



MINUTES – February 19, 2013

The Mental Health & Recovery Board of Clark, Greene and Madison Counties met on Monday, February 19, 2013 at 6:00 p.m. at the Clark State Community College, Library Resource Center, Room 209, 570 East Leffel Lane, Springfield, Ohio.

PRESENT *Roger Roberts, Chairperson, Presiding; Julie Anthony, Linda Griffith, Delvin Harshaw, Jim Hutchins, Joe Keferl, Kimberly Michael, Kellie Phillips, Steve Shelton and Jim Vernon*

Staff: Dr. Kent Youngman, CEO; Nancy Chiles, Greta Mayer, Roselin Runnels, Kevin Taylor and Tauna Wren

GUESTS: *John Federer, Clark County Auditor*

OPENING REMARKS

Roger Roberts, Chairperson, called the meeting to order and welcomed the Board membership and guests to the meeting. Roger called on Board members and the audience to introduce themselves.

BOARD MEMBER TO BE SWORN IN

Clark County Auditor, John Federer gave the Oath of Office to new Board member Steven Shelton. Mr. Federer asked Steven to raise his right hand and recite the Mental Health & Recovery Board of Clark, Greene and Madison Counties Oath of Office, swearing him in as a new Mental Health & Recovery Board member.

APPROVAL OF MINUTES

The Board Minutes for January 22, 2013 Mental Health & Recovery Board meeting were reviewed. There were no comments. Roger asked for a motion for approval.

IT was MOVED BY LINDA GRIFFITH, SECONDED BY KELLIE PHILLIPS TO APPROVE THE MINUTES FOR THE JANUARY 22, 2013 BOARD MEETING.

REVIEW OF VOUCHERS

Voucher lists dated January 18, 2013, January 25, 2013, February 1, 2013 and February 8, 2013 were reviewed. There were no comments.

CEO REPORT

Roger called on Kent to give the CEO report. Kent referred the membership to the MHRB Strategic Plan Goals handout and reviewed the plan. The Strategic Plan Goals along with an update are listed below:

GOAL 1: *The MHRB will communicate to consumers, providers, and the public the need for and value of a community-based health system of care.*

Objective: The MHRB will annually review the communication plan, make needed revisions and present the revised plan at the January MHRB meeting.

Objective: The MHRB will create a standing Communications Committee by June 30, 2012.

Objective: The MHRB Communications Committee will implement the communications plan.

Update: We have been successful in improving our overall communication efforts using social media, our web site, participating in Chamber events, newsletter, conducting educational trainings and other ways. The Communications Committee met last Wednesday to review the communications plan and determine if any changes to the plan are necessary. A report will be made to the Board at the March meeting.

GOAL 2: *The MHRB will improve system effectiveness by regularly monitoring and evaluating consumer services.*

*Objective: The MHRB will expand the implementation of Feedback Informed Treatment through the MHRB area with the goal of an annual minimum 10% increase in clients receiving services using the FIT (Feedback Informed Treatment) approach.**

Objective: MHRB agencies will annually report on progress regarding their FIT Agency Implementation Plan.

Objective: The MHRB will evaluate the applicability of the FIT approach by service category.

Update: Approximately 1600 clients are or have participated in FIT. All of the MHRB contract agencies are using FIT to some degree. Those that have been slow to implement it are looking to expand. Last year we did not have this level of participation. We are making progress. At a program committee agencies reported their successes and challenges. Scott Miller conducted a two day training in January and we are working with our FIT Guiding Group to plan how to continue moving forward.

GOAL 3: *The MHRB, in conjunction with agencies, will continue to assess and improve access to mental health, alcohol and other drug services to reduce wait times.*

Objective: The MHRB will continue to work with contract agencies to develop measures for determining consistent and valid timelines for accessing treatment by service category.

Objective: By June 2013 the MHRB will work with partner agencies to develop specific plans to improve access to services.

Update: All of our primary contract agencies are using some form of “walk-in-clinic” or “open-access” model to improve access to services. This has reduced wait times for intake and access to primary services. The primary limiting factor in overall service availability is reduced resources and increased demand.

GOAL 4: *The MHRB will collect and analyze data to determine how non-Medicaid dollars will be allocated.*

Objective: Based on the results of the data analysis, the Alcohol/Drug and Mental Health Committees will annually prioritize services to be funded.

Update: MHRB staff members are or have participated in needs analyses in all of our counties in the past year. The biggest current unknown is the status of Medicaid expansion. The Governor included it in the budget but it still must be passed by the legislature. If Medicaid expands, over time, we will have the opportunity to redirect existing funding to other priority areas. Unfortunately even if Medicaid does expand we are not likely to realize any savings in non-Medicaid spending until FY2016. At this point the actual saving amount is unknown.

