

MINUTES – September 18, 2017

The Mental Health & Recovery Board of Clark, Greene and Madison Counties (MHRB) met in regular session on Monday, September 18, 2017 at 6:50 p.m. at CareerConnectEd, 700 S. Limestone Street, Suite A, Springfield, Ohio.

PRESENT: *Julie Anthony, Chairperson, Presiding; Captain Scott Anger, Marilyn Demma, Chief Jim Hutchins, Stephen Massey, Kim Michael, Kellie Phillips, Lauren Ross, Esq., Patrick Williams*

ABSENT: *Lexie Boblitt, Dr. Linda Griffith, Ben Harrison, Dr. Joseph Keferl, Chief Mark Kidd, Julie Vann*

Staff: Dr. Greta Mayer, CEO; Donna Hart, Mark Huff, Michelle Humphrey, Tracey Stute

GUESTS: *None.*

OPENING REMARKS

Julie Anthony, Chairperson, called the meeting to order and thanked everyone for coming.

APPROVAL OF MINUTES

The Board Minutes for the June 19, 2017 MHRB meeting were reviewed. There were no comments.

IT was MOVED BY MARILYN DEMMA, SECONDED BY SCOTT ANGER TO APPROVE THE MINUTES FOR THE JUNE 19, 2017 BOARD MEETING.

MOTION CARRIED.

REVIEW OF ACCOUNTS PAYABLE REGISTER

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

CEO REPORT

Julie called on Dr. Greta Mayer to give the CEO report. Greta began by stating that Board member Kellie Phillips' first term ended on June 30, 2017 and Kellie agreed to serve another term. She asked Michelle Humphrey, Board staff and Notary Public, to swear Kellie in for her second four-year term. Greta then reviewed Attachment C - FY2018 Officers & Committee Appointments. She thanked the membership for agreeing on new leaders and pointed out that the new Opiate Ad Hoc Committee was added to the list. Next, Greta referred to Attachment D – Board Member Roster. She stated that the roster contained the contact information for each Board member. Greta asked the membership to review it and forward any changes to Michelle.

She also mentioned that the Board is actively recruiting new members from Clark and Greene Counties and that one of these vacancies is for someone in long-term recovery from addiction. Greta stated that Dr. Florence Coleman who is from Beavercreek and a psychiatrist from the Dayton Veteran's Administration, has submitted her application to be a Board member from Greene County. A work session has been scheduled with the Greene County Commissioners and Dr. Coleman on October 5, 2017 at 2pm and the membership is welcome to attend. Greta stated that she has a meeting scheduled with Dr. Coleman on September 19th at 4pm at the Emporium in Yellow Springs and interested Board members are welcome to attend.

Greta then updated the membership on the Conflict of Interest Policy. She explained that the Conflict of Interest Annual Affidavit had been updated by Attorney Shaynak-Diaz and copies were given to Julie and Lauren Ross for their review. Greta also stated that the attorney has not yet completed the update to the Board's Conflict of Interest policy. As soon as the policy is ready, the membership will receive a copy. Next, Greta invited the membership to the Mental Health Foundation (Foundation) Board meeting at noon on October 5, 2017 at the MHRB administrative office, 1055 E. High Street, Springfield. She explained that the Foundation is a fundraising arm of MHRB for Clark County with its own separate board. The Foundation expressed an interest in having the two Boards meet to learn more about the Foundation and MHRB roles/responsibilities. Greta asked everyone to RSVP to Michelle by October 3. Greta reminded everyone that the MHR Board approved matching funds up to \$5,000 for the Foundation's spring fundraising campaign which funded forums held by the Clark County Substance Abuse Coalition (Coalition) which Tracey Stute and Tiffany Hunter regularly attend. Greta stated that there is another forum being held tomorrow. She stated that McKinley Hall submitted the grant on behalf of the Coalition and that Wendy Doolittle, CEO of McKinley Hall, is the presiding Coalition chairperson. Greta stated that the group has grown and there is a tremendous amount of support for prevention, treatment and recovery activities.

