



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

Help for Today. Hope for Tomorrow.

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BOARD AGENDA
TUESDAY, FEBRUARY 16, 2016
6:00 - 6:30 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
- 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.

I. OPENING REMARKS

Lauren Ross, Chair

A. Welcome Guests & Introductions

II. APPROVAL OF MINUTES - January 19, 2016

Attachment A

III. REVIEW OF ACCOUNTS PAYABLE REGISTER

Attachment B

IV. CEO REPORT

Greta Mayer

- A. Swearing in of Board Members -
Scott Anger, Linda Griffith, Jim Hutchins,
Kim Michael
- B. Board/Agency Contract –120 Day Notice
- C. Board Retreat
- D. Recognize Roselin Runnels

Attachment C

V. ADMINISTRATIVE

A. MHR Board Financial Update

Attachment D

- 1. Board Financials – January, 2016

Mark Huff

VI. MENTAL HEALTH AND ADDICTION SERVICES

A. Program Committee Summary

Attachment E

Report of Committee Chair – February 2, 2016

- 1. Ratify and Confirm Action Taken at Program Committee Meeting – February 2, 2016
 - a. Recommendation

VII. FINANCE

Julie Anthony, Chair

A. Finance Committee Summary – February 5, 2016

Attachment F

- 1. Ratify and Confirm Action Taken at Finance Committee Meeting – February 5, 2016
 - a. Recommendation

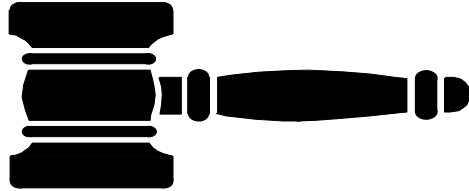
(AGENDA CONTINUED ON REVERSE SIDE)

VIII. MISCELLANEOUS

IX. AUDIENCE PARTICIPATION

X. BOARD MEMBER COMMENTS

XI. ADJOURNMENT



MINUTES – January 19, 2016

The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Tuesday, January 19, 2016 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; Scott Anger, Lexie Boblitt, Marilyn Demma, Dr. Linda Griffith, Dr. Joe Keferl, Kimberly Michael, Kellie Phillips, Roger Roberts, Julie Vann, Jim Vernon.*

Staff: Dr. Greta Mayer, CEO; Dr. Tammy Collins, Donna Hart, Michelle Humphrey, Roselin Runnels and Tracey Stute

GUESTS: *Dawn Hawks, Housing Solutions, Inc.
Amanda VanTress, Housing Solutions, Inc.*

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 November 16, 2015 Mental Health & Recovery Board meeting was reviewed.

IT was MOVED BY MARILYN DEMMA, SECONDED BY KIM MICHAEL TO APPROVE THE MINUTES FOR THE NOVEMBER 16, 2015 BOARD MEETING AS SUBMITTED.

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. Greta Mayer to give the CEO report. Greta began the report by thanking the membership and Board staff for helping her during her transition into CEO. She also thanked Michelle Humphrey for the extra work that she has put forth since Marianna Worley's retirement. Greta then announced that Susan Hewitt has been hired to fill Marianna's position and will begin February 1, 2016. Next, Greta introduced and welcomed Dr. Tammy Collins as the Board's new Director of Prevention and Community Engagement. She also announced that current Board staff member, Tracey Stute, will be promoted to Director of Programs and Communications as Roselin Runnels will be retiring at the end of February. Greta stated that the staff is excited about Tracey moving into her new role.

Then, Greta announced that the Board Retreat will be held at Springfield Country Club, a different location from previous years, from 8:30 a.m. to 1:00 p.m. on Saturday, March 12, 2016. Greta said that the topic will focus on the opiate epidemic: what is working and local effective practices. Roselin invited doctors from our partner agencies to participate in a panel discussion, including use of Medication Assisted Treatment. Greta asked the membership to think about questions that they would like to ask of the local experts. Greta also asked the membership to begin thinking about their goals for the Board. Greta stated that there will be an update on the Strategic Plan and an opportunity during that time for feedback. There will be a more in-depth discussion on the Strategic Plan at a future date.

Next, Greta announced that Legislative Day will be on January 26, 2016 and is annually organized by the Ohio County Behavioral Health Authorities. Greta plans to meet with local legislators to describe our system and communicate the Board's vision to them.

Last, Greta stated that current Board members, Kim Michael, Jim Hutchins, Scott Anger and Linda Griffith, will be sworn in at the February 16, 2016 Board meeting as they begin their new terms.

Lauren asked Greta if she will be publically announcing the new staff members and staff changes somewhere. Greta stated that Tammy is beginning to be infused into the community groups but a formal notice has not been released yet.

That concluded the CEO report.

