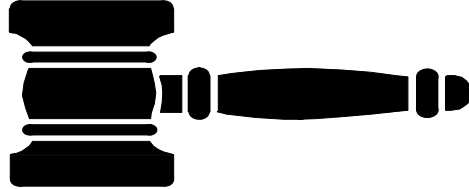


## ATTACHMENT A



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### MINUTES – October 20, 2014

*The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Monday, October 20, 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, Delvin Harshaw, Kimberly Michael, Roger Roberts, Lauren Ross, Steve Shelton and Julie Vann*

*Staff: Dr. Kent Youngman, CEO; Mark Huff, Michelle Humphrey, Dr. Greta Mayer, Roselin Runnels and Tracey Stute*

**GUESTS:** *Officer Jennifer Deal, Beavercreek Police Department  
Maureen Fagans, United Senior Services  
Stephanie McCuiston, Wittenberg Hagen Center/CAY  
Elizabeth Rumble, Greene County Public Library*

#### **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 September 15, 2014 Mental Health & Recovery Board meeting were reviewed. Julie Anthony noted that a word was missing in a sentence under Board Member Comments. The sentence should read “Jim Vernon complimented Roselin for putting together C.I.T.”*

**IT was MOVED BY DELVIN HARSHAW, SECONDED BY SCOTT ANGER, TO APPROVE THE MINUTES OF THE SEPTEMBER 15, 2014 BOARD MEETING, AS CORRECTED.**

**MOTION CARRIED.**

**REVIEW OF VOUCHERS**

*Voucher lists dated September 5, 2014, September 12, 2014, September 19, 2014, September 26, 2014 and October 3, 2014 were reviewed. Linda Griffith asked what Tiger Direct/Crystal reports developer was. Mark Huff explained that it was for software related to G.O.S.H. that was purchased through Hot Spot funds.*

**CEO REPORT**

*Jim called on Kent Youngman to give the CEO report. Kent began by stating that there were several guests at the meeting. First, he introduced Jennifer Deal from Beavercreek Police Department. Jennifer attended the Crisis Intervention Training (C.I.T.) and spoke at the graduation ceremony. Kent stated that she did such an outstanding job that he thought it would be useful for the membership to hear her as well. Kent then asked Jennifer to discuss her experience at C.I.T. Jennifer explained how her C.I.T. training aided her during a police call and also stated that her mother was mentally ill and how grateful she is to those who helped her instead of putting her in jail. Kent stated that this training was the biggest one that has been held so far.*

*Next, Kent introduced Maureen Fagans, Executive Director of United Senior Services (Elderly United). Maureen gave an overview of the programs provided to senior citizens by Elderly United and asked for the Board's endorsement of their 2015 levy renewal. Jim Vernon read the recommendation.*

**IT IS THE RECOMMENDATION OF THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES THAT THE BOARD ENDORSE THE 1.0 MILL RENEWAL LEVY FOR THE PURPOSE OF PROVIDING AND MAINTAINING SENIOR CITIZEN SERVICES OR FACILITIES BY AND THROUGH ELDERLY UNITED OF SPRINGFIELD AND CLARK COUNTY, OHIO, INC. DBA UNITED SENIOR SERVICES.**

**IT was MOVED BY MARILYN DEMMA, SECONDED BY JULIE ANTHONY TO APPROVE THE ENDORSEMENT.**

**MOTION CARRIED.**

*Then Kent introduced Beth Rumple, Deputy Director of Greene County Public Library. Beth gave a presentation on the services provided by the library and asked for the Board's endorsement for their 2015 levy. Linda Griffith stated that another specific use for the library is*

*for the individuals with chronic mental illness to have a place to go for resources that they normally would not have access to. Jim read the recommendation.*

***IT IS THE RECOMMENDATION OF THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES THAT THE BOARD ENDORSE THE GREENE COUNTY PUBLIC LIBRARY LEVY OF 1.9 MILLS FOR THE PURPOSE OF PROVIDING FUNDING FOR CURRENT OPERATING EXPENSES.***

