

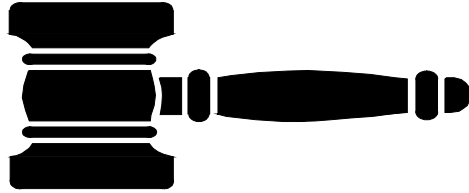


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**BOARD AGENDA  
SATURDAY, MARCH 15, 2014  
2:30 - 3:30 P.M.**

**BERGAMO CENTER  
4400 SHAKERTOWN ROAD  
DAYTON, OH 45430**

- I. OPENING REMARKS** *Jim Vernon, Chair*  
A. Welcome Guests & Introductions
- II. APPROVAL OF MINUTES** – February 18, 2014 **Attachment A**
- III. REVIEW OF VOUCHERS** **Attachment B**  
February 14, 2014 February 21, 2014  
February 28, 2014
- IV. CEO REPORT** *Kent Youngman*
- V. NOMINATING COMMITTEE** *Jim Vernon, Chair*  
A. Appointment of Nominating Committee Members
- VI. ADMINISTRATIVE**  
A. **MHR Board Financial Update** **Attachment C**  
1. Board Financials – February 2014  
B. **Bylaws of The MHRB** **Attachment D**  
Recommendation for Revision
- VII. MISCELLANEOUS**
- VIII. AUDIENCE PARTICIPATION**
- IX. BOARD MEMBER COMMENTS**
- X. ADJOURNMENT**



**MINUTES – February 18, 2014**

*The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Tuesday, February 18, 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, Julie Anthony, Marilyn Demma, Linda Griffith, Ben Harrison, Delvin Harshaw, Jim Hutchins, Kimberly Michael, Kellie Phillips, Roger Roberts and Lauren Ross*

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

**GUESTS** *Wendy Doolittle and John Federer*

**OPENING REMARKS**

*Jim Vernon, Chairperson, called the meeting to order, welcomed the Board membership and guests. Jim then indicated that we would postpone introductions until John Federer was present to swear in the new Board member.*

**APPROVAL OF MINUTES**

*The Board Minutes for the January 21, 2014 Mental Health & Recovery Board meeting were reviewed.*

***IT was MOVED BY DELVIN HARSHAW, SECONDED BY LINDA GRIFFITH TO APPROVE THE MINUTES, FOR THE JANUARY 21, 2014 BOARD MEETING.***

***MOTION CARRIED.***

## **REVIEW OF VOUCHERS**

*Voucher lists dated January 17, 2014, January 24, 2014, January 31, 2014 and February 7, 2014 were reviewed.*

## **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 be given an update on state issues and review the Board's strategic goals; 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 discussed Attachment C, Resolutions to Support Capital Projects. He stated that these projects are funded by MHAS capital dollars. The projects are in process, but to finalize and move forward they need a Board resolution. Kent then proceeded to read the recommendations.*

***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.***

***IT was MOVED BY JULIE ANTHONY, SECONDED BY KIM MICHAEL TO APPROVE THE RECOMMENDATION TO SUPPORT CAPITAL PROJECT FOR OESTERLEN SERVICES FOR YOUTH.***

***MOTION CARRIED.***

*Kent read the next recommendation in reference to the Resolutions to Support Capital Projects concerning Housing Solutions of Greene County.*

***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.***

***IT was MOVED BY BEN HARRISON, SECONDED BY JIM HUTCHINS TO APPROVE THE RECOMMENDATION TO SUPPORT CAPITAL PROJECT FOR HOUSING SOLUTIONS OF GREENE COUNTY, INC.***

***MOTION CARRIED***

*At this time Jim directed everyone's attention to Mr. Federer and asked that the Board members and staff please introduce themselves. Introductions were then made and Mr. Federer proceeded to the swearing in of Marilyn Demma.*

***BOARD MEMBER TO BE SWORN IN***

*Clark County Auditor, John Federer gave the Oath of Office to new Board member Marilyn Demma. Mr. Federer asked Marilyn to raise her right hand and recite the Mental Health & Recovery Board of Clark, Greene and Madison Counties Oath of Office, swearing her in as a new Mental Health & Recovery Board member. John thanked the Board members for their dedication and hard work and described the importance of the Board's work.*

*At this time Jim directed the meeting back to Kent for the rest of the CEO's report.*

*Kent next referenced a newspaper article titled "Treatment Bill Could Save Lives" which is about Senate Bill 43. The bill institutes involuntary outpatient commitment for mental health clients. Kent stated this is something NAMI Ohio has supported and it is controversial because of the need to act proactively when individuals are having a mental health crisis or their illness results in their not being able to advocate for themselves. The larger debate is one of individual civil rights vs. a community's right to protect itself from potential harm. This is part of the national debate on how these types of issues are addressed in a compassionate way that protects the individual's rights and liberties. Kent stated he did not know what the outcome of the particular bill will be. However, this bill is a sign of the times.*

*Kent advised the Board that when they get to the Finance Report they would discuss the status of the SAPT Funding that he has been mentioning at the last several meetings.*

*Kent asked the Board members to look at the piece of information regarding the Recovery-Oriented Systems of Care (ROCS) and to review it at their convenience. Kent indicated that ROSC is something at the local and state level that we will need to begin to consider for the current and future environment. There are a number of funding sources and currently no way of really tying them together to insure that there is an appropriate level of care for individuals needing those services. There is the need for the oversight of a local entity to be able to pull these things together and make sure that needed services are being provided. He would like to revisit this topic in the future.*

*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 D in the agenda packet reviewing the Statement of Cash Position and Fund Balances as of January 31, 2014. This report is strictly on a cash basis with total cash receipts of \$11,037,056 and total cash disbursements of (\$11,277,443) with excess cash receipts under disbursements of \$240,387 and an ending fund balance as of January of \$9,500,802.*

*The next report represents the Statement of Receipts and Disbursements for the General Fund with receipts of \$5,452,447 and disbursements totaling \$5,140,533 with receipts over disbursements by \$238,298.*

*The third report represents the Statement of Receipts and Disbursements for the Special Revenue Funds. Year-to-date as of January 31, 2014 receipts total \$2,802,827; disbursements total \$3,384,259, with receipts under disbursements by \$438,490.*

*The last financial report represents the Statement of Receipts and Disbursements for the Fiduciary Funds as of January 31, 2014. Total receipts are \$2,191,716; total disbursements are \$1,126,397, with receipts over disbursements by \$1,959,430.*