Last, Greta referred the membership to fliers provided at their seats. The first one was for the Greene County Drug Free Coalition's Elected Officials Opiate Symposium, organized by Fairborn Mayor Dan Kirkpatrick. Greta said there was an agenda included and asked for anyone planning to attend to register because food will be provided. The second one was for the Crisis Intervention Team Training (C.I.T.) being held the week of September 25, 2017. Greta thanked Chief Jim Hutchins and Captain Scott Anger for recruiting officers, being instrumental in shaping how the curriculum has been developed, and their leadership in training law enforcement officers. Greta acknowledged Tracey's preparation over the last six months and work with a planning team for this year's academy. Tracey stated that there are 35 official registrants and five more have asked for late registration. Greta then invited the membership to the C.I.T. graduation ceremony at 2:30pm on Friday, September 29th at Antioch Midwest. Tracey stated that the Board will be

receiving a full week schedule with topics of discussions if anyone wants to attend a special session. Scott praised staff on the excellent job that they do with the training.

That concluded the CEO report.

ADMINISTRATIVE

Julie called on Mark Huff to review the MHRB 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 June 30, 2017. This report is strictly on a cash basis with total cash receipts of \$15,876,180, total disbursements of \$16,256,274, Other financing receipts/(disbursements) of \$184,330 for excess cash receipts under disbursements of \$195,763. Ending fund balance as of June 30, 2017 is \$11,332,235.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2017 activity. The General Fund had an ending cash balance of \$9,558,725; special revenue had a balance of \$236,008; and fiduciary had a balance of \$0.

Mark suggested to the Board to skip July statements and focus on August since the reports are accumulative, but did ask if any member had specific questions concerning July. No questions were raised, so the next section reviewed was the Statement of Cash Position and Fund Balances as of August 31, 2017. This report is strictly on a cash basis with total cash receipts of \$5,527,953, total disbursements of \$3,967,406, Other financing receipts/(disbursements) of \$0 for excess cash receipts over disbursements of \$1,560,547. Ending fund balance as of August 31, 2017 is \$12,892,782.

The next section was the Statement of Receipts and Disbursements for State Fiscal Year 2018 activity from July 1, 2017 through August 31, 2017. The General Fund had an ending cash balance of \$1,957,182; Special Revenue had a balance of \$489,050; and fiduciary had a balance of \$157,242.

Next, Mark asked Donna Hart to review the Budget to Actual – Administration Budget Summary for SFY 2017 activity. Total actual expenses were \$1,362,948; budgeted expenses were \$1,585,735. Actual expenses were under budget by 14%.

Last, Donna reviewed the Budget to Actual – Facility Budget Summary for SFY 2017 activity. Total actual expenses were \$1,034,930; budgeted expenses were \$1,101,547. Actual expenses were under budget by 6%.

That concluded the Administrative Report.

RECORDS COMMISSION

Next on the Agenda was Attachment F, Records Commission Meeting Summary and Julie asked Lauren Ross to give the report. Lauren stated that the Committee met at 7:30 a.m. on Friday, June 23, 2017 at the administrative offices of MHRB, 1055 East High Street, Springfield, Ohio.

Lauren stated that the members reviewed the structure, purpose and function of the Records Commission. Next, the members reviewed the current MHRB Record Retention Schedule

and no changes and/or additions were recommended, therefore no further action was needed. Lauren said that the Commission discussed various examples of a Public Records Request and how to respond. Greta explained at the meeting that MHRB staff would be participating in further training on public records and requests. Lauren ended by stating that the Commission will meet again in a year.

That concluded the Records Commission Report.

OFFICERS' MEETING

Julie stated that an Officers' meeting was held on Friday, July 21, 2017 at 7:30 a.m. at the administrative offices of MHRB, 1055 E. High Street, Springfield.

Julie said that Tracey Stute reviewed Attachment A – Drug-Free Workforce August Technical Assistance (TA). Tracey explained that MHRB applied for and received a Working Partners® Drug-Free Workforce Community Initiative (DWFCI) grant from the Ohio Department of Mental Health & Addiction Services (OMHAS). She stated that eighteen employers have requested more information on upcoming TA training and Board staff requested a budget shift to OMHAS so that the remaining grant funds, currently \$10,961, be applied to the expenses related to an additional two-day intensive TA training at a cost of \$12,500 for up to five employers. Tracey explained that expenses over the grant amount would be covered by this request, in addition to expansion in the Board area.

The second item on the agenda was a recommendation to amend appropriations for calendar year 2017. Julie said that Mark Huff, Board staff, explained that the amendment was necessary to finalize FY2017 and adjust beginning FY2018 numbers. He further explained that the Board applied for and has been awarded \$640,000 of 21st Century Cures Act federal funding, which was not part of the original calendar year 2017 budget and needed to be amended in the second half.

