

MINUTES – February 19, 2019

The Mental Health & Recovery Board of Clark, Greene and Madison Counties (MHRB) met in regular session on Tuesday, February 19, 2019 at 7:10 p.m. at TCN Behavioral Health Services, Xenia, Ohio.

PRESENT: *Kellie Phillips, Chairperson, Presiding; Captain Scott Anger, Dr. Huma Bashir, Katherine Brinkman, Dr. Florence Coleman, Dr. Linda Griffith, Christine Hoffman, Chief Jim Hutchins, William Louderback, Chief Brian Miller, Patrick Williams, Dr. Josephine Wilson*

ABSENT: *Lexie Boblitt, Chad Dunsdon, Stephen Massey, Kim Michael*

Staff: Dr. Greta Mayer, CEO; Mark Huff, Michelle Humphrey, Tracey Stute, Brianna Wilson

GUESTS: *Dawn Hawks, Housing Solutions of Greene County, Inc.
Rob Hoffman
David Hunter, Madison County Commissioner
Judge Stephen Wolaver, Greene County Court of Common Pleas*

OPENING REMARKS

Kellie Phillips, Chairperson, called the meeting to order and thanked everyone for coming. She then asked the membership and staff to introduce themselves. Kellie explained that Greene County Common Pleas Court Judge Stephen Wolaver and Madison County Commissioner David Hunter were in attendance to swear in two new Board members. Kellie then invited Judge Wolaver and Commissioner Hunter to read the oaths of office and swear in Christina (Christy) Hoffman and Katherine (Kathy) Brinkman, respectively. Kellie then asked Christy and Kathy to share their backgrounds and interests in serving on the Board.

Christy stated she is a teacher and grew up in Fairborn; her dad was an educator and her mother a nurse. She has two teenage sons and her youngest son was a preemie and has had some mental health issues and some developmental struggles. This has prompted Christy to learn as much as possible and to be an advocate for mental health services in the schools and for families. Christy thought she could make a difference by serving on the Board. Her mother, Jane Clifton, served on the MHR Board several years ago.

Kathy stated that she worked for Mental Health Services of Clark and Madison Counties for three years providing peer support services. She is a trainer as well as a certified peer recovery

support specialist. She felt that joining the Board was a natural progression for her and a way to represent the recovery community. Kathy has trained others around the state of Ohio and will continue training again. She stated that she was excited to be on the Board and thanked the membership for allowing her to be a part of it. Kellie said that she thinks both Christy and Kathy will add a lot and bring different, valued perspectives to the group.

APPROVAL OF MINUTES

The Minutes for the January 15, 2019 Board meeting were reviewed. There were no comments.

IT was MOVED BY LINDA GRIFFITH, SECONDED BY HUMA BASHIR TO APPROVE THE MINUTES FOR THE JANUARY 15, 2019 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. Dr. Linda Griffith inquired if anything had been done to lower the utility bills at 1101 E. High Street. Mark Huff explained that LED lighting had been installed which should show a significant decrease in the bill. He also explained that he is planning an energy audit. Linda reiterated that there are small ways to make the building more energy efficient with insulation, etc. Dr. Huma Bashir asked about the November and December reimbursements. Mark explained these expenses were prevention costs associated with services rendered. He said the agencies send a cost reimbursement form for a given month and that they are usually billed a month after the services are delivered.

CEO REPORT

Kellie called on Greta to give the CEO report. Greta began her report by welcoming and thanking Christy and Kathy for joining the Board. She then stated that Board member Marilyn Demma had resigned her seat due to health reasons. Greta stated that Marilyn loved her service on the Board and was a great advocate, a family member, as well a community leader who had worked in the system as the former Clark County Family & Children First Council Director. Greta added that she, Kellie and Tracey met with Marilyn and thanked her on behalf of the Board, providing a small gift in appreciation of her service on the Board. Kellie stated that Marilyn was a huge advocate for the children in Clark County, was very vocal at the Board table, and her feedback will be missed.

Greta then said that Board staff would like to hold an orientation reception for Board members, especially for new members, at the Board's Administrative Office. She asked the membership if they would be willing to attend and hear from each staff Director, tour the building and meet all staff, to become more familiar about their role for the Board. The membership agreed that this was a good idea and that 4-5pm worked best for them. Christy mentioned that she would like to learn more about the acronyms that the Board uses. Greta said she will put together some dates in the next several weeks and see what works best for the membership.

