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**BOARD AGENDA  
TUESDAY, FEBRUARY 18, 2014  
6:00 - 8:00 P.M.**

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

- I. OPENING REMARKS** *Jim Vernon, Chair*  
A. **Welcome Guests & Introductions**
- II. BOARD MEMBER TO BE SWORN IN** *John Federer*
- III. APPROVAL OF MINUTES - January 21, 2014** **Attachment A**
- IV. REVIEW OF VOUCHERS** **Attachment B**  
January 17, 2014      January 24, 2014  
January 31, 2014      February 7, 2014
- V. CEO REPORT** *Kent Youngman*  
1. Strategic Plan Review  
2. Resolution to Support Capital **Attachment C**  
a) Oesterlen Services for Youth Crisis Respite Center  
b) Housing Solutions of Greene County
- VI ADMINISTRATIVE**  
A. **MHR Board Financial Update** **Attachment D**  
1. Board Financials – January 2014  
B. **Board/Agency Contract – 120 Day Notice** **Attachment E**  
Recommendation – To Not Renew or Substantially  
Change

(AGENDA CONTINUED ON REVERSE SIDE)

**VII. FINANCE**

**A. Finance Committee Summary - February 7, 2014  
Report of Committee Chair**

**Attachment F**  
*Julie Anthony, Chair*

1. FY 2013 Agency Reconciliations
2. FY 2013 Agency Audits Update
3. FY 2013 Board Audit Review
4. County Appropriations Calendar 2014  
Recommendation
5. Funding for FY 2015  
Recommendation
6. Approval of Funds Transfer  
Recommendation

**VIII. COMBINED EXECUTIVE AND  
BUILDINGS & GROUNDS**

*Jim Vernon, Chair*

- A. 1101 East High Street, Springfield**  
Recommendation to Remodel
- B. 452 West Market Street, Xenia**  
Recommendation to Improve
- C. Table of Organization FY 2014**  
Recommendation for Revision
- D. Human Resources Policies**  
Recommendation for Revisions
- E. Amended Bylaws of The MHRB**  
Recommendation for Revision
- F. Review of Clark County Educational Service Center**

**IX. MISCELLANEOUS**

- A. Prevention and Wellness Activities**  
Recommendation-\$15,000 Additional  
Training Kernels

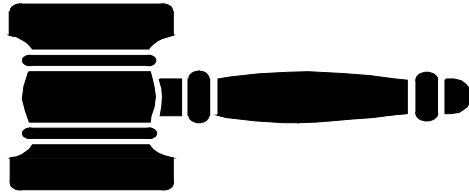
**Attachment G**  
*Greta Mayer*

**X. AUDIENCE PARTICIPATION**

**XI. BOARD MEMBER COMMENTS**

**XII. ADJOURNMENT**

## ATTACHMENT A



### MINUTES – January 21, 2014

*The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Tuesday, January 21, 2014 at 6:00 p.m. at the Clark State Community College, Library Resource Center, Room 207, 570 East Leffel Lane, Springfield, Ohio.*

**PRESENT** *Jim Vernon, Chairperson, Presiding; Scott Anger, Linda Griffith, Jim Hutchins, Joe Keferl, Kimberly Michael, Roger Roberts and Julie Vann*

*Staff: Dr. Kent Youngman, CEO; Greta Mayer, Roselin Runnels, Tracey Stute, Kevin Taylor and Lori Zehring*

**GUESTS** *Marilyn Demma*

#### **OPENING REMARKS**

*Jim Vernon, Chairperson, called the meeting to order, welcomed the Board membership and guests, and then asked the Board members and audience to introduce themselves.*

#### **APPROVAL OF MINUTES**

*The Board Minutes for the November 18, 2013 Mental Health & Recovery Board meeting were reviewed.*

***IT was MOVED BY ROGER ROBERTS, SECONDED BY JOE KEFERL TO APPROVE THE MINUTES, FOR THE NOVEMBER 18, 2013 BOARD MEETING.***

***MOTION CARRIED.***

## **REVIEW OF VOUCHERS**

*Voucher lists dated November 15, 2013, November 22, 2013, November 29, 2013, December 6, 2013, December 13, 2013, December 20, 2013, January 3, 2014 and January 10, 2014 were reviewed. There was a question from Linda Griffith in regards to the voucher dated December 20, 2013. Linda questioned why the Board paid Consolidated Care, Inc., in Marysville when they closed the Marysville location in September of 2013. Kevin Taylor stated that it could be a bill from back in September that was just submitted for payment. Kevin stated he would look into the payment and have an answer at the next board meeting.*

## **CEO REPORT**

*Kent stated the Board Retreat will be held on March 15, 2014 from 9:00am to 3:30pm at the Bergamo Center in Beavercreek. This year the Board will get an update on state issues and review the goals of the Board, Cheri Walter will facilitate the meeting. Kent stated that the March Board meeting will be held at the end of the retreat from 2:30pm – 3:30pm and will be open to the public at that time.*

*Kent also stated that a F.I.T. (Feedback In Treatment) Flyer was placed at each Board Members' space inviting them to come to part or all of the training if they would like. Kent and Jim commented that the trainer is a very interesting presenter even if you know nothing on the subject.*