GOAL 5: *The MHRB will use its influence to encourage the community to adopt practices that prevent mental, emotional and behavioral problems.*

Objective: The MHRB will continue to cooperate with, support and promote existing prevention initiatives currently implemented in the community.

Objective: The MHRB will continue to pursue additional prevention strategies.

Objective: The MHRB will evaluate the adequacy and effectiveness of the existing peer support programs by June 30, 2013

Update: We have made significant progress promoting prevention, cooperating with ongoing prevention activities, and visioning for the future. This is an ongoing, long term effort that is beginning to be noticed across the state and is generating significant interest. Our Peer Support provider (NAMI) will present a program overview at the March program committee meeting. We are also looking into ways that peer support might be incorporated into the coming “Mental Health Home” approach to coordinating treatment.

**This objective may require revision pending the availability of data on Medicaid clients.*

Lastly, Kent reviewed a handout of a graph regarding the non-Medicaid state funds to communities. The graph showed a 62.68 percent funding decrease from 2002 to 2014. Kent stated that the state now estimates that if Medicaid expands state wide, there could be a benefit of \$70,000,000 a year to state mental health Boards. Between 2002 and 2014 the state investment in non-Medicaid serves has dropped \$140,000,000. This demonstrates that even with a \$70,000,000 benefit there will still be an approximate \$70,000,000 shortage from a decade ago.

ADMINISTRATIVE

Roger called on Kevin Taylor to review the Mental Health & Recovery Board financials. Kevin referred the membership to Attachment C in the agenda packet with the first page representing the Statement of Cash Position and Fund Balances as of January 31, 2013. This report is strictly on a cash basis with total cash receipts of \$11,009,993 and total cash disbursements of \$12,050,100 with an ending fund balance at the end of January of \$8,409,575.

The next report represents the Statement of Receipts and Disbursements for the General Fund with receipts of \$5,546,262 and disbursements totaling \$5,667,452 and an ending fund balance of disbursements exceeding receipts as of January 31, 2013 of \$125,617.

The third report represents the Statement of Receipts and Disbursements for the Special Revenue Funds. Year-to-date as of January 31, 2013 cash receipts total \$1,817,690; cash disbursements total \$1,597,130 with receipts over disbursements by \$350,560.

The last report represents the Statement of Receipts and Disbursements for the Fiduciary Funds as of January 31, 2013. Total cash receipts are \$1,438,893; total cash disbursements are \$972,886, with cash receipts over disbursements of \$466,007.

The last item was Board/Agency Contract – 120 Notice to not renew or substantially change contracts. Kent referred the membership to Attachment D. The Board is required, as stated in Ohio Revised Code 340.03 (A) (6) (A) and/or 340.033 (D), to notify all contract agencies that it may not renew their contract in the upcoming fiscal year. This standard notice is mailed to all contract agencies each year. Kent read the recommendation.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES INFORM EACH OF ITS CONTRACT AGENCIES THAT PURSUANT TO OHIO REVISED CODE 340.03 (A) (6) (A) AND/OR 340.033 (D) IS HEREBY NOTIFIED THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES HAS PROPOSED TO NOT RENEW THE FISCAL YEAR 2013 CONTRACTS FOR THE AGENCIES LISTED BELOW, WHICH EXPIRE JUNE 30, 2013.

IT IS THE BOARD'S INTENT TO ENGAGE IN GOOD FAITH COLLABORATION AND NEGOTIATION. IF SUCH GOOD FAITH NEGOTIATIONS RESULT IN THE BOARD RENEWING ITS CONTRACT WITH A GIVEN PROVIDER AGENCY, THE NEW CONTRACT MAY REFLECT SUBSTANTIAL CHANGE.

MHR BOARD AGENCIES

*Clark County Educational Service Center
Clark County Family & Children First Council
Elderly United of Springfield & Clark County
Family Violence Prevention Center of Greene County
Greene County Educational Service Center
Greene County Family & Children First
Greene County Juvenile Court
Greene Leaf Therapeutic Community
Housing Solutions of Greene County, Inc.
Madison County Department of Family & Children
Matt Talbot House
McKinley Hall, Inc.
Mental Health Services for Clark and Madison Counties
NAMI of Clark & Greene Counties
Oesterlen Services for Youth
Project Woman
Rocking Horse Center
Springfield Metropolitan Housing Authority
TCN Behavioral Health Services
Women's Recovery Center*

IT was MOVED BY JOSEPH KEFERL, SECONDED BY JULIE ANTHONY TO APPROVE THE ABOVE RECOMMENDATION FOR THE BOARD/AGENCY CONTRACT 120-DAY NOTICE.

