



MINUTES – February 18, 2014

The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Tuesday, February 18, 2014 at 6:00 p.m. at the Clark State Community College, Library Resource Center, Room 207, 570 East Leffel Lane, Springfield, Ohio.

PRESENT *Jim Vernon, Chairperson, Presiding; Scott Anger, Julie Anthony, Marilyn Demma, Linda Griffith, Ben Harrison, Delvin Harshaw, Jim Hutchins, Kimberly Michael, Kellie Phillips, Roger Roberts and Lauren Ross*

Staff: Dr. Kent Youngman, CEO; Nancy Boop, Greta Mayer, Roselin Runnels, Tracey Stute, Kevin Taylor and Lori Zehring

GUESTS *Wendy Doolittle and John Federer*

OPENING REMARKS

Jim Vernon, Chairperson, called the meeting to order, welcomed the Board membership and guests. Jim then indicated that we would postpone introductions until John Federer was present to swear in the new Board member.

APPROVAL OF MINUTES

The Board Minutes for the January 21, 2014 Mental Health & Recovery Board meeting were reviewed.

IT was MOVED BY DELVIN HARSHAW, SECONDED BY LINDA GRIFFITH TO APPROVE THE MINUTES, FOR THE JANUARY 21, 2014 BOARD MEETING.

MOTION CARRIED.

REVIEW OF VOUCHERS

Voucher lists dated January 17, 2014, January 24, 2014, January 31, 2014 and February 7, 2014 were reviewed.

CEO REPORT

Kent stated the Board Retreat will be held on March 15, 2014 from 9:00am to 3:30pm at the Bergamo Center in Beavercreek. This year the Board will be given an update on state issues and review the Board's strategic goals; Cheri Walter will facilitate the meeting. Kent stated that the March Board meeting will be held at the end of the retreat from 2:30pm – 3:30pm and will be open to the public at that time.

Kent discussed Attachment C, Resolutions to Support Capital Projects. He stated that these projects are funded by MHAS capital dollars. The projects are in process, but to finalize and move forward they need a Board resolution. Kent then proceeded to read the recommendations.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE OESTERLEN SERVICES FOR YOUTH CAPITAL APPLICATION FOR THE CRISIS RESPITE CENTER WITH AN ASSURANCE OF AN INTENT TO SUPPORT OESTERLEN'S PROGRAM CONSISTENT WITH THE APPLICATION AND, IN ADDITION, TO ANNUALLY MONITOR THE PROGRAM AND OPERATIONS OF THE FACILITY TO ASSURE COMPLIANCE. IT IS ALSO RECOMMENDED THAT THE BOARD'S CEO AND CHAIRPERSON ARE AUTHORIZED TO SIGN DOCUMENTS RELATING TO THIS PROJECT.

IT was MOVED BY JULIE ANTHONY, SECONDED BY KIM MICHAEL TO APPROVE THE RECOMMENDATION TO SUPPORT CAPITAL PROJECT FOR OESTERLEN SERVICES FOR YOUTH.

MOTION CARRIED.

Kent read the next recommendation in reference to the Resolutions to Support Capital Projects concerning Housing Solutions of Greene County.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE HOUSING SOLUTIONS OF GREENE COUNTY'S CAPITAL APPLICATION FOR THE COLUMBUS PLACE PROJECT WITH AN ASSURANCE OF AN INTENT TO SUPPORT HOUSING SOLUTION'S PROGRAM CONSISTENT WITH THE APPLICATION AND, IN ADDITION, TO ANNUALLY MONITOR THE PROGRAM AND OPERATIONS OF THE FACILITY TO ASSURE COMPLIANCE. IT IS ALSO RECOMMENDED THAT THE BOARD'S CEO AND CHAIRPERSON BE AUTHORIZED TO SIGN DOCUMENTS RELATING TO THIS PROJECT.

IT was MOVED BY BEN HARRISON, SECONDED BY JIM HUTCHINS TO APPROVE THE RECOMMENDATION TO SUPPORT CAPITAL PROJECT FOR HOUSING SOLUTIONS OF GREENE COUNTY, INC.

