

BOARD MEETING
for the
MHDAS Board of Logan & Champaign Counties

September 15, 2015 5:00 PM

MINUTES

Board Members:

Present: Doug Chamberlain, Bill Dreger, Christian Morris, Judy Page, Carlene Sands, Virginia Shaffner, Warren Stevens, Grant Varian

Absent: Bill Heitman, Randy Purdy, Ann Vogel

Staff: David Higgins, Terri Steiner

Agency Staff: R.A. Inc/ Jon Brown, Stephanie Holbrook, C.C.I./Jeannie Dempster, Bellef. Examiner/Rueben Mees

In the absence of Board Chair Heitman, PEAC Committee Chair Dreger called the meeting to order at 5:00 PM, noting that there was a quorum present, and proceeded through the Agenda.

I. APPROVAL OF AGENDA

With the addition of an executive session at the conclusion of other agenda items;

Morris made a motion to accept the agenda as presented, Varian seconded the motion, all in favor, none opposed, the motion carried.

II. APPROVAL OF JUNE 2015 MEETING MINUTES

The Minutes of the Board meeting for June 9, 2015 were reviewed. There being no changes made, **Varian made a motion to approve the Minutes of the June 9, 2015 Board Meeting. Morris seconded the motion, all in favor, none opposed, the motion carried.**

III. MEMBERSHIP

A/B. – Re-appointment of Members Stevens and Morris

Stephanie Holbrook, Notary Public, read the Renewal of Membership Induction to Warren Stevens and Christian Morris, both agreed to serve another term on the MHDAS Board. Stevens was appointed to the term by the Champaign County Commissioners and Morris was appointed by the Logan County Commissioners. Both terms will end June 30, 2019.

C. Higgins reviewed with members that we have three vacancies on Board. Ellington resigned due to scheduling conflicts with his pastoral duties. His was a Logan Co. Commissioner appointment and we have been in contact with them to appoint a replacement. The other two vacancies are both state appointments; one for MH and one for AoD consumers. We are actively looking to fill these positions and welcome any member suggestions.

IV. COMMITTEE REPORTS

A. PEAC – 9.1.15: Dreger reported to members on the PEAC committee meeting held on 9/1/15 and gave the following provider updates:

1. **Consolidated Care:** Ended the fiscal year at 92% of budgeted units. Psychiatric admission numbers were high for last fiscal year, and we currently are filling 2-3 beds consistently. CCI is still looking at whether they have the staffing and the client numbers to support opening a satellite office in the Mechanicsburg area. They are applying for grant funding to help sustain the Jail Care Navigator position which splits services between the Logan Co. Jail and West Central Correctional facility. With Molly Smith's resignation from the Board, CCI is

designating some staff to cover functions that were part of Molly's position in an effort to increase their prevention and education units.

2. **Residential Administrators:** the 811 project is near completion, this is housing for individuals with MH diagnosis. The Colonial Arms project has had some delays but is progressing. Funding is being sought to expand the capacity of the Homeless Shelter in Logan Co., they currently have space for families but want to establish locations to house singles.

3. **Wellspring:** this fiscal year the Board is funding on a fee for service basis instead of the grant funding used in previous years. We are not continuing funding on the FAST program since it is available in only one school, but Wellspring has been able to secure grant funding for the program. The ECMH position was a shared arrangement with other county agencies who have not committed to renewed support. The Board will continue its \$30,000 support.

4. **Recovery Zone:** With Diana Korte's retirement in June 2015, Ross Cunningham is overseeing both county groups. RZ members have stepped up into leadership roles and are doing a great job. They have brought their expenses more into line with the budget. The building in Champaign Co. rents out one end of the building to a nail salon which has currently relocated so the group will now use that area for expanded space. The Board is looking to do some expansion at the back of the building that will be part of our Capital Plan submitted to the state.

5. **Office Relocation:** The current plan is to physically move to the 1521 N. Detroit location (CCI Bldg.) the week of October 19 – 23rd. Renewed Strength Ministries Work Program is doing some maintenance and renovation work that was needed prior to moving in.

6. **Marijuana Ballot Issue:** Marijuana issue on state ballot – The medical marijuana, which was the most supported of the marijuana legislation, never made it out of committee and was never voted on by the state legislature. The current issue on the November ballot is a state constitutional amendment believed by many to be poorly structured and is opposed by many including by some pro-marijuana groups. Due to limited number of people and companies involved in the proposed marijuana constitutional amendment, many believe this proposed amendment constitutes a monopoly. The state legislature has passed a proposed constitutional amendment prohibiting monopolies in the state constitution. This anti-monopoly amendment proposal will also be on the November ballot. Many believe the proposed marijuana amendment constitutes a constitutional monopoly; this might place the marijuana constitutional amendment in direct conflict with the anti-monopoly amendment. There is a lot of propaganda being distributed by groups on both sides of the issue citing statistics pro and con. It's turning out to be a very confusing and complicated issue.

