

MINUTES – January 15, 2019

The Mental Health & Recovery Board of Clark, Greene and Madison Counties (MHRB) met in regular session on Tuesday, January 15, 2019 at 6:00 p.m. at CareerConnectED, 700 S. Limestone Street, Springfield, Ohio.

PRESENT: *Kellie Phillips, Chairperson, Presiding; Captain Scott Anger, Dr. Huma Bashir, Lexie Boblitt, Dr. Florence Coleman, Chad Dunsdon, Dr. Linda Griffith, William Louderback, Kim Michael, Chief Brian Miller, Patrick Williams, Dr. Josephine Wilson*

ABSENT: *Marilyn Demma, Chief Jim Hutchins, Stephen Massey*

Staff: *Dr. Greta Mayer, CEO; Mark Huff, Michelle Humphrey, Adriane Miller, Tracey Stute*

GUESTS: *Kathy Brinkman
Elizabeth Finchum
Greg Finchum
Katherine Hitchcock, NAMI Clark, Greene and Madison Counties
Lowell McGlothin, Clark County Commission*

OPENING REMARKS

Kellie Phillips, Chairperson, called the meeting to order, thanked everyone for coming, and pointed out that there is an amended agenda for each member, including two recommendations. She then asked the membership and staff to introduce themselves. Kellie then explained that Elizabeth (“Liz”) Finchum would not be sworn in at this meeting because it was discovered that she was, in fact a Clark County resident, rather than a Madison County resident. Liz has lived most of her life as a Madison County resident, owns a business and property there. Kellie stated that she and Dr. Greta Mayer would contact Elizabeth’s appointing authority to decide how best to proceed. Kellie thanked Liz and her husband Greg for attending tonight’s meeting and shared how much she enjoyed getting to know Liz. Kellie then invited Commissioner McGlothin to read the oath of office and swear in Chief Brian Miller. Kellie then asked Brian to share his background and interests in serving on the Board.

Brian stated he has been involved in the community for approximately 27 years with the Springfield City Fire Department. He said that he served on Leadership Clark County Board with Greta and learned about the Board through her. Brian stated that he is excited to learn more and is grateful for this opportunity. Kellie said that the membership appreciates his service to the community and what he will be able to contribute to the Board as a volunteer. Commissioner

McGlothin thanked the Board members for their important work and commitment to serve as volunteers.

Next, Kellie asked Liz Finchum to tell the Board about herself. Liz first apologized to the membership about the mix up with her residency. She identifies herself with Madison County because she lived in London for 40 years, owns a house there, runs her business there, and her friends are there. She stated that she was raised by a grandmother who has bipolar illness and parents who have alcoholism. She felt that serving on the Board was a natural progression to get involved in something that she has direct life experience. Liz explained that she is a realtor in Madison County and assisted the Board in purchasing the Serenity House on Elm Street in London. She hopes to learn from the Board and then be able to help educate the community on destigmatizing mental illness and addiction.

APPROVAL OF MINUTES

The Minutes for the November 13, 2018 Board meeting were reviewed. There were no comments.

IT was MOVED BY LINDA GRIFFITH, SECONDED BY KIM MICHAEL TO APPROVE THE MINUTES FOR THE NOVEMBER 13, 2018 BOARD MEETING.

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.

CEO REPORT

Kellie called on Greta to give the CEO report. Greta began her report by thanking Chief Brian Miller for joining the Board. She explained to Brian that this Board's membership is an excellent group of leaders who are passionate and knowledgeable about our communities. Greta mentioned that Kathy Brinkman was in the process of being appointed as a Board member from Madison County by the Commission. She went on to say that the membership is excited to welcome her to the Board. Greta explained that Kathy may be recognized as a former employee of Mental Health Services, a MHRB Champion, and as a statewide Peer Recovery Supporter trainer.

Greta then gave an update on the MHRB staff new hires. She reminded the membership that Kevin Taylor, Director of MIS & Data Center, Nancy Boop, Assistant to CEO, and Phil Acles, Maintenance retired on December 31, 2018. Greta explained that the retirements left an opening to create the Property Manager position which was filled by Trent Haggly and Jacqueline ("Jac") Carrier has since accepted the position of Director of MIS & Data Services. Mark Huff stated that Trent has a keen eye for preventive maintenance, is skilled in maintenance, and is equipped as the new property manager. He added that Trent has good communication skills and has a degree in business administration. Greta stated that Trent has already uncovered and addressed some safety concerns since he's been with the Board. Greta then explained that Jac Carrier will begin February 11 and will oversee the GOSH claims system, evaluation, and information

technology. Jac is joining the Board from CareSource where she has been a programmer and analyst.

