



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
- Matt Talbot House
- McKinley Hall, Inc.
- Mental Health Services for Clark and Madison Counties, Inc.
- National Alliance on Mental Illness (NAMI) Clark, Greene and Madison Counties
- Oesterlen Services for Youth
- Opportunities for Individual Change (OIC) of Clark County
- Project Woman
- Springfield Metropolitan Housing Authority
- United Senior Services
- 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
- Housing Solutions of Greene County, Inc.
- National Alliance on Mental Illness (NAMI) Clark, Greene and Madison 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.
- National Alliance on Mental Illness (NAMI) Clark, Greene and Madison Counties

MHRB MISSION STATEMENT

The Mental Health & Recovery Board of Clark, Greene, and Madison Counties advocates for and supports a system of effective treatment, prevention, and supportive services for residents.

**BOARD AGENDA
MONDAY, OCTOBER 16, 2017
6:00 - 8:00 P.M.**

**CareerConnectEd
700 S. Limestone St., Ste. A
SPRINGFIELD, OHIO**

I. OPENING REMARKS

A. Welcome Guests & Introductions

Julle Anthony, Chair

II. APPROVAL OF MINUTES - September 18, 2017

Attachment A

III. REVIEW OF ACCOUNTS PAYABLE REGISTER

Attachment B

IV. CEO REPORT

Greta Mayer

1. Swear in Board Members
2. Crisis Intervention Team (CIT) Training Recognition
3. Drug-Free Workforce Press Conference & Technical Assistance Report
4. Mental Health Foundation/MHRB Luncheon – October 5, 2017
5. Recognizing Exceptional People Event Planning 2018

V. ADMINISTRATIVE ISSUES

A. MHR Board Financial Update

Attachment C

1. Board Financials – September
2. Board Budget – First Quarter

Mark Huff

B. New Board Policy (1st Reading)

Attachment D

- A. Policy #100.04 – Conflict of Interest

(Agenda continued on reverse side)

VI. MENTAL HEALTH AND ADDICTION SERVICES

A. Program Committee Summary – October 3, 2017 Attachment E
Report of Committee Chair Kellie Phillips, Co-Chair

1. Ratify and Confirm Action Taken at Patrick Williams, Co-Chair
Program Committee Meeting
a. Recommendation

VII. COMBINED FINANCE, BUILDINGS & GROUNDS AND EXECUTIVE

A. Combined Finance, Buildings & Grounds and Attachment F
Executive Committees Summary – Julie Anthony, Chair
October 6, 2017

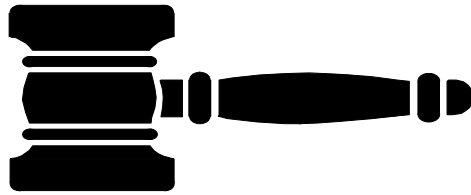
- Report of Committee Chair**
1. Ratify and Confirm Action Taken at Combined
Finance, Buildings & Grounds and Executive
Committees Meeting
a. Recommendation

VIII. MISCELLANEOUS

IX. AUDIENCE PARTICIPATION

X. BOARD MEMBER COMMENTS

XI. ADJOURNMENT



MINUTES – September 18, 2017

The Mental Health & Recovery Board of Clark, Greene and Madison Counties (MHRB) met in regular session on Monday, September 18, 2017 at 6:50 p.m. at CareerConnectEd, 700 S. Limestone Street, Suite A, Springfield, Ohio.

PRESENT: *Julie Anthony, Chairperson, Presiding; Captain Scott Anger, Marilyn Demma, Chief Jim Hutchins, Stephen Massey, Kim Michael, Kellie Phillips, Lauren Ross, Esq., Patrick Williams*

ABSENT: *Lexie Boblitt, Dr. Linda Griffith, Ben Harrison, Dr. Joseph Keferl, Chief Mark Kidd, Julie Vann*

Staff: Dr. Greta Mayer, CEO; Donna Hart, Mark Huff, Michelle Humphrey, Tracey Stute

GUESTS: *None.*

OPENING REMARKS

Julie Anthony, Chairperson, called the meeting to order and thanked everyone for coming.

APPROVAL OF MINUTES

The Board Minutes for the June 19, 2017 MHRB meeting were reviewed. There were no comments.

IT was MOVED BY MARILYN DEMMA, SECONDED BY SCOTT ANGER TO APPROVE THE MINUTES FOR THE JUNE 19, 2017 BOARD MEETING.

MOTION CARRIED.

REVIEW OF ACCOUNTS PAYABLE REGISTER

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

CEO REPORT

Julie called on Dr. Greta Mayer to give the CEO report. Greta began by stating that Board member Kellie Phillips' first term ended on June 30, 2017 and Kellie agreed to serve another term. She asked Michelle Humphrey, Board staff and Notary Public, to swear Kellie in for her second four-year term. Greta then reviewed Attachment C - FY2018 Officers & Committee Appointments. She thanked the membership for agreeing on new leaders and pointed out that the new Opiate Ad Hoc Committee was added to the list. Next, Greta referred to Attachment D – Board Member Roster. She stated that the roster contained the contact information for each Board member. Greta asked the membership to review it and forward any changes to Michelle.

She also mentioned that the Board is actively recruiting new members from Clark and Greene Counties and that one of these vacancies is for someone in long-term recovery from addiction. Greta stated that Dr. Florence Coleman who is from Beavercreek and a psychiatrist from the Dayton Veteran's Administration, has submitted her application to be a Board member from Greene County. A work session has been scheduled with the Greene County Commissioners and Dr. Coleman on October 5, 2017 at 2pm and the membership is welcome to attend. Greta stated that she has a meeting scheduled with Dr. Coleman on September 19th at 4pm at the Emporium in Yellow Springs and interested Board members are welcome to attend.

Greta then updated the membership on the Conflict of Interest Policy. She explained that the Conflict of Interest Annual Affidavit had been updated by Attorney Shaynak-Diaz and copies were given to Julie and Lauren Ross for their review. Greta also stated that the attorney has not yet completed the update to the Board's Conflict of Interest policy. As soon as the policy is ready, the membership will receive a copy. Next, Greta invited the membership to the Mental Health Foundation (Foundation) Board meeting at noon on October 5, 2017 at the MHRB administrative office, 1055 E. High Street, Springfield. She explained that the Foundation is a fundraising arm of MHRB for Clark County with its own separate board. The Foundation expressed an interest in having the two Boards meet to learn more about the Foundation and MHRB roles/responsibilities. Greta asked everyone to RSVP to Michelle by October 3. Greta reminded everyone that the MHR Board approved matching funds up to \$5,000 for the Foundation's spring fundraising campaign which funded forums held by the Clark County Substance Abuse Coalition (Coalition) which Tracey Stute and Tiffany Hunter regularly attend. Greta stated that there is another forum being held tomorrow. She stated that McKinley Hall submitted the grant on behalf of the Coalition and that Wendy Doolittle, CEO of McKinley Hall, is the presiding Coalition chairperson. Greta stated that the group has grown and there is a tremendous amount of support for prevention, treatment and recovery activities.