ADMINISTRATIVE

Lauren called on Donna Hart to review the Mental Health & Recovery Board financials. Donna referred the membership to Attachment C in the agenda packet and first reviewed the Statement of Cash Position and Fund Balances as of December 31, 2015. This report is strictly on a cash basis with total cash receipts of \$7,384,312 and total disbursements of (\$8,045,013) with excess cash receipts under disbursements of (\$660,701) and an ending fund balance as of December 31, 2015 of \$11,170,727.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2016 activity. The General Fund had an ending cash balance of \$2,402,659; special revenue had a balance of \$186,479; Capital Projects had a balance under disbursements of (\$263,599); and fiduciary had a balance of \$358,127.

The next section Donna reviewed was the Budget to Actual – Administration Budget Summary for SFY 2016 activity. First and second quarter actual expenses were \$702,681 against the annual budget of \$1,792,457 for a 61% remaining balance.

The next section reviewed was Budget to Actual – Facility Summary for SFY 2016 activity. Year to date actual expenses were \$448,080 against the annual budget of \$1,024,624 for a 56% remaining balance.

The last section reviewed was the Cash Position (Actual and Projected) for period ending December 31, 2015. This report projects that by this time next year, the combined cash balance of the General and Special Revenue funds will be around \$8.2 million.

That concluded the Administrative Report.

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 January 5, 2016 at 5:30 p.m. at the Greene County ESC, 360 East Enon Road, Yellow Springs, Ohio. Marilyn stated that Dr. Tammy Collins was introduced as the newly hired Director of Prevention and Community Engagement for the Board. Marilyn said the Committee next heard from Wendy Doolittle, CEO, McKinley Hall, regarding a Criminal Justice Behavioral Health Linkages grant award from the state department. Wendy explained the program and how the funds would be used. Next, Marilyn said that the Board had also applied for and received a grant on behalf of Housing Solutions for Employment Opportunities Within Housing Agencies. Amanda VanTress from Housing Solutions was asked to describe how the monies would be spent.

Marilyn then 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 BY THE PROGRAM COMMITTEE ON JANUARY 5, 2016. MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

IT was MOVED BY LINDA GRIFFITH, SECONDED BY JIM VERNON TO RATIFY AND CONFIRM THE ACTION TAKEN AT THE PROGRAM COMMITTEE MEETING ON JANUARY 5, 2016.

MOTION CARRIED.

That concluded the Program Committee Report.

COMBINED EXECUTIVE COMMITTEE & BUILDINGS & GROUNDS COMMITTEE

Lauren stated that the Combined Executive Committee and Buildings & Grounds Committee met on January 14, 2016. Lauren stated that the committee reviewed a recommendation for the McKinley Hall Building & Renovation Project. Lauren said that Nancy Boop updated the Committees on the status of the McKinley Hall project. Nancy told the

Committees that McKinley Hall now owns the property located at 2624 Lexington Avenue and it is asking that the Board disburse \$500,000 representing matching funds for the Ohio Department of Mental Health and Addiction Services Capital Grant of \$500,000 as they begin incurring costs for the project.

Lauren said the next item discussed was a recommendation for TCN Behavioral Health Services (TCN) SFY 2016 Allocation. Lauren stated that the sale of the 452 West Market Street property to TCN was finalized on December 16, 2015. Lauren then explained that TCN had previously leased the property from the Board at an annual amount of \$179,206; the MHR Board paid all utilities and insurance. The insurance coverage has been cancelled and all of the utilities have been transferred to TCN. Included in the Board's annual allocation to TCN is the amount for lease payments to the Board. Accordingly, due to the sale of the property, the annual allocation to TCN will be reduced for a six month period in SFY 2016. This reduction represents six month's rent less the six month three year average for utilities and insurance.

Lauren asked if there were any comments and 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 BY THE COMBINED EXECUTIVE COMMITTEE AND BUILDINGS & GROUNDS COMMITTEE MEETING ON JANUARY 14, 2016. THE APPROVED MOTION IS CONTAINED IN THE MEETING SUMMARY.

IT was MOVED BY SCOTT ANGER, SECONDED BY KELLIE PHILLIPS TO RATIFY AND CONFIRM THE ACTION TAKEN BY THE COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEE MEETING ON JANUARY 14, 2016.

MOTION CARRIED.

That concluded the Combined Executive Committee and Buildings & Grounds Committee Report.

MISCELLANEOUS

Lauren called on Greta to discuss any miscellaneous items. Greta stated that Marianna Worley sent a thank you note to the membership for her retirement gift and all of the kind words of encouragement that were given her.

AUDIENCE PARTICIPATION

None.

BOARD MEMBER COMMENTS

Dr. Joe Keferl discussed the situation that is in the news regarding Wright State. He pointed out their commitment to providing high quality programs and developing effective community partnerships. Julie Vann stated that Greta will be speaking at the Beavercreek Women's League opiate forum on Prevention, Treatment & Recovery which will be on February 3, 2016 at 10:30 a.m. at Peace Lutheran Church. Joe also stated that, for the first time ever, all

of the Deans from health-related colleges held their first meeting last Thursday. Dr. Linda Griffith stated that the Department of Psychiatry under the School of Medicine is also starting an initiative relating to opiates. Last, Marilyn stated that she appreciated the articles that the membership was given in their packets. She stated that one of the articles, "Weed Better Think About This," written by the Ohio Farm Bureau, reminded her about the defeated marijuana legislation in Ohio and that the Board needs to begin thinking about its position on potential future legislation about medical marijuana.

