**BOARD MEETING**

for the

**MHDAS Board of Logan & Champaign Counties**

September 12, 2017 5:00 PM

**MINUTES**

*Board Members:*

*Present:* Grant Varian, Reuben Mees, Ryan Hemmert, Steve Terrill, Robert Dean, Mark Keene, Paul Waldsmith, Pete Floyd

*Absent:* Ann Vogel, Carlene Sands, Mary Walker

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

*Others:* Jon Brown- Residential Administrators Inc., Jeannie Dempster- Consolidated Care Inc., Ross Cunningham- Recovery Zone

Board Chair Varian introduced himself and called the meeting to order at 5:05 PM and proceeded through the Agenda.

# *Approval of Agenda*

**Hemmert made a motion to accept the Agenda as presented with a modest revision to Committee Reports, under Finance, adding Recovery Zone Budget Approval and Resolution Accepting Rates. Mees seconded the motion, all in favor, none opposed, the motion carried.**

# *II.* *APPROVAL OF JUNE 13, 2017 MEETING MINUTES*

The Minutes of the Board meeting for June 13, 2017 were reviewed. There were no changes made.

**Hemmert made a motion to approve the Minutes of the June 13, 2017 Board Meeting. Dean seconded the motion, all in favor, none opposed, the motion carried**.

# *III.* *MEMBERSHIP*

A. Varian, along with Stepheni Holbrook, Notary Public, inducted new members- Pete Floyd, OMHAS (*Ohio Department of Mental Health & Addiction Services*), Mark Keene, OMHAS, Paul Waldsmith, Champaign County Commissioners. Due to Carlene Sands not being in attendance, she will be re- appointed at the next Board meeting.

B. Nomination of Officers for FY2018:

Board Chair – Grant Varian

Board Vice-Chair – Reuben Mees

Treasurer & Finance Chair – Ryan Hemmert

Personnel Chair – Grant Varian

PEAC Committee Chair – Reuben Mees

**Waldsmith motioned to accept the nomination of officers for FY2018. Keene seconded the motion, all in favor, none opposed, the motion carried.**

# *IV.* *COMMITTEE REPORTS*

A. PEAC (*Planning, Evaluation & Advocacy Committee*): Mees presented for the committee. The PEAC committee met on August 22, 2017, there was not a quorum present. The fourth quarter reports from the agencies were reviewed.

* Consolidated Care, Inc. – CCI ended their actual units below what was billed last year on Mental Health, but higher on Alcohol and Drug Units. Going forward, they are going to report how they are doing based on their current budget. Higgins added that CCI is working with local law enforcement in Logan County & Mechanicsburg through CORE (*Coalition for Opiate Relief Efforts*) to implement Overdose Response teams, visiting the homes of individuals and family impacted by the overdose to encourage engagement in a recovery process.
* Residential Administrators, Inc.- The Colonial Arms Housing Project is moving forward & entering into the final phase.
* Recovery Housing- There is a new House manager & referrals for participants.
* Family & Children First Councils – FCFC of Champaign County transitioning to ESC (*Educational Service Center*) as of July 1, 2017.
* Recovery Zone- RZ has had several fundraising efforts including Windows of Hope.
* Suicide Prevention Coalition- September is Suicide Awareness Month & there are many activities planned. Logan County’s Suicide Awareness Ceremony will be at noon on September 15th at the Holland Theatre. Champaign County’s Suicide Awareness Ceremony will be at noon on September 22nd at the Urbana University Student Center. There will be a Save A Life Color 5K on September 16th at Ohio Caverns in West Liberty.
* Logan County CORE/Champaign County Opiate Task Force- Logan County’s 2nd Annual Recovery Community Celebration will be from 4:30 PM- 8:00 PM on September 16th at Brown Park. The Recovery Awareness March begins at the Logan County Health District at 4:00 PM and will end at Brown Park. Celebrate Recovery Groups will be starting in Logan County on October 13th.

B. Finance Committee: Hemmert reported for the Finance Committee which met on August 29,2017. Reports were reviewed for the Board and agencies.

* Board Financials – The Board did not meet the budgeted goal in reducing reserves due to housing projects that did not occur.
* Line Transfer Approvals- transfers from one expense line to another to cover invoices was reviewed with Board members.