MOTION CARRIED

At this time Jim directed everyone's attention to Mr. Federer and asked that the Board members and staff please introduce themselves. Introductions were then made and Mr. Federer proceeded to the swearing in of Marilyn Demma.

BOARD MEMBER TO BE SWORN IN

Clark County Auditor, John Federer gave the Oath of Office to new Board member Marilyn Demma. Mr. Federer asked Marilyn to raise her right hand and recite the Mental Health & Recovery Board of Clark, Greene and Madison Counties Oath of Office, swearing her in as a new Mental Health & Recovery Board member. John thanked the Board members for their dedication and hard work and described the importance of the Board's work.

At this time Jim directed the meeting back to Kent for the rest of the CEO's report.

Kent next referenced a newspaper article titled "Treatment Bill Could Save Lives" which is about Senate Bill 43. The bill institutes involuntary outpatient commitment for mental health clients. Kent stated this is something NAMI Ohio has supported and it is controversial because of the need to act proactively when individuals are having a mental health crisis or their illness results in their not being able to advocate for themselves. The larger debate is one of individual civil rights vs. a community's right to protect itself from potential harm. This is part of the national debate on how these types of issues are addressed in a compassionate way that protects the individual's rights and liberties. Kent stated he did not know what the outcome of the particular bill will be. However, this bill is a sign of the times.

Kent advised the Board that when they get to the Finance Report they would discuss the status of the SAPT Funding that he has been mentioning at the last several meetings.

Kent asked the Board members to look at the piece of information regarding the Recovery-Oriented Systems of Care (ROCS) and to review it at their convenience. Kent indicated that ROSC is something at the local and state level that we will need to begin to consider for the current and future environment. There are a number of funding sources and currently no way of really tying them together to insure that there is an appropriate level of care for individuals needing those services. There is the need for the oversight of a local entity to be able to pull these things together and make sure that needed services are being provided. He would like to revisit this topic in the future.

That concluded the CEO report.

ADMINISTRATIVE

The Chair then called on Kevin Taylor to review the Mental Health & Recovery Board financials. Kevin referred the membership to Attachment D in the agenda packet reviewing the Statement of Cash Position and Fund Balances as of January 31, 2014. This report is strictly on a cash basis with total cash receipts of \$11,037,056 and total cash disbursements of (\$11,277,443) with excess cash receipts under disbursements of \$240,387 and an ending fund balance as of January of \$9,500,802.

The next report represents the Statement of Receipts and Disbursements for the General Fund with receipts of \$5,452,447 and disbursements totaling \$5,140,533 with receipts over disbursements by \$238,298.

The third report represents the Statement of Receipts and Disbursements for the Special Revenue Funds. Year-to-date as of January 31, 2014 receipts total \$2,802,827; disbursements total \$3,384,259, with receipts under disbursements by \$438,490.

The last financial report represents the Statement of Receipts and Disbursements for the Fiduciary Funds as of January 31, 2014. Total receipts are \$2,191,716; total disbursements are \$1,126,397, with receipts over disbursements by \$1,959,430.

Following the financial update, Kent Youngman then directed the membership to review Attachment E which referred to the 120 Day Notice that will be mailed out to the agencies. Kent explained that this letter goes out every year as pursuant to the Ohio Revised Code 340.03 (A) (6) (A) and/ or 340.033 (D) notifying the contract agencies that the Board has chosen not to renew the contracts for Fiscal Year 2014. The Board will then in good faith collaborate and negotiate to renew its contracts with provider agencies.

Kent Youngman read the recommendation for the Board/Agency Contract 120 Day Notice to Not Renew or Substantially Change.

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 2014 CONTRACTS FOR THE AGENCIES LISTED BELOW, WHICH EXPIRE JUNE 30, 2014.