Next, Greta reviewed Attachment C – State Opiate Response Local Projects Funding (SOR). Greta stated that the Ohio Department of Mental Health and Addiction Services (OhioMHAS) is partnering with local MHRB/ADAMHS boards to implement treatment and recovery programs that expand access to Medication Assisted Treatment (MAT). Each of the hospital collaborative regions was eligible to apply for programs designed to expand access to MAT up to \$2,500,000 dollars to serve patients either diagnosed with or having a history of opiate overdose. Boards in our region coordinated and submitted a joint application. All agency grant recipients must support access to all Food and Drug Association-approved forms of MAT by offering the medication or transportation to certified providers. The MHRB is part of the southwest collaborative region with Butler, Preble, Montgomery, Warren/Clinton, Clermont, Brown, and Hamilton. The MHRB share of the SOR funding is \$250,000. Greta further explained that the program's funding period will start May 1st and continue through October 31st, with the SOR funds needing to be spent by September 30, 2019, per federal grant guidelines. To sustain and enhance existing CURES projects to meet SOR deliverables, MHRB staff propose utilizing Board state and local funding to allow for a six-month total budget of \$753,504. Client-specific national outcome measures will be tracked by providers. Kathy Brinkman asked if this grant was specific to the Peer Recovery Support funds and Greta stated that the state had not yet released that request for proposal. Greta said that it would be approximately mid-March until we see the application.

Dr. Linda Griffith explained that there is now a generic form of Suboxone and Subutex which makes them more available and at a lesser cost. She also explained that Sublocade is now available which is an injection under the skin so there is no risk of diversion. There are also tubes that can be implanted under the skin for a lower dosage.

Greta read the motion.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH THE AGENCIES LISTED BELOW FOR THE STATE OPIATE RESPONSE (SOR) LOCAL PROJECTS. NEW SFY 2019 FUNDING CONSISTS OF SOR \$250,000, CRISIS STABILIZATION/WITHDRAW MANAGEMENT \$154,958, AND LOCAL LEVY \$158,888 FOR A TOTAL OF \$563,846. PREVIOUSLY APPROVED FUNDS FROM SFY 2018 CRISIS STABILIZATION/WITHDRAW MANAGEMENT \$101,658, COMMUNITY INVESTMENT \$88,000 WILL BE USED FOR A FUNDING TOTAL OF \$189,658. TOTAL FUNDING FOR THE SOR LOCAL PROJECTS IS \$753,504 FROM MAY 2019 THROUGH OCTOBER 2019. BELOW ARE THE PROJECTED FUNDING TABLES AND PAYMENT METHOD.

State Opiate Response - Local Project Funding				
New Funding	TCN	MHS	McK	Amount
FY2019 SOR Local Project	100,118	32,086	117,796	250,000
FY2019 Crisis Stabilization/Withdraw	141,983		12,975	154,958
Local Levy	88,059		70,829	158,888
Total New Funding	330,160	32,086	201,600	563,846
Previous Year Funding	TCN	MHS	McK	Amount
FY2018 Crisis Stabilization/Withdraw	101,658	-	-	101,658
FY2018 Community Investment	72,786	2,214	13,000	88,000
Total Previous Year Funding	174,444	2,214	13,000	189,658
Total SOR Project Funding	504,604	34,300	214,600	753,504

Treatment/Prevention/Supportive	Payment Method	Amount
Medicaid Eligible services (T)	Grant Allocation	-
Prevention services (P)	Grant Allocation	-
Non-Medicaid Eligible services (S)	Cost reimbursement	753,504
Total		753,504

FUNDING FROM OHIOMHAS HAS NOT BEEN FINALIZED. THIS FUNDING IS NOT CONSIDERED PART OF THE AGENCY'S BASE ALLOCATION FROM THE BOARD AND WILL FOLLOW OHIOMHAS REPORTING AND POSSIBLE RECONCILIATION PROCESS.

IT was MOVED BY FLORENCE COLEMAN, SECONDED BY JIM HUTCHINS TO AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH AGENCIES FOR THE STATE OPIATE RESPONSE (SOR) LOCAL PROJECTS.