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 - January 2016

Vendor Name	Date	Description	Expenses
Advanced Mechanical Services, Inc.	1/8/2016	Furnace repair, 1055 E High	127.50
	1/8/2016	Furnace repair, 222 East St	127.50
All Phase Electric Supply Co.	1/15/2016	Building supplies	140.31
Auditor, Clark County	1/31/2016	Salaries & Benefits	314,477.28
Boop, Nancy	1/8/2016	Business expense reimbursement, 12/17-12/30	98.90
Brad Lander, PhD, LICDC	1/8/2016	Greene County Community Forum	525.00
Brain Lumber Company	1/22/2016	Maintenance supplies	158.33
Churchill McGee of Ohio	1/8/2016	Baseboard, 1480 Anna St	402.00
	1/15/2016	Misc repairs, 1480 Anna St	613.00
Cintas Corporation Loc. 02	1/8/2016	Building supplies	256.47
	1/8/2016	Uniforms and building supplies	226.56
	1/15/2016	Building supplies	223.03
	1/15/2016	Uniforms and building supplies	51.87
	1/29/2016	Building supplies	215.80
	1/29/2016	Uniforms and building supplies	190.32
City of Springfield	1/8/2016	2608 E. High A	39.76
	1/22/2016	233 N Race STORM	1.69
	1/22/2016	617-619 Cedar STORM	5.37
Clark County Department of Job & Family Service	1/15/2016	FY16 Jul-Mar Shared Placement funding	83,994.00
Clark County Family & Children First Council	1/8/2016	Regional TIC Workshop	2,017.31
Clark State Community College	1/8/2016	Lease room for November MHRB Board meeting	90.00
Collins, Alan E.	1/8/2016	January legal fees	4,179.63
Columbia Gas of Ohio, Inc.	1/15/2016	1054 E. High	286.36
	1/15/2016	1055 E. High	174.86
	1/15/2016	1056 Mound	171.76
	1/15/2016	1067 E. High 1	136.95
	1/15/2016	1067 E. High 2	80.23
	1/15/2016	1067 E. High 3	40.57
	1/15/2016	1067 E. High 4	115.22
	1/15/2016	1101 E. High	1,765.28
	1/15/2016	224 East St rear	146.98
	1/15/2016	236 East St	150.96
	1/15/2016	255 East St	222.29
	1/22/2016	224 East St	297.75
	1/22/2016	2608 E. High ES	63.55
	1/22/2016	2608 E. High WS	103.53
Cooper Security Systems	1/15/2016	Monthly monitoring, HSGC	66.00
Dayton Power & Light Co.	1/15/2016	189 Dayton Ave	184.51
	1/15/2016	476 W. Market	770.01
	1/22/2016	452 W. Market	1,899.10
	1/22/2016	513 Clover St	234.87
	1/29/2016	600 Dayton-Yellow	1,049.17
Doctor Drain	1/29/2016	Plumbing, 1101 E High	95.00
Doug Richey Construction & Maintenance	1/29/2016	Install kitchen cabinets & counters, 255 East St	11,350.00
Eastway Corporation	1/15/2016	Independent evaluations	2,925.00
Elderly United	1/8/2016	November reimbursement	11,178.00
	1/29/2016	Mini grant	221.34
Geisler I.T. Services, LLC	1/15/2016	GOSH Server	4,500.00
Greene County ESC Learning Center	1/8/2016	Gosh.355 services thru Dec	10,800.56
	1/22/2016	Gosh.011 services thru Dec	7,202.84
	1/29/2016	Gosh.019 services thru Jan	8,669.73
Greene County Family & Children First Council	1/8/2016	January Allocations	14,124.00
Greene Leaf Therapeutic	1/8/2016	January Allocations	2,487.00
Greta Mayer	1/8/2016	Business expense reimbursement, 9/29-10/30	23.00
H.W. Mann & Sons Hauling Services	1/15/2016	1054 E. High	175.00
	1/15/2016	1101 E. High	360.00
	1/15/2016	255 East St	95.00
Handyman Hardware	1/22/2016	Supplies	21.97
Hart, Donna	1/15/2016	Business expense reimbursement, 12/15-12/30	5.60
Hassler Communication Systems Technology, Inc.	1/15/2016	Software support and PBX mgmt	240.00
Housing Solutions of Greene County, Inc.	1/8/2016	January Allocations	11,457.00
	1/8/2016	Moving expenses, Anna St	7,301.20
	1/22/2016	Reimburse utilities	1,112.64
Impact Network Solutions, Inc.	1/22/2016	Long distance charges	10.00
Jani-Turf Maintenance Services, Inc.	1/15/2016	Janitorial services	422.50
Kevin Taylor	1/22/2016	Business expense reimbursement, 12/15-12/29	122.98
Konica Minolta	1/22/2016	2016 Hyland License Maintenance	91.89
Lawn Masters Lawn/Landscaping	1/29/2016	Snow removal, 1/12	930.00
Madison County Family Council	1/8/2016	January Allocations	1,912.00
Matt Talbot House	1/8/2016	January Allocations	5,959.00
	1/22/2016	Work vouchers	640.00