*Kent continued by letting Board Members know that we had water damage to our facility in Xenia that is leased to TCN Behavioral Health Services. One of the fire suppression pipes ruptured due to the cold weather. Nancy Boop is currently working with the insurance company to resolve the situation.*

*Kent stated that in November he discussed the Federal Block Grant and the cash realignment. Since then, he has had a meeting with Director Plouck and she stated that it is the administrations intention in FY15 to take a portion of these funds and apply towards the cuts that are affected by the SAPT Cash Realignment. The remainder of that will be focused on targeted priority areas that the State will determine. Kent will continue to keep the Board informed.*

*Kent then stated that Medicaid Expansion has moved forward; the lawsuit did not hold up. The portals have had some issues so registration is slow at this point until everything with the portals gets squared away. We will know more after a period of time as to the affect this expansion will have on the Board.*

*Kent ended with pointing out that a document has been distributed that reflects all of the bills that have been introduced at the state level addressing drug and alcohol issues, primarily around opiates. Kent thought it would be interesting for the membership to see all of the concerns and issues around behavioral health.*

*That concluded the CEO report.*

## **ADMINISTRATIVE**

*The Chair then called on Kevin Taylor to review the Mental Health & Recovery Board financials. Kevin referred the membership to Attachment C in the agenda packet reviewing the Statement of Cash Position and Fund Balances as of December 31, 2013. This report is strictly on a cash basis with total cash receipts of \$8,600,949 and total cash disbursements of (\$7,949,225) with an ending fund balance as of December of \$10,392,912.*

*The next report represents the Statement of Receipts and Disbursements for the General Fund with receipts of \$5,388,296 and disbursements totaling \$4,072,979 with receipts over disbursements by \$1,241,701.*

*The third report represents the Statement of Receipts and Disbursements for the Special Revenue Funds. Year-to-date as of December 31, 2013 receipts total \$2,622,587; disbursements total \$2,249,037, with receipts over disbursements by \$516,492.*

*The last financial report represents the Statement of Receipts and Disbursements for the Fiduciary Funds as of December 31, 2013. Total receipts are \$0; total disbursements are \$1,397, with receipts over disbursements by \$14,929.*

*Next, Kevin reviewed the 2<sup>nd</sup> quarter Budget to Actual – Administration and Support Summary for fiscal year 2014. Total actual expenses were \$619,768, while total budgeted expenses were \$667,946, reflecting actual expenses under budget by \$48,178.*

*Lastly, Kevin reviewed the Board's Projected Cash Position. The actual ending cash balance as of December 31, 2013 was \$9,500,198. Board staff anticipates a cash balance as of December 31, 2014 of \$6,466,153.*

## **MENTAL HEALTH AND ADDICTION SERVICES PROGRAM COMMITTEE**

*Jim stated that the Mental Health and Addiction Services Program Committee met on Tuesday, January 14, 2014 at 5:30 p.m. at the Greene County Educational Service Center, 360 East Enon Road, Yellow Springs, Ohio. The Committee Chair, Delvin Harshaw, was unable to attend the board meeting. Jim called on Scott Anger, Vice Chair, to give the report.*

*Scott Anger read the recommendation for the SFY 2014 Youth Led Prevention Grant, to Contract with Thinking Before Sinking for these prevention activities.*

***IT IS THE RECOMMENDATION OF THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH THINKING BEFORE SINKING FOR THE PROVISION OF YOUTH LED PREVENTION ACTIVITIES IN MADISON COUNTY DURING SFY 2014 IN THE AMOUNT OF \$6,753.00***

***IT was MOVED BY JULIE VANN, SECONDED BY KIM MICHAELS TO APPROVE OHIO MHAS YOUTH LED PREVENTION GRANT TO CONTRACT WITH THINKING BEFORE SINKING, TO PROVIDE THE PREVENTION ACTIVITIES.***

***MOTION CARRIED.***

*Scott then read the recommendation for The SFY 2014 Alcohol and Drug Hot Spot Collaborative Project, to contract with Ryan Training & Consulting.*

***IT IS THE RECOMMENDATION OF THE MENTAL HEALTH AND ADDICTION SERVICES COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH RYAN TRAINING & CONSULTING FOR THE PURPOSE OF FACILITATING THE STRATEGIC PREVENTION FRAMEWORK PLANNING PROCESS WITH COMMUNITY GROUPS IN THE THREE COUNTY BOARD AREA. THE AMOUNT OF THE CONTRACT IS NOT TO EXCEED \$10,500 DURING SFY 2014.***

***IT was MOVED BY ROGER ROBERTS, SECONDED BY JIM HUTCHINS TO APPROVE THE SFY 2014 ALCOHOL AND DRUG HOT SPOT COLLABORATIVE PROJECT, TO CONTRACT WITH RYAN TRAINING & CONSULTING,***

***MOTION CARRIED.***

**MISCELLANEOUS**

*None.*

**AUDIENCE PARTICIPATION**

*None.*

**BOARD MEMBER COMMENTS**

*None.*

**ADJOURNMENT**

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

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*Julie Anthony, Secretary*


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*Lori Zehring, MHR Board Staff*

**To: John S. Federer, Clark County Auditor**

**On January 17, 2014, The President/CEO of The Mental Health & Recovery Board of Clark, Greene, and Madison Counties approved payment of the following purchase orders:**