*Following the financial update, Kent Youngman then directed the membership to review Attachment E which referred to the 120 Day Notice that will be mailed out to the agencies. Kent explained that this letter goes out every year as pursuant to the Ohio Revised Code 340.03 (A) (6) (A) and/ or 340.033 (D) notifying the contract agencies that the Board has chosen not to renew the contracts for Fiscal Year 2014. The Board will then in good faith collaborate and negotiate to renew its contracts with provider agencies.*

*Kent Youngman read the recommendation for the 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*

***IT was MOVED BY DELVIN HARSHAW, SECONDED BY KELLIE PHILLIPS TO APPROVE BOARD/AGENCY CONTRACTS 120 DAY NOTICE TO NOT RENEW OR SUBSTANTIALLY CHANGE.***

***MOTION CARRIED.***

**FINANCE**

*Julie Anthony, Chair of the Finance Committee, stated that the Finance Committee meeting was held on Friday, February 7, 2014 at the Board Administration offices. Julie reviewed the Committee minutes and read the first recommendation.*

***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 JIM HUTCHINS TO APPROVE THE PROPOSED COUNTY CALENDAR YEAR 2014 APPROPRIATIONS AND AMENDMENT.***

***MOTION CARRIED.***

*Julie then proceeded to read the second recommendation:*

***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:***

***CLARK COUNTY                      \$6,692,016***

***GREENE COUNTY                    \$5,120,377***

***MADISON COUNTY                 \$883,821***

***IT was MOVED BY ROGER ROBERTS, SECONDED BY BEN HARRISON TO APPROVE THE PROPOSED FISCAL YEAR 2015 COUNTY SPECIFIC SERVICE APPROPRIATION AMOUNTS.***

***MOTION CARRIED.***

*Kent addressed the SAPT funding cuts and where we are in regards to potential changes. Kent stated that SAPT funding cuts are moving forward and will start in July and will go for 6 quarters, which will take us into FY 2016 3<sup>rd</sup> quarter. The anticipated lost will be approximately \$625,000 over the 6 quarters. The Board staff anticipates that MHAS will use monies from the 507 allocations to make up for some of the loss, but at this point it is not clear if this will happen and if so how much will be made up. The FY2015 available county funds were developed under the assumption that the Board will use reserves to make up for SAPT cuts so that agencies will not be cut and services can continue at their current levels. Kent stated that according to our five year projections and reserve policy this is possible.*

*Linda Griffith asked if there are any indications that the Administration is going to disband the local boards. Kent stated that this is something that comes up from time to time, but there are several things that would make that difficult. One thing in particular being that local boards, through levies, collectively generate more money than the state allocated for behavioral health services. There will probably be efforts in the Governor’s budget to reduce the number of local governmental agencies such as Health Districts and townships or at least force shared administrative services.*

*Julie then read the final motion from the Finance meeting:*

***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 KIM MICHAEL AND SECONDED BY DELVIN HARSHAW TO APPROVE THE TRANSFER OF FUNDS AS PRESENTED.***

***MOTION CARRIED.***



## **COMBINED EXECUTIVE AND BUILDINGS & GROUNDS**

*Jim Vernon, Chair of the Executive Committee and Buildings & Grounds Committee, stated that the Combined Committee meeting was held on Friday, February 14, 2014 at the Board Administration offices. Jim reviewed the Committee minutes and read the first recommendation.*

**IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE COMMITTEE AND THE BUILDINGS & GROUNDS COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RENOVATE THE MCKINLEY HALL OUTPATIENT/SUBOXONE AREA OF THE MHRB'S FACILITY LOCATED AT 1101 EAST HIGH STREET, SPRINGFIELD. THE RECOMMENDATION IS TO ENTER INTO CONTRACT WITH DOUG RICHEY CONSTRUCTION, REPRESENTING THE LOWEST AND BEST BID, IN AN AMOUNT NOT TO EXCEED \$21,550.**

**IT was MOVED BY ROGER ROBERTS AND SECONDED BY BEN HARRISON TO ENTER INTO CONTRACT WITH DOUG RICHEY CONSTRUCTION TO REMODEL THE OUTPATIENT/SUBOXONE AREA OF THE MHRB'S FACILITY LOCATED AT 1101 EAST HIGH STREET, SPRINGFIELD.**

**MOTION CARRIED.**

*Jim directed the members to Wendy Doolittle, CEO of McKinley Hall. Wendy addressed the Board stating the area that pertains to the request is open space that is currently not of any use. They would like to put offices in this space; this would alleviate office space having to be shared between employees. Wendy thanked the Board for passing the motion.*

*Jim then proceeded to read the second recommendation:*

**IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE COMMITTEE AND BUILDINGS & GROUNDS COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ENTER INTO CONTRACT WITH BRENTWOOD BUILDERS FOR AN AMOUNT NOT TO EXCEED \$15,000. THIS PROJECT INCLUDES STRIPPING WALLPAPER, PAINTING AND RE-CARPETING DEFINED AREAS IN THE NORTH WING OF THE 452 WEST MARKET STREET FACILITY IN XENIA. THESE ARE THE AREAS NOT COVERED BY THE INSURANCE REIMBURSEMENT. IN DOING THIS, THE ENTIRE WING WILL BE COMPLETELY UPDATED.**

**IT was MOVED BY DELVIN HARSHAW AND SECONDED BY SCOTT ANGER TO ENTER INTO CONTRACT WITH BRENTWOOD BUILDERS TO UPDATE ADDITIONAL AREAS IN THE NORTH WING OF THE 452 WEST MARKET STREET FACILITY IN XENIA.**

**MOTION CARRIED.**

*Jim went on to discuss the Table of Organization for fiscal year 2014 and what changes had occurred, such as the elimination of the Greene County maintenance worker and the administrative assistant position becoming full time. Jim then read the recommendation.*

***IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ADOPT THE ATTACHED TABLE OF ORGANIZATION EFFECTIVE JULY 1, 2013. THIS TABLE REFLECTS THE ADMINISTRATIVE POSITION AS FULL-TIME, ELIMINATES ONE MAINTENANCE POSITION AND CONVERTS ONE FULL-TIME ACCOUNTANT TO PART-TIME.***

***IT was MOVED BY JULIE ANTHONY AND SECONDED BY ROGER ROBERTS TO ADOPT THE TABLE OF ORGANIZATION AS PRESENTED.***

***MOTION CARRIED.***

*The next recommendation read by Jim was in regards to the Human Resource Policies. Jim stated that the policies where completely revamped in 2012 and it is a policy that they are reviewed every two years. Jim read the recommendation to make revisions to three of the current policies.*

***IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE REVISIONS TO THE FOLLOWING HUMAN RESOURCES POLICIES:***

***POLICY # 1 FUNCTIONS AND PURPOSE OF THIS MANUAL***

***POLICY # 5 EMPLOYMENT CATEGORIES***

***POLICY # 41 HEALTH & SAFETY MANAGEMENT***

***1. EMERGENCY SAFETY PLAN***

***2. FIRST AID KIT***

***IT was MOVED BY KIM MICHAEL AND SECONDED BY SCOTT ANGER TO APPROVE THE PROPOSED REVISIONS TO THE HUMAN RESOURCES POLICIES.***

***MOTION CARRIED.***

*Jim then directed the Board to Nancy Boop who referenced the Bylaws that were handed out, explaining the Board will be voting on the amendments at the Board meeting in March. Nancy stated that a written notice of the proposed Bylaws must be given to Board members at least two weeks in advance of the vote. Nancy stated that those Board members not in attendance would receive their copies via mail.*

**MISCELLANEOUS**

*Jim Vernon asked if Greta Mayer would like to make a presentation to the Board in regards to the Prevention and Wellness Activities. Greta spoke of the partnership with Wright State University and the Greene ESC on training individuals to use the science based prevention and wellness initiatives throughout the schools and the community. Jim then read the recommendation that would allow these trainings to continue.*

**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.**

**IT was MOVED BY JULIE ANTHONY AND SECONDED BY BEN HARRISON TO AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH VARIOUS PROVIDERS FOR SERVICES THAT MEET THE REQUIREMENTS OF THE OMHAS PREVENTION GRANT.**

**MOTION CARRIED.**

**AUDIENCE PARTICIPATION**

*None.*

**BOARD MEMBER COMMENTS**

*Delvin Harshaw welcomed Marilyn Demma to the Board.*

**ADJOURNMENT**

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

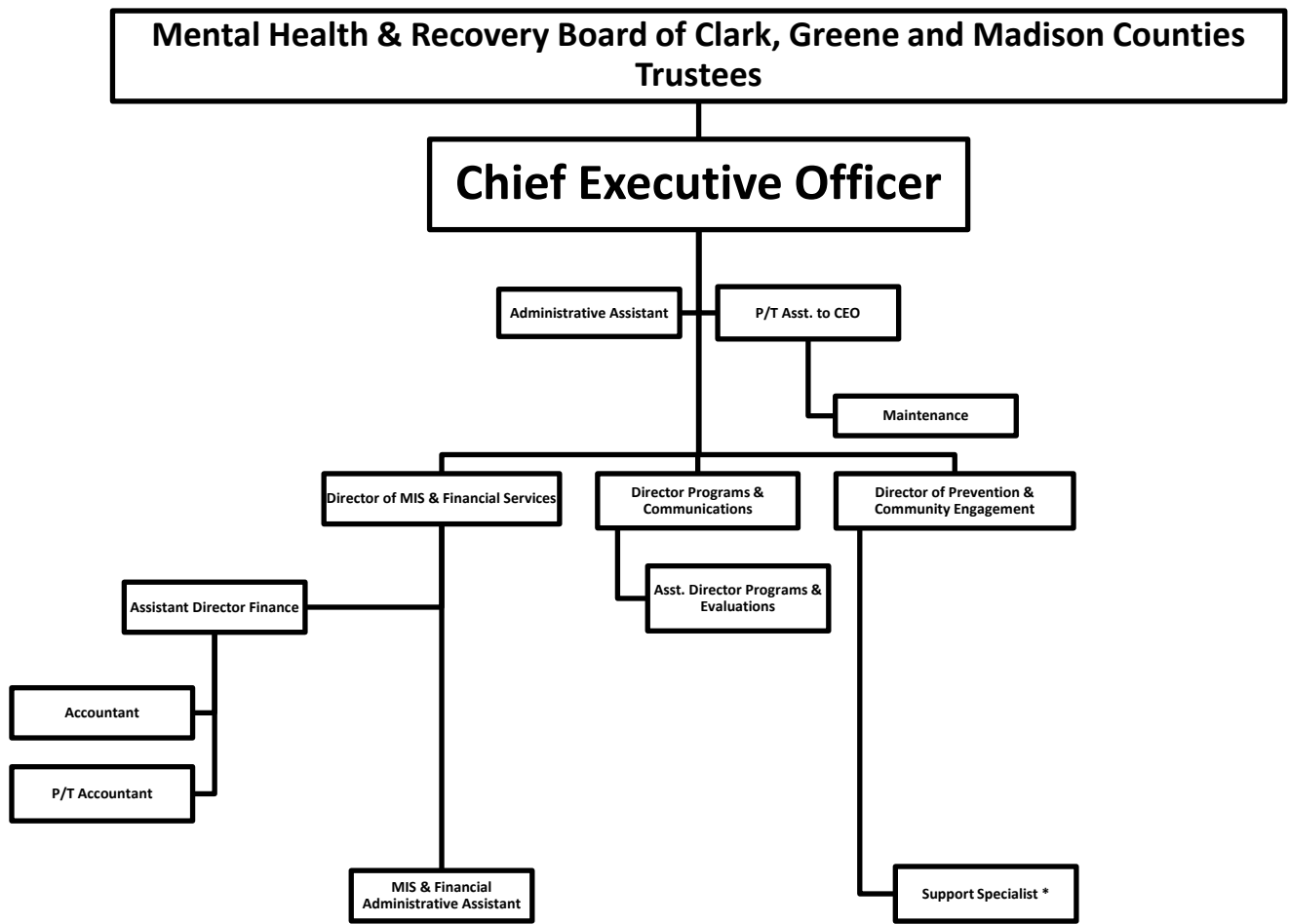
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*Julie Anthony, Secretary*

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*Lori Zehring, MHR Board Staff*

Table of Organization FY 2014



\* Support Specialist will report to Director of Prevention and Community Engagement but will provide support for Programs and Prevention activities as well as front office coverage.

