



MINUTES – November 13, 2018

The Mental Health & Recovery Board of Clark, Greene and Madison Counties (MHRB) met in regular session on Tuesday, November 13, 2018 at 7:00 p.m. at CareerConnectED, 700 S. Limestone Street, Springfield, Ohio.

PRESENT: *Kellie Phillips, Chairperson, Presiding; Captain Scott Anger, Dr. Huma Bashir, Dr. Florence Coleman, Chad Dunsdon, Dr. Linda Griffith, Chief Jim Hutchins, Kim Michael, Patrick Williams, Dr. Josephine Wilson*

ABSENT: *Lexie Boblitt, Marilyn Demma, Chief Mark Kidd, William Louderback, Stephen Massey*

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

GUESTS: *None*

OPENING REMARKS

Kellie Phillips, Chairperson, called the meeting to order and thanked everyone for coming, including those who attended the Recognizing Exceptional People Awards. She then asked the membership and staff to introduce themselves as this is Dr. Jo Wilson's first Board meeting.

APPROVAL OF MINUTES

The Minutes for the October 16, 2018 Board meeting were reviewed. Dr. Linda Griffith asked that "2 grams of fentanyl" be changed to "2 mgs of fentanyl" on page 2331. Mark Huff asked that on page 2323 under "Administration" the sentence reading "Actual expenses were under budget by 24%" should be struck and the sentence should read, "...budgeted expenses were \$1,693,364, with 76% remaining of budget." He asked that the sentence at the end of the next paragraph also be struck and the sentence should read, "...budgeted expenses were \$989,459, with 79% remaining."

IT was MOVED BY JIM HUTCHINS, SECONDED BY SCOTT ANGER TO APPROVE THE MINUTES FOR THE NOVEMBER 13, 2018 BOARD MEETING WITH CORRECTIONS.

MOTION CARRIED.

REVIEW OF ACCOUNTS PAYABLE REGISTER

Kellie asked the Membership to review Attachment B, Accounts Payable Register. Mark asked if the membership had any questions. There were no comments. Mark next reviewed the Discussion of Utilities. In response to Dr. Griffith's previous question last month, he explained to the membership that part of the reason that 1101 E. High Street's utilities are higher is due to the large amount of square footage and the age of the building. Mark stated that a more comparable building is 600 Dayton Yellow Springs, Fairborn which has been updated with LED lights, and is expected to give a 40% savings on electric. He said that changing 1101 E. High Street's lights is in the capital plan and this should be done by the end of December 2018. Dr. Linda Griffith stated that this is a great example of many inexpensive things which could be done to help reduce the utility bills. Greta also explained that a boiler system that was put in the building in 2001 is a factor adding to the utility cost. Staff will continue to analyze cost-saving measures including seeing if the cost of replacing it would balance out in savings with a new one.

CEO REPORT

Kellie called on Dr. Greta Mayer to give the CEO report. Greta began her report with introducing Dr. Josephine Wilson who was appointed by the Ohio Department of Mental Health and Addiction Services. She then asked Board staff member Michelle Humphrey to read the oath of office and swear in Dr. Wilson. Kellie then asked Dr. Wilson to share her background and interests in serving on the Board. Dr. Wilson stated that she taught at Wittenberg for 30 years and then moved to Wright State University where she is currently a professor in the medical school. She is a research professor, with strengths in evaluation and securing federal and state grants. Dr. Wilson stated that she would like to help the Board find additional funding opportunities. She also stated that her passion is ex-offender re-entry, especially for women. Greta recognized Dr. Huma Bashir who was instrumental in recruiting Dr. Wilson. Dr. Bashir stated that she was happy that Dr. Wilson agreed to join the Board.

Greta invited Board members to tell the membership why they wanted to join the Board and to share some of their interests. Captain Scott Anger said he appreciates Crisis Intervention Team that the Board puts together which help law enforcement safely respond to mental health, addiction, and issues of trauma. Kellie stated that she was asked to come on the Board by the Director of her employer. She works with seniors daily and many have dual diagnoses, along with dementia. Some of the family members who care for Kellie's clients are addicted and have their own untreated illnesses. She stated that she has learned a lot from being on the Board for the past seven years. She would like to see Greene County seniors have the same opportunities that are available to Clark County seniors. Dr. Bashir stated that she is trained as a clinician in mental health and substance use, so she comes to the Board as a treatment and clinical person. She would like to see the Board streamline its service plan for the community members and increase accessibility to services. She said that she serves on the Clark County Medical Reserve Corps Local Outreach to Suicide Survivor Team and the suicide rate, among other things like the opioid epidemic, is still a factor in the community. She would like to see more Trauma Informed Care in our communities. Tracey Stute added that Dr. Bashir is participating in the Board's Eye Movement and Desensitization Reprocessing (EMDR) evidence-based clinical workforce development initiative to more effectively treat trauma. Dr. Coleman shared that she is interested in policy around funding evidence-based practice and outcomes. Chad Dundson shared his personal and work experience in navigating the system of care for Addiction Recovery and desire to improve

the local conditions. Board members discussed the importance of system navigation and telehealth/telepsychiatry.

Greta stated that two new Board members will be starting in January: Chief Brian Miller of Springfield Fire Department, who will be appointed next week at the Clark County Commissioners' meeting; and Liz Finchum from Madison County and is a Madison Commission appointment. Greta stated that there are also two potential Greene County Board members, one who has completed her application and ready to submit it to the state department.

Next, Greta invited the membership to the National Alliance on Mental Illness (NAMI) Consumer Holiday Party on Thursday, December 14th from 6-8pm in the Bushnell Building, Springfield. She also explained that Angela Dugger, Director of NAMI, was accepting donations of body wash, shampoo, conditioner, shave cream, etc. to make 100 gift baskets to give consumers at the party.

