

**BOARD MEETING**  
for the  
**MHDAS Board of Logan & Champaign Counties**

November 12, 2019 5:00 PM

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**MINUTES**

*Board Members:*

*Present:* Robert Dean, Greg Harvey, Angela Haver, Reuben Mees, Gwyn Stetler, Steve Terrill, Grant Varian, Ann Vogel, Mary Walker

*Absent:* Pete Floyd, Rebekah Sinnott

*Staff:* Stacey Logwood, Tammy Nicholl, Adam Sorensen, Terri Steiner, Melissa Thompson

*Others:* Scott Campbell (Keelsra Bus. Srvs)

The Board meeting was called to order at 5:00 by Board Chair Varian. With a quorum present, he proceeded through the agenda.

*I. APPROVAL OF AGENDA*

**Stetler motioned to accept the Agenda as presented. Terrill seconded the motion, all in favor, none opposed, the motion carried.**

*II. REVIEW OF MINUTES*

*A. **Mees motioned to accept the minutes of the September 10, 2019 as presented. Dean seconded the motion, all in favor, none opposed, the motion carried.***

*B. Introduction of new Board staff: Melissa Thompson was introduced to the Board as the new Director of Business Operations. Her start date was on November 4, 2019, she most recently had been employed by Scott's Miracle Grow Co. as accounts payable manager. She has also worked for JP Morgan Co. Melissa has a bachelor's degree in Business Forensics.*

*III. COMMITTEE REPORTS*

*A. PEAC, October 29, 2019 – Mees presented for PEAC committee. The committee reviewed quarterly reports from the contract agencies. This was the first review for TCN Behavioral Health. Mees reported TCN provided meaningful data for the report. There was more detail and analytics than previously available through CCI. Billable services have increased as well as the number of clients served at the walk-in clinics. TCN is operating at lower staff levels than CCI so the increase in service units provided is impressive. Residential Administrators report was solid, they are behind schedule on the Peak of Ohio Condominium upgrades due to unanticipated structural issues. Recovery Zone's report demonstrates improvements in their operations programmatically and financially. A large part of the PEAC meeting was spent reviewing the first round of mini grant applications. Five applications were submitted for review and the committee awarded three of those applications at the full amount requested, and one application was awarded at 50% of the request. One application was not funded due to lack of information, but they will have the opportunity to re-submit in the second round.*

- B. *Finance, October 30, 2019* – in absence of the Finance Chair, Campbell presented for Finance committee. The committee reviewed the Board’s financial statements, income is up partially due to receiving about 40% of tax receipts.
- a. *Board Financial Statements* – through September 30, 2019  
**The committee submitted a motion to the Board to accept the MHDAS Board Financial Statements through September 30, 2019. All in favor, none opposed, the motion carried.**
- b. *Line Transfers* – Campbell reviewed the line transfers with Board Members.  
**The committee submitted a motion to the Board to approve the Line Transfers as presented. All in favor, none opposed, the motion carried.**
- c. *Building/Grounds Committee* – the committee discussed the formation of a Building & Grounds committee to monitor and recommend needed maintenance that arise in the buildings owned by the Board.  
**The committee submitted a motion to the Board to approve the formation of a Building & Grounds Committee. All in favor, none opposed, the motion carried.**
- d. *CCI Financial Closeout* – Campbell shared with Board members conversations he has had with the Ohio Dept. of Mental Health & Addiction Services and the audit firm, Clark, Schaffer, & Hackett, for CCI on whether a final audit needs to take place. The state will not be requiring an audit due to CCI being below the federal threshold that requires an audit. The audit firm will be completing the final tax filings for CCI. The MHDAS Board has the option to require a final audit for the agency and members discussed the pros and cons as well as the cost of an audit which is substantial.  
**Haver submitted a motion for the MHDAS Board to waive the audit requirement for Consolidated Care, Inc. Mees seconded the motion. All in favor, none opposed, the motion carried.**
- e. *Agency Financials* – Campbell reviewed the first quarter financial statements for TCN, Residential Administrators, and Recovery Zone. TCN is requesting a portion of their current contract be used to cover the recruiting fees for a new staff to monitor and oversee grant funding, most of which is a requirement of our Board. The request is for \$9,152.00. The Finance Committee discussed the request and is recommending approval of half the amount requested, \$4,576.00.  
**The committee submitted a motion to the Board to approve the use of \$4,576.00 in the current contract to cover recruiting fees. All in favor, none opposed, the motion carried.**
- Vogel submitted a motion to accept the Finance Committee Report. Stetler seconded the motion. All in favor, none opposed, the motion carried.**

#### IV. BOARD BUSINESS

- A. *Board Membership* – Nicholl shared changes in Board memberships. Emily Smith, Champaign Co., submitted her resignation due to a conflict of interest with her school employment. Paul Waldsmith, Champaign Co., submitted his resignation due to a

residency change to out of county. We have two Champaign Co. vacancies and one vacancy in Logan Co. which has been recently filled by the commissioners – Joe Torsell – he will be sworn in as a Board member at the next Board meeting.

B. *Building Signs* – Nicholl reviewed the proposed sign changes with members. The new signs will hopefully clarify building entrances to visitors and clients. The Board will split the cost with TCN.

C. *Lawn and Snow Maintenance Contract* – Frans Mowing had a contract with CCI for mowing and snow removal. The Board will continue this contract. Nicholl shared with the Board that there is a need for some major landscaping work around the building, including dead trees, weed removal from other trees, overgrown bushes, etc. Fran’s has submitted an itemized list of the various needs with a separate cost for each item for the Board to consider and prioritize. These items can be referred to the new Building and Grounds Committee for recommendations.

**Dean made a motion for the Board to appropriate up to \$5,000.00 for maintenance of the building & grounds. Mees seconded the motion. All in favor, none opposed, the motion carried.**

D. *Driveway sealing* – this quote will be referred to the Building and Grounds Committee. The work can not be done until Spring so there is time for further discussion.

#### V. FYI

- A. OACBHA Handouts
- B. Media Handouts

#### VI. AUDIENCE COMMENTS

Logwood shared that she has been asked to present Mental Health First Aid training to our state legislators. She has completed one training and has another one scheduled. These trainings are in partnership with the Prevention Action Alliance and the Ohio Suicide Prevention Foundation.

#### VII. ADJOURNMENT

**With no further business to discuss, Varian adjourned the meeting at 6:15 PM**

Minutes submitted by: Terri Steiner

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Grant Varian, Chair

#### *Upcoming Meetings:*

<i>Executive Committee</i>	<i>December 3, 2019 @ 4:30 pm</i>
<i>PEAC Committee</i>	<i>January 28, 2020 @ 4:30 pm</i>
<i>Finance Committee</i>	<i>January 29, 2020 @ 7:30 am</i>
<i>Board Meeting</i>	<i>February 11, 2020 @ 5:00 pm</i>