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

**On February 14, 2014, The President/CEO of The Mental Health & Recovery Board of Clark, Greene, and Madison Counties approved payment of the following purchase orders:**

<i>Line</i>	<i>PO Number</i>	<i>Payee</i>	<i>City</i>	<i>Description</i>	<i>Amount</i>
75413	26878	Madison County Department of Family & Children		Clarb.041, Dec MACSIS treatment svcs	822.02
75413	26884	Integrity Ambulance Service		Patient transport	1,653.80
75413	26995	Madison County Department of Family & Children		Clarb.041, Dec MACSIS treatment svcs	2,473.35
75413	26996	McKinley Hall, Inc.	Springfield	Clarb.041, Nov-Jan MACSIS treatment svcs	33,000.54
75413	26997	Mental Health Services for Clark & Madison Counties		Clarb.041, Sep-Dec MACSIS treatment svcs	27,407.19
75957	26839	Lawn Masters Lawn/Landscaping		Snow removal, 2/5, 2/6	360.00
75957	26849	Hassler Communication Systems Technology, Inc.		February software support	40.00
75957	26851	Koorsen Fire & Security		Fire extinguisher service	96.95
75957	26852	All Phase Electric Supply Co.		Supplies	49.00
75957	26942	Cintas Corporation Loc. 02		Uniforms and building supplies	205.15
75957	26946	Dayton Power & Light Co.		Jan. electric	2,298.68
75957	26954	Impact Network Solutions, Inc.		Long distance charges	70.14
75957	26956	Lawn Masters Lawn/Landscaping		Snow removal, 2/5, 2/6	550.00
75957	26962	Time Warner Cable		Feb. phone bill	221.75
75957	26998	Canon Financial Services, Inc.		Lease copiers, February	461.10
75957	26999	City of Springfield		Water/sewer 12/20-1/21, 35 E. Madison	117.17
75957	27000	Columbia Gas of Ohio, Inc.		Jan gas bills	887.20
75957	27001	PNC Bank		Utility payments by credit card	5,778.46
75957	27002	Vectren Energy Delivery		Jan gas bills	1,569.22
75957	27003	Mitchell Painting		Interior painted, 1056 Mound St.	4,000.00
75957	27004	BioSource Landscaping Services and LS Combs, Inc.		Snow removal, 2/5	765.00
75957	27005	Robinson Insulation Co., Inc.		Insulate ceilings, 452 W. Market	3,088.00

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

**Grand Total**

**\$85,914.72**

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

**On February 21, 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	26873	TCN Behavioral Health Services, Inc.	Xenia	Clarb.049, Jul-Jan MACSIS treatment svcs	52,882.78
75413	26875	Greene County ESC Learning Center	Xenia	Clarb.049, Nov-Jan MACSIS treatment svcs	8,840.26
75413	26884	Eastway Corporation	Dayton	Jan. inpatient independent evaluations	900.00
75413	27006	Delaware-Morrow MH & RS Board		505 Hot Spot AOD Expansion	45,958.00
75413	27007	Elderly United	Springfield	Clarb.049, Dec MACSIS treatment svcs	10,311.61
75413	27008	McKinley Hall, Inc.	Springfield	Allocation - Physician Case Staffing	1,980.00
75413	27009	McKinley Hall, Inc.	Springfield	clarb.049, Jan MACSIS treatment svcs	34,928.62
75413	27010	TCN Behavioral Health Services, Inc.	Xenia	clarb.049, Jul-Jan MACSIS treatment svcs	123,653.21
75957	26828	Boop, Nancy		Business expense reimbursement, 1/8-2/18	179.76
75957	26842	Williams Brothers Roofing & Siding		Roof replacement, Anna St.	18,492.00
75957	26851	Koorsen Fire & Security		Quarterly monitoring	90.00
75957	26887	Advanced Mechanical Services, Inc.		Duct & filter, 224 East St.	345.00
75957	26929	Pitney Bowes, Inc.		Postage meter supplies	100.00
75957	26940	Martin, Browne, Hull & Harper		Legal fee, Jan-Feb	483.00
75957	26946	Pitney Bowes, Inc.		Postage meter supplies	14.78
75957	26956	Lawn Masters Lawn/Landscaping		Snow removal, 2/10	355.00
75957	27011	BioSource Landscaping Services and LS Combs, Inc.		Snow removal, 2/10	415.00
75957	27012	Companion Life		March life insurance	41.80
75957	27013	Hassler Communication Systems Technology, Inc.		Renew Trend Micro Maintenance	505.00
75957	27014	Huntington National Bank		Safe deposit box rental	27.00
75957	27015	Profile Display, Inc.		Display ad @ Clark County Fairgrounds	544.00
75957	27016	Sheehan Bros. Vending, Inc.		Coffee	115.00
75957	27017	TCN Behavioral Health Services, Inc.	Xenia	Reimburse Koorsen, Roto-Rooter	273.80
75957	27018	Williams Brothers Roofing & Siding		Roof replacement, Anna St.	192.00

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

**Grand Total**

**\$301,627.62**

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

**On February 28, 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	26871	Oesterlen Services for Youth	Springfield	March allocation	16,250.00
75413	26874	Greene County Juvenile Court		Clarb.055, Jan. MACSIS treatment svcs	4,935.60
75413	26875	Greene County ESC Learning Center	Xenia	Clarb.055, Jan. MACSIS treatment svcs	7,541.22
75413	26884	Crystl Osborn		Independent Evaluation	225.00
75413	27019	Greene County ESC Learning Center	Xenia	March allocation	5,356.00
75413	27020	Greene County Family & Children First Council	Xenia	March allocation	17,898.00
75413	27021	Greene Leaf Therapeutic	Xenia	March allocation	2,937.00
75413	27022	Housing Solutions of Greene County, Inc.	Xenia	March allocation	9,707.00
75413	27023	NAMI of Clark & Greene Co.	Springfield	March allocation	19,483.00
75413	27024	Madison County Family Council		March allocation	3,487.00
75413	27025	Madison County Department of Family & Children		March allocation	940.00
75413	27026	Mental Health Services for Clark & Madison Counties		March allocation	168,256.00
75413	27027	TCN Behavioral Health Services, Inc.	Xenia	March allocation	18,460.00
75413	27028	Women's Recovery Center	Xenia	March allocation	9,500.00
75413	27029	McKinley Hall, Inc.	Springfield	Clarb.055, Dec-Jan MACSIS treatment svcs	32,303.12
75413	27030	TCN Behavioral Health Services, Inc.	Xenia	Clarb.055, Jan. MACSIS treatment svcs	62,227.14
75413	27031	Matt Talbot House	Springfield	Clarb.055, Jan. MACSIS treatment svcs	6,174.33
75413	27032	Mental Health Services for Clark & Madison Counties		Clarb.055, Nov-Jan MACSIS treatment svcs	159,316.25
75957	26851	Koorsen Fire & Security		Feb. semi-annual restaurant system service	635.90
75957	26942	Cintas Corporation Loc. 02		Uniforms and building supplies	205.34
75957	26960	Sparkle-N-Shine, LLC		Janitorial services	168.51
75957	27033	Collins, Alan E.		March legal fee, commitment hearings	3,978.00
75957	27034	BioSource Landscaping Services and LS Combs, Inc.		snow removal, 2/15, 2/18	1,180.00
75957	27035	Cintas Corporation Loc. 02		Uniforms and building supplies	307.43
75957	27036	Dayton Power & Light Co.		February electric	1,114.16
75957	27037	City of Springfield		Jan water/sewer/storm water	640.79
75957	27038	Ohio Edison		February electric	4,180.26
75957	27039	Sparkle-N-Shine, LLC		Janitorial services	1,485.67
75957	27040	Go Concepts		Website hosting annual fee	119.40
75957	27041	PNC Bank		Utilities by credit card	3,640.59
75957	27042	City of Springfield		Water/sewer 12/17-1/21	464.46