Vendor Name	Date	Description	Expenses	
McKinley Hall, Inc.	1/8/2016	Gosh.355 services thru Dec	21,292.07	
	1/8/2016	January Allocations	81,567.00	
	1/15/2016	Gosh.004 services thru Dec	32,236.83	
	1/22/2016	Gosh.011 services thru Dec	15,668.53	
	1/29/2016	Gosh.019 services thru Jan	21,346.32	
	1/29/2016	Mini grant	4,400.00	
Megacity Fire & Security	1/22/2016	Annual monitoring, 236 East St	300.00	
	1/29/2016	Annual monitoring, 255 East St	300.00	
Mental Health Services for Clark & Madison Counties	1/8/2016	January Allocations	82,951.00	
	1/8/2016	Jul-Nov Cluster program	117,006.14	
	1/22/2016	Temporary housing allocation	6,865.00	
Michelle Humphrey	1/15/2016	Business expense reimbursement, 11/25-12/30	20.70	
NAMI of Clark & Greene Co.	1/8/2016	January Allocations	22,473.00	
Nancy Williams	1/15/2016	Business expense reimbursement, 12/14-12/22	9.66	
Oesterlen Services for Youth	1/8/2016	January Allocations	16,250.00	
Ohio Edison	1/29/2016	1054 E. High	285.01	
	1/29/2016	1055 E. High	599.07	
	1/29/2016	1056 Mound	116.50	
	1/29/2016	1067 E. High	48.70	
	1/29/2016	1067 E. High 1	74.77	
	1/29/2016	1067 E. High 2	92.92	
	1/29/2016	1067 E. High 3	26.97	
	1/29/2016	1067 E. High 4	78.18	
	1/29/2016	1101 E. High	2,356.63	
	1/29/2016	224 East St	129.22	
	1/29/2016	224 East St rear	318.75	
	1/29/2016	236 East St	319.98	
	1/29/2016	255 East St	390.57	
	1/29/2016	2608 E. High B	246.24	
	OIC of Clark County, Inc.	1/29/2016	Contractor pmt to 12/31/15, Cedar St	31,364.02
		1/29/2016	Permits & legal fees, insurance, Cedar St	881.35
	Pitzer's Painting	1/8/2016	Exterior painting, 476 W. Market	2,049.00
PNC Bank	1/15/2016	Utility payments	4,432.06	
PNC Bank, N.A.	1/15/2016	Mortgage payment	7,628.67	
Project Woman	1/29/2016	Gosh.019 services thru Jan	821.01	
R.D. Bennett Construction, Inc.	1/8/2016	Restrooms remodeled, 600 DYS	6,475.00	
Sheehan Bros. Vending, Inc.	1/8/2016	Coffee and supplies	155.00	
Simonton, Jeanne M.	1/8/2016	ECMH Consultation Services	1,693.33	
	1/15/2016	ECMH Consultation Services	1,993.78	
	1/29/2016	ECMH Consultation Services	1,723.96	
Speedway SuperAmerica	1/29/2016	Fuel purchases	44.81	
Springfield Metropolitan Housing Authority	1/29/2016	Mini grant	200.00	
	1/29/2016	October-December reimbursement	8,018.00	
Springfield Pro Cleaning Services	1/29/2016	Janitorial services	1,895.00	
	1/29/2016	Janitorial supplies	97.39	
Staples Business Advantage	1/8/2016	Office supplies	35.48	
	1/15/2016	Office supplies	46.62	
	1/29/2016	Office supplies	3.87	
Stephen Metzger, Clark County Treasurer	1/29/2016	619 Cedar St taxes	409.06	
	1/29/2016	Cedar St taxes	400.16	
	1/29/2016	N Race St Taxes	425.06	
TCN Behavioral Health Services, Inc.	1/8/2016	Gosh.355 services thru Dec	63,844.72	
	1/8/2016	Independent evaluations	225.00	
	1/8/2016	January Allocations	26,520.00	
	1/15/2016	Gosh.004 services thru Dec	101,535.56	
	1/22/2016	Gosh.011 services thru Dec	64,424.65	
	1/22/2016	Temporary housing allocation	4,567.80	
	1/29/2016	Gosh.019 services thru Jan	66,199.43	
Tiger Direct	1/15/2016	2 PC monitors	189.94	
Treasurer, State of Ohio	1/15/2016	FY2015 Audit	1,168.50	
Trupointe	1/15/2016	Supplies	74.60	
	1/22/2016	Supplies	74.60	
	1/29/2016	Supplies	111.90	
	1/8/2016	452 W. Market	514.33	
Vectren Energy Delivery	1/8/2016	600 Dayton-Yellow	87.88	
	1/22/2016	189 Dayton Ave	257.82	
	1/22/2016	476 W. Market	337.82	
	1/22/2016	513 Clover St	179.33	
	1/22/2016	619 Xenia	188.79	
	1/22/2016	619 Xenia Rear	35.40	