Last, Greta referred the membership to fliers provided at their seats. The first one was for the Greene County Drug Free Coalition's Elected Officials Opiate Symposium, organized by Fairborn Mayor Dan Kirkpatrick. Greta said there was an agenda included and asked for anyone planning to attend to register because food will be provided. The second one was for the Crisis Intervention Team Training (C.I.T.) being held the week of September 25, 2017. Greta thanked Chief Jim Hutchins and Captain Scott Anger for recruiting officers, being instrumental in shaping how the curriculum has been developed, and their leadership in training law enforcement officers. Greta acknowledged Tracey's preparation over the last six months and work with a planning team for this year's academy. Tracey stated that there are 35 official registrants and five more have asked for late registration. Greta then invited the membership to the C.I.T. graduation ceremony at 2:30pm on Friday, September 29th at Antioch Midwest. Tracey stated that the Board will be

receiving a full week schedule with topics of discussions if anyone wants to attend a special session. Scott praised staff on the excellent job that they do with the training.

That concluded the CEO report.

ADMINISTRATIVE

Julie called on Mark Huff to review the MHRB 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 June 30, 2017. This report is strictly on a cash basis with total cash receipts of \$15,876,180, total disbursements of \$16,256,274, Other financing receipts/(disbursements) of \$184,330 for excess cash receipts under disbursements of \$195,763. Ending fund balance as of June 30, 2017 is \$11,332,235.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2017 activity. The General Fund had an ending cash balance of \$9,558,725; special revenue had a balance of \$236,008; and fiduciary had a balance of \$0.

Mark suggested to the Board to skip July statements and focus on August since the reports are accumulative, but did ask if any member had specific questions concerning July. No questions were raised, so the next section reviewed was the Statement of Cash Position and Fund Balances as of August 31, 2017. This report is strictly on a cash basis with total cash receipts of \$5,527,953, total disbursements of \$3,967,406, Other financing receipts/(disbursements) of \$0 for excess cash receipts over disbursements of \$1,560,547. Ending fund balance as of August 31, 2017 is \$12,892,782.

The next section was the Statement of Receipts and Disbursements for State Fiscal Year 2018 activity from July 1, 2017 through August 31, 2017. The General Fund had an ending cash balance of \$1,957,182; Special Revenue had a balance of \$489,050; and fiduciary had a balance of \$157,242.

Next, Mark asked Donna Hart to review the Budget to Actual – Administration Budget Summary for SFY 2017 activity. Total actual expenses were \$1,362,948; budgeted expenses were \$1,585,735. Actual expenses were under budget by 14%.

Last, Donna reviewed the Budget to Actual – Facility Budget Summary for SFY 2017 activity. Total actual expenses were \$1,034,930; budgeted expenses were \$1,101,547. Actual expenses were under budget by 6%.

That concluded the Administrative Report.

RECORDS COMMISSION

Next on the Agenda was Attachment F, Records Commission Meeting Summary and Julie asked Lauren Ross to give the report. Lauren stated that the Committee met at 7:30 a.m. on Friday, June 23, 2017 at the administrative offices of MHRB, 1055 East High Street, Springfield, Ohio.

Lauren stated that the members reviewed the structure, purpose and function of the Records Commission. Next, the members reviewed the current MHRB Record Retention Schedule

and no changes and/or additions were recommended, therefore no further action was needed. Lauren said that the Commission discussed various examples of a Public Records Request and how to respond. Greta explained at the meeting that MHRB staff would be participating in further training on public records and requests. Lauren ended by stating that the Commission will meet again in a year.

That concluded the Records Commission Report.

OFFICERS' MEETING

Julie stated that an Officers' meeting was held on Friday, July 21, 2017 at 7:30 a.m. at the administrative offices of MHRB, 1055 E. High Street, Springfield.

Julie said that Tracey Stute reviewed Attachment A – Drug-Free Workforce August Technical Assistance (TA). Tracey explained that MHRB applied for and received a Working Partners® Drug-Free Workforce Community Initiative (DWFCI) grant from the Ohio Department of Mental Health & Addiction Services (OMHAS). She stated that eighteen employers have requested more information on upcoming TA training and Board staff requested a budget shift to OMHAS so that the remaining grant funds, currently \$10,961, be applied to the expenses related to an additional two-day intensive TA training at a cost of \$12,500 for up to five employers. Tracey explained that expenses over the grant amount would be covered by this request, in addition to expansion in the Board area.

The second item on the agenda was a recommendation to amend appropriations for calendar year 2017. Julie said that Mark Huff, Board staff, explained that the amendment was necessary to finalize FY2017 and adjust beginning FY2018 numbers. He further explained that the Board applied for and has been awarded \$640,000 of 21st Century Cures Act federal funding, which was not part of the original calendar year 2017 budget and needed to be amended in the second half.

The next item was Attachment C - SFY2018 Committee Appointments. The Officers discussed the process for appointing members to committees. Julie stated that she would contact each Board member and reach out for volunteers. Next, Michelle Humphrey, Board staff, stated that Clark State Community College was no longer available as a venue for MHRB meetings due to construction. Michelle suggested moving the meetings to the CareerConnectEd building located at 700 S. Limestone Street in Springfield. She stated that it was centrally located and available at a lesser cost than Clark State. The Officers also agreed to move the Program Committee meetings from Greene County Educational Service Center to this space and moved the time up from 5:30pm to 6:00pm. They felt the time change would hopefully eliminate the challenge of reaching a quorum with many members traveling a great distance from work to reach the Program Committee meeting in time.

Julie stated that they next discussed the CEO Evaluation Process and Goals. Greta explained at the meeting that she had received feedback that the current evaluation form was not user-friendly and reflective of areas the Board could review about her performance. Greta discussed ways to change the form and gave examples gleaned from other Board areas. The Officers liked the proposed form and Greta stated that she will align it with her job description and redistribute it for further changes and/or approval. Julie suggested that the evaluation need to be distributed earlier than April and suggested they be included in the March Board packet.

Officers discussed using Survey Monkey for the annual evaluation as an added convenience for some Board members. Last, Greta talked about the 21st Century Cures Act federal grant award based on being designated a Tier 1 region because of the rate of opiate overdose deaths. Julie then read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFIES AND CONFIRMS THE ACTION TAKEN BY THE OFFICERS ON JULY 21, 2017. MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

IT was MOVED BY LAUREN ROSS, SECONDED BY MARILYN DEMMA TO RATIFY AND CONFIRM THE ACTIONS TAKEN BY THE OFFICERS ON JULY 21, 2017.

MOTION CARRIED.

That concluded the Officers' Meeting Report.

MENTAL HEALTH AND ADDICTION SERVICES

Julie called on Kellie Phillips, Committee Co-Chair, to give the report. Kellie stated that the Program Committee met on Tuesday, September 5, 2017 at 6:00 p.m. at the administrative office of MHRB, 1055 E. High Street, Springfield. Patrick Williams stated that the minutes for the meeting listed him as being absent from the meeting, but that he was in attendance, which staff noted and would amend the summary.

Kellie stated that the first item on the agenda was a recommendation for The Hope Spot in the amount of \$33,319. The second item was an allocation to Housing Solutions of Greene County in the amount of \$26,770. The third item was an allocation to Madison County Department of Family & Children in the amount of \$103,854. The next item was an allocation in the amount of \$173,985 for Problem Gambling treatment and prevention activities during SFY2018. Next, Kellie recognized Tracey who provided an update on the Drug-free Workforce Community Initiative in Springfield/Clark County. Last, Kellie stated that Greta pointed out that the meeting location had to be changed at the last minute due to a power outage at CareerConnectEd, and thanked the members for their flexibility. Kellie read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFIES AND CONFIRMS THE ACTION TAKEN BY THE PROGRAM COMMITTEE ON SEPTEMBER 5, 2017. MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

IT was MOVED BY KIM MICHAEL, SECONDED BY JIM HUTCHINS TO RATIFY AND CONFIRM THE ACTIONS TAKEN BY THE PROGRAM COMMITTEE ON SEPTEMBER 5, 2017.