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 DELVIN HARSHAW, SECONDED BY KELLIE PHILLIPS TO APPROVE BOARD/AGENCY CONTRACTS 120 DAY NOTICE TO NOT RENEW OR SUBSTANTIALLY CHANGE.

MOTION CARRIED.

FINANCE

Julie Anthony, Chair of the Finance Committee, stated that the Finance Committee meeting was held on Friday, February 7, 2014 at the Board Administration offices. Julie reviewed the Committee minutes and read the first recommendation.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE CALENDAR YEAR 2014 ESTIMATED REVENUE OF \$20,958,450 AND APPROPRIATIONS OF \$23,092,604 SUBMITTED TO THE CLARK COUNTY AUDITOR'S OFFICE INCLUDING A BUDGET AMENDMENT TO THE FIDUCIARY FUND FOR THE REDUCTION IN THE 505 HOT SPOT GRANT IN THE AMOUNT OF \$123,755.

Calendar Year 2014 Estimated Revenue & Appropriations										
County Line	Revenue	January - June 2014				July - December 2014				CY 2014
		General Fund	Special Revenue	Fiduciary	Total	General Fund	Special Revenue	Fiduciary	Total	Grand Total
40100	Miscellaneous	368,835	303,803	-	672,638	368,835	262,028	-	630,863	1,303,501
41100	Real Tax	5,082,699	-	-	5,082,699	5,017,654	-	-	5,017,654	10,100,353
42144	OAKS	-	3,986,776	1,233,393	5,220,169		2,498,284	1,711,143	4,209,427	9,429,596
	Transfer In	-	-	-	-	-	125,000	-	125,000	125,000
	Total	5,451,534	4,290,579	1,233,393	10,975,506	5,386,489	2,885,312	1,711,143	9,982,944	20,958,450
	Appropriations									
75101	Salaries	459,340	-	-	459,340	454,883	-	-	454,883	914,223
75110	PERS	62,406	-	-	62,406	63,687	-	-	63,687	126,093
75111	Worker's Comp.	17,832	-	-	17,832	-	-	-	-	17,832
75113	Medicare	6,783	-	-	6,783	6,591	-	-	6,591	13,374
75120	Dental	1,373	-	-	1,373	1,210	-	-	1,210	2,583
75122	Health	60,609	-	-	60,609	55,800	-	-	55,800	116,409
75413	Trtmt Services	5,624,230	4,611,410	1,233,735	11,469,375	4,384,912	2,933,496	1,711,143	9,029,551	20,498,926
75957	Gen Operating	657,100	-	16,326	673,426	604,738	-	-	604,738	1,278,164
	Transfer Out	-	-	-	-	125,000	-	-	125,000	125,000
	Total	6,889,673	4,611,410	1,250,061	12,751,144	5,696,821	2,933,496	1,711,143	10,341,460	23,092,604

IT was MOVED BY ROGER ROBERTS, SECONDED BY JIM HUTCHINS TO APPROVE THE PROPOSED COUNTY CALENDAR YEAR 2014 APPROPRIATIONS AND AMENDMENT.

MOTION CARRIED.

Julie then proceeded to read the second recommendation:

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 2015 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 2015 ALLOCATION AMOUNT. SPECIFIC AGENCY ALLOCATION INFORMATION WILL BE PRESENTED TO THE MHR BOARD FOR REVIEW AND APPROVAL IN MAY AND JUNE 2014. THE COMBINED TOTAL OF AGENCY ALLOCATIONS WITHIN A COUNTY IS NOT TO EXCEED THE FUNDING FOR THAT COUNTY. BELOW REFLECTS THE FUNDS ANTICIPATED TO BE AVAILABLE PER COUNTY:

CLARK COUNTY \$6,692,016

GREENE COUNTY \$5,120,377

MADISON COUNTY \$883,821

IT was MOVED BY ROGER ROBERTS, SECONDED BY BEN HARRISON TO APPROVE THE PROPOSED FISCAL YEAR 2015 COUNTY SPECIFIC SERVICE APPROPRIATION AMOUNTS.

MOTION CARRIED.