Vendor Name	Date	Description	Expenses
Village of Yellow Springs	1/15/2016	113 E.N College St	347.17
	1/15/2016	619 Xenia Ave	445.62
WellSpring	1/22/2016	December reimbursement	6,879.20
Women's Recovery Center	1/8/2016	January Allocations	12,415.00
Youngman, Kent	1/8/2016	Business expense reimbursement, 12/7-12/17	<u>125.87</u>

Cash Disbursements	1,369,868.15
January YTD Expense	9,415,737.03
December YTD Expense	8,045,012.88
Change in Expense	1,370,724.15
Cash Disbursement - Change in Expense	(856.00)
Reconcile Items	
NAMI rent allocation reduction	3,628.00
452 W. Market insurance adjustment	(2,772.00)
Reconcile Items Total	856.00
difference	0.00

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

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES INFORM EACH OF ITS CONTRACT AGENCIES THAT PURSUANT TO OHIO REVISED CODE 340.03 (A) (8) (A) AND/OR 340.033 (D) IS HEREBY NOTIFIED THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES HAS PROPOSED TO NOT RENEW THE FISCAL YEAR 2016 CONTRACTS FOR THE AGENCIES LISTED BELOW, WHICH EXPIRE JUNE 30, 2016.

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

Clark County Family & Children First Council
Elderly United – DBA United Senior Services
Family Violence Prevention Center of Greene County
Greene County Adult Probation Department
Greene County Educational Service Center
Greene County Family & Children First
Greene County Juvenile Court
Greene Leaf Therapeutic Community
Housing Solutions of Greene County
Madison County Department of Family & Children
Matt Talbot House
McKinley Hall, Inc.
Mental Health Services for Clark & Madison Counties
NAMI of Clark & Greene Counties
Oesterlen Services for Youth
OIC of Clark County
Project Woman
Springfield Metropolitan Housing Authority
TCN Behavioral Health Services
WellSpring
Women's Recovery Center

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Cash Position and Fund Balances

As of 1/31/2016

(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	2,544,028	547,938	0	3,757,047
Rental	366,914	0	0	0	366,914
Miscellaneous	23,450	0	19,755	1,230	44,435
Total Cash Receipts	5,284,167	2,544,028	567,693	1,230	8,397,119
Cash Disbursements					
Salaries	(747,637)	0	0	0	(747,637)
Benefits	(161,603)	0	0	0	(161,603)
Treatment Services	(4,270,936)	(2,889,459)	0	(30,526)	(7,190,922)
Professional Services	(69,999)	0	0	0	(69,999)
Operating	(22,264)	0	0	0	(22,264)
Rent/Utilities	(149,058)	0	0	0	(149,058)
Repairs/Maintenance	(27,805)	0	0	0	(27,805)
Capital Outlays/Equipment	(227,819)	0	(567,652)	(81,865)	(877,335)
Advertising/Printing	(7,586)	0	0	0	(7,586)
Principle/Interest	(53,401)	0	0	0	(53,401)
Insurance	(22,321)	0	0	0	(22,321)
Lease	(5,614)	0	0	0	(5,614)
Travel/Conference	(16,234)	0	0	0	(16,234)
Other	(63,958)	0	0	0	(63,958)
Total Cash Disbursements	(5,846,235)	(2,889,459)	(567,652)	(112,391)	(9,415,737)
Total receipts over/(under) disbursements	(562,067)	(345,431)	41	(111,161)	(1,018,618)
Other financing receipts/(disbursements)					
Advance To/From	(565,585)	565,585	0	0	0
Transfer In/Out	(125,000)	125,000	0	0	0
Prior Year Refund	42,498	0	0	0	42,498
Proceeds from Sale of Assets	885,000	0	0	0	885,000
Total Other financing receipts/(disbursements)	236,913	690,585	0	0	927,498
Excess cash receipts over/(under) disbursements	(325,154)	345,154	41	(111,161)	(91,120)
Fund Balance at beginning of year					
	9,991,416	325,049	0	587,465	10,903,930
Fund balances at end of period					
	<u>9,666,261</u>	<u>670,203</u>	<u>41</u>	<u>476,304</u>	<u>10,812,810</u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