MOTION CARRIED.

Next, Greta moved on to Attachment D – Revised Board/Agency Contract & 120 Day Notice. She explained that Boards are required to send a 120 Day Notice annually to the provider agencies. The notice informs the agencies that the SFY 2019 contract will not be renewed and that the Board could substantially change the contract language and funding for fiscal year 2020. Greta explained that the notice and provider contract have been revised over the last six months in partnership with the five Regional Affiliate Boards (RAB) group. Staff have worked with an attorney who specializes in MHR/ADAMHS Board authority/practice across Ohio. The current healthcare landscape is changing with providers becoming more regional, rather than bound to county lines. For example, TCN Behavioral Health Services will be contracting with Logan/Champaign Counties and Montgomery Counties; all of these boards will utilize the same provider contract template. She explained that attachments to the template allow for customization for each individual board's contract. Greta described one customization is that during levy season, MHRB has required its agencies to help promote the levy, assist in registering voters, provide transportation to the polls, etc. To accommodate such customizations, the first page of the template states that provider agencies will follow MHR Board policies and practices.

Greta then moved on to Attachment E – Grants Trail Consulting, LLC and asked Tracey Stute to provide an overview. Tracey stated that the MHRB strategic plan looks to strengthen the treatment, prevention, and supportive continuum of care. Evaluation of existing services and programs is a way to assess capacity, monitor outcomes, and prioritize investments in the continuum of care. To that end, MHRB had previously recruited an experienced evaluator. Carey Carr founded Grants Trail Consulting, LLC and is in the process of evaluating the jail-based Greene Leaf program in Xenia. Tracey explained that the motion extends and expands upon the work which started in the past fiscal year. The results will be presented to the Board and community. Dr. Jo Wilson added that Carey is a remarkable, high quality evaluator.

Kellie read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH GRANTS TRAIL CONSULTING, LLC FOR AN AMOUNT NOT TO EXCEED \$20,000 DURING STATE FISCAL YEAR 2019. 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)	Cost reimbursement	20,000
Total		20,000

IT was MOVED BY SCOTT ANGER, SECONDED BY WILLIAM LOUDERBACK TO AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH GRANTS TRAIL CONSULTING, LLC FOR AN AMOUNT NOT TO EXCEED \$20,000 DURING STATE FISCAL YEAR 2019.

MOTION CARRIED.

Next was Attachment E-1 – RecoveryOhio Advisory Council. Greta stated that Governor Mike DeWine formed a RecoveryOhio Advisory Council to advise the Governor’s Office on matters concerning mental illness and substance use prevention, treatment and recovery support services in Ohio. Greta said that Pastor Greg Delaney of Xenia, Ohio and Cheri L. Walter, CEO of the Ohio Association of County Behavioral Health Authorities (our trade association) are both council members. The members will be tasked with issuing actionable recommendations to the Governor and each cabinet-level state agency, board and commission that provides services to individuals with mental illness or substance use disorders.

Greta then moved on to Attachment E-2 – Housing Solutions of Greene County Property Purchase – 208-210 Gilbert Avenue. Greta stated that Dawn Hawks, Executive Director of Housing Solutions of Greene County was in attendance to discuss the potential purchase of a new supportive housing facility located at 208-210 Gilbert Avenue in Fairborn. Greta asked Mark Huff to explain the request to the membership. Mark stated that Housing Solutions of Greene County was requesting to purchase property located at 208-210 Gilbert Ave, Fairborn; a two-unit ranch style dwelling consisting of four two-bedroom units. Housing Solutions will be the owner of the property with a mortgage contract with the Ohio Department of Mental Health and Addiction

Services (OhioMHAS). The MHRB has submitted an initial application for an OhioMHAS capital commitment which was approved. Housing Solutions will submit the final application and contract for the state matching funds after purchase of property. Housing Solutions is requesting the MHRB to provide funding for the project total and will be reimbursed from the state for 50% of the approved project cost once completed.