**Hemmert moved to approve the line transfers presented to the Board. Waldsmith seconded the motion, all in favor, none opposed, the motion carried.**

* Agency Finances –

1. Residential Pest Control Contract: FY18 contract reviewed again due to some changes in where dollars are being spent.
2. CCI: CCI had a net income of 29,684. Collections have increased & salary costs are down due to turnover.
3. RA, Inc.: RA has solid financials. Current housing projects are on schedule. There continues to be a waiting list for current properties.
4. Recovery Zone: Year to date income is at 100% and expenses ended the year at 110%. Carryover funds from last year helped the deficit. Higgins reported that since the director search is still ongoing, the current two county director is requesting re-allocation of a portion of these funds to cover new expenses RZ has incurred that was not in the current budget. Varian reviewed the changes in the budget with Board members.

**Hemmert moved to approve the re-allocation of a portion of funds in the Recovery Zone budget presented to the Board. Terrill seconded the motion, all in favor, none opposed, the motion carried.**

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

* Resolution Accepting Rates- Every year the Champaign County Auditor sends a resolution which provides an updated revenue estimate and status of the levy for both Logan & Champaign County. Varian presented the Resolution Accepting Rates to Board members.

**Mees moved to approve the Resolution Accepting Rates presented to the Board. Hemmert seconded the motion. Roll Call Vote as follows:**

**Hemmert- YES**

**Waldsmith- YES**

**Dean- ABSTAIN**

**Terrill- YES**

**Keene- YES**

**Floyd- YES**

**Mees- YES**

**Varian- YES**

**All in favor, none opposed, the motion carried.**

# *V.* *BOARD BUSINESS*

A. Policy Approval- By-laws, Policy #103, 117, 118, 145, 151, Table of Organization, Job Position Descriptions, Policy #669, 702, 703, 716

**Mees motioned to approve the By-Laws as presented. Terrill seconded the motion, all in favor, none opposed, the motion carried.**

**Mees motioned to approve Policy #103 as presented. Waldsmith seconded the motion, all in favor, none opposed, the motion carried.**

**Waldsmith motioned to approve Policy #117 as presented. Hemmert seconded the motion, all in favor, none opposed, the motion carried.**

**Mees motioned to approve Policy #118 as presented. Terrill seconded the motion, all in favor, none opposed, the motion carried.**

**Mees motioned to approve Policy #145 as presented. Waldsmith seconded the motion, all in favor, none opposed, the motion carried.**

**Mees motioned to approve Policy #151 as presented. Keene seconded the motion, all in favor, none opposed, the motion carried.**

**Mees motioned to approve the Table of Organization as presented. Hemmert seconded the motion, all in favor, none opposed, the motion carried.**

**Mees motioned to approve the Job Position Descriptions as presented. Hemmert seconded the motion, all in favor, none opposed, the motion carried.**

**Hemmert motioned to approve Policy #669 as presented. Waldsmith seconded the motion, all in favor, none opposed, the motion carried.**

**Hemmert motioned to approve Policy #702 as presented. Keene seconded the motion, all in favor, none opposed, the motion carried.**

**Waldsmith motioned to approve Policy #703 as presented. Mees seconded the motion, all in favor, none opposed, the motion carried.**

**Hemmert motioned to approve Policy #716 as presented. Waldsmith seconded the motion, all in favor, none opposed, the motion carried.**

# *VI.* *EXECUTIVE DIRECTOR’S REPORT*

A. Funding Update- Higgins reported that the Board does not always meet the budgeted goal in reducing reserves & this is due to the timing of funding used for housing projects and also in part receiving unforeseen grants & funding that is not budgeted.  CCI not spending all of their budgeted dollars also plays a part.

B. Housing Updates- Residential Administrators was approved to purchase the rest of the housing at Colonial Arms.

C. Donation- The Board was given an anonymous donation of $17,000.

# *VII. AUDIENCE COMMENTS*

Dempster invited Board members to the Save A Life Color 5K on September 16th at Ohio Caverns in West Liberty.

Terrill encouraged Board members to consider taking the Mental Health First Aid Training. A short discussion followed on developing a strategy in impacting the community in regards to the training.

Dean expressed a concern that he is unable to download attachments in the emails he receives from the Board office; and, therefore, is unable to be prepared for Board meetings. Higgins offered that the Board office would mail the information to him in the future. Dean agreed that that would be acceptable.

# *VIII. ADJOURNMENT*

No further business to discuss.

**Dean made a motion to adjourn the meeting at 6:10 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:*

*Personnel Committee October 3, 2017 5:00 PM*

*PEAC Committee October 24, 2017 4:30 PM*

*Finance Committee October 31, 2017 5:00 PM*

*Board Meeting November 14, 2017 5:00 PM*