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

**Grand Total**

**\$563,117.17**

## Mental Health &amp; Recovery Board of Clark, Greene and Madison

## Statement of Cash Position and Fund Balances

As of 2/28/2014

(In Whole Numbers)

	General Fund	Special Revenue Funds	Fiduciary Funds	Total
<b>Cash Receipts</b>				
Taxes	4,373,185	0	0	4,373,185
Intergovernmental	646,588	4,319,042	2,191,716	7,157,346
Rental	479,836	0	0	479,836
Miscellaneous	7,070	1,074	0	8,144
<b>Total Cash Receipts</b>	<b>5,506,678</b>	<b>4,320,116</b>	<b>2,191,716</b>	<b>12,018,510</b>
<b>Cash Disbursements</b>				
Salaries	(651,723)	(113,668)	0	(765,391)
Benefits	(157,426)	(566)	0	(157,992)
Treatment Services	(5,577,838)	(3,917,408)	(1,574,380)	(11,069,625)
Professional Services	(63,826)	0	0	(63,826)
Operating	(40,492)	(486)	0	(40,978)
Rent/Utilities	(219,931)	(5,071)	0	(225,002)
Repairs/Maintenance	(20,457)	0	0	(20,457)
Capital Outlays/Equipment	(515,578)	(374)	0	(515,952)
Advertising/Printing	(5,655)	0	(418)	(6,073)
Principle/Interest	(61,029)	0	0	(61,029)
Insurance	(34,469)	0	0	(34,469)
Lease	(6,220)	0	0	(6,220)
Travel/Conference	(8,930)	(947)	0	(9,877)
Other	(61,929)	0	0	(61,929)
<b>Total Cash Disbursements</b>	<b>(7,425,501)</b>	<b>(4,038,521)</b>	<b>(1,574,798)</b>	<b>(13,038,820)</b>
Total receipts over/(under) disbursements	(1,918,823)	281,595	616,918	(1,020,309)
Other financing receipts/(disbursements)				
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>	<b>(52,443)</b>	<b>52,443</b>	<b>0</b>	<b>0</b>
Excess cash receipts over/(under) disbursements	(1,971,266)	334,039	616,918	(1,020,309)
Fund Balance at beginning of year	8,482,466	364,612	894,111	9,741,189
Fund balances at end of period	<b>6,511,200</b>	<b>698,650</b>	<b>1,511,029</b>	<b>8,720,879</b>



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

Statement of Receipts and Disbursements

General Fund

FY 2014

From 2/1/2014 Through 2/28/2014

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
Cash Receipts					
Taxes	10,165,397	10,165,397	0	5,019,772	(5,145,625)
Rental	731,489	731,489	0	474,982	(256,507)
Miscellaneous	<u>6,180</u>	<u>6,180</u>	<u>0</u>	<u>6,560</u>	<u>380</u>
Total Cash Receipts	10,903,066	10,903,066	0	5,501,314	(5,401,752)
Cash Disbursements					
Salaries	984,793	974,129	(10,664)	651,723	322,406
Benefits	285,800	285,800	0	157,426	128,374
Treatment Services/Activities	9,235,208	8,853,253	(381,955)	4,293,950	4,559,302
Professional Services	115,278	115,278	0	63,562	51,716
Operating	63,762	63,762	0	35,520	28,242
Rent/Utilities	339,115	339,115	0	182,490	156,625
Repairs/Maintenance	30,600	30,600	0	16,215	14,385
Capital Outlay/Equipment	271,200	597,813	326,613	484,362	113,451
Advertising/Printing	10,000	10,000	0	5,655	4,345
Principle/Interest	91,545	91,545	0	61,029	30,516
Insurance	42,596	42,596	0	34,469	8,127
Lease	11,000	11,000	0	6,145	4,855
Travel/Conference	16,460	16,086	(374)	7,539	8,547
Other	<u>203,950</u>	<u>203,950</u>	<u>0</u>	<u>61,748</u>	<u>142,202</u>
Total Cash Disbursements	11,701,307	11,634,927	(66,380)	6,061,834	5,573,093
Transfers					
Total Transfers	<u>(35,000)</u>	<u>(73,616)</u>	<u>(38,616)</u>	<u>(73,616)</u>	<u>0</u>
Cash Receipts Over/(Under) Disbursements	<u>(833,241)</u>	<u>(805,477)</u>	<u>27,764</u>	<u>(634,136)</u>	<u>171,341</u>

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

Statement of Receipts and Disbursements

Special Revenue Funds

FY 2014

From 2/1/2014 Through 2/28/2014

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
Cash Receipts					
Intergovernmental	3,716,190	6,115,066	2,398,876	3,734,781	(2,380,285)
Miscellaneous	<u>7,500</u>	<u>7,500</u>	<u>0</u>	<u>633</u>	<u>(6,867)</u>
Total Cash Receipts	3,723,690	6,122,566	2,398,876	3,735,414	(2,387,152)
Cash Disbursements					
Salaries	49,837	196,779	146,942	76,603	120,176
Benefits	0	0	0	566	(566)
Treatment Services/Activities	3,794,425	6,055,948	2,261,523	3,694,163	2,361,785
Professional Services	90	90	0	0	90
Operating	1,725	1,725	0	225	1,500
Rent/Utilities	1,838	6,554	4,716	3,304	3,250
Capital Outlay/Equipment	128	512	384	249	263
Travel/Conference	<u>647</u>	<u>3,900</u>	<u>3,253</u>	<u>824</u>	<u>3,076</u>
Total Cash Disbursements	3,848,690	6,265,508	2,416,818	3,775,935	2,489,573
Transfers					
Total Transfers	<u>125,000</u>	<u>142,942</u>	<u>17,942</u>	<u>142,942</u>	<u>0</u>
Cash Receipts Over/(Under) Disbursements	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>102,421</u></u>	<u><u>102,421</u></u>