<b>Line</b>	<b>PO Number</b>	<b>Payee</b>	<b>City</b>	<b>Description</b>	<b>Amount</b>
75413	26864	McKinley Hall, Inc.	Springfield	DUI treatment svcs, Apr.	440.80
75413	26864	McKinley Hall, Inc.	Springfield	Nov RSC/VRP3 Allocation	7,310.94
75413	26873	TCN Behavioral Health Services, Inc.	Xenia	Clarb.013, Dec MACSIS treatment svcs	91,455.03
75413	26873	TCN Behavioral Health Services, Inc.	Xenia	Nov RSC/VRP3 Allocation	8,210.06
75413	26884	Family Violence Prevention Center of Greene Co.	Xenia	Mini-Grant Allocation	475.82
75413	26884	Netcare Corporation	Columbus	Clarb.013, Nov MACSIS treatment svcs	540.23
75957	26831	Runnels, Roselin		Business expense reimbursement 12/5-12/19	113.56
75957	26832	Stute, Tracey		Business expense reimbursement 12/10-1/14	4.51
75957	26835	Worley, Marianna		Business expense reimbursement 12/9-12/17	132.89
75957	26836	Youngman, Kent		Business expense reimbursement 12/4-1/13	574.11
75957	26839	Lawn Masters Lawn/Landscaping		Snow removal, 1/9	300.00
75957	26849	Hassler Communication Systems Technology, Inc.		January software support	40.00
75957	26930	Garrigan's, Inc.		Office supplies	87.01
75957	26945	BioSource Landscaping Services and LS Combs, Inc.		Snow removal, 1/6	1,265.00
75957	26950	Canon Financial Services, Inc.		Lease copiers, January	461.10
75957	26954	Impact Network Solutions, Inc.		December long distance charges	54.65
75957	26955	Jani-Turf Maintenance Services, Inc.		December janitorial svcs	295.75
75957	26962	Time Warner Cable		January phone bill	221.75

  
**W. Kent Youngman, President/CEO**

**Grand Total**

**\$111,983.21**

To: John S. Federer, Clark County Auditor

On January 24, 2014, The President/CEO of The Mental Health & Recovery Board of Clark, Greene, and Madison Counties approved payment of the following purchase orders:

Line	PO Number	Payee	City	Description	Amount
75413	26864	McKinley Hall, Inc.	Springfield	Clarb.013 021, Dec MACSIS treatment svcs	58,188.21
75413	26868	Elderly United	Springfield	Clarb.021, Nov MACSIS treatment svcs	3,910.01
75413	26873	TCN Behavioral Health Services, Inc.	Xenia	Clarb.021, Dec MACSIS treatment svcs	134,397.64
75413	26874	Greene County Juvenile Court		Clarb.021, Dec MACSIS treatment svcs	4,113.00
75413	26966	Elderly United	Springfield	Clarb.021, Nov MACSIS treatment svcs	7,908.12
75413	26967	Thinking Before Sinking, LLC	London	First half allocation	3,376.50
75413	26969	Franklin County ADAMHS Board		505 Hot Spot Youth Crisis Beds and Telepsychiatry	375,000.00
75413	26970	Paint Valley ADAMH Board		505 Hot Spot Residential Treatment Expansion	750,000.00
75957	26830	Greta Mayer		Business expense reimbursement, 12/2-12/20	162.05
75957	26839	Lawn Masters Lawn/Landscaping		Snow removal, 1/20	505.00
75957	26843	Connexion		Business cards	104.00
75957	26861	Trupointe		Supplies	99.80
75957	26930	Garrigan's, Inc.		Supplies	14.09
75957	26945	BioSource Landscaping Services and LS Combs, Inc.		Snow removal, 1/17, 1/19	530.00
75957	26946	Bergamo Center		Board retreat deposit	105.00
75957	26946	BioSource Landscaping Services and LS Combs, Inc.		Snow removal, 1/19	650.00
75957	26946	City of Springfield		Dec water/sewer	1,071.75
75957	26946	Columbia Gas of Ohio, Inc.		Dec. gas	458.80
75957	26960	Sparkle-N-Shine, LLC		Janitorial services	1,751.49
75957	26968	Companion Life		February life insurance	41.80

  
W. Kent Youngman, President/CEO

Grand Total


\$1,342,387.26



**To: John S. Federer, Clark County Auditor**

**On January 31, 2014, The President/CEO of The Mental Health & Recovery Board of Clark, Greene, and Madison Counties approved payment of the following purchase orders:**