MOTION CARRIED.

Julie Anthony abstained from the vote.

MISCELLANEOUS

None.

AUDIENCE PARTICIPATION

None.

BOARD MEMBER COMMENTS

Lauren Ross asked for an update on the Madison County Serenity House. Greta stated there was an issue with the furnace which needs to be replaced. She said that there are currently two residents and no issues with neighbors have been reported. Greta also stated that the Board has applied for new grant money from the state to use for operating the Serenity House and a CHIP grant through the county to help with repairs and maintenance. Greta said that the plumbing issues have been resolved and the privacy fence has been installed. Kellie asked if the public meeting went well and Greta stated that there were both supporters and those who expressed concerns about the recovery house. She said that a majority of the community was advocating for the recovery house with the help of a Steering Committee, and that many stakeholders and local officials have been supportive throughout this process.

ADJOURNMENT

A MOTION WAS MADE BY JIM HUTCHINS AND THE MEETING WAS ADJOURNED BY CHAIR, JULIE ANTHONY.

Jim Hutchins, Secretary

Michelle Humphrey, MHR Board Staff

Accounts Payable Register - September 2017

Vendor Name	Date	Description	Expenses
Antioch University Midwest	9/8/2017	Room rental	300.00
	9/29/2017	Opioid Crisis event sponsorship	2,500.00
Auditor, Clark County	9/30/2017	Salaries & Benefits	122,529.60
Brain Lumber Company	9/8/2017	Maintenance supplies	292.30
Cintas Corporation Loc. 02	9/1/2017	Uniforms and building supplies	109.10
	9/8/2017	Building supplies	132.39
	9/8/2017	Uniforms and building supplies	37.56
	9/15/2017	Uniforms and building supplies	186.17
	9/22/2017	Building supplies	228.37
	9/22/2017	Uniforms and building supplies	133.45
City of Springfield	9/1/2017	1054 E. High	146.10
	9/1/2017	1055 E. High	33.24
	9/1/2017	1056 Mound	38.85
	9/1/2017	1061 E. High STORM	9.04
	9/1/2017	1067 E. High	63.01
	9/1/2017	1101 E. High	271.40
	9/1/2017	224 East St	59.33
	9/1/2017	224 East St rear	66.93
	9/1/2017	236 East St	121.40
	9/1/2017	255 East St	329.03
	9/8/2017	2608 E. High	61.76
	9/15/2017	2017 CultureFest Booth	105.00
	9/29/2017	1054 E. High	151.27
	9/29/2017	1055 E. High	38.41
	9/29/2017	1056 Mound	38.85
	9/29/2017	1061 E. High STORM	9.04
	9/29/2017	1067 E. High	57.84
	9/29/2017	1101 E. High	252.76
	9/29/2017	224 East St	59.33
	9/29/2017	224 East St rear	46.25
	9/29/2017	236 East St	116.74
	9/29/2017	255 East St	302.21
CMG-Ohio-Subscribers-Springfield News-Sun	9/1/2017	1 yr subscription, News-Sun	247.43
Collins, Alan E.	9/8/2017	September involuntary commitments/forced medication hearings	4,434.17
Columbia Gas of Ohio, Inc.	9/8/2017	1054 E. High	44.26
	9/8/2017	1055 E. High	31.46
	9/8/2017	1056 Mound	45.79
	9/8/2017	1067 E. High 1	37.31
	9/8/2017	1067 E. High 2	33.95
	9/8/2017	1067 E. High 3	38.94
	9/8/2017	1067 E. High 4	32.53
	9/8/2017	1101 E. High	182.83
	9/8/2017	224 East St rear	28.25
	9/8/2017	236 East St	45.32
	9/8/2017	255 East St	52.28
	9/15/2017	224 East St	32.79
	9/15/2017	2608 E. High ES	30.92
	9/15/2017	2608 E. High WS	28.25
Compton Power Equipment	9/1/2017	Trimmer supplies	35.85
Connexion	9/8/2017	Outdoor display banner	491.44
Current Cuisine	9/29/2017	Recognition event 9/18	469.91
Dayton Power & Light Co.	9/1/2017	600 Dayton-Yellow	957.82
	9/8/2017	189 Dayton Ave	269.25
	9/8/2017	476 W. Market	825.85
	9/22/2017	513 Clover St	272.25
	9/29/2017	600 Dayton-Yellow	826.96
Doug Richey Construction & Maintenance	9/22/2017	Electric repair, 50 W Main	250.00
Eastway Corporation	9/15/2017	1st half Forensic monitoring	6,031.00
	9/22/2017	Independent evaluations	1,125.00
Elderly United	9/1/2017	July reimbursement	8,491.00
ERAtch Environmental, Inc.	9/22/2017	Mold testing,600 DYS	290.00
Family Violence Prevention Center of Greene Co.	9/8/2017	September Allocation	25,177.00
Geisler I.T. Services, LLC	9/15/2017	GOSH computer consulting hours	5,940.00
Greene County ESC Learning Center	9/8/2017	September Allocation	17,172.00
Greene County Family & Children First Council	9/8/2017	September Allocation	14,125.00
	9/15/2017	August reimbursement	1,441.00
Greene County Juvenile Court	9/8/2017	August reimbursement	3,496.00
Greene Inc. Document Solutions	9/15/2017	Document shredding	30.00
Greene Leaf Therapeutic	9/8/2017	September Allocation	2,487.00