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

Statement of Receipts and Disbursements

Fiduciary Funds

FY 2014

From 2/1/2014 Through 2/28/2014

(In Whole Numbers)

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Budget Change</u>	<u>YTD Actual</u>	<u>Final Budget Variance</u>
Cash Receipts					
Intergovernmental	<u>2,127,785</u>	<u>2,672,286</u>	<u>544,501</u>	<u>2,191,716</u>	<u>(480,570)</u>
Total Cash Receipts	<u>2,127,785</u>	<u>2,672,286</u>	<u>544,501</u>	<u>2,191,716</u>	<u>(480,570)</u>
Cash Disbursements					
Treatment Services/Activities	<u>2,127,785</u>	<u>3,550,071</u>	<u>1,422,286</u>	<u>1,574,380</u>	<u>1,975,691</u>
Advertising/Printing	<u>0</u>	<u>0</u>	<u>0</u>	<u>418</u>	<u>(418)</u>
Total Cash Disbursements	<u>2,127,785</u>	<u>3,550,071</u>	<u>1,422,286</u>	<u>1,574,798</u>	<u>1,975,273</u>
Transfers					
Total Transfers	<u>0</u>	<u>877,785</u>	<u>877,785</u>	<u>894,111</u>	<u>16,326</u>
Cash Receipts Over/(Under) Disbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,511,029</u>	<u>1,511,029</u>

AMENDED BYLAWS  
OF THE  
MENTAL HEALTH & RECOVERY BOARD OF  
CLARK, GREENE AND MADISON COUNTIES

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ARTICLE I – NAME AND JURISDICTION AREA

SECTION 1:

The name of this organization is the Mental Health & Recovery Board of Clark, Greene and Madison Counties.

SECTION 2:

The territory served by the Board is Clark, Greene and Madison Counties in the State of Ohio.

SECTION 3:

The principal office and place of business of the Board shall be located within the territory served at such place as may be designated from time to time by the Board.

ARTICLE II - RESPONSIBILITIES

SECTION 1:

The responsibilities of the Board are described in ORC 340.03 (mental health) and ORC 340.33 (substance abuse), respectively. Among those duties are the following:

- A. Plan for the mental health and substance abuse needs of the joint-county district.

- Evaluate the need for programs and facilities.
- Establish service priorities.
- Develop program plans.
- Coordinate services and plans with other local and regional providers and planners.
- Submit a bi-annual plan for mental health services and substance abuse services to the ~~appropriate~~ state department.
- Promote, arrange, and implement working agreements with social agencies, both public and private, and with judicial agencies.
- Recruit and promote local financial support for programs from public and private sources.

B. Implement services.

- Enter into contracts with agencies for the provision of services.
- ~~Approve agency costs and fee schedules for services funded by the Board.~~ *unit rates and reimburse agency for claims submitted for eligible services.*
- Consider program quality and continuity of care and cost effectiveness of services provided.
- Insure agency utilization review process as part of the service contract.
- Investigate any complaint of alleged client abuse or neglect.
- Mental health services:
  - Implement community support system.
  - Supervise probate/commitment process as specified in ORC 340.03.
  - Insure fire safety approval of apartments or rooms owned or leased by the Board or agency and that persons residing in these facilities are receiving appropriate and necessary services.

C. Employ a qualified ~~executive director~~ *Chief Executive Officer (CEO)* who meets the requirements for the position as outlined in the Ohio Revised Code, prescribe the ~~director's~~ *CEO's* duties, and determine his/her compensation.

D. Review, evaluate and conduct program audits for services funded through the Board and determine if services meet minimum standards and submit findings and recommendations to ~~appropriate state agencies.~~ *department.*

- E. Audit in accordance with guidelines from the Auditor of State and federal requirements at least annually all programs and services under contract with the Board.
- F. Prepare an annual report of programs under the jurisdiction of the Board, including a fiscal report.
- G. Acquire, convey, lease, or enter into a contract to purchase, lease, or sell property for community mental health and alcohol and drug addiction services and related purposes as may be determined advisable and enter into loan agreements, including mortgages, for the acquisition of such property.
- H. Enforce applicable federal and state requirements and rules and exercise all other responsibilities specified by the Ohio Revised Code.

### ARTICLE III – BOARD MEMBERSHIP

#### SECTION 1:

The Mental Health & Recovery Board of Clark, Greene and Madison Counties will have eighteen (18) members; eight (8) of the members will be from Greene County, eight (8) members will be from Clark County and two (2) members will be from Madison County. The composition will be in accordance with Section 340.02 of the Ohio Revised Code.

The Director of the Ohio Department of Mental Health *and Addiction Services* shall appoint ~~two (2)~~ *four (4)* members of the Board from Greene County and ~~two (2)~~ *four (4)* members of the Board from Clark County. ~~The Director of the Ohio Department of Alcohol and Drug Addiction Services shall appoint two (2) members of the Board from Greene County and two (2) members of the Board from Clark County.~~ The Greene County Commissioners shall appoint four (4) members to the Board and the Clark County Commissioners ~~will~~ *shall* appoint four (4) members to the Board. The Madison County Commissioners ~~will~~ *shall* appoint two (2) members to the Board.

The membership of the Board shall, as nearly as possible, reflect the composition of the population of the service district as to race and sex.

