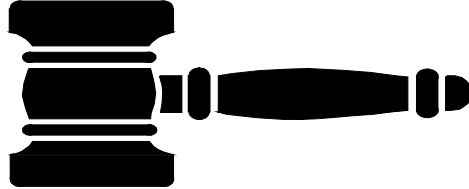


## ATTACHMENT A



### MINUTES – June 20, 2011

*The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Monday, June 20, 2011 at 7:00 p.m. at the Clark State Community College, Library Resource Center, Room 207, 570 East Leffel Lane, Springfield, Ohio.*

**PRESENT** *Judy Hoy, Chairperson, Presiding; Julie Anthony, Pauline Brown, Ben Harrison, Delvin Harshaw, Jim Hutchins, Joseph Keferl, Kimberly Michael, Beverly Quinn, Lauren Ross, Richard Sanders and Jim Vernon*

*Staff: Dr. Kent Youngman, CEO; Nancy Chiles, Greta Mayer, Roselin Runnels, Kevin Taylor and Tauna Wren*

**GUESTS:** *Rhonda Baer, Housing Solutions of Greene County  
Dan Barksdale, McKinley Hall  
Tim Callahan, Greene County Educational Service Center  
Lisa Dempsey, McKinley Hall  
Donna Frederick, Elderly United (United Senior Services)  
Saundra LaPrise, Madison County Department of Family & Children  
Teri Molden, McKinley Hall  
Tom Otto, TCN Behavioral Health Services  
Jim Perry, Mental Health Services for Clark and Madison Counties  
Judy Potts, Elderly United (United Senior Services)  
Mary Beth Taylor, Mental Health Services for Clark and Madison Counties  
Donald Warner, Oesterlen Services for Youth*

### **OPENING REMARKS**

*Judy Hoy, Chairperson, called the meeting to order, welcomed the Board membership and guests and asked the audience to introduce themselves.*

## **APPROVAL OF MINUTES**

*The Board Minutes for the May 16, 2011 Mental Health & Recovery Board meeting were reviewed. It was requested that spelling corrections be made to pages 1860 and 1862. Joseph Keferl added that with his absence from last month's Board meeting he wanted to emphasize his support for the Nominating Committee's slate of officers for FY 2012 and stated that diversity is more than color, gender or social/economic status. He felt that the Board does have a diverse slate of officers.*

***IT was MOVED BY PAULINE BROWN, SECONDED BY LAUREN ROSS TO APPROVE THE MINUTES OF THE MAY 16, 2011 BOARD MEETING AS CORRECTED.***

***MOTION CARRIED.***

## **REVIEW OF VOUCHERS**

*Voucher lists dated May 13, 2011, May 20, 2011, May 27, 2011, June 3, 2011 and June 10, 2011 were reviewed. Julie Anthony questioned the 3 in 1 badge-a-matic combo purchase for \$799.95. Roselin stated that this machine would be used to promote Board levies in all three counties. There was a question regarding a possible reduction in Mahajan payments. Kevin stated that in the past, Mahajan billings had reached approximately \$450,000 a year, but this year has decreased considerably.*

## **CEO'S REPORT**

*Judy then called on Kent Youngman to give the CEO report. Kent thanked the outgoing Board members for their time and dedication and stated they will be missed.*

*Next, he stated that the state budget is in "conference committee" at this time and that over 400,000 emails from advocates were sent to the legislators regarding the mental health budget.*

*Kent informed the membership that ODMH has given the Board an increase of 15% in state hospital bed days as compared to fiscal year 2011. The reconciliation for bed days above or below the planned amount has also been eliminated. The Board will not be responsible for paying back over-utilization of bed days and likewise, will not benefit from under-utilization.*

*Next, Kent stated that a Forensic Review Committee has met to review the forensic release procedures. The state has committed to regional training for boards, providers and hospitals to help them understand the NGRI conditional release process and responsibilities. Kent will inform the Board of training dates when they become available.*

*Crisis Intervention Training (CIT) will be held in late August or early September and the membership will be informed of the dates.*

*That concluded the CEO report.*

### **ADMINISTRATIVE ISSUES**

*Judy and Kent reviewed the first motion regarding FY 2012 Board/Agency Agreement.*

*At the April 29, 2011 Executive Committee meeting and at the May 16, 2011 Mental Health & Recovery Board meeting, staff reviewed with the membership proposed revisions to the FY 2012 Board/Agency service agreement. These changes are primarily attributed to the following:*