General Fund

FY 2016

From 1/1/2016 Through 1/31/2016

(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	366,914	(325,432)
Miscellaneous	<u>9,180</u>	<u>9,180</u>	<u>0</u>	<u>908,450</u>	<u>899,270</u>
Total Cash Receipts	10,736,834	10,736,834	0	6,148,850	(4,587,984)
Cash Disbursements					
Salaries	1,065,714	1,143,358	77,644	747,637	395,721
Benefits	312,646	324,523	11,877	161,603	162,920
Treatment Services/Activities	8,968,993	8,893,414	(75,579)	3,250,784	5,642,630
Professional Services	127,710	127,710	0	69,999	57,711
Operating	53,789	53,789	0	21,839	31,950
Rent/Utilities	352,209	352,209	0	137,726	214,483
Repairs/Maintenance	32,600	32,600	0	25,542	7,059
Capital Outlay/Equipment	423,050	964,074	541,024	212,424	751,650
Advertising/Printing	15,000	15,000	0	7,586	7,414
Principle/Interest	91,545	91,545	0	53,401	38,144
Insurance	46,773	46,773	0	33,751	13,022
Lease	11,000	11,000	0	5,614	5,386
Travel/Conference	38,800	38,800	0	13,916	24,884
Other	<u>203,950</u>	<u>203,950</u>	<u>0</u>	<u>63,727</u>	<u>140,223</u>
Total Cash Disbursements	11,743,779	12,298,745	554,966	4,805,547	7,493,198
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>(1,686,911)</u></u>	<u><u>(554,966)</u></u>	<u><u>1,352,718</u></u>	<u><u>3,039,629</u></u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Special Revenue Fund

FY 2016

From 1/1/2016 Through 1/31/2016

(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	4,051,779	622,269	2,569,028	(1,482,751)
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	4,056,779	622,269	2,569,028	(1,487,751)
Cash Disbursements					
Treatment Services/Activities	<u>3,467,257</u>	<u>4,229,580</u>	<u>762,323</u>	<u>2,666,387</u>	<u>1,563,193</u>
Total Cash Disbursements	3,467,257	4,229,580	762,323	2,666,387	1,563,193
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>0</u>	<u>(140,054)</u>	<u>641,027</u>	<u>641,027</u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Capital Projects

FY 2016

From 1/1/2016 Through 1/31/2016

(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	547,938	(35,422)
Miscellaneous	<u>263,001</u>	<u>263,001</u>	<u>0</u>	<u>19,755</u>	<u>(243,246)</u>
Total Cash Receipts	846,361	846,361	0	567,693	(278,668)
Cash Disbursements					
Capital Outlay/Equipment	<u>846,361</u>	<u>846,361</u>	<u>0</u>	<u>567,652</u>	<u>278,709</u>
Total Cash Disbursements	846,361	846,361	0	567,652	278,709
Cash Receipts Over/(Under) Disbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>41</u>	<u>41</u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Fiduciary Fund

FY 2016

From 1/1/2016 Through 1/31/2016

(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	183,647	0	(183,647)	0	0
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,230</u>	<u>1,230</u>
Total Cash Receipts	183,647	0	(183,647)	1,230	1,230
Cash Disbursements					
Treatment Services/Activities	0	237,985	237,985	14,310	223,675
Capital Outlay/Equipment	<u>188,999</u>	<u>188,999</u>	<u>0</u>	<u>81,865</u>	<u>107,135</u>
Total Cash Disbursements	188,999	426,984	237,985	96,175	330,809
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	188,999	426,984	237,985	440,582	13,598
Cash Receipts Over/(Under) Disbursements	<u><u>183,647</u></u>	<u><u>0</u></u>	<u><u>(183,647)</u></u>	<u><u>345,637</u></u>	<u><u>345,637</u></u>

PROGRAM COMMITTEE SUMMARY

Tuesday, February 02, 2016

PRESENT: Marilyn Demma, Julie Anthony; Lexie Boblitt; Kim Michael;
Heather Corbin; Roger Roberts; Lauren Ross; Jim Vernon; Julie Vann

GUESTS: N/A

STAFF: Dr. Greta Mayer, Roselin Runnels, and Tracey Stute

The Program Committee meeting was opened by Marilyn Demma, Co-Chair, with a welcome and introductions of all present.

1. **SFY 2016 Mini Grant Midyear Report.** Roselin gave a status update for the first 6 months. There were a total of 17 grants awarded, **9** in Clark County, **5** in Greene County, **3** in Madison County. **6** – Partially completed and **11**- Met the goals successfully and expended all of their dollars.
2. **NAMI-** The Youth Mental Health First Aid training has to be rescheduled due to being canceled for bad weather. No date has been set at this time.
3. No action is required on either item listed above.

Jeanne Simonton and Dr. Greta Mayer provided historical and current information on Early Childhood Mental Health Consultation.

Jeanne showed a slide presentation about childhood development / discussion points. The presentation covered information for the various training programs that have been implemented, noting that the Help Me Grow and MOM programs are very active. The different referral types and follow-ups utilized by Jeanne's work were explained.. It is critical to work on maintaining retention of children in all current active programs. A call center is a possibility in the near future for assistance within a 48 hour period.