MOTION CARRIED.

FINANCE

Julie Anthony gave the report of the Finance Committee meeting held Friday, February 8, 2013 at the MHR Board, 1055 East High Street, Springfield, Ohio. Julie referred the membership to Attachment E in the Board packet and reviewed the report. Annually, in February Board staff determines the funds available for allocations in each of the Board's three counties. The major area of discussion centered on staff's recommendation that in FY '14 additional funds (\$506,500) be allocated to make Risk Pool dollars available for one additional year; initially Risk Pool funds were identified for FY '12 and '13 only. Dollars to fund the additional year of Risk Pool were from savings (budgeted but not spent) as a result of the FY '12 reconciliation process. The Risk Pool amount for FY '14 is roughly half the amount of each of the previous two years and is intended to assist contract providers for the first half of FY '14. Other major assumptions directing the Five Year Projections were level funding from the State and level allocations to the Board's contract providers through FY '17. Julie read the motion.

IT IS THE RECOMMENDATION OF THE FINANCE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ESTABLISH THE MAXIMUM AMOUNT OF FUNDS AVAILABLE FOR SERVICES IN FISCAL YEAR 2014 FOR EACH OF THE THREE COUNTIES. THE CEO HAS THE AUTHORITY TO WORK WITH EACH PROVIDER AGENCY TO DETERMINE THE LEVEL OF SERVICES AND FISCAL 2014 ALLOCATION AMOUNT. SPECIFIC AGENCY ALLOCATION INFORMATION WILL BE PRESENTED TO THE MHR BOARD FOR REVIEW AND APPROVAL IN MAY AND JUNE 2013. THE COMBINED TOTAL OF AGENCY ALLOCATIONS WITHIN A COUNTY IS NOT TO EXCEED THE APPROPRIATION FOR THAT COUNTY. BELOW REFLECTS THE FUNDS ANTICIPATED TO BE AVAILABLE PER COUNTY:

CLARK COUNTY	\$7,033,344
GREENE COUNTY	\$5,218,115
MADISON COUNTY	\$757,786

IT was MOVED BY JIM VERNON, SECONDED BY KIM MICHAEL TO APPROVE THE ABOVE RECOMMENDATION REGARDING THE MAXIMUM AMOUNT OF FUNDS AVAILABLE FOR SERVICES IN FISCAL YEAR 2014 FOR EACH OF THE THREE COUNTIES.

MOTION CARRIED.

Julie stated that this year is the last year of the five year audit contract with Caudill & Associates. The State Auditor will contact the Board regarding bidding for a new audit contract, at which time there will be a recommendation brought via the Executive Committee to the Board.

EXECUTIVE

Roger Roberts gave the report of the Executive Committee meeting held Friday, February 15, 2013 at the Board Administration offices. Roger referred the membership to Attachment F. He stated the Committee discussed whether to recommend a levy renewal or a levy replacement and it was decided that a levy renewal was preferred. He read the recommendation.

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO REQUEST THAT THE CLARK COUNTY COMMISSIONERS PLACE A 10 YEAR RENEWAL LEVY (1.65 MILLAGE) ON THE NOVEMBER 2013 BALLOT. THIS LEVY WILL RENEW THE EXISTING 9 YEAR (2005 THRU 2013) LEVY.

IT was MOVED BY DELVIN HARSHAW, SECONDED BY JIM HUTCHINS TO REQUEST THE CLARK COUNTY COMMISSIONERS TO PLACE A 10 YEAR RENEWAL LEVY ON THE NOVEMBER 2013 BALLOT.

Kent stated that after meeting with the Clark County Auditor regarding property taxes it was determined that the difference between a renewal and replacement levy was approximately 1.5%. Property values have not increased and Board staff does not believe it is in the best interest of the Board to ask for a replacement levy. The next step is to meet with the Clark County Administrator and to make a presentation to the Clark County Commissioners.

MOTION CARRIED.

Next, Roger stated that policy revisions were reviewed. This is the “first reading” for some of the policies and a recommendation will be presented at the March Board meeting. He then read the recommendation for revising the Human Resources policy #39 Standards of Conduct.

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE REVISIONS TO THE HUMAN RESOURCES POLICY #39 STANDARDS OF CONDUCT. THIS POLICY WILL NOW BE CALLED STANDARDS OF CONDUCT/SOCIAL NETWORKING AND WILL BECOME EFFECTIVE IMMEDIATELY.

IT was MOVED BY JULIE ANTHONY, SECONDED BY LINDA GRIFFITH TO APPROVE THE REVISIONS TO THE HUMAN RESOURCES POLICY #39 STANDARDS OF CONDUCT.

MOTION CARRIED.