- *Fiscal Year 2012 represents a transition year in which the MHR Board will work with agencies throughout the year to develop the programs and services to be provided.*
- *The state departments will be responsible for providing the matching funds for Medicaid.*

*In addition to the revisions addressing the above issues, the Executive Committee proposed changes relating to Section 1, Item #11 – Audits. However, these changes were not supported by the full Board; therefore, the original audit language was retained.*

*On May 17, 2011 the proposed FY 2012 service agreement, with changes highlighted, was sent to all contract agencies asking for comments, questions and concerns. Agencies were given until June 10<sup>th</sup> to reply in writing. The staff received no comments from the agencies.*

*Judy read the recommendation.*

***IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE REVISED FISCAL YEAR 2012 BOARD/AGENCY SERVICE AGREEMENT AS PRESENTED.***

***IT was MOVED BY JOSEPH KEFERL, SECONDED BY JULIE ANTHONY TO APPROVE THE REVISED FISCAL YEAR 2012 BOARD/AGENCY SERVICE AGREEMENT AS PRESENTED.***

***MOTION CARRIED.***

*Next was the Request for Authorization of Property Tax Advances. Kent stated that each year Board staff requests a motion authorizing the Director of MIS and Financial Services to request tax advances from the appropriate counties as needed. These monies have already been collected by the counties prior to disbursing funds to the Board. Judy read the recommendation.*

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE BOARD'S DIRECTOR OF MIS AND FINANCIAL SERVICES TO REQUEST PROPERTY TAX ADVANCES FROM THE CLARK, GREENE AND/OR MADISON COUNTY AUDITOR'S OFFICE AS NEEDED DURING FISCAL YEAR 2012.**

**IT was MOVED BY JIM VERNON, SECONDED BY DELVIN HARSHAW TO AUTHORIZE THE BOARD'S DIRECTOR OF MIS AND FINANCIAL SERVICES TO REQUEST PROPERTY TAX ADVANCES FOR FY 2012.**

**MOTION CARRIED.**

*Next, was the Request for Authorization of Board Officers to Act on Behalf of the Board. Kent stated that the Board does not meet during the months of July and August; in the event Board action is necessary, a motion is being presented to authorize the Board Officers to act on behalf of the full Board. Any action taken would be brought to the full Board in September to be ratified. Judy read the recommendation.*

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE FISCAL YEAR 2012 BOARD OFFICERS TO ACT ON BEHALF OF THE FULL BOARD FROM JUNE 21, 2011 UNTIL THE SEPTEMBER 2011 BOARD MEETING. THIS ACTION WILL ENSURE CONTINUED OPERATION OF THE SYSTEM.**

**IT was MOVED BY JIM HUTCHINS, SECONDED BY JIM VERNON TO AUTHORIZE THE FISCAL YEAR 2012 BOARD OFFICERS TO ACT ON BEHALF OF THE FULL BOARD.**

**MOTION CARRIED.**

*Next, Judy called on Kevin Taylor to review the Mental Health & Recovery Board financials. Kevin referred the membership to Attachment F in the agenda packet and reviewed the Statement of Cash Position and Fund Balances as of May 31, 2011. This report is strictly on a cash basis with total cash receipts of \$31,629,860 and total disbursements of \$27,593,309. Kevin reported that the Board's fund balance as of May 31, 2011 was \$8,815,799.*

*The next page is the Statement of Revenues and Expenditures – Summary Activity for FY 2011, as of May 31, 2011. Total revenues were \$28,573,622; total expenditures were \$23,652,092, with cash receipts over disbursements of \$4,946,813.*

**COMBINED EXECUTIVE AND BUILDING & GROUNDS ISSUES**

*Judy Hoy stated that the Combined Executive and Building & Grounds Committees met on Friday, May 27, 2011 at 7:30 a.m. at the Administrative Offices of the Mental Health & Recovery Board, located at 1055 East High St., Springfield, Ohio.*

*Judy reviewed the minutes and read the Five-Year Capital Plan recommendation.*

**IT IS THE RECOMMENDATION OF THE BUILDING & GROUNDS COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE PROPOSED FIVE-YEAR CAPITAL PLAN BUDGET AS PRESENTED. THIS REPRESENTS A BOARD SET-ASIDE FOR FISCAL YEAR 2012 TOTALING \$185,100, REFLECTING \$78,300 FOR CLARK COUNTY AND \$106,800 FOR GREENE COUNTY.**