Vendor Name	Date	Description	Expenses
Greta Mayer	9/15/2017	Business expense reimbursement, 2/1-3/30	854.23
	9/15/2017	Business expense reimbursement, 4/3-4/28	406.77
H.W. Mann & Sons Hauling Services	9/8/2017	1054 E. High	175.00
	9/8/2017	1101 E. High	350.00
	9/8/2017	255 East St	95.00
Hassler Communication Systems Technology, Inc.	9/8/2017	Datto backup	1,062.50
	9/8/2017	Phone & software upgrade & backup	1,619.14
	9/29/2017	Software support and PBX mgmt	2,023.44
Housing Solutions of Greene County, Inc.	9/8/2017	September Allocation	13,546.00
	9/29/2017	Employ Opp grant payments	15,481.00
Hunter, Tiffany	9/1/2017	Business expense reimbursement, 6/21-8/25	182.97
Impact Network Solutions, Inc.	9/1/2017	Long distance charges	10.00
	9/22/2017	Long distance charges	10.00
J&J Remodeling	9/22/2017	Install vinyl fence, 59 Elm	2,250.00
James Flooring LLC	9/22/2017	Install carpet, 1074 E High	2,499.00
	9/22/2017	Install carpet, 236 East St	4,500.00
Jani-Turf Maintenance Services, Inc.	9/8/2017	Janitorial services	422.50
Lawn Masters Lawn/Landscaping	9/1/2017	Landscaping, 59 Elm St	255.00
	9/22/2017	Landscaping, 222 East St	650.00
Leadership Clark County	9/29/2017	Academy tuition, M. Humphrey	860.00
Lowe's Commercial Services	9/1/2017	Building supplies	145.26
	9/8/2017	Building supplies	103.10
Madison County Department of Family & Children	9/8/2017	August reimbursement	4,080.00
	9/8/2017	July reimbursement	3,289.00
Madison County Family Council	9/8/2017	September Allocation	1,912.00
Matt Talbot House	9/8/2017	September Allocation	5,959.00
	9/8/2017	Work vouchers - August 2017	640.00
McKinley Hall, Inc.	9/8/2017	Gosh.240 services thru August	(3,187.20)
	9/8/2017	September Allocation	103,454.00
	9/22/2017	Gosh.248 services thru August	5,976.24
	9/22/2017	Gosh.254 services thru August	(260.52)
Mental Health Services for Clark & Madison Counties	9/8/2017	May - June Cluster	47,114.94
	9/8/2017	Mini grant	2,182.91
	9/8/2017	September Allocation	283,455.00
	9/22/2017	Gosh.261 services thru July	59,677.30
Michelle Humphrey	9/29/2017	Replenish petty cash	229.66
NAMI of Clark & Greene Co.	9/8/2017	September Allocation	23,951.00
	9/15/2017	Work vouchers - August 2017	360.30
Nancy Williams	9/8/2017	Business expense reimbursement, 6/21-8/22	417.19
Ohio Edison	9/1/2017	1054 E. High	328.89
	9/1/2017	1055 E. High	807.98
	9/1/2017	1056 Mound	252.30
	9/1/2017	1067 E. High	56.19
	9/1/2017	1067 E. High 1	45.27
	9/1/2017	1067 E. High 2	101.40
	9/1/2017	1067 E. High 3	187.16
	9/1/2017	1067 E. High 4	137.27
	9/1/2017	1101 E. High	3,113.19
	9/1/2017	224 East St	210.58
	9/1/2017	224 East St rear	439.38
	9/1/2017	236 East St	287.06
	9/1/2017	255 East St	369.41
	9/1/2017	2608 E. High B	330.98
	9/29/2017	1054 E. High	198.41
	9/29/2017	1055 E. High	661.64
	9/29/2017	1056 Mound	154.95
	9/29/2017	1067 E. High	55.94
	9/29/2017	1067 E. High 1	70.18
	9/29/2017	1067 E. High 2	73.10
	9/29/2017	1067 E. High 3	130.13
	9/29/2017	1067 E. High 4	70.56
	9/29/2017	1101 E. High	2,377.70
	9/29/2017	224 East St	141.77
	9/29/2017	224 East St rear	352.37
	9/29/2017	236 East St	203.55
	9/29/2017	255 East St	316.12
	9/29/2017	2608 E. High B	270.87
Orkin Pest Control	9/8/2017	Termite inspection/trmt, 2608 E High	409.30
PNC Bank	9/1/2017	Utility and various payments	3,542.45
	9/29/2017	Utility and various payments	4,856.94

Vendor Name	Date	Description	Expenses
PNC Bank, N.A.	9/15/2017	Mortgage payment	7,628.67
Project Woman	9/8/2017	September Allocation	6,668.00
	9/15/2017	Mini grant	4,703.39
QPR Institute Inc.	9/15/2017	QPR Booklets and Cards	793.36
Sampsons Seasonal Services	9/22/2017	Lawn maintenance, Greene properties	1,037.00
Sheehan Bros. Vending, Inc.	9/15/2017	Coffee and supplies	92.90
Simonton, Jeanne M.	9/1/2017	ECMH Consultation Services	1,174.45
	9/15/2017	ECMH Consultation Services	1,379.96
	9/29/2017	ECMH Consultation Services	1,385.92
Simply Delicious	9/22/2017	DWFCI training, 9/14	149.80
Sparkle-N-Shine, LLC	9/1/2017	Hard floor cleaning, 1101 E High gym	180.00
	9/29/2017	Clean carpets, 236 East St	95.00
Springfield Metropolitan Housing Authority	9/1/2017	April - June reimbursement	10,711.00
	9/15/2017	Mini grant	1,470.28
Springfield Pro Cleaning Services	9/22/2017	Janitorial services, McK & 600 DYS	3,039.78
Staples Business Advantage	9/1/2017	Office supplies	48.09
	9/8/2017	Office supplies	64.93
	9/22/2017	Office supplies	118.14
	9/29/2017	Office supplies	486.47
Stute, Tracey	9/22/2017	Business expense reimbursement, 6/20-9/8	505.48
SuperFleet Mastercard	9/1/2017	Fuel purchases	88.47
TCN Behavioral Health Services, Inc.	9/8/2017	September Allocation	249,451.00
	9/22/2017	Independent evaluations	450.00
	9/22/2017	Temporary housing allocation	4,000.00
The Cincinnati Insurance Company	9/15/2017	Quarterly insurance pmt	4,803.00
Vectren Energy Delivery	9/1/2017	600 Dayton-Yellow	48.80
	9/15/2017	619 Xenia	53.21
	9/15/2017	619 Xenia Rear	33.89
	9/22/2017	513 Clover St	52.46
	9/29/2017	189 Dayton Ave	69.50
	9/29/2017	476 W. Market	99.58
	9/29/2017	600 Dayton-Yellow	46.24
Village of Yellow Springs	9/8/2017	113 E.N College St	199.34
	9/8/2017	619 Xenia Ave	607.35
WellSpring	9/15/2017	August reimbursement	8,206.63
Westwater Supply-Springfield	9/8/2017	Building supplies	139.51
Women's Recovery Center	9/8/2017	September Allocation	8,098.00
Working Partners	9/8/2017	Drug Free Workforce - Technical Assistance Course	12,500.00

Cash Disbursements	1,162,361.91
September YTD Expense	5,124,507.39
August YTD Expense	3,967,405.87
Change in Expense	1,157,101.52
Cash Disbursement - Change in Expense	5,260.39
Reconcile Items	
NAMI rent allocation reduction	3,628.00
County Collection fees	35.34
Expense refunds (DP&L, Insurance)	(8,923.73)
Reconcile Items Total	(5,260.39)
difference	0.00

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Cash Position and Fund Balances

As of 9/30/2017

(In Whole Numbers)

	General Fund	Special Revenue Fund	Fiduciary Fund	Total
Cash Receipts				
Taxes	4,257,578	0	0	4,257,578
Intergovernmental	631,703	1,125,178	0	1,756,881
Rental	134,530	0	0	134,530
Miscellaneous	48,059	0	0	48,059
Total Cash Receipts	5,071,870	1,125,178	0	6,197,048
Cash Disbursements				
Salaries	(228,394)	0	0	(228,394)
Benefits	(63,299)	0	0	(63,299)
Treatment Services	(3,454,476)	(977,522)	(59,198)	(4,491,196)
Professional Services	(40,515)	(10,761)	0	(51,276)
Operating	(12,370)	0	0	(12,370)
Rent/Utilities	(62,307)	0	0	(62,307)
Repairs/Maintenance	(8,020)	0	0	(8,020)
Capital Outlays/Equipment	(102,303)	0	0	(102,303)
Advertising/Printing	(5,236)	0	0	(5,236)
Principle/Interest	(22,886)	0	0	(22,886)
Insurance	(9,654)	0	0	(9,654)
Lease	(3,702)	0	0	(3,702)
Travel/Conference	(3,871)	(320)	0	(4,191)
Other	(59,672)	0	0	(59,672)
Total Cash Disbursements	(4,076,706)	(988,603)	(59,198)	(5,124,507)
Total receipts over/(under) disbursements	995,164	136,574	(59,198)	1,072,541
Other financing receipts/(disbursements)				
Advance To/(From)	79,739	(79,739)	0	0
Transfer In/(Out)	(25,000)	25,000	0	0
Prior Year Refund	0	0	0	0
Proceeds from Sale of Assets	0	0	0	0
Other financing sources	0	0	0	0
Total Other financing receipts/(disbursements)	54,739	(54,739)	0	0
Excess cash receipts over/(under) disbursements	1,049,903	81,836	(59,198)	1,072,541
Fund Balance at beginning of year				
	10,624,960	408,574	298,701	11,332,235
Fund balances at end of period	<u>11,674,863</u>	<u>490,409</u>	<u>239,504</u>	<u>12,404,776</u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