Greta next moved on to Attachment C – Regional Affiliate Boards Value Proposition (RAB). She explained that five Boards are participating in a regional effort – Clark, Greene, Madison; Logan and Champaign Counties; Montgomery County; Preble County; and Warren and Clinton Counties. Greta stated that the Boards are contiguous to one another and as a region, are working together to improve access and quality of services within the continuum of care. Greta stated that the Boards have done strategic planning and are looking at combining forces to seek funding from the state or federal level for collaborative staffing and projects. The Boards are focused in three areas and have developed subcommittees in: procurement and service contracting; prevention/health promotion; and supportive housing. Greta explained that the backdrop for this partnership is Behavioral Health Redesign and the shift to managed Medicaid which have both dramatically changed the provider landscape in Ohio. Greta said that this value proposition was adopted by the group which meets approximately once a month. The procurement and service contract subcommittee is developing a uniform service contract among all the Boards; prevention and health promotion is looking at how to increase prevention efforts and reduce stigma; and supportive housing is looking at expansion options.

Board members discussed differences and similarities among each of the Board areas, various pressure points, and accessibility of services available within them. Dr. Linda Griffith said that she works for an agency in Logan and Champaign Counties and that they are being acquired by TCN Behavioral Health Services, based in Xenia. Greta mentioned that TCN Behavioral Health will provide an update at the February Board meeting. Dr. Griffith stated that she will refrain from voting on any TCN business until the merger is complete and that she would vacate her Board member position should the merger occur prior to her term expiring in June. Dr. Griffith stated that the merger is a win-win because TCN will potentially be able to provide tele-psychiatry if they can't get a psychiatrist to physically provide services in Logan County when she retires at the end of 2019. Greta said that she will provide periodic updates.

Next was Attachment C-1 – External Mini-Grants. Greta asked Adriane Miller to explain. Adriane stated that external mini-grants have been used for a singular purpose (i.e., Crisis Text Line, suicide prevention, Youth Move, etc.) to assist with coalition work and for initiatives in-line with the Board approved strategic plan. Adriane explained that the purpose of the motion was to more quickly start the implementation process by giving Greta authority to enter into agreements/contracts to execute the mini-grants, which are typically time-sensitive and dependent on Board approval. Adriane explained that the Board would be made aware of these grants in financial reviews. Greta read the motion.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO TO ACCEPT EXTERNAL MINI GRANTS UNDER THE AMOUNT OF \$10,000 FOR PURPOSE OF TREATMENT, PREVENTION AND SUPPORT IN CLARK, GREENE AND MADISON COUNTIES FOR THE REMAINING OF SFY 2019. BUDGETS WILL INCREASE ACCORDINGLY.

IT was MOVED BY SCOTT ANGER, SECONDED BY JOSEPHINE WILSON TO AUTHORIZE THE CEO TO ACCEPT EXTERNAL MINI GRANTS UNDER THE AMOUNT OF \$10,000 FOR PURPOSE OF TREATMENT, PREVENTION AND SUPPORT IN CLARK, GREENE AND MADISON COUNTIES FOR THE REMAINING OF SFY 2019.

MOTION CARRIED.

Last, Greta directed the membership's attention to a recommendation for Clark County Community Collective Impact Model for Change Year II, Attachment C-2 and asked Tracey Stute to review. Tracey explained that a long-term collective impact approach is critical for the Clark County community to create an ultimate vision, sustainable infrastructure, shared goals and metrics using an existing, cross-sector Substance Abuse Coalition. MHRB applied for and received two competitive grants from Ohio Mental Health & Addiction Services (OhioMHAS) in SFY 2018 and 2019 each for \$20,000 to refine this strategic approach. MHRB matching dollars were also invested to increase the community impact. As a backbone organization and steering committee member, MHRB submitted a grant on behalf of the Coalition to mobilize linkage to treatment and expand access to recovery supports. Once approved and upon receipt of state funding, this implementation grant will begin now through end of April 2019. Tracey stated that this is in partnership with a faith-based organization. Dr. Griffith asked if this was \$60,000 in addition to the previous grants and Greta said that it was. Greta also stated that Huma has been instrumental in the steering committee and initiatives of the Coalition. Dr. Josephine Wilson asked about sustainability and what happens when this money is gone? Tracey explained that a large part of this effort is sustainable, because it goes to the purchase of computers and exercise equipment, rather than solely for operations. There will also be an expansion to peer recovery support services, so if another funding source is not able to be identified, the peer support would continue, just not at the expanded level. Chad Dunsdon asked if this is a place that people in recovery can go and hang out, or is it a counseling agency? Greta explained that it is a recovery support place for recreational, sober, healthy relationships and supportive services to keep people well. Another goal is for Families of Addicts (a currently funded recovery support agency) in Springfield, across Center Street, to strengthen their partnership with the Community Center through this grant. Greta read the recommendation.

MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH VARIOUS VENDORS FOR AN AMOUNT NOT TO EXCEED \$60,000 DURING STATE FISCAL YEAR 2019 FOR IMPLEMENTATION OF THE CLARK COUNTY COMMUNITY COLLECTIVE IMPACT MODEL FOR CHANGE. BELOW IS THE AMOUNT BY SERVICE CLASS AND PAYMENT METHOD.

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	
Prevention services (P)	Cost reimbursement	
Non-Medicaid Eligible services (S)	Grant Allocation/Invoice	60,000
Total		60,000

AT THIS TIME, OHIOMHAS ALLOCATIONS TO BOARDS HAVE NOT BEEN FINALIZED. THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES MAY BE REQUIRED TO RE-NEGOTIATE SFY 2019 CONTRACTS DEPENDENT UPON FINAL ALLOCATIONS.

IT was MOVED BY CHAD DUNSDON, SECONDED BY HUMA BASHIR TO AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH

VARIOUS VENDORS FOR AND AMOUNT NOT TO EXCEED \$60,000 DURING SFY 2019 FOR IMPLEMENTATION OF THE CLARK COUNTY COMMUNITY COLLECTIVE IMPACT MODEL FOR CHANGE.

MOTION CARRIED.

Greta informed the Board that Tracey has been invited to present at two statewide conferences on this framework, one being the Opiate Conference. She has been instrumental in this effort through several grant awards within Clark County. Greta added that collective impact is also gaining momentum in Greene and Madison Counties respectively.

That concluded the CEO 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 November 30, 2018; there were none. He then moved on to the December financials. He directed the membership to page 2 under “Page 7 – General Fund” showing that the Board paid off the 600 Dayton-Yellow Springs mortgage.

Mark then reviewed the Statement of Cash Position and Fund Balances as of December 31, 2018. This report is strictly on a cash basis with total cash receipts of \$7,933,652, total disbursements of \$8,684,152, Other financing receipts/(disbursements) of \$69,659 for excess cash receipts under disbursements of \$680,840. Ending fund balance as of December 31, 2018 was \$10,638,544.

The next section was the Statement of Receipts and Disbursements for Fiscal Year 2019 activity. The General Fund had an ending cash balance of (\$585,712); special revenue had a balance of \$491,733; and fiduciary had a balance of \$98,420.

Next, Mark reviewed the Budget to Actual – Administration Budget Summary for Fiscal Year 2019 activity. Current period actual expenses are \$737,773; total budget is \$1,693,364 with 56% remaining.

Last Mark reviewed the Budget to Actual – Facility Budget Summary for Fiscal Year 2019 activity. Current period actual expenses are \$895,671; total budget is \$1,539,459 with 42% remaining.

Mark then directed the membership to Attachment E – Then & Now Payments. Mark explained that during the last Board meeting and at the end of each year, the Board had authorized the CEO to pay Then & Now payments which are items that were not previously encumbered. He explained that the money is there to pay the items, but funds were not encumbered within the appropriate time period. The attachment listed those items that were not encumbered, and authorization needs to be given to the county to pay the items on the list. Mark stated that the Ohio Revised Code states that Mark and Greta may be authorized to pay items up to \$3,000 without a Board motion. Brian asked if the four Sampson’s Seasonal Services items for the same date totaled \$3,000, would a motion be needed? Mark replied that it is paid per invoice and that each invoice is based on a different location. Mark agreed to look into these to be certain. Mark also explained,

as with the Kellie Phillips invoice for mileage reimbursement, that the county looks at the first date of travel, not the date that the request is signed.

Next on the Agenda was item F – Credit Card Policy # 300.08. Mark explained that this was the first reading of the policy. The purpose of the policy is to authorize the procurement and use of credit cards issued in the CEO's and/or the Board's name. The credit cards shall be used for the efficient acquisition of goods or services solely for the benefit of the operation of the MHRB when other means of timely payment are not available. Mark also explained that the Board only has one major credit card and a Speedway gas card. Linda stated that, on p. 2 under IV. Credit Card Limits and Restrictions C (4) "in compatible" should be one word. Greta stated that the credit card is very convenient when there are companies which will not invoice the Board. There was discussion as to whether the policy should read "cards" or "card." It was decided to leave it as plural. Linda suggested adding a disclaimer that this policy does not address the Speedway gas card. A discussion was also held about whether rewards programs from the credit card could be used. It was decided that the policy should be modified to include that any benefit would go back to the Board. Kim Michael asked if \$50,000 was the balance or the limit. Mark explained that it was the limit. Kim asked that the wording be changed to clarify that. Mark will amend to policy to reflect these changes for the second reading next month.