***IT was MOVED BY LINDA GRIFFTH, SECONDED BY SCOTT ANGER TO APPROVE THE ENDORSEMENT.***

***MOTION CARRIED.***

*Kent then introduced Stephanie McCuiston, Administrative Director of Wittenberg Hagen Center Community Alliance for Youth, to discuss their mini-grant award. Stephanie thanked the Board for excusing her from the September 15<sup>th</sup> meeting and explained to the Board what the grant was intended for and gave an update on the implementation of their project.*

*Next, Kent stated that a group from Serbia visited September 12-20, 2014 and asked Julie Vann to give an update. Julie explained that, after the Berlin Wall came down, the U.S. Congress wanted to reach out and help some of the Communist-blocked countries, so they set up a grant and through that, people can come to the United States and study an issue of concern to them. Julie stated that six Serbian professionals came to discuss domestic violence and families that have gay/lesbian/bi-sexual/transgender members. She said that the Open World Leadership called Friendship Force and asked them to host the Serbians. Julie then contacted Kent to ask for assistance in making this happen. She stated that they took them on several tours in Dayton and did 32 hours of seminar as well as meeting with members of the police department and a lunch with judges. Julie stated that the judges suggested that they contact the European Union to send judges over to talk to their judges about how laws are implemented. She also stated that Channel 7 reported about the visit on the news. Julie said that they had a really good time and thanked Kent for giving her the courage to do this.*

*Last, Kent reminded everyone that for the November Program Committee meeting, there will be a couple of business items but the majority of the meeting will be training regarding Recovery Oriented Systems of Care. Cheri Walters from the Board Association will be the facilitator. Our particular campaign is Recovery is Beautiful. Kent stated that everyone will learn more about recovery oriented systems of care, what it means, how it helps us focus on clients and families, and talk about citizens rather than systems.*

*That concluded the CEO report.*

### **ADMINISTRATIVE**

*Jim called on Mark Huff to review the Mental Health & Recovery Board financials. Mark referred the membership to Attachment C in the agenda packet and first reviewed the Statement of Cash Position and Fund Balances as of September 30, 2014. This report is strictly*

on a cash basis with total cash receipts of \$5,959,062 and total disbursements of (\$3,744,427) with excess cash receipts over disbursements of \$2,214,635 and an ending fund balance as of September 30, 2014 of \$13,175,738.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2015 activity. The General Fund had an ending cash balance of \$3,428,179; special revenue had a balance of \$280,829; fiduciary had a balance of \$163,648; Capital Projects had no activity to date.

The next section Mark reviewed was the Budget to Actual – Administration and Support Budget Summary for FY 2015 activity. Total actual expenses were \$289,910.19; budgeted expenses were \$309,641. Actual expenses were under budget by \$19,730.81.

The last section Mark reviewed was Cash Position (Actual and Projected) for period ending September 30, 2014. This report projects that by this time next year, the cash balance will be around \$11.7 million.

That concluded the Administrative report.

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

Jim stated that the Mental Health and Addiction Services Program Committee met on Tuesday October 7, 2014 at 5:30 p.m. at the Greene County ESC, 360 East Enon Road, Yellow Springs, Ohio and asked Delvin Harshaw, Committee Chair, to give a report. Delvin stated that it was a very informative meeting. He then reminded the membership that, at the last Board meeting, Kent proposed reading one motion to ratify the actions taken at the Program Committee meetings in lieu of reviewing them again at the Board meetings. Delvin stated that if anyone wants to look at the full report, it is in the minutes of the meeting. Delvin then read the recommendation.

**IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFY AND CONFIRM THE ACTION TAKEN BY THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE ON OCTOBER 7, 2014. MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.**

**IT was MOVED BY JULIE ANTHONY, SECONDED BY KIM MICHAEL TO RATIFY AND CONFIRM THE ACTIONS TAKEN BY THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE ON OCTOBER 7, 2014.**

**MOTION CARRIED.**

Kent asked if this format works and everyone agreed that it does. Roger Roberts suggested including a bulleted list that references the items that were recommended during that period of time.

That concluded the Mental Health and Addiction Services Committee Report.