<b>Line</b>	<b>PO Number</b>	<b>Payee</b>	<b>City</b>	<b>Description</b>	<b>Amount</b>
75413	26864	McKinley Hall, Inc.	Springfield	Clarb.027, Dec-Jan MACSIS treatment svcs	17,568.42
75413	26870	Springfield Metropolitan Housing Authority	Springfield	Clarb.027, Dec MACSIS treatment svcs	2,048.16
75413	26875	Greene County ESC Learning Center	Xenia	Clarb.027, Oct-Dec MACSIS treatment svcs	14,632.20
75413	26880	Matt Talbot House	Springfield	Clarb.027, Dec MACSIS treatment svcs	4,160.02
75413	26971	McKinley Hall, Inc.	Springfield	Clarb.027, Dec-Jan MACSIS treatment svcs	1,407.99
75413	26972	Matt Talbot House	Springfield	Clarb.027, Dec MACSIS treatment svcs	1,434.77
75413	26977	Union County MH&R Services Board		505 Hot Spot MH/AOD Expansion	23,804.00
75413	26978	MHRS Board of Licking & Knox Counties		505 Hot Spot AOD Expansion	48,563.00
75957	26851	Koorsen Fire & Security		Annual alarm monitoring, 224 E. St.	288.00
75957	26930	Garrigan's, Inc.		Office supplies	314.94
75957	26936	PNC Bank		Utility payments by credit card	12,844.44
75957	26942	Cintas Corporation Loc. 02		Uniforms and building supplies	289.75
75957	26973	BioSource Landscaping Services and LS Combs, Inc.		Snow removal, 1/21	765.00
75957	26974	Clark State Conference Services		Lease room for January MHRB Board meeting	75.00
75957	26975	Garrigan's, Inc.		Office supplies	139.85
75957	26976	PNC Bank		Utility payments by credit card	118.76

  
**W. Kent Youngman, President/CEO**

**Grand Total**


**\$128,454.30**

**To: John S. Federer, Clark County Auditor**

**On February 7, 2014, The President/CEO of The Mental Health & Recovery Board of Clark, Greene, and Madison Counties approved payment of the following purchase orders:**

<b>Line</b>	<b>PO Number</b>	<b>Payee</b>	<b>City</b>	<b>Description</b>	<b>Amount</b>
75413	26865	Mental Health Services for Clark & Madison Counties		Clarb.034, Dec-Jan MACSIS trmt svcs & allocation	133,193.91
75413	26869	Clark County Department of Job & Family Service		February allocation	15,296.00
75413	26871	Oesterlen Services for Youth	Springfield	February allocation	16,250.00
75413	26873	TCN Behavioral Health Services, Inc.	Xenia	Clarb.034, Dec-Jan MACSIS trmt svcs & allocation	78,119.28
75413	26875	Greene County ESC Learning Center	Xenia	Clarb.034, Dec-Jan MACSIS trmt svcs & allocation	12,037.20
75413	26878	Madison County Department of Family & Children		February allocation	940.00
75413	26884	Eastway Corporation	Dayton	Inpatient Independent Evaluations	450.00
75413	26884	Medibag Company, Inc.		Pharmacy bags, prevention ads	312.00
75413	26964	Opportunities for Ohioans with Disabilities		VRP3 Match	74,643.00
75413	26979	Greene Leaf Therapeutic	Xenia	February allocation	10,263.00
75413	26980	Housing Solutions of Greene County, Inc.	Xenia	February allocation	9,707.00
75413	26981	Madison County Family Council		February allocation	3,487.00
75413	26982	Mental Health Services for Clark & Madison Counties		Clarb.034, Dec-Jan MACSIS trmt svcs & allocation	184,944.09
75413	26983	NAMI of Clark & Greene Co.	Springfield	February allocation	19,483.00
75413	26984	Rocking Horse Center		February allocation	13,750.00
75413	26985	Women's Recovery Center	Xenia	February allocation	88,814.00
75413	26986	Franklin County ADAMHS Board		505 Hot Spot AOD Expansion	254,370.00
75413	26987	Logan-Champaign ADAMH Board		505 Hot Spot MH & AOD Expansion	75,706.00
75413	26988	McKinley Hall, Inc.	Springfield	clarb.034, Oct-Jan MACSIS treatment svcs	24,527.83
75413	26989	Greene County Family & Children First Council	Xenia	February allocation	17,898.00
75413	26991	McKinley Hall, Inc.	Springfield	Dec RSC/VRP3 Allocation	5,082.70
75413	26992	TCN Behavioral Health Services, Inc.	Xenia	Dec RSC/VRP3 Allocation	8,209.48
75413	26994	Opportunities for Ohioans with Disabilities		VRP3 Match	81,041.51
75957	26829	Hart, Donna		Petty cash & business expense reimbursement, 1/2-2/5	92.66
75957	26839	Lawn Masters Lawn/Landscaping		Snow removal, 1/27	545.00
75957	26853	Brain Lumber Company		Supplies	306.33
75957	26887	Advanced Mechanical Services, Inc.		Repair, replace steam pipes, 1101 E. High	1,245.00
75957	26946	Air Duct Cleaning		Clean & sanitize HVAC system, 1074 E. High	674.00
75957	26946	BioSource Landscaping Services and LS Combs, Inc.		Snow removal, 1/27	1,525.00
75957	26946	City of Springfield		Water/sewer 12/16-1/15	39.40
75957	26946	Columbia Gas of Ohio, Inc.		Jan. gas bills	7,305.58
75957	26946	H.W. Mann & Sons Hauling Services		Trash pickup, Clark county	540.00
75957	26946	Ohio Edison		Jan. electric	277.89
75957	26948	Columbia Gas of Ohio, Inc.		Jan. gas bills	54.79
75957	26953	H.W. Mann & Sons Hauling Services		Trash pickup, Clark County	80.00