~~The Director of the Ohio Department of Mental Health and Addiction Services shall appoint:~~

- ~~1. Psychiatrist or physician;~~
- ~~2. A mental health professional;~~
- ~~3. A person who has or is receiving mental health services paid for by public funds; and~~
- ~~4. A parent or relative of such a person a person receiving alcohol and/or drug addiction services.~~

~~The Director of the Ohio Department of Alcohol and Drug Addiction Services shall appoint:~~

- ~~5. 1. A professional in the field of alcohol and drug addiction services;~~
- ~~6. 2. An advocate for persons receiving treatment for alcohol or drug addiction;~~
- ~~7. 3. A person who has received or is receiving services for alcohol and/or drug addiction;~~
- ~~8. 4. A parent or other relative of such a person.~~

*The Director of the Ohio Department of Mental Health and Addiction Services shall ensure that:*

- *At least one member of the Board is a clinician with experience in the delivery of mental health services.*
- *At least one member of the Board is a person who has received or is receiving mental health services paid for by public funds.*
- *At least one member of the Board is a parent or other relative of a person who has received or is receiving mental health services paid for by public funds.*
- *At least one member of the Board is a clinician with experience in the delivery of addiction services.*
- *At least one member of the Board is a person who has received or is receiving addiction services paid for by public funds.*
- *At least one member of the Board is a parent or other relative of a person who has received or is receiving addiction services paid for by public funds.*

SECTION 2:

Board member vacancies created by the expiration of the members' terms of office shall be filled by the original appointing authorities and shall be for terms of four years.

SECTION 3:

No member shall serve more than two consecutive terms. A member may serve for three consecutive terms only if one of the terms is for less than two years. A member who has served two consecutive four-year terms or three consecutive terms totaling less than ten years is eligible for reappointment one year following the end of the last term.

SECTION 4:

Any member of the Board may resign by tendering a resignation to the remaining members and the appointing authority. Any member of the Board may be removed from office by the appointing authority for neglect of duty, misconduct or malfeasance in office, after being informed in writing of the charges and afforded an opportunity for a hearing.

SECTION 5:

Any member appointed by a county commission will automatically vacate his/her position on the Board if he/she removes his/her residence from the county. Any member appointed by the Director of the Ohio Department of Mental Health *and* ~~or by the Director of the Ohio Department of Alcohol and Drug~~ Addiction Services shall automatically vacate his/her position on the Board if he/she removes his/her residence from the territory served by the Board. Any member will automatically vacate his/her position on the Board if he/she becomes a paid employee in carrying out any programs of activity directly operated (or contracted for) by this Board. Upon the absence of any member within one year from either four regularly scheduled Board meetings or from two regularly scheduled Board meetings without informing the Board of his/her appropriate reason, the Board shall notify the appointing authority for consideration of possible neglect of duty.



SECTION 6:

If a vacancy shall occur among the members as a result of death, resignation, removal or otherwise, such vacancy shall be filled by the original appointing authority. A person appointed to fill such vacancy shall be a member for the remainder of the unexpired term.

ARTICLE IV – MEETINGS

SECTION 1:

The Board shall meet as often as stipulated in law as a minimum. A quorum for an official meeting of the Board shall consist of a majority of Board members. A simple majority of those present and voting at any duly called meeting of the Board at which a quorum is present will decide all matters other than amendments to these Bylaws. Each member shall have one vote. Roberts Rules of Order shall apply. Notice of each regularly scheduled meeting of the Board shall be mailed at least one week in advance. Accompanying this notice shall be a tentative agenda with subjects to be discussed.

SECTION 2:

Special meetings may be called by the chairperson or on request of at least three members of the Board with twenty-four hours' advance notice.

SECTION 3:

Executive Session – In order to call an executive session, a motion which specifies in general the basis for determining that an executive session is lawful, must be approved. Permissible subjects for an executive session are:

- Personnel matters.
- Purchase or sale of public property, where premature disclosure of information would give advantage to an individual.

- Conferences with legal counsel concerning pending or imminent court action.
- Collective bargaining.
- Matters required by law to be kept confidential.
- Discussion of security measures, disclosure of which could cause violation of law.

SECTION 4:

Each Board member on an annual basis must attend at least one training session approved by the state department which shall not be a regularly scheduled Board meeting.

SECTION 5:

All meetings of the Board are open to the public at all times unless the subject matter under consideration permits an executive session as provided in Ohio Revised Code, Section 121.22.

ARTICLE V – OFFICERS

SECTION 1:

The officers of the Board shall be a Chairperson, Vice-Chairperson and Secretary. Nominees for Chairperson shall have been a Board member for three years. Nominees for Vice-Chairperson and Secretary shall have served on the Board at least two years. Officers shall be elected by the Board from the membership of the Board. The term of office shall be for one year and begin July 1<sup>st</sup>. Officers may serve two consecutive terms in office. The Chairperson may appoint a member to fill any vacancy in any office occurring for whatever reason with the approval of the Board. Vacancies are to be filled within 30 to 60 days. The Vice-Chairperson cannot be a member of the Board from the same county as the Chairperson.

SECTION 2:

The Board Chairperson will appoint a nominating committee composed of three Executive Board members, one from each of the three counties comprising the service area, and two at-large Board members. Each year,

the committee will submit a slate of officers at the April meeting. During the May meeting the Board will elect the officers for a period of one year.

SECTION 3:

The Chairperson's duties are:

- Preside at all meetings of the Board.
- Serve as Chairperson of the Executive Committee.
- Sign all contracts and obligations authorized by the Board.
- Act as ex-officio member of all committees, except the Nominating Committee, with the privilege of attending meetings and casting the deciding vote in case of a tie.
- Appoint members and chairpersons of committees.
- Plan and prepare, in consultation with the ~~Executive Director~~ *CEO*, agenda for Board meetings and meetings of the Executive Committee.
- Represent the Board, or appoint a representative, at all occasions requiring such representation.
- Appoint the Board liaisons to agencies and organizations as deemed advisable.
- Give leadership to the Board and encourage all members to give their best effort.
- Replace committee chairpersons when vacancies occur.

SECTION 4:

The Vice-Chairperson's duties are:

- Perform all duties of the Chairperson in his/her absence or inability to serve, and assist him/her as necessary.
- Assume duties of Chairperson, if vacancy occurs, until the next regular or special meeting of the Board.

SECTION 5:

The Secretary's duties are:

- The Secretary shall be responsible for the minutes and records of the meetings of the Board ~~and of the Executive Committee.~~
- Minutes of all meetings of the Board will be kept in accordance with Ohio Revised Code and will be made available for public inspection.

ARTICLES VI – BOARD COMMITTEES

SECTION 1:

For the expeditious handling of business, the Board may establish such standing and/or special committees as it shall deem advisable and prudent. The Bylaws will be revised on any occasion a new standing committee is created by the Board.

The duties of any committee shall be determined by a majority vote of a quorum of the Board members. Unless otherwise directed by Board vote, the procedures of committees shall be in accordance with the conventional rules of order.

The action of any committee shall not be binding upon the Board, unless the responsibility for such action has been specifically delegated to and vested in that committee by a majority vote of the Board.