## **FINANCE COMMITTEE**

*Jim stated that the Finance Committee met on Friday, October 3, 2014 at 7:30 a.m. at the Mental Health & Recovery Board of Clark, Greene and Madison Counties, 1055 E. High Street, Springfield, Ohio and asked Julie Anthony, Committee Chair, to give the report. Julie suggested that everyone review the minutes and if there are any questions, they should be directed to Mark Huff. Julie stated that some of the recommendations are housekeeping things; the first one is regarding budget changes. Julie read the recommendation.*

**IT IS THE RECOMMENDATION OF THE FINANCE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE AN AMENDMENT FOR THE 2014 CALENDAR YEAR, A REDUCTION TO ESTIMATED REVENUE \$1,725,940 AND A REDUCTION TO THE APPROPRIATIONS \$1,604,797 TO BE SUBMITTED TO THE CLARK COUNTY AUDITOR'S OFFICE.**

**IT was MOVED BY ROGER ROBERTS, SECONDED BY DELVIN HARSHAW TO APPROVE AN AMENDMENT FOR THE 2014 CALENDAR YEAR BUDGET.**

**MOTION CARRIED.**

*Next, Julie read the recommendation for the County Appropriations Calendar Year 2015.*

**IT IS THE RECOMMENDATION OF THE FINANCE COMMITTEE THAT MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE CALENDAR YEAR 2015 ESTIMATED REVENUE OF \$14,798,889 AND APPROPRIATIONS OF \$16,749,610 TO BE SUBMITTED TO THE CLARK COUNTY AUDITOR'S OFFICE.**

**IT was MOVED BY KIM MICHAEL, SECONDED BY LAUREN ROSS TO APPROVE THE CALENDAR YEAR 2015 APPROPRIATIONS.**

*Jim asked if there were any questions and Julie Vann asked if a similar one is done in Madison and Greene Counties. Kent stated that all of the Board's finances go through Clark County, as the Treasurer of Clark County is the designated custodian of all funds.*

**MOTION CARRIED.**

*Julie stated the last item was a recommendation for amending the use of the Board's credit card. She said that as things are becoming more technological, the credit card needs to be used for ongoing payments other than utilities. Julie then read the recommendation.*

**IT IS THE RECOMMENDATION OF THE FINANCE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AMEND THE ORIGINALLY APPROVED MOTION ON CREDIT CARD USE TO INCLUDE PAYMENTS OTHER THAN UTILITY PAYMENTS FOR BOARD**

**FACILITIES. THIS WOULD INCLUDE OTHER ONGOING OR ROUTINE PAYMENTS THAT SUPPORT BOARD ADMINISTRATIVE OPERATIONS. USE OF THE CREDIT CARD WOULD BE IN ACCORDANCE WITH INTERNAL PROCEDURES AS DIRECTED IN THE BOARD'S FINANCE DESKTOP MANUAL.**

**IT was MOVED BY ROGER ROBERTS, SECONDED BY STEVE SHELTON TO APPROVE AMENDED MOTION ON USE OF BOARD'S CREDIT CARD.**

*Jim asked if there were any questions or comments. Lauren Ross stated that the Committee did review the procedure that is referred to in the motion and that it is sufficiently detailed to prevent potential for abuse even with the expanded use of the credit card. Jim asked how many people on the Board have a credit card and Julie reported that there is only one in Kent's name and it is locked up in the safe. Kent stated that it is currently only used for utilities and some of the IT services have a fee and can only be paid for by a credit card. It is not for normal, ordinary purchases. Julie stated that there is a Microsoft Cloud-based service that requires a credit card.*

**MOTION CARRIED.**

*That concluded the Finance Committee report.*

**MISCELLANEOUS**

*None.*

**AUDIENCE PARTICIPATION**

*None.*

**BOARD MEMBER COMMENTS**

*Julie Vann mentioned that the Board member shirts are nice. Scott Anger complimented the C.I.T. program and Greta on the suicide death experience last week. He stated that he has nothing but respect for all of the people who work in such difficult situations.*

**ADJOURNMENT**

**A MOTION WAS MADE BY LINDA GRIFFITH AND THE MEETING WAS ADJOURNED AT 7:13 P.M.**

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*Julie Anthony, Secretary*

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*Michelle Humphrey, MHR Board Staff*