



MINUTES – June 15, 2015

The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Monday, June 15, 2015 at 7:30 p.m. at the Clark State Community College, Library Resource Center, Room 209, 570 East Leffel Lane, Springfield, Ohio.

PRESENT: *Jim Vernon, Chairperson, Presiding; Julie Anthony, Scott Anger, Lexie Boblitt, Heather Corbin, Marilyn Demma, Linda Griffith, Jim Hutchins, Kimberly Michael, Kellie Phillips, Roger Roberts and Lauren Ross.*

Staff: Dr. Kent Youngman, CEO; Nancy Boop, Mark Huff, Michelle Humphrey, Dr. Greta Mayer, and Roselin Runnels

GUESTS: *Tim Callahan, Greene County Educational Service Center (ESC)*

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. He stated that the Recognizing Exceptional People awards was fantastic with the recognition of Delvin Harshaw and Cheri Walter. He then stated that Marianna Worley was responsible for putting the awards ceremony together and he asked that everyone give her a hand.

APPROVAL OF MINUTES

The Board Minutes for the May 18, 2015 Mental Health & Recovery Board meeting were reviewed. Jim Vernon noted one change on p. 2138 – change “Loss” to “Local Outreach to Suicide Survivors (LOSS).”

IT was MOVED BY LAUREN ROSS, SECONDED BY SCOTT ANGER TO APPROVE THE MINUTES, FOR THE MAY 18, 2015 BOARD MEETING WITH ONE CORRECTION.

MOTION CARRIED.

REVIEW OF ACCOUNTS PAYABLE REGISTER

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

CEO REPORT

Jim called on Kent to give the CEO report. Kent reminded the membership to turn in their travel reimbursement sheets to the Board office by Wednesday, June 17, 2015.

That concluded the CEO report.

ADMINISTRATIVE

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. Jim 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 STATE FISCAL YEAR 2016.

IT was MOVED BY ROGER ROBERTS, SECONDED BY JULIE ANTHONY TO AUTHORIZE THE BOARD'S DIRECTOR OF MIS AND FINANCIAL SERVICES TO REQUEST PROPERTY TAX ADVANCES FOR SFY 2015.

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. Jim read the recommendation.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE STATE FISCAL YEAR 2016 BOARD OFFICERS TO ACT ON BEHALF OF THE FULL BOARD FROM JUNE 16, 2015 UNTIL THE SEPTEMBER 2015 BOARD MEETING. THIS ACTION WILL ENSURE CONTINUED OPERATION OF THE SYSTEM.

IT was MOVED BY LINDA GRIFFTH, SECONDED BY SCOTT ANGER TO AUTHORIZE THE STATE FISCAL YEAR 2016 BOARD OFFICERS TO ACT ON BEHALF OF THE FULL BOARD.

MOTION CARRIED.

Jim then called on Mark Huff to review the Mental Health & Recovery Board financials. Mark referred the membership to Attachment E in the agenda packet and first reviewed the

Statement of Cash Position and Fund Balances as of May 31, 2015. This report is strictly on a cash basis with total cash receipts of \$15,024,933 and total disbursements of (\$14,757,990) with excess cash receipts over disbursements of \$266,943 and an ending fund balance as of May 31, 2015 of \$11,228,045.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2015 activity. The General Fund had an ending cash balance of \$2,085,714; Special Revenue had a balance of \$202,123; Capital Projects had no activity; and Fiduciary had a balance of \$476,976.

Jim then asked Mark to explain the Capital Project funds. Mark stated that the Board approved a budget for \$600,000 for the Anna Street apartment improvements in the Capital Projects fund starting in State Fiscal Year 2015. After a delayed start, the amount expensed during the budgeted year was \$16,640, leaving an appropriation amount of \$583,360 with no expected resources to support it within State Fiscal Year 2015. Mark then proposed a motion to move the remaining appropriation amount to State Fiscal Year 2016 when the resources are expected. Nancy Boop then explained that the \$600,000 was received in an award notice over a year ago. She stated that there was a delay because the architectural firm originally hired backed out of the job. Nancy said that she and Rhonda Baer of Housing Solutions have been meeting with Ed McCall of McCall, Sharp Architecture and that the \$16,000 is their first payment. Nancy said that the bid notice should be public on Monday, June 22, 2015. Construction should begin on August 10, 2015 and she is anticipating five to six months for completion. Nancy stated that the Board has until September of 2016 to spend the money and the project is fine as far as timing is concerned. Jim then read the recommendation.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE A MOVEMENT OF SPENDING AUTHORITY FROM THE FIRST HALF TO THE SECOND HALF OF CALENDAR YEAR 2015 IN THE AMOUNT OF \$583,360 FOR THE CAPITAL PROJECTS FUND. NO CHANGE IS OCCURRING IN CALENDAR YEAR 2015; THEREFORE, THIS ACTIVITY WILL NOT BE SUBMITTED TO THE CLARK COUNTY AUDITORS OFFICE.