The next item was Attachment C - SFY2018 Committee Appointments. The Officers discussed the process for appointing members to committees. Julie stated that she would contact each Board member and reach out for volunteers. Next, Michelle Humphrey, Board staff, stated that Clark State Community College was no longer available as a venue for MHRB meetings due to construction. Michelle suggested moving the meetings to the CareerConnectEd building located at 700 S. Limestone Street in Springfield. She stated that it was centrally located and available at a lesser cost than Clark State. The Officers also agreed to move the Program Committee meetings from Greene County Educational Service Center to this space and moved the time up from 5:30pm to 6:00pm. They felt the time change would hopefully eliminate the challenge of reaching a quorum with many members traveling a great distance from work to reach the Program Committee meeting in time.

Julie stated that they next discussed the CEO Evaluation Process and Goals. Greta explained at the meeting that she had received feedback that the current evaluation form was not user-friendly and reflective of areas the Board could review about her performance. Greta discussed ways to change the form and gave examples gleaned from other Board areas. The Officers liked the proposed form and Greta stated that she will align it with her job description and redistribute it for further changes and/or approval. Julie suggested that the evaluation need to be distributed earlier than April and suggested they be included in the March Board packet.

Officers discussed using Survey Monkey for the annual evaluation as an added convenience for some Board members. Last, Greta talked about the 21st Century Cures Act federal grant award based on being designated a Tier 1 region because of the rate of opiate overdose deaths. Julie then read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFIES AND CONFIRMS THE ACTION TAKEN BY THE OFFICERS ON JULY 21, 2017. MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

IT was MOVED BY LAUREN ROSS, SECONDED BY MARILYN DEMMA TO RATIFY AND CONFIRM THE ACTIONS TAKEN BY THE OFFICERS ON JULY 21, 2017.

MOTION CARRIED.

That concluded the Officers' Meeting Report.

MENTAL HEALTH AND ADDICTION SERVICES

Julie called on Kellie Phillips, Committee Co-Chair, to give the report. Kellie stated that the Program Committee met on Tuesday, September 5, 2017 at 6:00 p.m. at the administrative office of MHRB, 1055 E. High Street, Springfield. Patrick Williams stated that the minutes for the meeting listed him as being absent from the meeting, but that he was in attendance, which staff noted and would amend the summary.

Kellie stated that the first item on the agenda was a recommendation for The Hope Spot in the amount of \$33,319. The second item was an allocation to Housing Solutions of Greene County in the amount of \$26,770. The third item was an allocation to Madison County Department of Family & Children in the amount of \$103,854. The next item was an allocation in the amount of \$173,985 for Problem Gambling treatment and prevention activities during SFY2018. Next, Kellie recognized Tracey who provided an update on the Drug-free Workforce Community Initiative in Springfield/Clark County. Last, Kellie stated that Greta pointed out that the meeting location had to be changed at the last minute due to a power outage at CareerConnectEd, and thanked the members for their flexibility. Kellie read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFIES AND CONFIRMS THE ACTION TAKEN BY THE PROGRAM COMMITTEE ON SEPTEMBER 5, 2017. MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

IT was MOVED BY KIM MICHAEL, SECONDED BY JIM HUTCHINS TO RATIFY AND CONFIRM THE ACTIONS TAKEN BY THE PROGRAM COMMITTEE ON SEPTEMBER 5, 2017.

MOTION CARRIED.

Julie Anthony abstained from the vote.

MISCELLANEOUS

None.

AUDIENCE PARTICIPATION


None.

BOARD MEMBER COMMENTS

Lauren Ross asked for an update on the Madison County Serenity House. Greta stated there was an issue with the furnace which needs to be replaced. She said that there are currently two residents and no issues with neighbors have been reported. Greta also stated that the Board has applied for new grant money from the state to use for operating the Serenity House and a CHIP grant through the county to help with repairs and maintenance. Greta said that the plumbing issues have been resolved and the privacy fence has been installed. Kellie asked if the public meeting went well and Greta stated that there were both supporters and those who expressed concerns about the recovery house. She said that a majority of the community was advocating for the recovery house with the help of a Steering Committee, and that many stakeholders and local officials have been supportive throughout this process.

ADJOURNMENT

A MOTION WAS MADE BY JIM HUTCHINS AND THE MEETING WAS ADJOURNED BY CHAIR, JULIE ANTHONY.



Jim Hutchins, Secretary



Michelle Humphrey, MHR Board Staff