Mark explained that the purchase price of \$255,000 is plus renovations. Dawn explained that the purchase price was \$178,000 and Housing Solutions put in \$77,000 for renovations with the bulk of that being the heating. She stated that the seller has only allowed her to enter two units and of those units, one is coil heat and one is radiant heat. Dawn stated that she has budgeted for Mitsubishi ductless units which are approximately \$8,000 apiece. She also stated that the units are currently using window air conditioning units which create water damage and mold issues. There are also two large trees that would need to be taken down and the parking lot needs work. Dawn also budgeted for a new roof on one of the units. Five thousand dollars was added to the budget because Dawn has not seen the inside of the other units.

Kellie asked if \$178,000 was a fair market rate. Dawn stated that she did some research and a similar property just sold for \$145,000 and the median seems to be \$135,000 for this type of building. She said that Housing Solutions will not offer the full asking price. She would also have the offer written up to state that if there are major issues with the unseen units, Housing Solutions would be able to back out of the offer. She said that the seller is not opening the other units for inspection unless there is a contract drawn up and he accepts it. Board members expressed many concerns, including neighborhood safety, contracting for purchase without seeing the entire property, that the price was too high, and in providing funding and authorization to purchase without final details. Dawn explained that the units which she has not been able to view are currently occupied. When those tenants' leases are up, they would not be renewed, and she would begin using the units for supportive housing. Board members asked if Dawn was concerned for the safety of the residents and she stated that this is always a concern for our residents, who because of their severe mental illness may be taken advantage of compared to someone without mental illness. All of Housing Solutions' properties have cameras and that reducing safety risks is an ongoing responsibility of her organization. She also stated that the police force in Fairborn is good about monitoring their units and that they work well together. Mark read an amended recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES DISBURSEMENT OF \$255,000 TO HOUSING SOLUTIONS OF GREENE COUNTY REPRESENTING PROJECT TOTAL COST OF PURCHASE AND RENOVATIONS FOR 208-210 GILBERT AVE.

FURTHERMORE, THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO AND DIRECTOR OF FINANCE TO EXECUTE A THREE-PARTY AGREEMENT AND ANY OTHER DOCUMENT NEEDED TO EXECUTE THIS PROCESS WITH OHIO MENTAL HEALTH AND ADDICTION SERVICES AND HOUSING SOLUTIONS OF GREENE COUNTY. THIS WILL ENSURE THE ONGOING USE OF PERMANENT HOUSING FOR PERSONS WITH SEVERE AND PERSISTENT MENTAL ILLNESS AT 208-210 GILBERT AVE, FAIRBORN AS SET FORTH IN THE CONTRACT COMMENCING IN STATE FISCAL YEAR 2019.

Kellie asked for a motion and none was made. Kellie asked if everyone was in agreement to pass the motion and there were concerns with moving forward with the recommendation as written. Greta explained the purpose of staff's proposal was to advance the funding, so that Housing Solutions could move forward. Due to concerns about this specific property, Mark suggested removing the address from the motion and requesting for Board authority to release the funds for this purpose. Jim asked if the Board was a pass-through for the money and Greta explained that no, the Board is utilizing levy dollars set aside to expand housing in Greene County according to the capital plan. MHRB would be advancing the entire amount and would be reimbursed by 50% from the state. Mark clarified that it would be Housing Solutions' property, not Board-owned. Kellie and Patrick summarized Board member feedback in that the addresses should be removed from the motion and that once Housing Solutions finds a suitable property, that the Board could review and authorize the purchase. Greta added that the agency and Board staff (Mark in his new role as Director of Finance & Facilities and Property Manager Trent Haggy) would continue to work collaboratively with Housing Solutions to make sure these contingencies are in place.

William Louderback expressed concern about the appraised value and Dr. Jo Wilson requested that the Board should authorize a maximum amount of \$255,000. Mark stated that if Housing Solutions can make an offer contingent on Board/Executive Committee approval, that should keep the process moving forward. Scott wrapped up the discussion by stating that the Board needs to be good stewards of its money and not be pressured into making a hasty purchase.

Mark proposed that, at the beginning of the year, the Board decides how much it wants to invest in those capital projects so that when the provider finds a property, they can make an offer and then bring it to the Board for approval. Chief Brian Miller asked if a blanket motion could be drawn up along with one that contains the property address and let the membership decide which one to use. Mark then read the amended motion.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES DISBURSEMENT OF \$255,000 TO HOUSING SOLUTIONS OF GREENE COUNTY FOR PERMANENT SUPPORTIVE HOUSING FOR PERSONS WITH SEVERE AND PERSISTENT MENTAL ILLNESS. THIS AMOUNT REPRESENTS A FACILITY PURCHASE PRICE AND RENOVATIONS ACCORDING TO AN OhioMHAS CAPITAL APPLICATION.