IT was MOVED BY ROGER ROBERTS, SECONDED BY HEATHER CORBIN TO APPROVE A MOVEMENT OF SPENDING AUTHORITY FROM THE FIRST HALF TO THE SECOND HALF OF CALENDAR YEAR 2015 IN THE AMOUNT OF \$583,360 FOR THE CAPITAL PROJECTS FUND.

MOTION CARRIED.

That concluded the Administrative report.

COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEE

Jim stated that the Combined Executive and Buildings & Grounds Committee met on May 29, 2015 to discuss the Capital Improvement Plan, the Board Administrative Budget and the CEO Annual Performance Review.

First, Jim complimented Nancy Boop on her ability to properly manage all 22 of the Board's properties. Jim stated that the Capital Improvement Plan for Clark County totals \$128,800; the plan for Greene County totals \$186,000, with a total plan of \$314,800. Jim read the recommendation as follows.

IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEES THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN AS PRESENTED AND AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACTS AS REQUIRED TO IMPLEMENT THIS PLAN. THIS REPRESENTS A BUDGET OF \$314,800 FOR STATE FISCAL YEAR 2016, REFLECTING \$128,800 FOR CLARK COUNTY AND \$186,000 FOR GREENE COUNTY.

IT was MOVED BY LAUREN ROSS, SECONDED BY JULIE ANTHONY TO APPROVE THE STATE FISCAL YEAR 2016 FIVE-YEAR CAPITAL IMPROVEMENT PLAN AS PRESENTED.

MOTION CARRIED.

Next, the Committees reviewed the State Fiscal Year 2016 Property Management Budget. Jim stated that this plan is primarily the same as last year with the exception of the Retirement payout for the CEO. A portion of the CEO compensation is allocated to the Property Management budget. This budget totals \$681,408, reflecting an increase of \$36,013 when compared to the SFY 2015 budget. Jim then read the recommendation

IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEES THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE STATE FISCAL YEAR 2016 PROPERTY MANAGEMENT BUDGET IN THE AMOUNT OF \$681,408 AS PRESENTED AND AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACTS AS REQUIRED TO FACILITATE THE DAY TO DAY PROPERTY OPERATIONS.

IT was MOVED BY KELLIE PHILLIPS, SECONDED BY KIM MICHAEL TO APPROVE THE STATE FISCAL YEAR 2016 PROPERTY MANAGEMENT BUDGET AS PRESENTED.

MOTION CARRIED.

Jim stated that the next item addressed was the SFY 2016 Board Administrative Budget which includes administration and county fees. Jim read the recommendation.

IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEES THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE STATE FISCAL YEAR 2016 MHR BOARD ADMINISTRATION AND COUNTY FEES BUDGET IN THE AMOUNT OF \$1,690,328 AS PRESENTED AND AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACTS AS REQUIRED TO FACILITATE THE DAY TO DAY BOARD OPERATIONS.

IT was MOVED BY MARILYN DEMMA, SECONDED BY SCOTT ANGER TO APPROVE THE STATE FISCAL YEAR 2016 ADMINISTRATION AND COUNTY FEES BUDGET AS PRESENTED.

MOTION CARRIED.

The next item was the CEO Annual Performance Review. Jim explained that he received evaluation forms from 8 Board members and 8 staff. Jim compiled all of these evaluations along with the comments and has reviewed this data with Kent. Out of a possible 5.0 rating, the lowest was a 4.50 and the highest was a 4.88. Jim also included the comments made by staff and Board members; all comments were very positive and thanked Kent for his outstanding leadership. Jim complimented Kent on his leadership style and then read the recommendation.

IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEES 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 STATE FISCAL YEAR 2016.

IT was MOVED BY SCOTT ANGER, SECONDED BY MARILYN DEMMA TO COMPLY WITH THE PROVISIONS OF THE CONTRACT FOR THE CEO FOR STATE FISCAL YEAR 2016.

MOTION CARRIED.

Jim then stated the under the Miscellaneous category, Kent and Nancy updated the membership on the McKinley Hall Facility Project. MHR Board staff and McKinley Hall staff have met with OMHAS to complete the application for capital funds. The next step is to obtain two appraisals on the property that is planned to be purchased and also contract with an architect to develop detail cost estimates.

Jim stated that Kent and Nancy reviewed the Cedar Street Project. Two hundred (200) flyers were distributed in the Cedar Street neighborhood inviting residents to a meeting on Thursday evening, May 28th to hear any concerns from the residents in the neighborhood. Approximately twenty (20) people attended the meeting in addition to staff from the City of Springfield, Mental Health Services and MHR Board. Kent stated that the meeting went very well and was very positive.

Last, Jim stated that representatives from TCN attended the meeting to discuss their request to purchase the MHR Board owned property located at 452 West Market Street in Xenia. Jim stated that this will be addressed more fully during the Executive Session of tonight's Board meeting.