**IT was MOVED BY JUDY HOY, SECONDED BY JULIE ANTHONY TO APPROVE THE FISCAL YEAR 2012 FIVE-YEAR CAPITAL PLAN.**

*Judy stated that capital expenditures for Housing Solutions are included in this plan; they have not been included in the past. Nancy Chiles stated that the Board owns three properties in Greene County that are managed by Housing Solutions. Kent stated that this plan reflects twenty-one properties.*

**MOTION CARRIED.**

*Next, Judy read the Fiscal Year 2012 Property Management Budget recommendation.*

**IT IS THE RECOMMENDATION OF THE BUILDING & GROUNDS COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE PROPOSED PROPERTY MANAGEMENT BUDGET AS PRESENTED IN THE AMOUNT OF \$714,578.**

*Nancy stated that fiscal year 2012 is lower than fiscal year 2011 reflecting a decrease in repairs and maintenance.*

**IT was MOVED BY JUDY HOY, SECONDED BY JOSEPH KEFERL TO APPROVE THE FISCAL YEAR 2012 PROPERTY MANAGEMENT BUDGET.**

**MOTION CARRIED.**

*Judy then presented the FY 2012 MHR Board Budget recommendation, which includes administration and county fees.*

**IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE FISCAL YEAR 2012 MHR BOARD ADMINISTRATION BUDGET IN THE AMOUNT OF \$1,240,597 AND THE COUNTY FEES BUDGET IN THE AMOUNT OF \$186,000 FOR A TOTAL OF \$1,426,597.**

**IT was MOVED BY JUDY HOY, SECONDED BY PAULINE BROWN TO APPROVE THE FISCAL YEAR 2012 ADMINISTRATION AND COUNTY FEES BUDGET.**

*Kevin stated that the Advertising/Printing line has been reduced by \$10,000. Travel and conference expense has been reduced by \$5,000. Kent also stated that there will be one extra pay period in FY 2012. Judy stated that the custodian is retiring and the Board plans to contract with N.A.M.I. and Matt Talbot House to handle janitorial and lawn care duties for the Board. There was a discussion regarding the liability of the Board in having consumers provide these services. Kent stated that the Board will not hire individuals directly, but will contract with the Matt Talbot House and N.A.M.I. for the services.*

**MOTION CARRIED.**

*The next issue was the Human Resources Policies and Procedures manual.*

**IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE AND ADOPT THE PROPOSED HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL EFFECTIVE JULY 1, 2011. THIS MANUAL INCLUDES POLICIES #1 THROUGH #48 AS DEFINED BELOW:**

- POLICY #1 FUNCTIONS AND PURPOSE OF THIS MANUAL**
- POLICY #2 HIRING**
- POLICY #3 PROBATIONARY PERIOD**
- POLICY #4 ORIENTATION AND TRAINING**
- POLICY #5 EMPLOYMENT CATEGORIES**
- POLICY #6 HOURS OF WORK**
- POLICY #7 OUTSIDE EMPLOYMENT**
- POLICY #8 LAYOFF AND RECALL**
- POLICY #9 TERMINATION OF EMPLOYMENT**
- POLICY #10 PERSONNEL RECORDS MANAGEMENT**
- POLICY #11 IMMIGRATION REFORM ACT**
- POLICY #12 DISCLOSURE OF BENEFITS**
- POLICY #13 HEALTH AND PRESCRIPTION DRUG INSURANCE**

**POLICY #14 MEDICARE HEALTH INSURANCE**  
**POLICY #15 DENTAL INSURANCE**  
**POLICY #16 LIFE INSURANCE**  
**POLICY #17 DISABILITY INCOME INSURANCE**  
**POLICY #18 OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM (OPERS)**  
**POLICY #19 DEFERRED COMPENSATION**  
**POLICY #20 PAID HOLIDAYS**  
**POLICY #21 VACATIONS**  
**POLICY #22 CREDIT UNION**  
**POLICY #23 BUSINESS EXPENSE**  
**POLICY #24 EDUCATIONAL ASSISTANCE**  
**POLICY #25 EMPLOYEE ASSISTANCE PROGRAM**  
**POLICY #26 REFRESHMENT AREA**  
**POLICY #27 SICK LEAVE**  
**POLICY #28 PERSONAL LEAVE**  
**POLICY #29 MATERNITY/PATERNITY LEAVE**  
**POLICY #30 MILITARY LEAVE**  
**POLICY #31 BEREAVEMENT LEAVE**  
**POLICY #32 SHORT-TERM ABSENCES**  
**POLICY #33 DISABILITY LEAVE**  
**POLICY #34 LEAVE WITHOUT PAY**  
**POLICY #35 INCIDENTAL CLOSINGS**  
**POLICY #36 PROMOTION/TRANSFER**  
**POLICY #37 DRUG AND ALCOHOL FREE WORKPLACE**  
**POLICY #38 SOLICITATION**  
**POLICY #39 STANDARDS OF CONDUCT**  
**POLICY #40 BOARD MEMBER COMMUNICATION WITH BOARD STAFF**  
**POLICY #41 HEALTH & SAFETY MANAGEMENT**  
**POLICY #42 SALARY ADMINISTRATION**  
**POLICY #43 PERFORMANCE EVALUATIONS**  
**POLICY #44 JOB EVALUATION**  
**POLICY #45 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**  
**POLICY #46 WORKPLACE HARASSMENT**  
**POLICY #47 NEPOTISM – EMPLOYMENT OF RELATIVES**  
**POLICY #48 CONFLICT OF INTEREST – ETHICS OF PUBLIC EMPLOYMENT**