Morris made a motion to approve the report of the PEAC Committee. Page seconded the motion, all in favor, none opposed, the motion carried.

B. Finance – 8.25.15: Varian reported to members on the committee meeting held on 8/25/15:

1. **MHDAS Board System:** ending the fiscal year currently at an approx. \$45,000 deficit.

This number may be adjusted when all the final reports are in. We have been deficit budgeting in an effort to spend down excess reserves into more community services.

2. **Expenses for office relocation:** Varian and Higgins reviewed the costs associated with the relocation of the administrative offices. In addition to the renovation work discussed during the PEAC report, we have a quote from NetGain for an upgrade to the phone system which includes a maintenance contract, also the costs for moving the network and upgrades to the network system and email.

Varian made a motion from the Committee to approve the expenses for labor and materials as presented. Page seconded the motion, all in favor, none opposed, the motion carried.

Varian made a motion from the Committee to approve the quote from NetGain Information Systems. Shaffner seconded the motion, all in favor, none opposed, the motion carried.

3. **Parking Lot Repair & Repaving:** Bids have yet to be received for the re-paving of the parking lot at the 1521 building; it was originally planned for last year but was unable to be completed. In absence of bids, the committee would like to ask the Board to approve up to \$40,000 so the re-paving can be completed yet this year – the lot is really in bad shape with large potholes.

Varian made a motion from the Committee to approve up to \$40,000. 00 for the repair and paving of the drive and parking lot at 1521 N. Detroit St. Stevens seconded the motion, all in favor, none opposed, the motion carried.

4. Varian reported that the committee reviewed the 4th Quarter reports from the agencies; everything looked in order with no major issues.

Morris made a motion to approve the report of the Finance Committee. Page seconded the motion, all in favor, none opposed, the motion carried.

C. Records – 8.25.15: Varian and Higgins reported on the review and submission of a new records retention policy (Admin # 152) to the Ohio Historical Society and the Auditor of State.

IV. BOARD BUSINESS

A. Approval of Revised FY 2016 calendar: Higgins presented a revision to the Board meeting calendar for SFY2016. The changes reflect a later scheduling of meetings to better accommodate the agencies in their reporting requirements.

Varian made the motion to approve the revised SFY2016 Board Meeting calendar as presented. Shaffner seconded the motion, all in favor, none opposed, the motion carried.

B. Line Transfers: Higgins reviewed with members the line transfer forms included in the packet. These are budget adjustments from one expense line to another to cover daily expenditures through the rest of the calendar year, which the auditor's office operates on. The Finance Committee has previously reviewed and approved the transfers.

Varian made a motion to approve the Line Item Transfers as presented. Page seconded the motion, all in favor, none opposed, the motion carried.

C. Supplemental Appropriation: To cover the expenses involved in the relocation of the administrative office and the state mandate for establishing Recovery Housing in both counties, the Board submitted to the auditor's office a supplemental appropriation to move dollars from the reserves into the current budget. The Finance Committee has previously reviewed and approved the supplemental.

Varian made a motion to approve the Supplemental Appropriation as presented. Page seconded the motion, all in favor, none opposed, the motion carried.

D. Policy Approval:

1. Finance Policy # 403 to remove language stating the Board picks the CPA firm used by the agencies for their audits.

Varian made a motion to approve the language change as presented to Finance Policy 403. Morris seconded the motion, all in favor, none opposed, the motion carried.

2. Finance Policy # 404 to make this policy inactive since the county boards no longer administer Medicaid.

Varian made a motion to approve the removal of Finance Policy 404 from active policies. Shaffner seconded the motion, all in favor, none opposed, the motion carried.

3. Service Policy #303 to remove language giving specific dates for the Mini-Grant program. This program depends on available funding and we need to be flexible on date parameters due to the school calendars.

Page made a motion to approve the language change as presented to Service Policy 303. Morris seconded the motion, all in favor, none opposed, the motion carried.

4. Administrative Policy # 152 to establish a storage and destruction of records schedule and policy pending approval by the Ohio Historical Society and the Auditor of State. The policy also includes the inclusion of language to cover agency charts that revert to the Board in the event of agency closure. The state mandates that client records for adults be kept for 10 years past the latest discharge date and for minors the records must be kept for 10 years past the age of 18.