General Fund

FY 2018

From 7/1/2017 Through 9/30/2017

(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	10,268,000	10,268,000	0	4,889,281	(5,378,719)
Rental	538,117	538,117	0	134,530	(403,587)
Miscellaneous	<u>105,084</u>	<u>138,017</u>	<u>32,933</u>	<u>37,069</u>	<u>(100,948)</u>
Total Cash Receipts	10,911,201	10,944,134	32,933	5,060,880	(5,883,253)
Cash Disbursements					
Salaries	937,276	937,276	0	228,394	708,882
Benefits	358,530	358,530	0	63,299	295,231
Treatment Services/Activities	9,418,750	8,403,659	(1,015,091)	2,557,415	5,846,244
Professional Services	141,349	141,349	0	33,073	108,276
Operating	59,589	59,589	0	9,351	50,238
Rent/Utilities	305,441	305,441	0	51,902	253,539
Repairs/Maintenance	77,100	77,100	0	4,248	72,852
Capital Outlay/Equipment	253,000	253,000	0	47,024	205,976
Advertising/Printing	18,800	18,800	0	4,039	14,761
Principle/Interest	91,545	91,545	0	22,886	68,659
Insurance	55,081	55,081	0	23,461	31,620
Lease	11,000	11,000	0	3,037	7,963
Travel/Conference	42,100	42,100	0	2,289	39,811
Other	<u>201,950</u>	<u>201,950</u>	<u>0</u>	<u>59,558</u>	<u>142,392</u>
Total Cash Disbursements	11,971,511	10,956,420	(1,015,091)	3,109,976	7,846,444
Transfers/Advances					
Advance In/(Out)	0	0	0	(53,333)	(53,333)
Transfer In/(Out)	<u>(125,000)</u>	<u>(25,000)</u>	<u>100,000</u>	<u>(25,000)</u>	<u>0</u>
Total Transfers/Advances	(125,000)	(25,000)	100,000	(78,333)	(53,333)
Cash Receipts Over/(Under) Disbursements	<u><u>(1,185,310)</u></u>	<u><u>(37,286)</u></u>	<u><u>1,148,024</u></u>	<u><u>1,872,571</u></u>	<u><u>1,909,857</u></u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Special Revenue Fund

FY 2018

From 7/1/2017 Through 9/30/2017

(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	3,994,778	4,496,622	501,844	992,106	(3,504,516)
Miscellaneous	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>(5,000)</u>
Total Cash Receipts	3,999,778	4,501,622	501,844	992,106	(3,509,516)
Cash Disbursements					
Treatment Services/Activities	<u>4,124,778</u>	<u>4,582,167</u>	<u>457,389</u>	<u>848,334</u>	<u>3,733,833</u>
Total Cash Disbursements	4,124,778	4,582,167	457,389	848,334	3,733,833
Transfers/Advances					
Advance In/(Out)	0	0	0	53,333	53,333
Transfer In/(Out)	<u>125,000</u>	<u>86,132</u>	<u>(38,868)</u>	<u>25,000</u>	<u>(61,132)</u>
Total Transfers/Advances	125,000	86,132	(38,868)	78,333	(7,799)
Cash Receipts Over/(Under) Disbursements	<u>0</u>	<u>5,587</u>	<u>5,587</u>	<u>222,105</u>	<u>216,518</u>

Mental Health & Recovery Board of Clark, Greene and Madison

Statement of Receipts and Disbursements

Fiduciary Fund

FY 2018

From 7/1/2017 Through 9/30/2017

(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 Disbursements					
Treatment Services/Activities	<u>0</u>	<u>194,483</u>	<u>194,483</u>	<u>50,000</u>	<u>144,483</u>
Total Treatment Services/Activities	<u>0</u>	<u>194,483</u>	<u>194,483</u>	<u>50,000</u>	<u>144,483</u>
Total Cash Disbursements	<u>0</u>	<u>194,483</u>	<u>194,483</u>	<u>50,000</u>	<u>144,483</u>
Transfers/Advances					
Transfer In/(Out)	<u>0</u>	<u>194,483</u>	<u>194,483</u>	<u>207,242</u>	<u>12,760</u>
Total Transfers/Advances	<u>0</u>	<u>194,483</u>	<u>194,483</u>	<u>207,242</u>	<u>12,760</u>
Cash Receipts Over/(Under) Disbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>157,242</u>	<u>157,242</u>

Mental Health & Recovery Board of Clark, Greene and Madison

Budget to Actual

FY 2018

Administration

From 7/1/2017 Through 9/30/2017

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Percent Remaining</u>
Cash Disbursements					
Salaries	804,983	804,983	0	194,485	76 %
Benefits	325,609	325,609	0	55,730	83 %
Professional Services	141,349	141,349	0	33,073	77 %
Operating	39,839	39,839	0	6,138	85 %
Rent/Utilities	24,000	24,000	0	4,369	82 %
Repairs/Maintenance	10,850	10,850	0	1,451	87 %
Capital Outlay/Equipment	29,500	29,500	0	2,160	93 %
Advertising/Printing	18,800	18,800	0	4,039	79 %
Insurance	11,957	11,957	0	6,383	47 %
Lease	11,000	11,000	0	3,037	72 %
Travel/Conference	40,600	40,600	0	2,289	94 %
Other	<u>196,500</u>	<u>196,500</u>	<u>0</u>	<u>59,470</u>	<u>70 %</u>
Total Cash Disbursements	1,654,987	1,654,987	0	372,624	77 %

Mental Health & Recovery Board of Clark, Greene and Madison

Budget to Actual

FY 2018

Facility

From 7/1/2017 Through 9/30/2017

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Percent Remaining</u>
Cash Disbursements					
Salaries	132,293	132,293	0	33,909	74 %
Benefits	32,921	32,921	0	7,569	77 %
Operating	19,750	19,750	0	3,213	84 %
Rent/Utilities	281,441	281,441	0	47,532	83 %
Repairs/Maintenance	66,250	66,250	0	2,797	96 %
Capital Outlay/Equipment	223,500	223,500	0	44,864	80 %
Principle/Interest	91,545	91,545	0	22,886	75 %
Insurance	43,124	43,124	0	17,078	60 %
Travel/Conference	1,500	1,500	0	0	100 %
Other	5,450	5,450	0	88	98 %
Total Cash Disbursements	<u>897,774</u>	<u>897,774</u>	<u>0</u>	<u>179,936</u>	<u>80 %</u>

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

Policy Name:	Conflict of Interest
Number:	100.04
Division:	Administration
Effective Date:	January 18, 2017, October 15, 2017
Revision Date:	September 18, 2017
Review Date:	January 2019

PURPOSE:

The purpose of this Conflict of Interest policy is to promote compliance, by the Board's governing board members and employees, with the conflict of interest requirements set forth in Ohio law, in regards to their relationships, actions and interests. Board members and employees are public officials and public employees, respectively, pursuant to Ohio's Ethics Law. See Ohio Revised Code (R.C.) Sections 340.02(D) and (E), 102.03 and .09, 2921.42, and MHRB Policy #3 – Ethical Standards for Board members and MHRB Human Resources Policy #49 – Conflict of Interest, Ethics of Public Employment.