IT was MOVED BY CHRISTY HOFFMAN, SECONDED BY JOSEPHINE WILSON TO AUTHORIZE DISBURSEMENT OF \$255,000 TO HOUSING SOLUTIONS OF GREENE COUNTY REPRESENTING A FACILITY PURCHASE PRICE AND RENOVATIONS OF OhioMHAS APPLICATION.

MOTION CARRIED. Captain Scott Anger was opposed to the motion.

Last, Greta debriefed the membership on Legislative Day. Greta stated that Kellie, herself, and Brianna Wilson attended Legislative Day which is hosted by the Ohio Association of County Behavioral Health Authorities (OACBHA) at the end of January. She said that they had productive meetings with either legislative aides or our individual senator and representatives throughout the region. Greta asked Brianna to give a report.

Brianna said that, in the meetings, funds were requested with an emphasis on prevention. She then passed around an infographic about deaths by suicide in Clark, Greene and Madison Counties. Brianna stated that, as part of OACBHA's committee to address suicide, they came up with three key issues that are statewide and are listed on the infographic. She said that they met with Senator Hackett, Representative Perales' aides, Representative Koehler and his aide, and Representative Dean's aide. Brianna stated that Representative Dean was in his second term and that he has not sponsored legislation yet which gives the Board an opportunity. Rep. Dean's aide stated that he may be interested in sponsoring something for suicide or mental health. Board staff will follow up with him. Brianna stated that staff are interested in cultivating legislative relationships to monitor and become more involved in policy. Policy progress is actively being tracked and an OACBHA committee will be meeting with Rep. Boyd from Cleveland who introduced Aisha's Law which is about domestic violence. Brianna requested Board members' level of interest in hearing more about policy.

Kellie said that it was an exciting day and very politically charged. She enjoyed that the legislators were open to hearing from our Board and were interested in the Board priorities. Kellie said that a lot of time was spent educating them about different programs that the Board provides throughout the year. Kellie elicited Board member interest and concluded that they would like regular updates about relevant legislative initiatives.

Last, Greta referred the membership to Attachment E-3 – Multi-System Youth With Mental Health Needs. She explained that this funding was just released to local MHRBs/Alcohol, Drug Addiction and Mental Health Boards following a two-tiered formula. Greta stated that OhioMHAS announced that it will provide a one-time, \$3 million funding boost to help counties address the unmet and uninsured needs of multi-system youth who are on the cusp of removal from their homes or at risk of entering the justice or foster care systems. Each board will receive \$15,000 as a base amount and the remaining \$2.5 million will be distributed to boards based on the number of children with intellectual disabilities and mental health diagnoses and/or involvement in multiple public systems. Board staff propose utilizing the Family & Children First Councils in each county to apply for the funding based on local need and grant requirements. Greta read the recommendation.

THE MENTAL HEALTH AND RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO TO SPEND AN AMOUNT NOT TO EXCEED \$80,368 DURING STATE FISCAL YEAR 2019 FOR MULTI-SYSTEM YOUTH SERVICES. BELOW IS THE AMOUNT BY SERVICE CLASS AND PAYMENT METHOD.

Treatment/Prevention/Supportive	Payment Method	Amount
Mixture of Treatment & Supportive	Vendor invoices	80,368

IT was MOVED BY KATHY BRINKMAN, SECONDED BY FLORENCE COLEMAN TO AUTHORIZE THE CEO TO SPEND AN AMOUNT NOT TO EXCEED \$80,368 DURING STATE FISCAL YEAR 2019 FOR MULTI-SYSTEM YOUTH SERVICES.

MOTION CARRIED.

That concluded the CEO report.

ADMINISTRATIVE

Kellie called on Mark Huff to review the MHRB financials. Mark referred the membership to Attachment F –Financial Update and asked if there were any questions about the financial narrative for reporting period January 31, 2019; there were none.