Kent addressed the SAPT funding cuts and where we are in regards to potential changes. Kent stated that SAPT funding cuts are moving forward and will start in July and will go for 6 quarters, which will take us into FY 2016 3rd quarter. The anticipated lost will be approximately \$625,000 over the 6 quarters. The Board staff anticipates that MHAS will use monies from the 507 allocations to make up for some of the loss, but at this point it is not clear if this will happen and if so how much will be made up. The FY2015 available county funds were developed under the assumption that the Board will use reserves to make up for SAPT cuts so that agencies will not be cut and services can continue at their current levels. Kent stated that according to our five year projections and reserve policy this is possible.

Linda Griffith asked if there are any indications that the Administration is going to disband the local boards. Kent stated that this is something that comes up from time to time, but there are several things that would make that difficult. One thing in particular being that local boards, through levies, collectively generate more money than the state allocated for behavioral health services. There will probably be efforts in the Governor’s budget to reduce the number of local governmental agencies such as Health Districts and townships or at least force shared administrative services.

Julie then read the final motion from the Finance meeting:

IT IS THE RECOMMENDATION OF THE FINANCE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE TRANSFER OF FUNDS AS SHOWN IN THE ACCOMPANYING TABLE.

Fund Number	Fund Name	Transfer In	Transfer Out	Total
110-2011-1	Clark Levy 2011	2,873.28		2,873.28
210-2011-1	Greene Levy 2011	4,661.32		4,661.32
600-2011-1	ODMH Medicaid 2011		(2,873.28)	(2,873.28)
700-2011-1	ODADAS Medicaid 2011		(4,661.32)	(4,661.32)
Total		7,534.60	(7,534.60)	-

IT was MOVED BY KIM MICHAEL AND SECONDED BY DELVIN HARSHAW TO APPROVE THE TRANSFER OF FUNDS AS PRESENTED.

MOTION CARRIED.

COMBINED EXECUTIVE AND BUILDINGS & GROUNDS

Jim Vernon, Chair of the Executive Committee and Buildings & Grounds Committee, stated that the Combined Committee meeting was held on Friday, February 14, 2014 at the Board Administration offices. Jim reviewed the Committee minutes and read the first recommendation.

IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE COMMITTEE AND THE BUILDINGS & GROUNDS COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES RENOVATE THE MCKINLEY HALL OUTPATIENT/SUBOXONE AREA OF THE MHRB'S FACILITY LOCATED AT 1101 EAST HIGH STREET, SPRINGFIELD. THE RECOMMENDATION IS TO ENTER INTO CONTRACT WITH DOUG RICHEY CONSTRUCTION, REPRESENTING THE LOWEST AND BEST BID, IN AN AMOUNT NOT TO EXCEED \$21,550.

IT was MOVED BY ROGER ROBERTS AND SECONDED BY BEN HARRISON TO ENTER INTO CONTRACT WITH DOUG RICHEY CONSTRUCTION TO REMODEL THE OUTPATIENT/SUBOXONE AREA OF THE MHRB'S FACILITY LOCATED AT 1101 EAST HIGH STREET, SPRINGFIELD.

MOTION CARRIED.

Jim directed the members to Wendy Doolittle, CEO of McKinley Hall. Wendy addressed the Board stating the area that pertains to the request is open space that is currently not of any use. They would like to put offices in this space; this would alleviate office space having to be shared between employees. Wendy thanked the Board for passing the motion.

Jim then proceeded to read the second recommendation:

IT IS THE RECOMMENDATION OF THE COMBINED EXECUTIVE COMMITTEE AND BUILDINGS & GROUNDS COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ENTER INTO CONTRACT WITH BRENTWOOD BUILDERS FOR AN AMOUNT NOT TO EXCEED \$15,000. THIS PROJECT INCLUDES STRIPPING WALLPAPER, PAINTING AND RE-CARPETING DEFINED AREAS IN THE NORTH WING OF THE 452 WEST MARKET STREET FACILITY IN XENIA. THESE ARE THE AREAS NOT COVERED BY THE INSURANCE REIMBURSEMENT. IN DOING THIS, THE ENTIRE WING WILL BE COMPLETELY UPDATED.