Conflicts of interest may occur as a result of the relationships, actions and interests of members and employees, and those of their family members and business associates, with persons, service providers and other organizations and businesses with whom the Board engages in business transactions. Board members and employees are required to make the Board aware of all such actual or potential conflicts. Some conflicts are completely prohibited from occurring. Others must be managed by informing the proper parties, refraining from participation in the matter and compliance with all other requirements set forth in this policy.

POLICY:

A. Prohibited Conflicts of Interest (R.C. 340.02(D) and (E))

1. No member or employee of the Board may serve as a member of the board of any provider with which the Board has entered into a contract for the provision of services or facilities.
2. No member of the Board shall be an employee of any provider with which the Board has entered into a contract for the provision of services or facilities.
3. A person is not permitted to be an employee of the Board and an employee of a provider with which the board has entered into a contract for the provision of services or facilities, unless the Board and provider both agree in writing.
4. No person may serve as a member of the Board whose spouse, child, parent, brother, sister, grandchild, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law serves as a member of the board of any provider with which the Board has entered into a contract for the provision of services or facilities.
5. No person may serve as a member or employee of the Board whose spouse, child, parent, brother, sister, grandchild, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law or daughter-in-law serves as a county commissioner of a county in the Board's service district of Clark, Greene, and Madison Counties.

6. For purposes of this policy, “provider” refers to each of the following (See R.C. 340.01, 340.036, 5119.01 and 5119.34):
 - a. A community addiction and/or mental health services provider that is providing OhioMHAS-certifiable addiction or mental health services
 - b. A community addiction and/or mental health services provider that is providing recovery supports related to addiction or mental health services
 - c. A facility that provides addiction services or supports, mental health services or supports, or accommodations to persons receiving such services or supports.
 - d. Board members and employees must promptly report any direct conflicts of which they have knowledge.

B. Other Potential or Actual Conflicts (R.C. 102.03 and 2921.42)

1. A potential or actual conflict may exist if an employee or board member is connected with, or has a family member or business associate connected with, a person or entity that has or will have business before the Board.
2. Board members and employees must promptly report any potential or actual conflicts of which they have knowledge.

PROCEDURES:

DISCLOSURE REQUIREMENTS

1. All new board members must complete the OhioMHAS Board Member Appointment Application, regardless of appointing authority, and attest that no prohibited conflicts exist at the time of appointment.
2. All board members and employees must complete an annual Ethics and Conflict of Interest Affidavit and Conflict of Interest Disclosure Form, which shall be submitted to the Board’s Human Resources Manager at the beginning of each fiscal year.
3. Any member of the Board who becomes aware that a prohibited conflict has occurred, or that the member, or a family member or business associate of the member, has a relationship with a person, service provider or other organization or business which is or may become involved in business before the Board, shall promptly notify the Chairperson of the Board.

4. Any employee who becomes aware that a prohibited conflict has occurred, or that the employee, or a family member or business associate of the employee, has a relationship with a person, service provider or other organization or business which is or may become involved in business before the Board, shall promptly notify the CEO. If the employee is the CEO, the CEO shall notify the Chairperson of the Board.

PROCEDURES FOR ADDRESSING THE CONFLICT OF INTEREST

- A. After disclosure, appropriate steps will be taken to determine if a conflict exists.
- B. If there is a conflict involving a situation prohibited by R.C. 340.02, the employee or board member, or the affiliated party, must resign from the conflicting board or employment in order to remain employed with the Board or continue serving on the Board.
- C. If the conflict does not involve a situation prohibited by R.C. 340.02, the employee or Board member shall not participate in the matter directly or indirectly, in accordance with the applicable requirements of R.C. Chapter 102 and the following:
 1. After receiving information about a potential or actual conflict, the CEO, or Chairperson where applicable, shall take such action as is necessary to assure that the business transaction is completed in the best interest of the Board, without the substantive involvement of the person who has the potential or actual conflict of interest, and in compliance with the applicable ethics requirements of R.C. Chapter 102.
 2. A board member shall refrain from voting on any such transaction, participating in deliberations or discussions concerning it, or using personal influence in any way in connection with the matter. The member's presence may not be counted in determining the quorum for any vote with respect to a Board business transaction in which he/she has a possible conflict of interest. Furthermore, the member shall disclose a potential conflict of interest to the other members of the Board before any vote on a Board business transaction and such disclosures shall be recorded in the Board minutes of the meeting at which it is made.

VIOLATIONS OF THE CONFLICT OF INTEREST POLICY

1. If the CEO and/or Chairperson have reasonable cause to believe a member or employee has failed to disclose actual or possible conflicts of interest, he/she shall inform the employee or Board member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the employee or member's response and making further investigation, as warranted by the circumstances, the CEO and/or Chairperson determine the employee or Board member has failed to disclose an actual or possible conflict of interest, the CEO/Chairperson may take appropriate disciplinary and/or corrective action in consultation with the Board's attorney and as appropriate, the full governing board.

ANNUAL STATEMENTS

1. Each Board member and employee shall sign a statement which affirms such person:
 - a. Has received a copy of the Conflict of Interest policy;
 - b. Has read and understands the policy; and
 - c. Has agreed to comply with the policy.

Kellie read the motion as follows:

It is the recommendation of the Program Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties authorize the CEO to spend an amount not to exceed \$47,058 during State Fiscal Year 2018 for Madison County recovery housing expense. Below is the amount by service class and payment method.

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Cost reimbursement	-
Non-Medicaid Eligible services (S)	Vendor invoices	47,058
Total		47,058

The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2018 contracts dependent upon final OhioMHAS allocations.

Julie Anthony moved for the passage of the recommendation, Ben Harrison seconded the motion. The motion passed unanimously.

II. London Recovery Project

Kellie recognized Dr. Greta Mayer who shared with the committee the important role that our recovery centers in each county plays in supporting the local recovery communities. It was found via surveys that each county needed a local center to support sober lifestyles and activities. In Madison County, for those in recovery, the London Recovery Project (LRP) serves as a safe, sober space for socializing; provides support meetings; gives information; and connects individuals with additional agencies and resources. Dale McNeal shared many successes that LRP has seen since the start of 2017, including: LRP moved to a new location which allowed them to expand services, such as a computer/media room, children’s space, and certified peer recovery supporter office space; and increased activities and events for the center members. Dale stated that they have a strong partnership with other local agencies such as NAMI, and they collaborate with those partners for the benefit of their members on a regular basis.

The fiscal agent for LRP is MHS. Funds allocated will be invested in assisting with center needs such as transporting members to meetings, activities, and appointments. Furthermore, funds would be used towards assisting members with clothing, housing, and employment needs. Greta, Diana and Amanda Hampton all provided accolades for the community collaboration with LRP on behalf of the center members. Kellie asked for clarification on how funds would be invested. Dale and Greta replied that funds would be used to assist with items such as: operation expenses, transportation of members, and community awareness events. In closing, Dale shared that Judge Costello and other county officials are purchasing a vehicle for LRP to assist with their transportation efforts. They are to receive the vehicle during a formal presentation later this month.