Next was the MHR Board Records Commission recommendation. Roger read the recommendation.

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ESTABLISH A RECORDS COMMISSION COMPOSED OF, AT A MINIMUM, 1) CHAIRPERSON OF THE BOARD, 2) FISCAL REPRESENTATIVE OF THE BOARD AND 3) LEGAL REPRESENTATIVE OF THE BOARD. THE FUNCTION OF THE RECORDS COMMISSION WILL BE TO:

- **REVIEW RETENTION SCHEDULES AND DISPOSAL REQUESTS SUBMITTED BY BOARD STAFF;**
- **ASSURE THAT PROPER PROCEDURES ARE FOLLOWED FOR SCHEDULING AND DISPOSING OF RECORDS;**
- **REVISE RETENTION SCHEDULES.**

IT was MOVED BY KELLIE PHILLIPS, SECONDED BY DELVIN HARSHAW TO ESTABLISH A RECORDS COMMISSION.

Kent stated that this recommendation is to bring the MHR Board into compliance with the record retention laws. Nancy Chiles stated that this is the first reading for revisions to policy #16 Records Retention, but staff is asking to establish the Records Commission at tonight's meeting.

MOTION CARRIED.

Roger informed the membership that there were several policies that had no change in policy content. These policies (listed below) have been modified to be consistent in the areas of Board staff titles, Board name, name of new state department and MACSIS. Roger read the recommendation.

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE KEY WORD CHANGES TO THE FOLLOWING POLICIES. NO CHANGE IN POLICY CONTENT HAS BEEN MADE.

**POLICY # 2 POLICY ESTABLISHMENT
POLICY # 3 ETHICAL STANDARDS FOR BOARD MEMBERS
POLICY # 6 POLICY DEVELOPMENT AND REVIEW
POLICY # 8 QUALIFICATIONS FOR SERVICE PROVIDERS
POLICY # 9 CLIENT RIGHTS**

POLICY # 10 REPORT OF MAJOR UNUSUAL INCIDENTS
POLICY # 11 REPORTING OF CLIENT ABUSE OR NEGLECT
POLICY # 13 ANNUAL PLAN PROCESS
POLICY # 14 CASH FLOW
POLICY # 19 BAD DEBT
POLICY # 20 BOARD APPOINTMENTS
POLICY # 21 MACSIS CONFIDENTIALITY
POLICY # 26 MACSIS OPERATIONS
POLICY # 28 COMMUNICATION GUIDE
POLICY # 29 MEDIA RELATIONS

IT was MOVED BY JULIE ANTHONY, SECONDED BY KIM MICHAEL TO APPROVE THE KEY WORD CHANGES TO THE MHR BOARD POLICIES.

Linda Griffith requested that gender identity be added to policy #9 Civil Rights. She also suggested that certain words be standardized in the policies such as "client", "provider" and "member". Kent stated that Board staff will review the policies and make changes to clarify the wording. She also suggested that Policy # 27 Public Records Access be revised to protect Board staff social security numbers, addresses, etc. It was decided to reflect the exclusions in this policy.

These changes will be made to all applicable policies and sent to contract providers for their review prior to the Board taking action at the next meeting.

MOTION CARRIED.

Lastly, Roger read the recommendation for the proposed Table of Organization revision for FY 2014.

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ADOPT THE PROPOSED TABLE OF ORGANIZATION EFFECTIVE JULY 1, 2013. THIS TABLE REFLECTS ONE ADDITION TO STAFF IN THE PROGRAM DIVISION.

IT was MOVED BY DELVIN HARSHAW, SECONDED BY JOE KEFERL TO ADOPT THE PROPOSED TABLE OF ORGANIZATION EFFECTIVE JULY 1, 2013.

Kent stated that the Board has moved forward in a changing environment with more community work such as coalition building, working with Family and Children First Councils, public speaking, education efforts and prevention work. If the Board is going to have a larger presence in the community we need to do this with additional staff. This new position will be funded with reserve funding in the first year.

MOTION CARRIED.

MISCELLANEOUS

Kent brought the attention of the membership to a Yellow Springs newspaper article (in the Board packet) that reflected positive comments regarding the Board membership.

AUDIENCE PARTICIPATION

None.

BOARD MEMBER COMMENTS

Jim Vernon complimented Board staff on their proficiency, professionalism and hard work.

Delvin Harshaw also stated that he enjoyed being on the MHR Board.

Steve Shelton thanked the membership for their warm welcome to the Board.

ADJOURNMENT

A MOTION WAS MADE BY LINDA GRIFFITH AND THE MEETING WAS ADJOURNED BY CHAIR, ROGER ROBERTS.

Delvin Harshaw, Secretary

Tauna Wren, MHR Board Staff