Mark then reviewed the Statement of Cash Position and Fund Balances as of January 31, 2019. This report is strictly on a cash basis with total cash receipts of \$8,642,389, total disbursements of \$10,105,576, Other financing receipts/(disbursements) of \$69,659 for excess cash receipts under disbursements of \$1,393,528. Ending fund balance as of January 31, 2019 was \$9,925,857.

Last, Mark reviewed the Statement of Revenues and Expenditures for Fiscal Year 2019 activity. The General Fund had cash receipts under disbursements of \$1,391,643; special revenue had a balance of \$639,277; and fiduciary had a balance of \$98,420.

Mark next updated the membership on the Board audit. He stated that the audit fieldwork has been completed. Mark anticipates receiving a draft around the end of March or in the beginning of April. If he doesn't receive it by March 30, he will need to submit a waiver. Mark feels that it will be a clean audit with the possibility of some verbal comments. He stated that the Board is addressing a previous verbal comment at this meeting by adopting the federal fund policies. Mark also stated that the Board's policies and the financial reports are internal controls that allows the membership to understand how the Board adheres to ethical standards and fiduciary processes. So, if Board members are asked what internal controls are in place, the reports and policies are part of them. Kellie added that she had responded to Auditor upon his request.

Mark then directed the membership to Attachment G – Then & Now Payments. Mark explained that the report reflected then & now payments made through February 11, 2019. He stated that the Board received a first invoice from a new janitorial business and that they bill MHRB on the 1st of the month. The super blanket did not become effective until January 2 which makes the invoice become a then & now. Two more bills from Sampson's Seasonal Service were received with the same invoice date as the then & now report last month. As explained at the last Board meeting, the work was performed at different locations. Mark stated that these invoices are all under the \$3,000 limit so staff was able to process the payments, but they needed to be reported to the membership.

Next on the Agenda was Attachment H – Credit Card Policy # 300.08. Mark explained that the first reading took place at the January Board meeting and he amended the policy with the changes that were recommended by the membership. Mark explained that this was the second reading of the policy and Kellie read the motion.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVES NEW BOARD POLICY #300.08 – CREDIT CARD, EFFECTIVE IMMEDIATELY.

IT was MOVED BY JIM HUTCHINS, SECONDED BY WILLIAM LOUDERBACK TO APPROVE NEW BOARD POLICY #300.08 – CREDIT CARD, EFFECTIVE IMMEDIATELY.

MOTION CARRIED.

Kellie then moved on to Attachment I – Procurement Requirements - #100.08 which was the 1st reading for a revised Board policy. Mark stated that the original policy was a generic bidding requirement. He explained that there are procedural policies required to be in compliance with Uniform Guidance. Mark stated that the Ohio Revised Code specifically excludes boards from the need to competitively bid for the provision of mental health and drug addiction services and facilities. He also explained that these new policies only pertain to federal funds. Mark stated that the Uniform Guidance states that if our passthrough entity, OhioMHAS, waives the right of procurement, then the board may contract under noncompetitive method. OhioMHAS has given the Board this waiver. Scott asked if “maintaining” was the correct form of the word on the bottom of the first page. Mark said that he would reach out to the board attorney who authored the document to clarify the correct wording and meaning. Also, on page 7, Linda requested that “RFP” be written “Request for Proposal (RFP).”

Next on the agenda was Attachment J – Federal Fund Cost Principles - #300.09. Mark explained that this was the 1st reading of a new policy. Mark stated that the policy was to comply with the cost principles of the Uniform Guidance in determining the allowable costs of work performed under each Federal award. Mark pointed out that one of the critical parts of this policy was the classification of costs as direct or indirect. Linda stated that on page 3, paragraph 4, the sentence that reads “... and not readily assigned to the cost objective, and not readily assignable to the cost objective specifically benefitted...” is a necessary redundancy.

Next was Attachment K – Federal Fund Internal Controls - #300.10. This was the 1st reading. Mark explained that the purpose of this policy was to comply with internal control and cash management obligations of the Uniform Guidance. Linda stated that on page 1 under A(1)(e), “(PII)” should read “(PII).” Also, “federal” was not capitalized in other places. Linda stated that “sub-recipient” was written as hyphenated and not hyphenated throughout the policy and “federal” was not capitalized in a few more places; “federal” should be either capitalized or lower case for consistency.