<i>Line</i>	<i>PO Number</i>	<i>Payee</i>	<i>City</i>	<i>Description</i>	<i>Amount</i>
75957	26955	Jani-Turf Maintenance Services, Inc.		Janitorial svcs	380.22
75957	26961	Village of Yellow Springs		Utilities	751.48
75957	26963	Treasurer, State of Ohio		Audit fees	123.00
75957	26990	Collins, Alan E.		February legal fee, commitment hearings	3,978.00
75957	26993	PNC Bank, N.A.		February mortgage	7,628.67

  
**W. Kent Youngman, President/CEO**

**Grand Total**

<b>\$1,154,072.02</b>
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**RESOLUTIONS TO SUPPORT CAPITAL PROJECTS**

**OESTERLEN SERVICES FOR YOUTH  
CRISIS RESPITE CENTER**

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE OESTERLEN SERVICES FOR YOUTH CAPITAL APPLICATION FOR THE CRISIS RESPITE CENTER WITH AN ASSURANCE OF AN INTENT TO SUPPORT OESTERLEN'S PROGRAM CONSISTENT WITH THE APPLICATION AND, IN ADDITION, TO ANNUALLY MONITOR THE PROGRAM AND OPERATIONS OF THE FACILITY TO ASSURE COMPLIANCE. IT IS ALSO RECOMMENDED THAT THE BOARD'S CEO AND CHAIRPERSON ARE AUTHORIZED TO SIGN DOCUMENTS RELATING TO THIS PROJECT.**

**HOUSING SOLUTIONS OF GREENE COUNTY  
COLUMBUS PLACE, PERMANENT SUPPORTIVE HOUSING**

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE HOUSING SOLUTIONS OF GREENE COUNTY'S CAPITAL APPLICATION FOR THE COLUMBUS PLACE PROJECT WITH AN ASSURANCE OF AN INTENT TO SUPPORT HOUSING SOLUTION'S PROGRAM CONSISTENT WITH THE APPLICATION AND, IN ADDITION, TO ANNUALLY MONITOR THE PROGRAM AND OPERATIONS OF THE FACILITY TO ASSURE COMPLIANCE. IT IS ALSO RECOMMENDED THAT THE BOARD'S CEO AND CHAIRPERSON BE AUTHORIZED TO SIGN DOCUMENTS RELATING TO THIS PROJECT.**

**ATTACHMENT D**

**Mental Health & Recovery Board of Clark, Greene and Madison**  
**Statement of Cash Position and Fund Balances**  
**As of 1/31/2014**  
**(In Whole Numbers)**

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Fiduciary Funds</u>	<u>Total</u>
<b>Cash Receipts</b>				
Taxes	4,373,185	0	0	4,373,185
Intergovernmental	646,588	3,386,661	2,191,716	6,224,964
Rental	431,559	0	0	431,559
Miscellaneous	6,480	868	0	7,348
<b>Total Cash Receipts</b>	<u>5,457,811</u>	<u>3,387,529</u>	<u>2,191,716</u>	<u>11,037,056</u>
<b>Cash Disbursements</b>				
Salaries	(586,165)	(102,254)	0	(688,419)
Benefits	(138,169)	(464)	0	(138,633)
Treatment Services	(4,823,944)	(3,537,807)	(1,125,979)	(9,487,730)
Professional Services	(59,242)	0	0	(59,242)
Operating	(37,306)	(486)	0	(37,792)
Rent/Utilities	(183,391)	(4,563)	0	(187,955)
Repairs/Maintenance	(19,840)	0	0	(19,840)
Capital Outlays/Equipment	(486,865)	(333)	0	(487,197)
Advertising/Printing	(5,111)	0	(418)	(5,529)
Principle/Interest	(53,401)	0	0	(53,401)
Insurance	(34,469)	0	0	(34,469)
Lease	(5,759)	0	0	(5,759)
Travel/Conference	(8,730)	(937)	0	(9,667)
Other	(61,811)	0	0	(61,811)
<b>Total Cash Disbursements</b>	<u>(6,504,201)</u>	<u>(3,646,845)</u>	<u>(1,126,397)</u>	<u>(11,277,443)</u>
<b>Total receipts over/(under) disbursements</b>	(1,046,390)	(259,316)	1,065,319	(240,387)
<b>Other financing receipts/(disbursements)</b>				
Advance To/From	65,022	(65,022)	0	0
Transfer In/Out	(117,465)	117,465	0	0
<b>Total Other financing receipts/(disbursements)</b>	<u>(52,443)</u>	<u>52,443</u>	<u>0</u>	<u>0</u>
<b>Excess cash receipts over/(under) disbursements</b>	<u>(1,098,833)</u>	<u>(206,873)</u>	<u>1,065,319</u>	<u>(240,387)</u>
<b>Fund Balance at beginning of year</b>	8,482,466	364,612	894,111	9,741,189
<b>Fund balances at end of period</b>	<u>7,383,633</u>	<u>157,739</u>	<u>1,959,430</u>	<u>9,500,802</u>

