center, depending on future areas of growth.

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE REVISED SFY 2016 TABLE OF ORGANIZATION EFFECTIVE JANUARY 1, 2016.

**YOUTH LED PREVENTION
STATE FISCAL YEAR 2016**

Each year the Mental Health & Recovery Board of Clark, Greene and Madison Counties (MHRB) receives a grant allocation from the Ohio Department of Mental Health & Addiction Services for the purpose of purchasing youth led prevention activities. The available funding is rotated by county across in the region. Last year, Clark County youth were the focus of youth led prevention activities through Wittenberg University's Hagen Center for Civic & Urban Engagement. In SFY 2016, the following deliverables would target Madison County youth under the direction of Thinking Before Sinking, LLC and in partnership with Madison County Department of Family & Children/Family Council:

1. Recruit and train at least 7-12 teens for the Emerging Leaders youth council to address alcohol prevention through planning and facilitating peer and parent education sessions.
2. Coordinate and facilitate at least three wreckED workshop presentations, a teen-oriented substance abuse prevention and education program that teaches about the realities and consequences of substance abuse.
3. Coordinate and conduct a one day alcohol prevention seminar, Power of Me, with teens from all local high schools.
4. Coordinate and facilitate a parent component, Parents 360, which is a program that has demonstrated a significant increase in adults' knowledge of substance abuse and enhanced their confidence in talking with their teens about the subject.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH THINKING BEFORE SINKING, LLC IN THE AMOUNT OF \$5, 587 FOR THE PROVISION OF YOUTH LED PREVENTION ACTIVITIES IN MADISON COUNTY DURING SFY 2016. PAYMENT WILL BE ON A COST-REIMBURSEMENT GRANT BASIS.