**BOARD MEETING**

for the

**MHDAS Board of Logan & Champaign Counties**

February 13, 2018 5:00 PM

**MINUTES**

*Board Members:*

*Present:* Grant Varian, Reuben Mees, Steve Terrill, Ryan Hemmert, Robert Dean, Ann Vogel, Mary Walker, Paul Waldsmith, Gwyn Stetler

*Absent:* Mark Keene, Pete Floyd, Louis Fairfield

*Staff:* David Higgins, Tammy Nicholl, Andrea Lane

*Others:* Jon Brown- Residential Administrators Inc., Jeannie Dempster- Consolidated Care Inc.

Board Chair Varian called the meeting to order at 5:00 PM and proceeded through the Agenda.

# *Approval of Agenda*

**Waldsmith made a motion to accept the Agenda as presented, with a slight amendment, adding “40 Asset Training” under the Executive Director’s Report. Hemmert seconded the motion, all in favor, none opposed, the motion carried.**

# *II.* *APPROVAL OF NOVEMBER 14, 2017 MEETING MINUTES*

 The Minutes of the Board meeting for November 14, 2017 were reviewed. There were no changes made.

 **Walker made a motion to approve the Minutes of the November 14, 2017 Board Meeting. Hemmert seconded the motion, all in favor, none opposed, the motion carried.**

*III.* *COMMITTEE REPORTS*

 A. Executive Committee: Varian presented for the committee. They met on December 5, 2017 for the

 purpose of reviewing Higgins’ evaluation by the Board. The committee concluded that the

 evaluation was excellent.

B. PEAC (*Planning, Evaluation & Advocacy Committee*): Nicholl presented for the committee. PEAC

 met on January 23, 2018 & did not have a quorum present.

* Consolidated Care, Inc. – CCI was able to implement the needed changes to be in compliance with Behavioral Health Redesign by January 1, 2018. Nicholl shared with Board members that programming reports were given to the committee in an effort to see measurable outcomes. This will be something PEAC will continue to review in future meetings. CCI waiting lists were discussed. The Indian Lake office remains at zero. Youth Mental Health has increased from the 1st quarter to the 2nd quarter. Nicholl reviewed the hospitalization data for SFY (*State Fiscal Year*) 2017, noting that prescreens are up significantly but the number of admissions are down in SFY 2017 from previous years.
* Residential Administrators, Inc.- The renovation projects at Colonial Arms are completed. RA has been awarded the Federal Home Loan Bank of Cincinnati funding for the three additional buildings at Colonial Arms for $300,000.
* Recovery Housing- The Logan County Recovery house is full.
* Recovery Zone- Kathy Zeller is the new director in Logan County. Ross Cunningham has been filling in for both, but now is full-time in Champaign County. Both counties have received funding from United Way. Logan County received a grant from Logan County Co-op for programming- specifically, “Thinking for a Change.” Both groups are utilizing Recovery Zone vans to take members to support meetings that are available. Both groups had successful New Year’s Eve Events with many participants.
* Nicholl also noted that Champaign County Drug Free Youth Coalition’s C.H.A.M.P.S. (*Changing Habits And making Positive Strides*) Committee is hosting a Spaghetti Dinner on February 22, 2018, from 6:00 PM- 8:00 PM at the River of Life Christian Center in Urbana. General Admission is $20.00 a plate. Jessica Doggett can be contacted at 937-652-2646 to purchase tickets. Board members were encouraged to participate if interested.

C. Finance Committee: Hemmert presented for the Finance Committee which met on January 30,

 2018. Reports were reviewed for the Board and agencies.

* MHDAS Board System – Hemmert reported that total assets are at $2,172,929, with net income at $27,936. Income is at 49% of budget and expenses are at 41% of budget.
* Supplemental Approval- Higgins reviewed the supplemental appropriations with Board members. These are made when funds are drawn from the reserves into the current budget to meet expenses.

**Waldsmith motioned to approve the supplemental appropriation presented to the Board. Terrill seconded the motion, all in favor, none opposed, the motion carried.**

* Line Transfer Approvals- transfers from one expense line to another to cover invoices were reviewed with Board members by Higgins.