**Mental Health & Recovery Board of Clark, Greene and Madison**  
**Statement of Receipts and Disbursements**  
**General Fund**  
**FY 2014**  
**From 1/1/2014 Through 1/31/2014**  
**(In Whole Numbers)**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
<b>Cash Receipts</b>					
Taxes	10,165,397	10,165,397	0	5,019,772	(5,145,625)
Rental	731,489	731,489	0	426,705	(304,784)
Miscellaneous	6,180	6,180	0	5,970	(210)
<b>Total Cash Receipts</b>	<b>10,903,066</b>	<b>10,903,066</b>	<b>0</b>	<b>5,452,447</b>	<b>(5,450,619)</b>
<b>Cash Disbursements</b>					
Salaries	984,793	974,129	(10,664)	586,165	387,964
Benefits	285,800	285,800	0	138,169	147,631
Treatment Services/Activities	9,235,208	8,846,853	(388,355)	3,540,057	5,306,796
Professional Services	115,278	115,278	0	58,978	56,300
Operating	63,762	63,762	0	32,334	31,428
Rent/Utilities	339,115	339,115	0	145,950	193,165
Repairs/Maintenance	30,600	30,600	0	15,599	15,001
Capital Outlay/Equipment	271,200	561,263	290,063	455,649	105,614
Advertising/Printing	10,000	10,000	0	5,111	4,889
Principle/Interest	91,545	91,545	0	53,401	38,144
Insurance	42,596	42,596	0	34,469	8,127
Lease	11,000	11,000	0	5,684	5,316
Travel/Conference	16,460	16,086	(374)	7,338	8,748
Other	203,950	203,950	0	61,630	142,320
<b>Total Cash Disbursements</b>	<b>11,701,307</b>	<b>11,591,977</b>	<b>(109,330)</b>	<b>5,140,533</b>	<b>6,451,444</b>
<b>Transfers</b>					
	<u>(35,000)</u>	<u>(73,616)</u>	<u>(38,616)</u>	<u>(73,616)</u>	<u>0</u>
<b>Total Transfers</b>	<b>(35,000)</b>	<b>(73,616)</b>	<b>(38,616)</b>	<b>(73,616)</b>	<b>0</b>
<b>Cash Receipts Over/(Under) Disbursements</b>	<b><u>(833,241)</u></b>	<b><u>(762,527)</u></b>	<b><u>70,714</u></b>	<b><u>238,298</u></b>	<b><u>1,000,825</u></b>

**Mental Health & Recovery Board of Clark, Greene and Madison**  
**Statement of Receipts and Disbursements**  
**Special Revenue Funds**  
**FY 2014**  
**From 1/1/2014 Through 1/31/2014**  
**(In Whole Numbers)**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
<b>Cash Receipts</b>					
Intergovernmental	3,716,190	6,115,066	2,398,876	2,802,400	(3,312,666)
Miscellaneous	7,500	7,500	0	427	(7,073)
<b>Total Cash Receipts</b>	<u>3,723,690</u>	<u>6,122,566</u>	<u>2,398,876</u>	<u>2,802,827</u>	<u>(3,319,739)</u>
<b>Cash Disbursements</b>					
Salaries	49,837	196,779	146,942	65,189	131,590
Benefits	0	0	0	464	(464)
Treatment Services/Activities	3,794,425	6,040,948	2,246,523	3,314,562	2,726,386
Professional Services	90	90	0	0	90
Operating	1,725	1,725	0	225	1,500
Rent/Utilities	1,838	6,554	4,716	2,797	3,757
Capital Outlay/Equipment	128	512	384	208	304
Travel/Conference	647	3,900	3,253	814	3,086
<b>Total Cash Disbursements</b>	<u>3,848,690</u>	<u>6,250,508</u>	<u>2,401,818</u>	<u>3,384,259</u>	<u>2,866,249</u>
<b>Transfers</b>					
-	125,000	142,942	17,942	142,942	0
<b>Total Transfers</b>	<u>125,000</u>	<u>142,942</u>	<u>17,942</u>	<u>142,942</u>	<u>0</u>
<b>Cash Receipts Over/(Under) Disbursements</b>	<u><u>0</u></u>	<u><u>15,000</u></u>	<u><u>15,000</u></u>	<u><u>(438,490)</u></u>	<u><u>(453,490)</u></u>

**Mental Health & Recovery Board of Clark, Greene and Madison**  
**Statement of Receipts and Disbursements**  
**Fiduciary Funds**  
**FY 2014**  
**From 1/1/2014 Through 1/31/2014**  
**(In Whole Numbers)**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
<b>Cash Receipts</b>					
Intergovernmental	2,127,785	2,796,041	668,256	2,191,716	(604,325)
<b>Total Cash Receipts</b>	<u>2,127,785</u>	<u>2,796,041</u>	<u>668,256</u>	<u>2,191,716</u>	<u>(604,325)</u>
<b>Cash Disbursements</b>					
Treatment Services/Activities	2,127,785	3,673,826	1,546,041	1,125,979	2,547,847
Advertising/Printing	0	0	0	418	(418)
<b>Total Cash Disbursements</b>	<u>2,127,785</u>	<u>3,673,826</u>	<u>1,546,041</u>	<u>1,126,397</u>	<u>2,547,429</u>
<b>Transfers</b>					
<b>Total Transfers</b>	<u>0</u>	<u>877,785</u>	<u>877,785</u>	<u>894,111</u>	<u>16,326</u>
<b>Cash Receipts Over/(Under) Disbursements</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,959,430</u>	<u>1,959,430</u>