County	Community Recovery Center	Fiscal Agent
Madison	London Recovery Project 20 West Walnut Street London	MHS for Clark & Madison Counties

Kellie read the motion as follows:

It is the recommendation of the Program Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties authorize the CEO to negotiate and enter into contract with Mental Health Services, fiscal agent, in an amount not to exceed \$12,683 during State Fiscal Year 2018 for London Recovery Project recovery support services. Below is the amount by service class and payment method.

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Cost reimbursement	-
Non-Medicaid Eligible services (S)	Grant Allocation	12,683
Total		12,683

The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2018 contracts dependent upon final OhioMHAS allocations.

Chief Jim Hutchins moved for the passage of the recommendation, Captain Scott Anger seconded the motion. The motion passed unanimously.

III. Madison County Youth Led Prevention

Patrick Williams recognized Greta, who provided a brief history of county-specific youth led activities in the three-county area and new joint effort achieved using the SFY 2017 Youth-Led Prevention Allocation. Greta shared that the three county Youth Leadership Summit was a success, thereby increasing interest to further youth-led prevention programs in Madison County. Amanda Hampton shared that she has a prevention plan in place to work with the schools in Madison County from elementary through High School throughout this year. The goal is to have individual youth-led groups in each school district, including Tolles Career & Technical School, within Madison County. From that pool of school district groups, they will create a county prevention planning group that will address county-wide issues (based on Youth Risk Behavior Survey and OHYES data) and individual district needs. With this allocation, the funds would support youth leadership group development and training activities, such as attending a statewide youth summit. The county group will have youth representation on the Madison County Substance Abuse (MCSAC) and Depression and Suicide Prevention Coalitions to lend a youth voice. Lauren Ross asked how the program would be structured and Greta shared that the fiscal agent and implementing agency would be Madison County Department of Family and Children.

Patrick Williams read the motion as follows:

It is the recommendation of the Program Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties authorize the CEO to negotiate and enter into contract with Madison County Department of Family & Children for an amount of \$5,587 during State Fiscal Year 2018 for Youth Led Prevention. Below is the amount by service class and payment method.

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Cost reimbursement	5,587
Non-Medicaid Eligible services (S)	Grant Allocation	-
Total		5,587

The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2018 contracts dependent upon final OhioMHAS allocations.

Ben Harrison moved for the passage of the recommendation. Lauren Ross seconded the motion. The motion passed unanimously.

IV. Clark County Community Collective Impact

Patrick Williams recognized Tracey Stute, who shared with the committee MHRB’s recent application for the Collective Impact Model for Change OhioMHAS grant. The award will allow for a non-traditional partnership to collaboratively pursue innovative practices; seek competitive funding; and invite new partners to address the complex opioid epidemic. Tracey shared that the Five Conditions of Collective Impact are: a common agenda (i.e., opioid epidemic), a shared measurement system, mutually reinforcing activities, continuous communication, and backbone support. Greta added that there is strong interest among identified partners to be the backbone support: Clark County Combined Health District, Clark County Community Health Foundation, and United Way, in addition to MHRB.

Tracey explained this is a great opportunity to learn and develop local expertise as the grant provides access to technical assistance training and support of the Collective Impact model through Ohio University. The level of readiness is high among both existing backbone-like agencies and the active Substance Abuse Prevention, Treatment, and Support Coalition membership to address the opiate epidemic in an effective, comprehensive way. This Community Collective Impact Model for Change will be the catalyst for large-scale, measurable change. Staff propose that MHRB match the OhioMHAS award dollar-for-dollar (\$20,000), to hire a skilled facilitator to lead this effort.

Patrick Williams read the motion as follows.

It is the recommendation of the Program Committee that the Mental Health & Recovery Board of Clark, Greene and Madison Counties authorize the CEO to negotiate and enter into contract with various vendors for an amount of \$40,000 during State Fiscal Year 2018 for a Clark County Community Collective Impact Model for Change. Below is the amount by service class and payment method.

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	
Prevention services (P)	Cost reimbursement	
Non-Medicaid Eligible services (S)	Vendor invoice	40,000
Total		40,000

The Mental Health & Recovery Board of Clark, Greene and Madison Counties may be required to re-negotiate SFY 2018 contracts dependent upon final OhioMHAS allocations.

Julie Anthony moved for the passage of the recommendation, Kim Michael seconded the motion. The motion passed unanimously.

V. Miscellaneous

Greta shared a new feature to the packet, a calendar of upcoming events. These events are those that MHRB are either hosting, presenting for, and/or involved by way of support. Julie Anthony suggested including all Committee meetings in future calendars. Greta advised that staff will continue to bring an events calendar to the meeting for a monthly at-a-glance update for Board members.

Captain Anger shared that he attended the recent Crisis Intervention Team (CIT) training and saw it as a great success. He thanked Tracey, Program staff, and all the agency expert trainers, stating that the training provides quality over quantity with meaningful exercises and highlighted the new hallucination exercise for example. Greta thanked Captain Anger and Chief Hutchins for attending CIT graduation and recruiting officers to attend. She added that there would be a presentation at the up-coming board meeting.

VI. Adjourn

Patrick Williams adjourned the meeting at 7:01 pm.

**Combined Finance, Buildings & Grounds and Executive Committees
Summary
Friday, October 6, 2017**

The combined meeting of the Finance, Buildings & Grounds and Executive Committees was held on Friday, October 6, 2017 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: Chairs: Julie Anthony, Ben Harrison, Chief Jim Hutchins
Committee Members: Marilyn Demma, Chief Mark Kidd, Kim Michael, Kellie Phillips, Patrick Williams
ABSENT: Lauren Ross

STAFF: Dr. Greta Mayer, Nancy Boop, Donna Hart, Mark Huff

Julie Anthony opened the meeting by welcoming all those present; she then asked Greta Mayer to provide an update on the status of the sewer issue at the Madison County Serenity House. Greta reviewed with the membership the series of events relating to the need to install a new sewer line for the Serenity House. This resulted in the Board allocating an additional \$20,000 to cover these expenses. Greta then asked Nancy to update the members on discussions with our attorney and our realtor. Nancy stated that she had talked with our attorney at Martin, Browne, Hull and Harper regarding recovering this expense and he had suggested exploring all other avenues before incurring legal costs. Liz Finchum, our real estate agent, had followed through with the inspector, who stated that he was not libel. Liz had also talked with the seller's agent and they felt the same way. Liz's firm would be willing to discuss a partial settlement with us; however, Liz has been very supportive of our services and has been an ally in the community. Greta and Nancy both want to continue to work with Liz in locating additional housing in Madison County and were not comfortable asking Liz for a partial settlement.

Board members discussed the risk/reward on pursuing legal action and recapped previous discussion on the matter. Mark Kidd suggested contacting Steve Pronai, the Madison County Prosecuting Attorney, to see if there were some other options. He also suggested talking with David Dhume, Madison County Commissioner, to see if he had any advice on the issue. Board staff will follow up on these suggestions.

Next on the agenda was the McKinley Hall Facility Expansion Project. Julie asked Nancy to review Phase 1 and 2 of this project. Nancy stated that Phase 1 of this project started in 2015 with the purchase the Lexington Avenue property. In addition to the Board, funders for this project include OMHAS and McKinley Hall. The project has had many delays since McKinley Hall's purchase of the property. In addition to vandalism and flooding, it was necessary to obtain a new architectural firm. Bidding occurred in late spring of this year, construction started in early summer and the anticipated completion date is January 2018.

