



**MINUTES – June 15, 2019**

*The Mental Health & Recovery Board of Clark, Greene and Madison Counties (MHRB) met in regular session on Saturday, June 15, 2019 at 12:30 p.m. at Clark State Community College, Brinkman Center, 100 S. Limestone Street, Springfield, Ohio.*

**PRESENT:** *Kellie Phillips, Chairperson, Presiding; Katherine (Kathy) Brinkman, Dr. Huma Bashir, Chad Dunsdon, Chief Brian Miller, Kim Michael, Patrick Williams, Dr. Josephine (Jo) Wilson*

**ABSENT:** *Captain Scott Anger, Dr. Florence Coleman, Dr. Linda Griffith, Christina (Christy) Hoffman, Chief Jim Hutchins, William Louderback*

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

**GUESTS:** *None.*

**OPENING REMARKS**

*Kellie Phillips, Chairperson, called the meeting to order and thanked everyone for coming on a Saturday and for also attending the Board retreat. Kellie also thanked Cheri Walter, CEO of the Ohio Association of County Behavioral Health Authorities (OACBHA) for presenting at the Board Retreat prior to today's Board meeting.*

**APPROVAL OF MINUTES**

*The Minutes for the May 21, 2019 Board meeting were reviewed. There were no comments.*

***IT was MOVED BY KATHY BRINKMAN, SECONDED BY JO WILSON TO APPROVE THE MINUTES FOR THE MAY 21, 2019 BOARD MEETING AS SUBMITTED.***

***MOTION CARRIED.***

**REVIEW OF ACCOUNTS PAYABLE REGISTER**

*Kellie asked the Membership to review Attachment B, Accounts Payable Register, which they did. There were no comments.*

## CEO REPORT

*Kellie called on Greta to give the CEO report. Greta started her report by stating that there has been new Board member recruitment and she and Kellie have been meeting with potential new members. She stated that Liz Finchum is still interested in serving on the Board, but she currently lives in Clark County. She plans to move to Madison County in the future and would prefer to represent Madison County, as she feels that she could better represent it. Greta explained that Stephen Massey officially resigned his seat from the Board. His work has expanded, which conflicted with Board meetings. He is currently working on a task force for the Governor, representing Clark County. She said that he helped recruit Jim Brown of Clark County who is interested in applying to become a Board member. Greta explained that he is a mental health coach and counselor and has worked with schools, other groups, and athletes. Greta also asked for recommendations to fill the Greene County vacancy. Kellie stated that it has been a challenge finding new members either because of the time commitment or that they have professional relationship with a partner agency. Kellie also stated that she and Greta met with a potential person from Greene County, but that she had moved and currently lives in Miami County. Several Board members concluded that greater representation was needed for people of color to serve.*

*Greta then recognized outgoing Board members. She stated that Chief Jim Hutchins, Dr. Linda Griffith, Captain Scott Anger, and Kim Michael's terms end on June 30, 2019. She said that they had all done an exceptional job and pointed out some of their contributions. She then presented Kim Michael with a gift of appreciation for many years of services. Greta said that Kim was an engaged member, who attended almost all meetings, and was an advocate for individuals and their family members.*

*Greta next reminded the membership to turn in their mileage reimbursement forms to Michelle Humphrey. Michelle stated that the odometer readings to and from each event must be documented or the auditor will not process the payment.*

*Greta then asked the membership to complete the annual MHRB Meeting Evaluation form that was included in their packet. She said that this feedback is important to give staff an idea of changes that Board members would like to see in the coming year, including effectiveness of the meetings.*

*That concluded the CEO report.*

## ADMINISTRATIVE

*Kellie called on Greta to review Attachment D – Request for Authorization of Property Tax Advances. Greta explained that each year Board staff requests a motion authorizing the Director of Finance & Facilities to request tax advances from the appropriate counties as needed. Mark stated that the Board has not had to ask for advances for a long time so it may not be necessary. However, it's better to have this ability, in case there is a need. Greta asked Mark if this would be reported back to the Board and Mark replied no, that this had not been done in the past. Kellie read the recommendation.*

**THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE BOARD'S DIRECTOR OF FINANCE & FACILITIES TO REQUEST PROPERTY TAX ADVANCES FROM THE CLARK, GREENE AND/OR**

**MADISON COUNTY AUDITOR'S OFFICE AS NEEDED DURING STATE FISCAL YEAR 2020.**

*Brian Miller asked to amend the motion to require that it be reported back to the Board. The recommendation was amended as follows:*

**THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE BOARD'S DIRECTOR OF FINANCE & FACILITIES TO REQUEST PROPERTY TAX ADVANCES FROM THE CLARK, GREENE AND/OR MADISON COUNTY AUDITOR'S OFFICE AS NEEDED DURING STATE FISCAL YEAR 2020 AND, IF NECESSARY, WILL BE REPORTED BACK TO THE BOARD.**

**IT was MOVED BY HUMA BASHIR, SECONDED BY CHAD DUNSDON TO AUTHORIZE THE BOARD'S DIRECTOR OF FINANCE & FACILITIES TO REQUEST PROPERTY TAX ADVANCES FOR SFY 2020.**

**MOTION CARRIED.**

*Next was Attachment E - Request for Authorization of Board Officers to Act on Behalf of the Board. Greta stated that the Board does not routinely meet during the months of July and August; in the event that Board action is necessary, a motion was presented to authorize the Board Officers to act on behalf of the full Board. During this time, the Officers may choose to convene the entire Board if desired. Otherwise, any action taken would be approved and reported back to the full Board in September. Greta added that all Board members would be notified of any meetings during the summer months. Kellie read the recommendation.*

**THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE STATE FISCAL YEAR 2020 BOARD OFFICERS TO ACT ON BEHALF OF THE FULL BOARD FROM JUNE 16, 2019 UNTIL THE SEPTEMBER 2019 BOARD MEETING. THIS ACTION WILL ENSURE CONTINUED OPERATION OF THE SYSTEM.**

**IT was MOVED BY BRIAN MILLER, SECONDED BY KATHY BRINKMAN TO AUTHORIZE THE STATE FISCAL YEAR 2019 BOARD OFFICERS TO ACT ON BEHALF OF THE FULL BOARD UNTIL THE SEPTEMBER 2019 BOARD MEETING.**

**MOTION CARRIED.**

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

*Mark then reviewed the Statement of Cash Position and Fund Balances as of May 31, 2019. This report is strictly on a cash basis with total cash receipts of \$16,526,177, total disbursements of \$15,666,955, Other financing receipts of \$69,659 for cash receipts over disbursements of \$928,881. Ending fund balance as of May 31, 2019 was \$12,248,265.*

Next, Mark reviewed the Statement of Revenues and Expenditures for Fiscal Year 2019 activity. The General Fund had cash receipts over disbursements of \$1,025,982; special revenue had a balance of \$799,286; and fiduciary had a balance of \$96,681.

Kellie then asked Mark to review Attachment G – Request for Authorization of Estimated Revenue & Appropriation Amendments. Mark explained that this recommendation is requesting to increase the State Fiscal Year 2019 spending authority for items that occurred sooner than anticipated. Mark further explained that the County runs on a calendar year and MHRB runs on a fiscal year basis. This change is in MHRB's fiscal year only so there is no need to submit it to the County.

Kellie read the recommendation.

**THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZES THE CEO OR DESIGNEE TO PROCESS ANY NECESSARY AMENDMENTS TO THE BUDGET FOR THE YEAR END JUNE 30, 2019 MAINTAINING COMPLIANCE WITH OHIO REVISED CODE 5705 AND CLARK COUNTY AUDITOR REQUIREMENTS. ANY AMENDMENTS, FISCAL YEAR OR CALENDAR YEAR, WILL BE REVIEWED AT THE NEXT SCHEDULED BOARD MEETING.**

**IT was MOVED BY KIM MICHAEL, SECONDED BY JO WILSON TO AUTHORIZE THE CEO OR DESIGNEE TO PROCESS ANY NECESSARY AMENDMENTS TO THE BUDGET FOR THE YEAR END JUNE 30, 2019.**

**MOTION CARRIED.**

Next, Kellie reviewed Attachment H – CEO Contract. Kellie explained that the membership discussed renewing Greta's contract and evaluation at the May Board meeting, but a recommendation had not been prepared. Kellie then read the recommendation.

**THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES, DUE TO THE SATISFACTORY EVALUATION RATING, COMPLIES WITH THE PROVISIONS OF THE CONTRACT FOR THE CEO FOR STATE FISCAL YEAR 2020.**

**IT was MOVED BY KATHY BRINKMAN, SECONDED BY BRIAN MILLER TO APPROVE THE TERMS OF THE CEO CONTRACT FOR STATE FISCAL YEAR 2020.**

**MOTION CARRIED.**

Greta thanked the Board members.

Last, Kellie reviewed Attachment I – Amended By-Laws. Kellie reminded the membership that a discussion occurred at the May 21, 2019 Board meeting around the need to amend the By-Laws to allow for an exception to be made for one year of service for Secretary, when there are no eligible Board members having two years of service. Also, because the Vice-Chairperson cannot be from the same county as the Chairperson, it was recommended that the Board may nominate and elect Board members for officer positions from the same county, as long as there are representatives on Executive Committee from all three counties. She also explained that another change was made to move toward electronic notification, so that staff could provide notice of

changes via e-mail. It was also proposed to change how to make changes to the Bylaws. Greta explained that the Bylaws required a minimum of a two-week, advanced review. However, this much advanced notice is not always possible. It was decided that 72 hours could be an appropriate length of time to review. It was proposed to add in Section 3, p. 10, the words "if appropriate" after "Immediate Past Chairperson" if he or she is no longer serving on the Board. A grammatical change was also proposed to change "insure" to "ensure."

*Kellie then read the recommendation.*

**THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVES THE PROPOSED BYLAWS REVISION TO ARTICLE IV – MEETINGS, SECTION 1 ARTICLE V – OFFICERS, SECTION 1; ARTICLE VI – BOARD COMMITTEES, SECTION 3; AND ARTICLE IX – AMENDMENTS, SECTION 1 TO THE CURRENT MHRB BYLAWS.**

**IT was MOVED BY JO WILSON, SECONDED BY HUMA BASHIR TO APPROVE THE PROPOSED BYLAWS REVISION TO ARTICLE IV – MEETINGS, SECTION 1 ARTICLE V – OFFICERS, SECTION 1; ARTICLE VI – BOARD COMMITTEES, SECTION 3; AND ARTICLE IX – AMENDMENTS, SECTION 1 TO THE CURRENT MHRB BYLAWS.**

**MOTION CARRIED.**

*That concluded the Administrative Report.*

### **ELECTION OF OFFICERS**

*Greta explained that the amendments to the current Bylaws needed to be ratified before a vote could be taken on the election of officers. Kellie then recommended to the Board the following slate of names.*

<i>Kellie Phillips</i>	<i>Chairperson</i>
<i>Patrick Williams</i>	<i>Vice-Chairperson</i>
<i>Chad Dunsdon</i>	<i>Secretary</i>

*Kellie then read the recommendation*

**THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ELECTS THE FOLLOWING BOARD MEMBERS AS BOARD OFFICERS FOR SFY 2020:**

<b>CHAIRPERSON</b>	<b>KELLIE PHILLIPS</b>
<b>VICE-CHAIRPERSON</b>	<b>PATRICK WILLIAMS</b>
<b>SECRETARY</b>	<b>CHAD DUNSDON</b>

**IT was MOVED BY BRIAN MILLER, SECONDED BY KIM MICHAEL TO ELECT THE STATE FISCAL YEAR 2020 BOARD OFFICERS AS PRESENTED.**

**MOTION CARRIED.**

**AUDIENCE PARTICIPATION**

*None.*

**BOARD MEMBER COMMENTS**

*None.*

**MISCELLANEOUS**

*None.*

**ADJOURNMENT**

*A motion was made by Huma Bashir and the Board meeting was adjourned by chair, Kellie Phillips.*

  
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*Patrick Williams, Secretary*

  
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*Michelle Humphrey, MHR Board Staff*