Special task forces or ad hoc committees shall be appointed by the Chairperson or upon recommendation or request of the full Board.

Each committee chairperson may appoint special committees as the need warrants.

A majority of the members shall constitute a quorum for each committee.

Each committee shall meet as stipulated on an adopted schedule unless the Committee Chair, after discussion with the ~~Executive Director~~ *CEO*, determines there is no business before the committee.

The Board Chairperson shall serve as the ex-officio member of all standing committees, ad hoc committees, or special task force.

Any Board member may attend any committee meeting as a non-voting member.

### SECTION 2:

The Standing Committees of the Board shall be: Executive, ~~Alcohol and Drug Addiction Services, Mental Health Services~~ *Mental Health and Addiction Services Program*, Finance and Buildings and & Grounds. The members and chairperson of each committee shall be appointed by the Chairperson. The Chairperson will make every attempt to appoint an equal number of Greene County and Clark County members on each committee. One Madison County member will be appointed to each committee. All committees shall establish regular meeting dates. Members of Standing Committees shall serve for one full year from the date of their appointments.

### SECTION 3:

The Executive Committee consists of the Chairperson, Vice-Chairperson, Secretary, Immediate Past Chairperson, one Madison County member and the Chairperson of all other committees. The Executive Committee shall represent the Board between meetings; interpret policy; guide the ~~President/CEO; review and make changes concerning the current year budget,~~ review monthly Board financial position by exception *review Board/Agency Service Agreements*; address legal issues; develop and set personnel policies; salary and fringe benefits and evaluate the ~~President/CEO~~.

The Executive Committee shall, upon request, hear and evaluate complaints of contracting agencies, clients, family members, or other individuals dissatisfied with one of the Board's funded agencies or other complaints that

may have to do with program services in the community, including grievances submitted by Board and contracting agency employees.

SECTION 4:

~~The Alcohol and Drug Services Committee shall consist of the four Board members appointed by the Ohio Department of Alcohol and Drug Addiction Services or professionals in the field or advocates for persons receiving treatment plus at least two additional Board members appointed by the Chairperson of the Board. All service areas represented by the Board shall be represented on the committee. The committee shall meet at least three times per year.~~

~~The Alcohol and Drug Committee shall concern itself with making recommendations to the Board on any Community Plans; Board's annual budget for alcohol and drug services; on the alcohol and drug addiction programs funded or to be funded by the Board; and on guidelines for evaluation of alcohol and drug addiction programs.~~

*Each member of the Board shall also serve on the Mental Health and Addiction Services Program Committee. This committee shall meet at least three times per year. The Mental Health and Addiction Services Program Committee shall concern itself with making recommendations to the Board on any Community Plans; the Board's annual budget for mental health and addiction services; the mental health and addiction services programs funded or to be funded by the Board; and on guidelines for evaluation of mental health and addiction services programs.*

SECTION 5:

~~The Mental Health Services Committee shall consist of at least six Board members, including one member from each of the counties represented by the Board service area.~~

~~The Mental Health Services Committee shall concern itself with making recommendations to the Board on any Community Plans; Board's annual budget for mental health services; on the mental health programs funded or~~

~~to be funded by the Board; and on guidelines for evaluation of mental health programs.~~

SECTION 6-5:

The Finance Committee shall have a minimum of three members (exclusive of the Chairperson), including at least one Board member from each service area of the Board. The committee shall meet at least ~~three~~-two times per year.

The Committee will work with Board staff in reviewing and developing recommendations including, but not limited to, the Board's financial position, fiscal policies, ~~Board/Agency service agreements~~, agency request for advances, and The Ohio Association of County Behavioral Health Authorities Peer Certification Standards.

In addition to the above, the Finance Committee will act as the Audit Committee being responsible for selecting auditing firms when necessary, overseeing the annual independent audit *and* ensuring audit recommendations are implemented. ~~and recommending approval of the audit report to the Board.~~ In this capacity, the committee will have the authority to ask for assistance or obtain input from outside individuals relating to auditing issues.

SECTION 7 6:

The Buildings ~~and~~ & Grounds Committee shall have a minimum of three members (exclusive of the Chairperson), including at least one Board member from each service area of the Board.

The Committee will work with Board staff in developing recommendations to the Board about the suitability of current facilities for program needs, the need for improvements, the priority of those needs, and the lease, purchase and sale of property.

SECTION 8 7:

Ad hoc committees may be appointed by the Chairperson of the Board as required.

ARTICLE VII – ORGANIZATION

SECTION 1:

The Board shall appoint an ~~Executive Director~~ *Chief Executive Officer* who shall carry out those duties outlined in Section 340.04 of the Ohio Revised Code in addition to such duties and powers as may be granted to or imposed on him/her by the Board. To the extent authorized by law and by the Board and subject to its approval, he/she shall act as the authorized representative of the Board in matters affecting the administration of the affairs of the Board.

SECTION 2:

The management of the property and affairs of the Board shall be controlled by the Board and may be delegated to the officers of and/or the staff employed by the Board.

SECTION 3:

The fiscal year of the Board shall be from July 1 to June 30 of the following year.

SECTION 4:

All funds received by the Board shall be credited to the Board and placed in deposit with the Clark County Treasurer and used for the purposes of the Board.



ARTICLE VIII – COMPENSATION

SECTION 1:

No member of the Board shall receive compensation or payment except as reimbursement for funds actually expended in conduct of the business of the Board.

ARTICLE IX – AMENDMENTS

SECTION 1:

These Bylaws may be amended by a two-thirds vote of those members present and voting at any duly called meeting of the Board at which a quorum is present and after written notice of the proposed amendment(s) has been mailed to the members at least two weeks in advance.

ARTICLE X – SEPARABILITY AND SAVINGS CLAUSE

SECTION 1:

If any provision of these Bylaws should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination as to its validity, the remainder of these Bylaws and the application of such provision to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement has been restrained, shall not be affected thereby.

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**PLANNED MOTIONS**

**FOR**

**MENTAL HEALTH & RECOVERY**  
**BOARD OF CLARK, GREENE AND**  
**MADISON COUNTIES**

**MARCH 15, 2014**

\*\*\*\*\*

**ADMINISTRATIVE**

**IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE PROPOSED AMENDMENTS TO THE BOARD'S BYLAWS AS PRESENTED. THESE AMENDMENTS ARE PRIMARILY ATTRIBUTED TO THE CONSOLIDATION OF THE TWO STATE DEPARTMENTS.**