IT was MOVED BY DELVIN HARSHAW AND SECONDED BY SCOTT ANGER TO ENTER INTO CONTRACT WITH BRENTWOOD BUILDERS TO UPDATE ADDITIONAL AREAS IN THE NORTH WING OF THE 452 WEST MARKET STREET FACILITY IN XENIA.

MOTION CARRIED.

Jim went on to discuss the Table of Organization for fiscal year 2014 and what changes had occurred, such as the elimination of the Greene County maintenance worker and the administrative assistant position becoming full time. Jim then read the recommendation.

IT IS THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES ADOPT THE ATTACHED TABLE OF ORGANIZATION EFFECTIVE JULY 1, 2013. THIS TABLE REFLECTS THE ADMINISTRATIVE POSITION AS FULL-TIME, ELIMINATES ONE MAINTENANCE POSITION AND CONVERTS ONE FULL-TIME ACCOUNTANT TO PART-TIME.

IT was MOVED BY JULIE ANTHONY AND SECONDED BY ROGER ROBERTS TO ADOPT THE TABLE OF ORGANIZATION AS PRESENTED.

MOTION CARRIED.

The next recommendation read by Jim was in regards to the Human Resource Policies. Jim stated that the policies were completely revamped in 2012 and it is a policy that they are reviewed every two years. Jim read the recommendation to make revisions to three of the current policies.

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 FOLLOWING HUMAN RESOURCES POLICIES:

POLICY # 1 FUNCTIONS AND PURPOSE OF THIS MANUAL

POLICY # 5 EMPLOYMENT CATEGORIES

POLICY # 41 HEALTH & SAFETY MANAGEMENT

1. EMERGENCY SAFETY PLAN

2. FIRST AID KIT

IT was MOVED BY KIM MICHAEL AND SECONDED BY SCOTT ANGER TO APPROVE THE PROPOSED REVISIONS TO THE HUMAN RESOURCES POLICIES.

MOTION CARRIED.

Jim then directed the Board to Nancy Boop who referenced the Bylaws that were handed out, explaining the Board will be voting on the amendments at the Board meeting in March. Nancy stated that a written notice of the proposed Bylaws must be given to Board members at least two weeks in advance of the vote. Nancy stated that those Board members not in attendance would receive their copies via mail.

MISCELLANEOUS

Jim Vernon asked if Greta Mayer would like to make a presentation to the Board in regards to the Prevention and Wellness Activities. Greta spoke of the partnership with Wright State University and the Greene ESC on training individuals to use the science based prevention and wellness initiatives throughout the schools and the community. Jim then read the recommendation that would allow these trainings to continue.

IT IS THE RECOMMENDATION OF THE MENTAL HEALTH & ADDICTION SERVICES PROGRAM COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH VARIOUS PROVIDERS FOR SERVICES THAT MEET THE REQUIREMENTS OF THE OMHAS PREVENTION GRANT. TOTAL CONTRACT AMOUNTS ARE NOT TO EXCEED \$15,000 FOR SFY 2014.

IT was MOVED BY JULIE ANTHONY AND SECONDED BY BEN HARRISON TO AUTHORIZE THE CEO TO NEGOTIATE AND ENTER INTO CONTRACT WITH VARIOUS PROVIDERS FOR SERVICES THAT MEET THE REQUIREMENTS OF THE OMHAS PREVENTION GRANT.

MOTION CARRIED.

AUDIENCE PARTICIPATION

None.

BOARD MEMBER COMMENTS

Delvin Harshaw welcomed Marilyn Demma to the Board.

ADJOURNMENT

A MOTION WAS MADE BY LINDA GRIFFITH AND THE MEETING WAS ADJOURNED BY CHAIR, JIM VERNON.

Julie Anthony, Secretary

Lori Zehring, MHR Board Staff