Greta then referred to item B under Administration – Conflict of Interest Forms. She explained that the membership is required to annually disclose any potential conflicts that they or certain family members may have with doing business with the Board and/or its agencies. Greta asked that the forms be filled out, signed and returned to Michelle Humphrey as soon as possible.

That concluded the Administrative Report.

FINANCE COMMITTEE

Kellie called on Patrick Williams, to give the Finance Committee report in the absence of Chief Jim Hutchins, Chair. Patrick stated that the committee met on Friday, January 4, 2019 at the MHRB administrative office.

Patrick said the first agenda item was State Fiscal Year 2020 Funding. He summarized the key components including the purpose of delineating county-specific funding amounts, based on levy projections and state/federal funding distribution. Patrick said that they reviewed the Five-Year Projections Report (SFY 2019 – SFY 2023) such as the Treatment/Prevention/Support (TPS) and a new expense line "OhioMHAS Capital Matching" to assist with housing planning across the region. Patrick said that the Committee discussed the Board and contract agency SFY 2018 annual audits. He added that Miscellaneous items were discussed, like the final steps to closing the Community Housing Impact and Preservation (CHIP) grant for property repair work for Serenity House at 59 Elm Street, London. Greta added that they had discussed the three employees who had retired on December 31 and that the newest staff member, Trent Haggy would team up with the Finance department in managing the Board's buildings and grounds. Patrick closed with a minor revision to second to last paragraph ("lien" rather than "lean" and "ensures" rather than "insures").

Kellie read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFIES AND CONFIRMS THE ACTION TAKEN AT THE FINANCE COMMITTEE MEETING ON JANUARY 4, 2019. APPROVED MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

IT was MOVED BY KIM MICHAEL, SECONDED BY LINDA GRIFFITH TO RATIFY AND CONFIRM THE ACTION TAKEN AT THE JANUARY 4, 2019 FINANCE COMMITTEE MEETING.

MOTION CARRIED.

Next, Greta referred to Attachment G-1 – Community Housing Impact and Preservation Grant Madison County Serenity House. She explained that the Community Development Consultants of Ohio, Inc., in partnership with the Madison County Commissioners, awarded a Community Housing Impact and Preservation (CHIP) grant for repairs/improvements to the Serenity House in August 2018. The award included accepting a forgivable five-year mortgage to ensure the property will not be sold or transferred and occupied by low to moderate income families during the mortgage period. Payment to the contractor was handled by the Madison County Auditor so no funding would flow through the Board. However, the activity should be reflected as a non-cash transaction to support reporting the mortgage note in our system. Staff is requesting to increase the revenue and expense budgets to reflect the activity. Greta read the motion.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVES THE INCREASE TO THE BOARD FACILITY REVENUE AND EXPENSE BUDGET WITH THE CHIP MADISON COUNTY COMMISSIONER MORTGAGE AMOUNT OF \$56,705.

IT was MOVED BY KELLIE PHILLIPS, SECONDED BY LINDA GRIFFITH TO APPROVE THE INCREASE TO THE BOARD FACILITY REVENUE AND EXPENSE BUDGET WITH THE CHIP MADISON COUNTY COMMISSIONER MORTGAGE AMOUNT OF \$56,705.

MOTION CARRIED.

That concludes the Finance Committee report.

MISCELLANEOUS

Kellie asked the membership to reference Attachment H - Upcoming Events Calendar. Tracey stated that the January 29, 2019 Opiate Conference was not on the calendar and would be added to next month's calendar. Adriane Miller stated that all Clark County employees will have the opportunity to attend Question, Persuade, & Refer (QPR) suicide prevention trainings. She also stated that if any member of the Board has a group that needs to be trained, there are 50 trainers available over the three counties to provide this. She asked the membership to contact her if they would like to attend a training. Finally, Greta mentioned that she, Kellie, and staff would be attending Legislative Day on January 29th and would update the Board at the next meeting.

Greta next referred to a packet at each place that included pictures and descriptions of each of the Board's facilities. She stated that Michelle updated the information and asked that the membership replace the packet that was in their Board Member Notebooks.

AUDIENCE PARTICIPATION

Katherine Hitchcock of NAMI Clark, Greene and Madison Counties provided an update to NAMI's first Mental Health Awareness Rocks basketball game in Plain City and how this event is expanding. She stated that they had great support from Target and volunteers at the game. Katherine also stated that in June, the Vernon Center will host The Vernon Center Arts Exploration Series which is a series in collaboration with The Springfield Art Museum. Three 8-session classes will be held on watercolor painting, drawing in pastels and printing. The pictures will be matted and displayed at the museum in December. The membership will be invited to the opening reception. She thanked the Board for their ongoing support, including how their new van is addressing the transportation barrier.

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