It was asked what is available for funding (Early Childhood Development)?

There is more funding available for training than to support the programs Jeanne is involved in. She is currently working on building a network of providers-Early Childhood professionals in our area.

Other Items included:

- ROSC Assessment Survey (Greta) – Will give a baseline of what our system is now and provide some direction for future planning. The survey should help us to identify needs and gaps for clients and families. MHRB staff is particularly interested in the information to be received on the knowledge base in our communities on services and recovery supports. The survey can be administered by hard copy or may be taken electronically.
- The Program Committee offered feedback that the survey seemed thought provoking and well thought-out. Additional feedback mentioned that perhaps the surveys could be age specific, i.e., youth or adults.

- Item number four on the agenda is the CCSAPT (Roselin)

Roselin informed the committee that the Clark County Substance Abuse and Prevention Coalition formed as a result of the Clark County Combined Health District Community Health Improvement Process. The Coalition has had a strong focus on data collection and the establishment of an Adult Fatality Review process to gain more information about preventable deaths from drug overdoses. The Coalition plans to hold an awareness/entertainment event that will reach the target population of opiate users: adult white males.

Greta pointed out that a group has been meeting to develop a specialized program to address a target group of individuals who are actively engaged in the sale of drugs but don't fit the customary pattern of a drug user and do not enhance the treatment milieu when attending with those to whom they have sold drugs. The program is called Cease Fire. Community partners have stepped forward to provide initial funding. The intent is to bill Medicaid after the "start-up" period. Wendy Doolittle, CEO McKinley Hall, will provide additional information as the plans progress.

Miscellaneous:

- Tracey Stute reminded the committee that the two day FIT (Feedback Informed Treatment) training is scheduled for Wednesday, February 10 and Thursday, February 11. Day One will focus on the science of implementation for FIT and Day Two will present the basic information on FIT. The location for the training is the Springfield Courtyard by Marriott and begins at 8:30 a.m. both days. MHRB members are welcome to attend.
- It was announced that Roselin's retirement party will be held on Tuesday, February 16 after the 6 p.m. MHRB meeting.

The meeting was adjourned.

**Finance Committee Report
Friday, February 5, 2016**

The Finance Committee met Friday, February 5, 2016 at 7:30 a.m. at the Mental Health & Recovery Board of Clark, Greene and Madison Counties, 1055 East High Street, Springfield, Ohio.

PRESENT: *Julie Anthony, Chairperson; Kim Michael, Roger Roberts, Lauren Ross and Jim Vernon*

Staff: *Greta Mayer, CEO; Donna Hart and Mark Huff*

The first agenda item was State Fiscal Year 2017 Funding. Greta Mayer provided background on the purpose of delineating county-specific funding amounts. Mark Huff reviewed the Board's Five Year Projections Report (SFY 2016 – SFY 2020) explaining that the changes to projections of levy revenue is increased based on the past three year average receipt collections and calculation of the base distribution of federal and state allocations from 20% to 35% for each county. Specific discussion was focused on the future planning expense which is not included in the SFY 2017 funding recommendation. Board staff proposes undertaking a year of analysis, which will require a deeper look at our service environment from Board and provider perspectives and within the context of managed Medicaid. This analysis will explore gaps in the continuum of care, as defined in recent legislation, and the resources available to fund initiatives to address those gaps. Following this analysis, Greta stated that Board staff would bring recommendations to Board membership. Last, there was some general discussion about each county's projected ending cash balance being in compliance with the Board's cash reserve policy.

IT IS THE RECOMMENDATION OF THE FINANCE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ESTABLISH THE MAXIMUM AMOUNT OF FUNDS AVAILABLE FOR SERVICES IN FISCAL YEAR 2017 FOR EACH OF THE THREE COUNTIES. THE CEO HAS THE AUTHORITY TO WORK WITH EACH PROVIDER AGENCY TO DETERMINE THE LEVEL OF SERVICES AND FISCAL YEAR 2017 ALLOCATION AMOUNT. SPECIFIC AGENCY ALLOCATION INFORMATION WILL BE PRESENTED TO THE MHR BOARD FOR REVIEW AND APPROVAL IN APRIL, MAY AND JUNE 2016. THE COMBINED TOTAL OF AGENCY ALLOCATIONS WITHIN A COUNTY IS NOT TO EXCEED THE FUNDING FOR THAT COUNTY. BELOW REFLECTS THE FUNDS ANTICIPATED TO BE AVAILABLE PER COUNTY:

CLARK COUNTY	\$ 6,996,257
GREENE COUNTY	\$ 5,252,766
MADISON COUNTY	\$ 747,597

IT WAS MOVED BY JIM VERNON, SECONDED BY ROGER ROBERTS TO RECOMMEND TO THE FULL BOARD TO APPROVE THE PROPOSED FISCAL YEAR 2017 COUNTY SPECIFIC SERVICE FUNDING AMOUNTS.

MOTION CARRIED.