Phase 2 of this expansion project includes the renovation of a Board owned property located at 255 East Street converting men's residential to women's residential and the renovation of the Board owned property located at 2608 East High Street converting office space into recovery

housing. Our Board has already committed \$200,000 for Phase 2. Renovations to the 255 East Street property primarily include remodeling of the bathrooms and conversion of the dormitory style bedrooms into six bedrooms (two women per room) at an estimated cost not to exceed \$125,000.

The 2608 East High Street facility is currently used for women's outpatient services; this property is zoned B (business) Clinic. Rather than requesting a change in zoning and incurring significant costs to convert office space to residential, staff suggests selling this property and purchasing a house that will be used as a recovery house for eight men. Due to the recent opiate epidemic, capital funds from OMHAS in an amount not to exceed \$225,000 have become available for a Clark County recovery house; this would require \$75,000 (25%) in Board matching funds. Board staff and McKinley Hall staff have been working with a local realtor to locate an appropriate property.

For Phase 2 to occur, board action is necessary. Julie read the recommendations below:

It is the recommendation of the Combined Committees that the Mental Health & Recovery Board of Clark, Greene and Madison Counties implement Phase 2 of the McKinley Hall facility expansion project. This includes the following:

- ***Develop the renovation plan in conjunction with McKinley Hall for 255 East Street at a cost not to exceed \$125,000. Authorize the CEO to enter into contract with architect (if necessary) and construction firm for the renovation.***
- ***Continue to work with McKinley Hall and a local realtor to locate a property suitable for a recovery house for eight men. Once the property is located, McKinley Hall will submit final application to OMHAS for the capital grant in an amount not to exceed \$225,000. Once the capital grant is approved, MHR Board will disburse an amount not to exceed \$75,000, representing 25% matching funds to McKinley Hall. The property will be owned by McKinley Hall.***
- ***Authorize the CEO to enter into contract with a real estate firm for the sale of 2608 East High Street, Springfield.***
- ***Once this project is complete, any unspent funds will no longer be committed; they will go back into the General Fund.***

It was moved by Patrick Williams, seconded by Kim Michael to approve the implementation of Phase 2 of the McKinley Hall facility expansion project. Motion carried.

Next on the agenda was CY 2018 Estimated Revenue & Appropriations. Julie asked Mark Huff to review the data in the agenda packet. Mark distributed a revised Board Activity Three Year Comparison chart. He directed the members to the attachment, the first document was the Five-

Year Projections – Treatment, Prevention and Support (TPS) view covering state fiscal years 2018 through 2022. Mark discussed in detail the Board combined totals pointing out the projected revenue for state fiscal year 2018 was \$15,768,429 which includes \$255,615 of state carryover dollars. He continued discussing the expenses related to the TPS projected total of \$13,285,637. Board total operations reflected \$2,552,761 for a grand total projected expense for state fiscal year 2018 equaling \$15,838,398 which reflected the need of accessing unassigned reserve balance in the amount of \$69,969. Next, Mark highlighted the impact to the three counties, pointing to each county’s net change and unassigned fund balance: Clark projected a reduction of \$115,151, Greene projected a reduction of \$40,529, and Madison projected an increase of \$85,711. Finally, Mark covered the Five-Year Projections – Standard view which also reports activity in the Committed/Assigned funds. For state fiscal year 2018, projections show a decrease in the Committed/Assigned funds of \$200,000 for projected expense related to the renovations of 255 East Street and matching funds for Clark recovery housing OhioMHAS grant.

Next, Mark reviewed the state fiscal year 2018 Revenue Sources section. The documents show the revenue needed to support the budgeted expenditures for the current year with different breakout views of the funding source. The final report showed funding streams by county and reflected the need to use reserves in the amount of \$269,970 to cover projected expenses.

Last, Mark walked members through the motion and the tables with supporting information that described the Calendar Year 2018 Estimated Revenue and Appropriations. The total estimated revenue for calendar year 2018 is \$14,980,111 and estimated appropriations of \$15,509,309; these amounts will be submitted to the Clark County Auditor’s office. Mark explained that the state carryover amount of \$255,615 was previously encumbered and did not need to be re-appropriated. Board member asked questions about Other funding sources and an increase in opiate-designated state funding.

It is the recommendation of the combined committees that the Mental Health & Recovery Board of Clark, Greene and Madison Counties approve the calendar year 2018 estimated revenue of \$14,980,111 and appropriations of \$15,509,309 to be submitted to the Clark County Auditor’s office.

It was moved by Ben Harrison, seconded by Jim Hutchins to approve the calendar year 2018 estimated revenue and appropriations.

Motion carried.

Mark then reviewed attachment C, Policy 300.01 – Cash Management and explained that Dr. Linda Griffith had asked if the cash reserve was adequate. Mark stated the Board cash reserve minimum is 1.5 to 2 months of operating expense, according to this policy. Mark gave a short background on the purpose of having the reserve balance. The primary purpose was for cash flow to support the responsibility of providing 100% payment of Medicaid claims while waiting on Medicaid FFP receipts. Medicaid elevation to the state has removed the responsibility of the Board to provide payment of Medicaid claims. After the elevation, the 1.5 to 2 months reserve balance is used to advance funding for delayed receipts of local and state funding and any other financial emergencies. After Mark’s overview and Board discussion, it was the consensus of the committees that no revision, at this time, was necessary to the existing Cash Management Policy.

Julie asked Greta to review the proposed revisions to the Conflict of Interest Policy.

Greta recapped the previous conflict of interest discussion among Board members last fiscal year that arose during preparation for Peer Certification. A meeting was held in June with Lauren Ross, Julie Anthony, and an attorney who specializes in statewide Board matters to address Board member questions. At that time, Greta had requested that the attorney draft a revised policy, affidavit, and supporting documentation for Board member review this fall. Thus, Attachment D includes an updated OhioMHAS Board appointment form, a revised annual Board member and staff affidavit, and revised Policy 30, Conflict of Interest for members to review. Several board members discussed the responsibility of Board members/staff in disclosing and monitoring potential conflicts throughout the course of the year. The group agreed that while it is not possible for every potential conflict to be avoided or explained by these documents, the process is now clearer for all to routinely identify, disclose, discuss, and monitor potential/actual conflicts on a regular basis. Greta added that this attorney is available on an as-needed basis to provide counsel on specific Board or staff questions.

Greta explained that at the Board meeting the Policy will be reviewed; this will constitute the 1st reading. The vote will occur at the November Board meeting.

Lastly, Julie called on Nancy to review the current insurance coverages. Nancy distributed a revised Attachment E. She described that these coverages include Property, Liability, Data Processing, Umbrella & Excess Liability, Employee Dishonesty and Management Liability. Most policies are for a three-year term; coverages for Clark and Madison County properties will be expiring in December of this year, so Greta and Nancy will be meeting with the local agent to review these coverages and renew these policies. Nancy pointed out that Directors and Officers Liability is now called Management Liability and provides coverage for the Board, directors, officers, employees, and volunteers/interns. There were no questions from the committee members.

Under the Miscellaneous category, Nancy informed the committee of the need for a Buildings & grounds committee meeting possibly in November to discuss potential facility improvements and updates to the capital plan. Julie Anthony requested that there be at least three weeks' notice prior to scheduling this meeting.

A motion was made by Jim Hutchins to adjourn the meeting. Meeting was adjourned at 8:50 am.