Last, Greta reminded the membership to turn in their mileage reimbursement forms. She also stated that if there are trainings at the state level that Board members would like to attend, to equip them in their Board role, she would be happy to arrange for it.

That concluded the CEO report.

FINANCE COMMITTEE

Kellie called on Chief Jim Hutchins, Chair, to give the Finance Committee report. Jim stated that the committee met on Friday, November 2 at the MHRB administrative office. Jim said that the SFY 2017 Board Audit was reviewed and there were no findings.

Next on the agenda was SFY 2018 Uncompensated Claims request. Board and staff discussed the benefit of rewarding agencies who have met their allocation and increased access to clients and delivered evidence-based services.

The next agenda item was the December Appropriation Authorization. This is routinely done to allow the CEO or designee to act on any budget amendments prior to the end of the calendar year, due to the County Auditor's office requirements.

Next on the agenda was SFY 2019 Funding. The Five-Year Projections Treatment, Prevention, and Supportive (TPS) and Standard View by provider was reviewed.

Next was the Then and Now Authorization which allows staff to process payments under \$3,000 dated prior to the encumbrance without prior Board approval.

Last, Mark reviewed the Base and Per Capita formulas as required by Board Policy State Funding Distributions and there were no recommendations made. Kellie read the motion.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFIES AND CONFIRMS THE ACTION TAKEN AT THE FINANCE COMMITTEE MEETING ON NOVEMBER 2, 2018. APPROVED MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

IT was MOVED BY LINDA GRIFFITH, SECONDED BY KIM MICHAEL TO RATIFY AND CONFIRM THE ACTION TAKEN AT THE NOVEMBER 2, 2018 FINANCE COMMITTEE MEETING.

MOTION CARRIED.

That concludes the Finance Committee report.

ADMINISTRATIVE

Kellie called on Mark Huff to review the MHRB financials. Mark referred the membership to Attachment D –Financial Update and asked if there were any questions about the financial narrative for reporting period October 31, 2018; there were none.

Mark first reviewed the Statement of Cash Position and Fund Balances as of October 31, 2018. This report is strictly on a cash basis with total cash receipts of \$6,484,441, total disbursements of \$5,436,539, Other financing receipts/(disbursements) of \$0 for excess cash receipts over disbursements of \$1,047,901. Ending fund balance as of October 31, 2018 was \$12,367,286.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2019 activity. The General Fund had an ending cash balance of \$1,540,936; special revenue had a balance of \$47,535; and fiduciary had a balance of \$98,420.

Kellie then directed the membership's attention to Attachment D-1 – Request for Authorization of Board Officers to Act on Behalf of Board. Kellie stated that the Board does not routinely meet during December. However, in the event that Board action is necessary, a motion is being presented to authorize the Board Officers to act on behalf of the full Board. During this time, the Officers may convene the entire Board, if deemed necessary. Otherwise, any action taken would be brought to the full Board in January to be ratified. Kellie read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE STATE FISCAL YEAR 2019 BOARD OFFICERS TO ACT ON BEHALF OF THE FULL BOARD FROM DECEMBER 1, 2018 UNTIL THE JANUARY 2019 BOARD MEETING. THIS ACTION WILL ENSURE CONTINUED OPERATION OF THE SYSTEM.

IT was MOVED BY CHAD DUNSDON, SECONDED BY HUMA BASHIR TO AUTHORIZE THE STATE FISCAL YEAR 2019 BOARD OFFICERS TO ACT ON BEHALF OF THE FULL BOARD.

MOTION CARRIED.

Next was Item 2 under Administrative - Dayton Yellow Springs Balloon Payment. Mark explained that in FY 2011, the Board combined four mortgages into one ten-year 4.37% fixed rate PNC Bank mortgage using 600 Dayton-Yellow Springs property as collateral. Mark stated that staff has been assigning reserves for the 2021 balloon payment of the current mortgage. Board staff suggested paying off the PNC Bank mortgage ahead of the 2021 final payment, saving the

Board an estimated \$32,000 in future interest payments. The Board members discussed and agreed with this approach. Kellie read the motion.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVES THE PAYOFF OF PNC MORTGAGE FOR 600 DAYTON-YELLOW SPRINGS IN AN AMOUNT NOT TO EXCEED \$550,000. FURTHERMORE, THE BOARD APPROVES THE CALENDAR YEAR 2019 APPROPRIATION REVISION OF THE ORIGINAL \$17,840,139 BUDGET TO \$18,390,139 WHICH WILL BE SUBMITTED TO THE CLARK COUNTY AUDITOR'S OFFICE.

IT was MOVED BY SCOTT ANGER, SECONDED BY LINDA GRIFFITH TO APPROVE THE PAYOFF OF PNC MORTGAGE FOR 600 DAYTON-YELLOW SPRINGS IN AN AMOUNT NOT TO EXCEED \$550,000. THE BOARD ALSO APPROVES THE CALENDAR YEAR 2019 APPROPRIATION REVISION OF THE ORIGINAL \$17,840,139 BUDGET TO \$18,380,139.

MOTION CARRIED.

That concluded the Administrative Report.

MISCELLANEOUS

Kellie asked the membership to reference Attachment E - Upcoming Events Calendar. Greta reminded everyone about the NAMI Holiday Party. She asked that if members aren't able to attend, that there is an opportunity for donations.

AUDIENCE PARTICIPATION

None.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

A MOTION WAS MADE BY LINDA GRIFFITH AND THE BOARD MEETING WAS ADJOURNED BY CHAIR, KELLIE PHILLIPS.



Patrick Williams, Secretary



Michelle Humphrey, MHR Board Staff