The next agenda item was a review of the Board’s SFY 2015 contract agency reconciliation process. Mark reviewed the report and pointed out that over one million dollars was not accessed during the year for contracted services. From a cursory review, this unused allocation amount indicates that Board dollars could be redirected to other areas in the continuum of care. This will be one of the main focus points for Board staff to analyze next year.

The next agenda item was a review of the Board’s and contract agencies SFY 2015 annual audits. Mark informed the committee that the Board’s audit fieldwork is finished and we are currently awaiting final review from the Auditor of State’s senior audit manager. Board members indicated interest in participating in the post-audit meeting and Mark agreed to schedule this at a convenient time. With regard to the contract agency audits, all year ending June 30th agencies, whose audit is finalized, have received an unqualified opinion except Mental Health Services. As in previous years, they received a qualified opinion, which is due to a majority-owned subsidiary not accounted for in the audit. Matt Talbot House audit fieldwork is scheduled to start January 27th.

Next, Mark reviewed the calendar year 2016 appropriations in an updated format. Mark walked members through the table showing the request for amending the estimated revenue and appropriations for the special revenue fund. The following two tables showed the amended amounts impact to the 2016 calendar year in summary and also to the 2016 fiscal year in detail. The requested amendment to calendar year 2016 for estimated revenue is \$182,840 and to appropriations is \$182,840; these amounts will be submitted to the Clark County Auditor’s office.

IT IS THE RECOMMENDATION OF THE FINANCE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE AMENDED ESTIMATED REVENUE AND APPROPRIATIONS LISTED IN THE TABLE BELOW AND SUBMIT TO THE CLARK COUNTY AUDITORS OFFICE ESTIMATED REVENUE INCREASE OF \$182,840 AND APPROPRIATIONS INCREASE OF \$182,840.

Requested Amend Activity				
County Line Revenue		January - June 2016		
		Special Revenue	Amended	Amended Total
40100	Miscellaneous	242,837	-	242,837
42144	OAKS	1,919,298	182,840	2,102,138
	Total	2,162,135	182,840	2,344,975
Appropriations				
75413	Treatment Services	2,313,330	182,840	2,496,170
	Total	2,313,330	182,840	2,496,170

- Reference Only -					
CY2016 Estimated Revenue & Appropriations - Amended					
	General Fund	Special Revenue	Capital Projects	Fiduciary	Total
Est. Rev	10,706,965	4,499,923	263,001	-	15,469,889
Approp.	12,179,075	4,439,497	263,001	-	16,881,573

- Reference Only -												
Fiscal Year 2016 Estimated Revenue & Appropriations												
County Line	Revenue	Amended July - December 2015					Amended January - June 2016					FY 2016
		General Fund	Special Revenue	Capital Projects	Fiduciary	Total	General Fund	Special Revenue	Capital Projects	Fiduciary	Total	Grand Total
40100	Miscellaneous	368,835	260,778	583,360	-	1,212,973	332,691	242,837	263,001	-	838,529	2,051,502
41100	Real Tax	5,017,654	-	-	-	5,017,654	5,017,654	-	-	-	5,017,654	10,035,308
42144	OAKS	-	1,451,026	-	-	1,451,026	-	2,102,138	-	-	2,102,138	3,553,164
	Transfer In	-	125,000	-	-	125,000	-	-	-	-	-	125,000
	Total	5,386,489	1,836,804	583,360	-	7,806,653	5,350,345	2,344,975	263,001	-	7,958,321	15,764,974
	Appropriations											
75101	Salaries	478,973	-	-	-	478,973	692,970	-	-	-	692,970	1,171,943
75110	PERS	67,052	-	-	-	67,052	63,263	-	-	-	63,263	130,315
75111	Worker's Comp.	-	-	-	-	-	18,616	-	-	-	18,616	18,616
75113	Medicare	6,952	-	-	-	6,952	10,990	-	-	-	10,990	17,942
75120	Dental	1,408	-	-	-	1,408	1,350	-	-	-	1,350	2,758
75122	Health	82,134	-	-	-	82,134	81,250	-	-	-	81,250	163,384
75413	Treatment Services	4,834,987	1,711,804	583,360	-	7,130,151	4,432,501	2,496,170	263,001	-	7,191,672	14,321,823
75957	General Operating	593,480	-	-	-	593,480	790,014	-	-	-	790,014	1,383,494
	Transfer Out	125,000	-	-	-	125,000	-	-	-	-	-	125,000
	Total	6,189,986	1,711,804	583,360	-	8,485,150	6,090,954	2,496,170	263,001	-	8,850,125	17,335,275

IT WAS MOVED BY LAUREN ROSS, SECONDED BY KIM MICHAEL TO RECOMMEND TO THE FULL BOARD TO APPROVE THE CALENDAR YEAR 2016 AMENDED ESTIMATED REVENUE AND APPROPRIATIONS.

MOTION CARRIED.

No items were discussed under miscellaneous.

Jim made a motion to adjourn and Julie adjourned the meeting.