**IT was MOVED BY JUDY HOY, SECONDED BY BEN HARRISON TO APPROVE AND ADOPT THE PROPOSED HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL EFFECTIVE JULY 1, 2011.**

**MOTION CARRIED.**

**COMBINED MENTAL HEALTH AND ALCOHOL/DRUG ISSUES**

*Judy Hoy called on Joseph Keferl to review the Combined Mental Health and Alcohol/Drug Committees' reports. Joseph stated that a meeting was held on Tuesday, June 7, 2011 at 5:30 p.m. at the Greene County Educational Service Center Conference Room, 360 East Enon Road, Yellow Springs, Ohio. He read a summary motion to approve the actions taken at the combined committees meeting.*

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFY AND CONFIRM THE ACTION TAKEN BY THE COMBINED MENTAL HEALTH AND ALCOHOL & DRUG COMMITTEES ON JUNE 7, 2011. BELOW IS A SUMMARY OF THIS ACTION:**

**FISCAL YEAR 2012 ALLOCATIONS**

<b>ELDERLY UNITED</b>	<b>\$ 93,484</b>
<b>FAMILY VIOLENCE PREVENTION CENTER OF GREENE COUNTY</b>	<b>\$ 30,213</b>
<b>FORENSIC PSYCHIATRY CENTER FOR WESTERN OHIO</b>	<b>\$ 13,796</b>
<b>GREENE COUNTY JUVENILE COURT</b>	<b>\$ 45,000</b>
<b>HOUSING SOLUTIONS OF GREENE COUNTY, INC.</b>	<b>\$ 137,482</b>
<b>PROJECT WOMAN</b>	<b>\$ 91,000</b>

**IT was MOVED BY JOSEPH KEFERL, SECONDED BY DELVIN HARSHAW TO RATIFY AND CONFIRM THE ACTION TAKEN BY THE COMBINED MENTAL HEALTH AND ALCOHOL & DRUG COMMITTEES ON JUNE 7, 2011.**

**MOTION CARRIED.**

*Joseph then stated that a second Combined Mental Health and Alcohol & Drug Committees meeting was held on Tuesday, June 14, 2011 at 5:30 p.m. at the Clark State Community College, Library Resource Center, Room 209, 570 East Leffel Lane, Springfield, Ohio. He read a summary motion to approve the actions taken at the combined committees meeting.*

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFY AND CONFIRM THE ACTION TAKEN BY THE COMBINED MENTAL HEALTH AND ALCOHOL & DRUG COMMITTEES ON JUNE 14, 2011. BELOW IS A SUMMARY OF THIS ACTION:**