AD HOC MINI GRANT COMMITTEE

Jim stated that the Ad Hoc Mini Grant Committee met on Monday, June 1, 2015 at 11:30 a.m. at the Board administrative offices and reviewed the mini grant applications for Clark, Greene and Madison Counties. He stated that seventeen (17) applications were received from Clark County totaling \$56,230.00. After review, seven (7) were eliminated and one received a

small reduction. Springfield Promise Neighborhood was reduced from \$5,000.00 to \$3,800.00 (removing a \$1,200 stipend for a portion of a VISTA worker). Jim then read the recommendation.

IT IS THE RECOMMENDATION OF THE MINI GRANT COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH THE ORGANIZATIONS LISTED BELOW FOR STATE FISCAL YEAR 2016 IN THE AMOUNT OF \$46,813.00.

SFY 2016 MHRB Mini Grant Recommended Funding		
CLARK COUNTY		
Clark County Family & Children First Council	\$	2,528.00
Community Alliance for Youth	\$	5,000.00
McKinley Hall	\$	4,400.00
Oesterlen Services for Youth	\$	5,000.00
Project Woman	\$	4,865.00
Springfield Metropolitan Housing Authority	\$	1,500.00
Springfield Promise Neighborhood	\$	3,800.00
United Senior Services	\$	720.00
WellSpring	\$	2,000.00
TOTAL	\$	29,813.00
GREENE COUNTY		
Family Violence Prevention Center	\$	4,000.00
Housing Solutions	\$	4,000.00
NAMI Yellow Springs	\$	2,500.00
Women's Recovery Center	\$	4,000.00
TOTAL	\$	14,500.00
MADISON COUNTY		
London Recovery Project	\$	750.00
Madison County Crisis Response Team	\$	1,000.00
Madison County Department of Family & Children	\$	750.00
TOTAL	\$	2,500.00
TOTAL AWARD AMOUNT	\$	46,813.00

IT was MOVED BY JULIE ANTHONY, SECONDED BY HEATHER CORBIN TO AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH THE ORGANIZATIONS SELECTED TO RECEIVE MINI GRANTS.

Roger Roberts and Marilyn Demma abstained from the vote.

MOTION CARRIED.

That concluded the Ad Hoc Mini Grant Committee report.

MENTAL HEALTH AND ADDICTION

Jim called on Scott Anger to review the Mental Health and Addiction Services Program Committee report. Scott stated that the Committee met on June 2, 2015 at Greene County ESC. Scott stated that the meeting was long as there were fifteen Agenda items. Scott asked if anyone had any questions or would like to discuss the meeting.

Heather Corbin asked several questions regarding where the funds for the allocations come from and how they are used. Kent explained the process.

Lauren Ross asked that the motion be modified to exclude Opportunities for Individual Change (OIC) so that she could participate in the vote as she sits on OIC's Board. Scott then read the recommendation as follows:

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 JUNE 2, 2015. APPROVED MOTIONS ARE CONTAINED IN THE MEETING SUMMARY WITH THE OMISSION OF OPPORTUNITIES FOR INDIVIDUAL CHANGE FOR \$50,000.

IT was MOVED BY MARILYN DEMMA AND SECONDED BY ROGER ROBERTS TO RATIFY AND CONFIRM THE ACTION TAKEN AT THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE MEETING ON MAY 5, 2015.

MOTION CARRIED.

Jim then read the recommendation including Opportunities for Individual Change.

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 JUNE 2, 2015. SPECIFICALLY, THE APPROVED MOTION OF OPPORTUNITIES FOR INDIVIDUAL CHANGE FOR A TOTAL OF \$50,000.

IT was MOVED BY HEATHER CORBIN AND SECONDED BY MARILYN DEMMA TO RATIFY AND CONFIRM THE ACTION TAKEN AT THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE MEETING ON JUNE 2, 2015 FOR OPPORTUNITIES FOR INDIVIDUAL CHANGE.

Lauren Ross abstained from the vote.

MOTION CARRIED.

Linda Griffith pointed out that the "v" in Kate LeVesconte should be capitalized in the Mental Health & Addiction Services Program Committee Report.

That concluded the Mental Health and Addiction Services Program Committee report.

MISCELLANEOUS

None.

AUDIENCE PARTICIPATION

None.

BOARD MEMBER COMMENTS

Scott Anger stated that he enjoyed being on the Mini Grant Committee.

EXECUTIVE SESSION

Jim asked that the Board go into Executive Session and asked that the audience be excused with the exception of Kent Youngman, Nancy Boop and Michelle Humphrey. Jim then read the recommendation as follows.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE SALE OF PUBLIC PROPERTY AND FOR DISCUSSING THE HIRING OF A PUBLIC EMPLOYEE AS PERMITTED BY FEDERAL LAW, RULES OR STATE STATUTE.

IT was MOVED BY JULIE ANTHONY AND SECONDED BY MARILYN DEMMA TO ENTER INTO EXECUTIVE SESSION.

Michelle Humphrey then took the roll call vote and it was unanimous.

The Board came out of Executive Session at 8:36 p.m.

ADJOURNMENT

A MOTION WAS MADE BY LAUREN ROSS AND THE MEETING WAS ADJOURNED BY CHAIR, JIM VERNON.

Julie Anthony, Secretary

Michelle Humphrey, MHR Board Staff