**Vogel motioned to approve the Page 6 Line Transfer from the Grants account to the Recruit & Advertising account presented to the Board. Walker seconded the motion, all in favor, none opposed, the motion carried.**

**Hemmert motioned to approve the Page 7 Line Transfers from multiple accounts to the Grant accounts presented to the Board. Terrill seconded the motion, all in favor, none opposed, the motion carried.**

**Terrill motioned to approve the Page 8 Line Transfer from the Grants account to the Insurance account presented to the Board. Vogel seconded the motion, all in favor, none opposed, the motion carried.**

**Waldsmith motioned to approve the Page 9 Line Transfer from the Grants account to the Supplies account presented to the Board. Walker seconded the motion, all in favor, none opposed, the motion carried.**

* Budget Revision- Hemmert advised that new grant funds have been received since the beginning of the fiscal year resulting in the need for a revision to the original approved budget. Higgins reviewed the budget revision with Board members.

 **Hemmert motioned to approve the Budget Revision as presented to the Board. Waldsmith**  **seconded the motion, all in favor, none opposed, the motion carried.**

* Agency Finances –
1. CCI: Hemmert reported that CCI showed a net loss of $63,169. Salary costs are down due to staff turnover which causes a negative effect on revenues.
2. RA, Inc.: Hemmert shared that RA has a solid financial position. Revenues are at 62% of budget & expenses are at 52%. The current net income is $130,096.
3. Recovery Zone: Nicholl advised that being fairly new in their independence from Residential Administrators, RZ runs on a limited amount of funds. The Board continues to work with them on budgeting issues.

**Waldsmith motioned to approve the Finance Committee Report as presented. Stetler seconded the motion, all in favor, none opposed, the motion carried.**

# *IV.* *BOARD BUSINESS*

 A. Succession Planning: Board Chair Varian discussed the process of succession that has been planned as proposed by the Executive committee & the policy was reviewed with Board members.

*V. EXECUTIVE DIRECTOR’S REPORT*

 A. Updates: nothing to report.

 B. SB 71: The Ohio House passed Amended SB 71 which is a bill that states that a board of alcohol, drug addiction, and mental health services may establish a rule, operating procedure,

 standard, or bylaw to allow the executive director of the board to execute contracts, in prescribed circumstances, on behalf of the board without the board’s prior approval. Higgins recommended to stay at $5,000.

 C. 5-Year Financial Projection: Higgins reviewed with Board members. Higgins shared that he & Nicholl met with both county commissioners and discussed the 5-year forecast for the Board. Both county commissioners were supportive of an additional levy being needed if the forecast runs the way it is projected. Board members discussed the possibility of an additional levy for November 2018.

 **Terrill made a motion to move forward in pursuing the possibility of an additional levy for November 2018. Waldsmith seconded the motion, all in favor, none opposed, the motion carried.**

 D. Friends of Logan/Champaign Mental Health, Drug & Alcohol Services PNC Levy Bank Account: Higgins advised that the bank account information needs updated.

 **Mees made a motion to add Tammy Nicholl and Terri Steiner to the Friends of Logan/Champaign**  **Mental Health, Drug & Alcohol Services PNC Levy Bank Account. Terrill seconded the motion,**  **all in favor, none opposed, the motion carried.**

 E. 40-Asset Training: Higgins advised that Ceci Yelton, with Consolidated Care, Inc., will be attending an out-of-state training on 40-Assets. Higgins added that approval from the Board of the funding is required by the Auditor since travel is out-of-state.

 **Waldsmith made a motion to approve the funding of $2,500 for the out-of-state training for Ceci**  **Yelton. Stetler seconded the motion, all in favor, none opposed, the motion carried.**

*VI.* *FYI*

 A. Mental Wellness Education: Terrill shared that he & his wife are teaching a course on mental health knowledge that some of our Board members have completed & encouraged other Board members to consider taking it as well. Terrill also advised of an upcoming Mental Health First Aid Training opportunity at Indian Lake schools on Friday, February 16, 2018.

*VII. AUDIENCE COMMENTS*

 Dempster advised that Consolidated Care, Inc. has moved forward with billing for the Medicare/ Medicaid Behavioral Health Redesign. They will continue to evaluate the processes and make updates as needed.

 Board Chair Varian shared that this is the last Board meeting for Higgins due to his upcoming retirement in May. Varian expressed gratitude to Higgins for his time as executive director. He recognized how much Higgins has done through the years for the Board & wished him the absolute best in his retirement.

# *VIII. ADJOURNMENT*

 No further business to discuss.

**Mees made a motion to adjourn the meeting at 6:16 PM. Waldsmith seconded the motion, all in favor, none opposed, the meeting was adjourned.**

Minutes submitted by: Andrea Lane

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Grant Varian, Chair

*Upcoming Meetings:*

 *Board Meeting February 27, 2018 5:00 PM*

 *PEAC Committee April 24, 2018 4:30 PM*

*Finance Committee May 1, 2018 5:00 PM*