**BOARD/AGENCY CONTRACT  
120 DAY NOTICE  
TO NOT 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) (6) (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 2014 CONTRACTS FOR THE AGENCIES LISTED BELOW, WHICH EXPIRE JUNE 30, 2014.**

**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.**

**MHR BOARD AGENCIES**

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

**Finance Committee Report**

**Friday, February 7, 2014**

The Finance Committee met Friday, February 7, 2014 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 and Jim Vernon

STAFF: Mark Huff, Roselin Runnels, Kevin Taylor and Kent Youngman

The first item on the agenda was a review of the Board's SFY 2013 contract agency reconciliation process. Kevin Taylor reviewed the attached report. Kevin pointed out on the attached report that no provider accessed any unearned allocation for client bad debt this year due to either there being no unearned allocation left to access or due to the fact that those providers with any unearned allocation remaining also had made a profit which makes them ineligible for bad debt. These procedures follow the Board's policy on Bad Debt – Policy #19.

The next agenda item was an update by Kevin of the SFY '13 agency audits. Kevin reported that the audits have been completed and that in December he participated in a series of meetings where the draft audit reports are reviewed by him, the auditor and agency representatives.

The next item was the review of the Board's SFY '13 annual audit. Kevin reminded Board members that this was the first audit conducted by state auditors and asked Mark Huff to walk Finance Committee members through the audit report. Mark mentioned that the one finding on the audit was related to how the Board has historically paid for treatment services through a process known as 'Reserve and Pay' and that the state auditors indicated that this procedure wasn't properly encumbering appropriations prior to generation of treatment expenses. Even though the process of 'Reserve and Pay' had been used for over ten years and two other sets of auditors had no issue with this process the state auditors indicated that alternative methods were required. Mark indicated that the corrective action for this finding would be to issue single reserves or a super blanket to encumber appropriations prior to the treatment expenses.

Mark Huff also walked the committee members through the highlights of the auditors' management letter. Most management letter recommendations were simply changes in presentation on the financial reports. One finding, however, indicated that the Board must approve any appropriation amendments. Going forward the Board will need to approve a County Appropriations for each calendar year as well as any subsequent amendments during the year.

The next agenda item was the County Appropriations Calendar Year 2014. Mark Huff reviewed the county appropriations handout and described it as a control function at the county auditor's office for the spending authority of the MHRB fund. This is something staff would now like the Board to approve as a result of this year's audit.

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE CALENDAR YEAR 2014 ESTIMATED REVENUE OF \$20,958,450 AND APPROPRIATIONS OF \$23,092,604 SUBMITTED TO THE CLARK COUNTY AUDITOR'S OFFICE INCLUDING A BUDGET AMENDMENT TO THE FIDUCIARY FUND FOR THE REDUCTION IN THE 505 HOT SPOT GRANT IN THE AMOUNT OF \$123,755.**

<b>Calendar Year 2014 Estimated Revenue &amp; Appropriations</b>										
<b>County Line</b>	<b>Revenue</b>	<b>January - June 2014</b>				<b>July - December 2014</b>				<b>CY 2014</b>
		<b>General Fund</b>	<b>Special Revenue</b>	<b>Fiduciary</b>	<b>Total</b>	<b>General Fund</b>	<b>Special Revenue</b>	<b>Fiduciary</b>	<b>Total</b>	<b>Grand Total</b>
40100	Miscellaneous	368,835	303,803	-	<b>672,638</b>	368,835	262,028	-	<b>630,863</b>	<b>1,303,501</b>
41100	Real Tax	5,082,699	-	-	<b>5,082,699</b>	5,017,654	-	-	<b>5,017,654</b>	<b>10,100,353</b>
42144	OAKS	-	3,986,776	1,233,393	<b>5,220,169</b>		2,498,284	1,711,143	<b>4,209,427</b>	<b>9,429,596</b>
	Transfer In	-	-	-	-	-	125,000	-	<b>125,000</b>	<b>125,000</b>
	<b>Total</b>	<b>5,451,534</b>	<b>4,290,579</b>	<b>1,233,393</b>	<b>10,975,506</b>	<b>5,386,489</b>	<b>2,885,312</b>	<b>1,711,143</b>	<b>9,982,944</b>	<b>20,958,450</b>
	<b>Appropriations</b>									
75101	Salaries	459,340	-	-	<b>459,340</b>	454,883	-	-	<b>454,883</b>	<b>914,223</b>
75110	PERS	62,406	-	-	<b>62,406</b>	63,687	-	-	<b>63,687</b>	<b>126,093</b>
75111	Worker's Comp.	17,832	-	-	<b>17,832</b>	-	-	-	-	<b>17,832</b>
75113	Medicare	6,783	-	-	<b>6,783</b>	6,591	-	-	<b>6,591</b>	<b>13,374</b>
75120	Dental	1,373	-	-	<b>1,373</b>	1,210	-	-	<b>1,210</b>	<b>2,583</b>
75122	Health	60,609	-	-	<b>60,609</b>	55,800	-	-	<b>55,800</b>	<b>116,409</b>
75413	Trtment Services	5,624,230	4,611,410	1,233,735	<b>11,469,375</b>	4,384,912	2,933,496	1,711,143	<b>9,029,551</b>	<b>20,498,926</b>
75957	Gen Operating	657,100	-	16,326	<b>673,426</b>	604,738	-	-	<b>604,738</b>	<b>1,278,164</b>
	Transfer Out	-	-	-	-	125,000	-	-	<b>125,000</b>	<b>125,000</b>
	<b>Total</b>	<b>6,889,673</b>	<b>4,611,410</b>	<b>1,250,061</b>	<b>12,751,144</b>	<b>5,696,821</b>	<b>2,933,496</b>	<b>1,711,143</b>	<b>10,341,460</b>	<b>23,092,604</b>