Mark then reviewed the next new Board policy - Attachment L – Federal Fund Subrecipient Monitoring #300.11. Mark stated that this was the 1st reading of the policy. Mark explained that the purpose of the policy was to comply with pass-through entity subrecipient monitoring obligations pursuant to the Uniform Guidance.

That concluded the Administrative Report.

COMBINED EXECUTIVE & BUILDINGS & GROUNDS COMMITTEES

Kellie, who chaired the meeting, stated that the Combined Executive & Buildings and Grounds Committees met on Friday, February 8, 2019 at the MHRB administrative office. Kellie stated that, at the meeting, Greta addressed the first item on the agenda – Attachment A, Ohio Mental Health & Addiction Services (OhioMHAS) Supportive Housing Matching funds recommendation. Greta described that Housing Solutions of Greene County sought this housing grant funding to serve individuals with severe and persistent mental illness and/or substance use disorders. Greta explained at the meeting that there is no local levy funding required for match because it will be provided by our state department as a pass-through.

Mark Huff presented the next agenda item at the meeting, Revised Board Policy #100.08 – Procurement Requirements. Mark directed the Committee to the attachment and started a discussion with the current Board policy and then walked the committee through the significant changes required to follow the Federal Uniform Guidance.

Kellie then asked Mark to review the proposed new policies. Mark explained that Policy #300.08 is the new credit card policy which is in 2nd reading status with the Board. Mark then walked the committees through the new proposed policies.

Kellie stated that Greta briefly referenced the Bylaws and the role of Executive Committee in policy interpretation. Board members and staff discussed the value of timely policy development and process of taking policy directly to the Board (rather than requiring Executive Committee review). Either way, there are two readings required prior to adopting policies. Consensus was reached by the Committee for the full Board to review revised and new policies. Should additional Committee work be required by Board and staff to revise policies after the first reading, then the Executive Committee will convene to rework given policies, bringing them back to the Board for final approval.

Next at the meeting, Greta presented a Revised Table of Organization (TO) and introduced Trent Haggy, the Board's new Property Manager. Greta also stated that the new Director of MIS & Data Services would be starting on Monday, February 11, 2019.

Last, Kellie said that Greta led a discussion about a potential Three-way Central Pharmacy Agreement between MHRB, Montgomery County Alcohol/Drug and Mental Health Services Board and TCN Behavioral Health, Inc.

Kellie read the recommendation.

THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RATIFIES AND CONFIRMS THE ACTION TAKEN AT THE COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEE MEETING ON FEBRUARY 8, 2019. APPROVED MOTIONS ARE CONTAINED IN THE MEETING SUMMARY.

IT was MOVED BY SCOTT ANGER, SECONDED BY HUMA BASHIR TO RATIFY AND CONFIRM THE ACTION TAKEN AT THE FEBRUARY 8, 2019 COMBINED EXECUTIVE AND BUILDINGS & GROUNDS COMMITTEE MEETING.

MOTION CARRIED.

Jim Hutchins pointed out that his last name was misspelled "Hutchinson" on the third page of the summary. A correction would be made.

That concluded the Combined Executive & Buildings and Grounds Committee report.

MENTAL HEALTH AND ADDICTION SERVICES

Next on the Agenda was the Program Committee summary. Patrick stated that the Program Committee met at 6:00 p.m. on Tuesday, February 19, 2019 at TCN Behavioral Health Services, 452 W. Market Street, Xenia, Ohio.

Patrick asked the membership if there was anyone that had not been at the meeting and everyone was in attendance. Patrick stated that there was nothing else to report.

That concluded the Program Committee report.

MISCELLANEOUS

Kellie asked the membership to reference Attachment N - Upcoming Events Calendar. Greta stated that if anyone is interested in attending any events or wants more information, please contact Board staff. Tracey pointed out an additional upcoming training.

AUDIENCE PARTICIPATION

None.

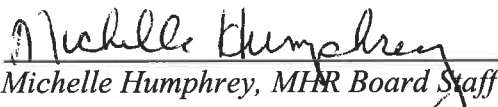
BOARD MEMBER COMMENTS

Scott stated that he likes the addition of the Upcoming Events Calendar.

ADJOURNMENT

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


Patrick Williams, Secretary


Michelle Humphrey, MFR Board Staff