Varian made a motion to approve Admin Policy 152 with the addition of the state mandated retention requirements for client records. Shaffner seconded the motion, all in favor, none opposed, the motion carried.

V. **EXECUTIVE DIRECTOR'S REPORT**

A. Housing Issues: for Logan Co. we are looking at houses on Williams and Madriver Streets in Bellefontaine. Brown and Nicholl will be doing the walk through and speaking with neighbors on the proposed usage of the locations. Also, Brown will be speaking with city zoning representatives to get their opinion and approval for the housing. We are hoping to have better acceptance from the community to locate Recovery Housing here. In Champaign Co. we have started looking at other locations but until the contract dispute with the owners of the Lafayette St. property is settled we can't move forward on something new.

B. Office Relocation: with the previous approvals of expenses, we will move forward on plans to be in the new location by October 19-23rd. Residential Administrators will locate there also.

C. Capital Plan: Higgins shared that the Board's Capital Plan is due to the state by Friday, Sept. 18. The plan will include the Champaign Co. Recovery Zone renovations and also plans for a Residential Facility which will need partnerships with additional counties.

D. Needs Assessments: the recently completed Logan Co. Needs Assessment put out by the Health District and Hospital with support from county agencies has been posted on the hospital's website. The survey was very comprehensive and gives a lot of good information. In Champaign Co. a much shorter survey was put out by the Health District with only one substance abuse question and no questions on mental health issues. The Board has been looking at options for doing a more extensive survey on our own but time and costs involved with postal permits, etc. have been prohibitive. What we have decided to do for this year is on the lines of a community leadership survey, to get input from multiple groups on what their perceptions are in the community. This type of survey would enable us to use more electronic means to gather the information and be more cost effective.

E. Meeting with State Representatives: Higgins and Nicholl attended a meeting with Ohio Congressmen Sprague and Hite and discussed the need for an opiate task force coordinator position to cover both counties. There doesn't seem to be any state funding to support this so we will look for grant funding.

VI. **FYI**

OACBHA, Media & miscellaneous handouts were included in the Board Packets.

VII. **AUDIENCE COMMENTS**

Brown discussed the importance of the zoning approval prior to any purchase contract for housing in Bellefontaine.

Dempster gave an update on the grant applications to support the domestic violence shelter program. CCI is also reconsidering a potential move of the Bellefontaine office to the former Carter Steel building in Bellefontaine. The property owners have reconsidered some of their earlier down payment requirements so they have renewed the negotiations. The new location would have more needed space for services and parking.

Higgins shared an email from Board Member Purdy on his recent surgery and recovery. Higgins also shared information from Pete Floyd on NAMI's continued support and activities through-out both counties

Mees inquired about the decision to relocate the Board's administrative office. Higgins explained that the Board owns the building with a mortgage from the state whose approval is needed on the move and any use of the space. The renovations we are doing are to be compliant with the state's requirements for occupying space in the building.

Stevens was excused from the meeting to attend another appointment.

Varian made a motion to move into Executive Session at 6:05 PM to discuss potential litigation in Champaign Co. Chamberlain seconded the motion. Roll Call: Dreger – yes, Page – yes, Morris – yes, Shaffner – yes, Chamberlain – yes, Sands – yes, Varian - yes

Varian made a motion to move out of Executive Session at 6:12 PM with no official action being taken. Chamberlain seconded the motion. Roll Call: Dreger – yes, Page – yes, Morris – yes, Shaffner – yes, Chamberlain – yes, Sands – yes, Varian - yes

Higgins clarified to the Board members that Residential Administrators will be the owner of the recovery housing and litigator for the housing contract on Lafayette.

Chamberlain made a motion to authorize Higgins to retain legal counsel for the purpose of commencing litigation to withdraw from the housing contract on Lafayette Street in Urbana. Varian seconded the motion, all in favor, none opposed, the motion carried.

VIII. ADJOURNMENT

With no further business to discuss: **Morris made a motion to adjourn the meeting at 6:17 PM. Shaffner seconded the motion, all in favor, none opposed, and the meeting was adjourned.**

Minutes submitted by: Terri Steiner

William Dreger, PEAC Chair

Upcoming Meetings:

<i>Personnel Committee</i>	<i>4:30PM</i>	<i>October 6, 2015</i>
<i>PEAC Committee</i>	<i>4:30 PM</i>	<i>October 27, 2015</i>
<i>Finance Committee</i>	<i>4:30PM</i>	<i>November 3, 2015</i>
<i>Board Meeting</i>	<i>5:00PM</i>	<i>November 17, 2015</i>