**IT WAS MOVED BY ROGER ROBERTS, SECONDED BY KIM MICHAEL TO RECOMMEND TO THE FULL BOARD TO APPROVE THE PROPOSED CALENDAR YEAR 2014 COUNTY APPROPRIATIONS AND AMENDMENT.**

**MOTION CARRIED.**

The next agenda item was the Funding for SFY 2015. Kevin reviewed the Board's Five Year Projections Report (SFY '14 – SFY '18) and reviewed with the Committee major assumptions directing next year's (SFY '15) funding. The major area of discussion centered on staff's recommendation that in FY '15 the Board take a conservative approach as now it seems that the new 507 State dollars originally planned for SFY '14 and SFY '15 would not be available again for SFY '15. The reduction of 507 funds as well as a planned cut of 34% of SAPT funds reduces considerably funds received from the state for the upcoming state fiscal year. The final major assumption for funding available in SFY '15 is that the Board would make up the SAPT reductions so providers would not have to take any of these cuts in funding.

**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 2015 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 2015 ALLOCATION AMOUNT. SPECIFIC AGENCY ALLOCATION INFORMATION WILL BE PRESENTED TO THE MHR BOARD FOR REVIEW AND APPROVAL IN MAY AND JUNE 2014. 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:**

<b>CLARK COUNTY</b>	<b>\$6,692,016</b>
<b>GREENE COUNTY</b>	<b>\$5,120,377</b>
<b>MADISON COUNTY</b>	<b>\$883,821</b>

**IT WAS MOVED BY JIM VERNON, SECONDED BY KIM MICHAEL TO RECOMMEND TO THE FULL BOARD TO APPROVE THE PROPOSED FISCAL YEAR 2015 COUNTY SPECIFIC SERVICE APPROPRIATION AMOUNTS.**

**MOTION CARRIED.**

The next item was presented by Mark Huff and was a recommendation to transfer funds from SFY '11 Medicaid balances back into SFY '11 local levy funds. According to ORC 5705.14 Paragraph D indicates that after a fund's activities, service or undertaking is no longer required its unexpended funds can be transferred to the general fund.

**IT IS THE RECOMMENDATION OF THE FINANCE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE TRANSFER OF FUNDS AS SHOWN IN THE ACCOMPANYING TABLE.**

Fund Number	Fund Name	Transfer In	Transfer Out	Total
110-2011-1	Clark Levy 2011	2,873.28		2,873.28
210-2011-1	Greene Levy 2011	4,661.32		4,661.32
600-2011-1	ODMH Medicaid 2011		(2,873.28)	(2,873.28)
700-2011-1	ODADAS Medicaid 2011		(4,661.32)	(4,661.32)
Total		7,534.60	(7,534.60)	-

**IT WAS MOVED BY ROGER ROBERTS AND SECONDED BY JIM VERNON TO RECOMMEND TO THE FULL BOARD TO APPROVE THE TRANSFER OF FUNDS AS PRESENTED.**

**MOTION CARRIED.**

Under miscellaneous Kevin informed the Committee members that the contract with Opportunities for Ohioans with Disabilities (OOD) would be moving forward and that the issues were finally resolved between OOD and the federal government. Kevin informed the committee that with the new contract the match required by the Board had increased by \$6,399.29 to a new total of \$155,684.51. This was because after final reconciliation of FFY '13 there were slightly fewer carryover funds available for match. Kevin indicated though that the original motion for providing match for the project stated up to a maximum of \$160,000 so a new motion was unnecessary.

**ADJOURNMENT**

The meeting was adjourned.

**OMHAS PREVENTION FUNDS  
SFY2014 PREVENTION AND WELLNESS PRACTICES**

BACKGROUND

The Ohio Department of Mental Health and Addiction Services (OMHAS) contacted the Mental Health & Recovery Board of Clark, Greene and Madison Counties (MHRB) through Dr. Kent Youngman in SFY2013 to discuss additional fiscal support for science based prevention and wellness initiatives currently operating in the Board area. MHRB staff submitted a proposal to ODADAS and received a grant award of \$40,000 focusing on workforce development in local schools as well as the larger community. The MHRB received notice of available SFY2014 funding to continue school and community-based prevention throughout the region. This grant award of \$15,000 must be expended by June 30, 2014.

**IT IS THE RECOMMENDATION OF THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH VARIOUS PROVIDERS FOR SERVICES THAT MEET THE REQUIREMENTS OF THE OMHAS PREVENTION GRANT. TOTAL CONTRACT AMOUNTS ARE NOT TO EXCEED \$15,000 FOR SFY 2014.**