**FISCAL YEAR 2012 ALLOCATIONS**

<b>CLARK COUNTY EDUCATIONAL SERVICE CENTER</b>	<b>\$80,000</b>
<b>GREENE COUNTY EDUCATIONAL SERVICE CENTER</b>	<b>\$225,633</b>
<b>MADISON COUNTY DEPARTMENT OF FAMILY &amp; CHILDREN McKINLEY HALL</b>	<b>\$77,716 \$1,387,388</b>
<b>AGREEMENT WITH SPRINGFIELD CITY SCHOOLS &amp; MENTAL HEALTH SERVICES FOR CLARK COUNTY</b>	<b>\$60,000</b>
<b>AGREEMENT WITH CLARK COUNTY EDUCATIONAL SERVICE CENTER &amp; MENTAL HEALTH SERVICES FOR CLARK COUNTY</b>	<b>\$110,000</b>
<b>MENTAL HEALTH SERVICES FOR CLARK &amp; MADISON COUNTIES</b>	<b>\$4,238,811</b>
<b>OESTERLEN SERVICES FOR YOUTH</b>	<b>\$195,000</b>
<b>TCN BEHAVIORAL HEALTH SERVICES</b>	<b>\$3,909,199</b>
<b>WOMEN'S RECOVERY CENTER</b>	<b>\$437,409</b>
<b>CLIENT-DIRECTED OUTCOME-INFORMED SET ASIDE</b>	<b>\$40,000</b>
<b>MADISON COUNTY MEDICATION ASSISTED TREATMENT</b>	<b>\$15,000</b>
<b>RISK POOL FUND SET ASIDES</b>	<b>\$975,000</b>
<b>SPECIAL PLACEMENTS, EMERGENCY HOUSING AND MEDICATION</b>	<b>\$38,425</b>
<b>INDEPENDENT EXPERT TESTIMONY SET ASIDE</b>	<b>\$15,000</b>

***IT was MOVED BY JOSEPH KEFERL, SECONDED BY JULIE ANTHONY TO RATIFY AND CONFIRM THE ACTION TAKEN BY THE COMBINED MENTAL HEALTH AND ALCOHOL & DRUG COMMITTEES ON JUNE 14, 2011.***

***MOTION CARRIED.***

*That concluded the Combined Mental Health and Alcohol & Drug Committees' reports.*

**MISCELLANEOUS**

*None.*

**AUDIENCE PARTICIPATION**

*Donna Frederick, Executive Director of Elderly United of Springfield and Clark County (United Senior Services) thanked the Board and stated they appreciated the financial support.*

**BOARD MEMBER COMMENTS**

*It was noted that Judy Hoy will be missed.*

**EXECUTIVE SESSION (CLOSED MEETING)**

*Judy read the motion to enter into Executive Session.*

***I MOVE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE APPOINTMENT, EMPLOYMENT AND/OR COMPENSATION OF A PUBLIC EMPLOYEE.***

**LAUREN ROSS, SECONDED**

**ROLL CALL VOTE REQUIRED**

*Roll Call Vote: Julie Anthony-Yes; Pauline Brown-Yes; Ben Harrison-Yes; Delvin Harshaw-Yes; Judy Hoy-Yes; Jim Hutchins-Yes; Joseph Keferl-Yes; Kimberly Michael-Yes; Beverly Quinn-Yes; Lauren Ross-Yes; Richard Sanders-Yes; and Jim Vernon-Yes*

*The members of the Board requested that Kent Youngman be included in the Executive Session.*

**MOTION CARRIED.**

**RETURN TO OPEN MEETING**

***IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RETURN TO REGULAR SESSION.***

***IT was MOVED BY JUDY HOY, SECONDED BY JOSEPH KEFERL THAT THE MENTAL HEALTH & RECOVERY BOARD RETURN TO REGULAR SESSION.***

**MOTION CARRIED.**

**CEO/BOARD AGREEMENT**

*Next was the recommendation for the CEO/Board Employment Agreement.*

***IT IS THE RECOMMENDATION OF THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES THAT THE MHR BOARD APPROVE THE NEWLY DEVELOPED AGREEMENT BETWEEN THE MHR BOARD AND THE CEO AND AUTHORIZE THE MHR BOARD CHAIRPERSON TO EXECUTE THE AGREEMENT ON BEHALF OF THE MHR BOARD.***

***IT was MOVED BY JUDY HOY, SECONDED BY PAULINE BROWN TO APPROVE THE NEWLY DEVELOPED AGREEMENT BETWEEN THE MHR BOARD AND THE CEO AND AUTHORIZE THE MHR BOARD CHAIRPERSON TO EXECUTE THE AGREEMENT.***

***MOTION CARRIED.***

*Lastly, was the CEO Performance Review Recommendation.*

***IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES, DUE TO THE SATISFACTORY EVALUATION RATING, COMPLY WITH THE PROVISIONS OF THE CONTRACT FOR THE CEO FOR FISCAL YEAR 2012.***

***IT was MOVED BY JUDY HOY, SECONDED BY JIM HUTCHINS TO APPROVE THE CEO CONTRACT FOR FISCAL YEAR 2012.***

***MOTION CARRIED.***

**ADJOURNMENT**

***A MOTION WAS MADE BY JIM HUTCHINS AND THE MEETING WAS ADJOURNED BY CHAIR, JUDY HOY.***

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*Estherann Grooms, Secretary*

*Tauna Wren, MHR Board Staff*