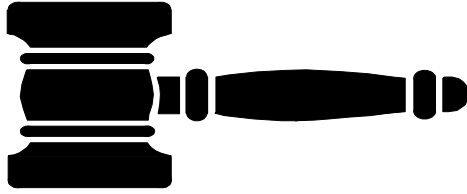


ATTACHMENT A



MINUTES – April 20, 2009

The Mental Health & Recovery Board of Clark, Greene and Madison Counties met in regular session on Monday, April 20, 2009 at 6:00 p.m. at Clark State Community College, Library Resource Center, Room 209, 570 East Leffel Lane, Springfield, Ohio.

PRESENT *Joseph Keferl, Chairperson, Presiding; Julie Anthony, Sylvia Banks, Jason Barlow, Pauline Brown, Marie Edley, Estherann Grooms, Lita Holloway, Judy Hoy, James Hutchins, Roger Roberts, Linda Russell, Richard Sanders and Carolyn Wilcox*

Staff: Dr. Kent Youngman, President/CEO; Nancy Chiles, Greta Hochstetler, Roselin Runnels, Karol See, Kevin Taylor, Tauna Wren and Russell Yeley

GUESTS: *Sheriff Gene A. Kelly, Clark County Sheriff's Department
Dave Nuscher, Integrated Youth Services
Patty Preston, Elderly United
Jason Sherrock, NAMI of Clark and Greene Counties
Angela Stephens, Springfield Metropolitan Housing Authority
Sharon Woolf, NAMI of Clark and Greene Counties*

OPENING REMARKS

Joseph Keferl, Chairperson, called the meeting to order and welcomed the Board membership and guests to the meeting. Joseph Keferl introduced Clark County Sheriff Gene Kelly and stated that Sheriff Kelly will administer the Oath of Office to the new Board member, Lt. James Hutchins. Sheriff Kelly has previously been a member of both the MHR Board and the McKinley Hall board.

Sheriff Kelly asked Lt. James Hutchins of the Springfield Police Department to raise his right hand and recite the Mental Health & Recovery Board of Clark, Greene and Madison Counties Oath of Office, swearing him in as a new Mental Health & Recovery Board member.

APPROVAL OF MINUTES

The Board Minutes for March 16, 2009 Mental Health & Recovery Board meeting were reviewed. Pauline Brown requested that the word "Board's" on page 1688, last paragraph be revised to read "Boards". Joseph asked for a motion for approval as revised.

IT was MOVED BY JASON BARLOW, SECONDED BY JUDY HOY TO APPROVE THE MINUTES FOR THE MARCH 16, 2009 FULL BOARD MEETING AS REVISED.

MOTION CARRIED.

REVIEW OF VOUCHERS

Voucher lists dated March 13, 2009, March 20, 2009, March 27, 2009, April 3, 2009 and April 10, 2009 were reviewed. Carolyn Wilcox questioned voucher #16579, Health Recovery Services in Athens, Ohio. Kent stated that the payment was for Medicaid services; this organization provides residential AOD facility for teens and women.

PRESIDENT'S REPORT

Joseph called on Kent for the President's Report. Kent stated that the NAMI Ohio Annual Conference will be held May 8th and 9th at the Hyatt Regency in Columbus, Ohio. Information has been distributed along with a registration form for anyone wishing to attend. Board members interested in attending should contact the Board office to handle the registration.

Kent gave an Integrated Youth Services (IYS) Update and stated that IYS has had its second full day of XAKT training. Board staff has met with IYS to review the plan of action and continues to work with them.

Kent congratulated Marie Edley on publishing a book titled "In God's Hands". He stated that Marie will have a book signing at the Mt. Lebanon Baptist Church, 1730 Clay Street in Springfield on April 26, 2009 at 4:00 p.m. Marie invited everyone to attend and thanked them for their support.

Kent brought the attention of the membership to a brochure titled "Broken" from the Coalition for Healthy Communities. State funding reductions have seriously impacted the behavioral health care system and he stated that behavioral health treatment is critical for individuals with a mental illness.

Next on the agenda was Board Governance/Committee Structure. Kent stated that he had met with Executive Committee members and the general consensus was that during the summer they would review the current committee structure and come forward with recommendations at the beginning of the next fiscal year regarding the structure of Board committees.

As a result of the Board retreat a request regarding the way in which meetings are conducted was made. Kent stated that the Board uses Roberts Rules of Order to conduct its committee and Board meetings. Kent reviewed how a meeting is conducted based on Roberts Rules of Order (RRO). He reviewed the background, the purpose, ten basic rules, running a meeting efficiently, keeping minutes, motions and voting. Roger Roberts requested that in the future, RRO procedures be included in all new Board members' notebooks.

Kent stated that at the March 16, 2009 Board meeting Pauline Brown questioned the number of Ohio mental health boards that own property and/or the percentage of boards owning property, but he has been unable to collect that information. He will continue to research the issue.

NOMINATING COMMITTEE REPORT

Next Joseph Keferl stated the Nominating Committee had met Monday, April 13, 2009 at the Board office, 1055 East High St., Springfield, Ohio regarding a proposed slate of Board officers for FY 2010. Joseph reviewed the requirements to become a Board officer. The nominations are as follows:

<i>Judy Hoy</i>	<i>Chair</i>
<i>Pauline Brown</i>	<i>Vice-Chair</i>
<i>Estherann Grooms</i>	<i>Secretary</i>

In May the Board membership will vote on a slate of officers. Nominations from the floor may also be made at the May meeting.

ADMINISTRATIVE ISSUES

Joseph Keferl called on Karol to review the Mental Health & Recovery Board financials. Karol referred the membership to Attachment D, Statement of Cash Position and Fund Balances as of March 31, 2009. This report is strictly on a cash basis with total cash receipts of \$26,223,589 and total cash disbursements of \$25,151,033, with an ending fund balance as of March 31, 2009 of \$6,749,466.

The next page represents the Statement of Revenues and Expenditures – Summary Activity for FY 2009, as of March 31, 2009. Total revenue is \$24,085,271; total expenses are \$20,415,719, with cash receipts over disbursements of \$4,120,216.

The next page reflects Actual and Projected Cash Position. The months of June 2008 through March 2009 represents actual cash balances; April 2009 through March 2010, represent cash projections.

The last page of Attachment D is the Administration and Support Budget to Actual Summary – total expenses for the nine months of Fiscal Year 2009 are \$1,250,069, compared to a budget of \$1,237,611; year-to-date variance reflects over-budget by \$12,458.

Next item was the MHR Board Human Resources Management policies & procedures revisions. Kent stated that the polices presented reflect changes to sick leave, paid holidays, vacations and personal leave policies to include part-time employees. Under the current policies, part-time employees have no benefits of any kind. Nancy reviewed the proposed revisions. With the new policies, part-time employees will earn sick leave on a pro-rata basis; be paid their regular hourly rate of pay for each holiday on a pro-rata basis; will accrue vacation according to the schedule on a pro-rata basis and be granted two paid personal days annually on a pro-rata basis. Nancy read the recommendation.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES REVISE THE FOLLOWING HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES TO INCLUDE MHR BOARD EMPLOYEES WORKING ON A PART-TIME BASIS. EFFECTED POLICIES ARE ATTACHED FOR REFERENCE.

***SICK LEAVE #22
PAID HOLIDAYS #23
VACATIONS #24
PERSONAL LEAVE #30***

IT was MOVED BY LITA HOLOWAY, SECONDED BY ROGER ROBERTS TO REVISE THE HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES TO INCLUDE MHR BOARD PART-TIME EMPLOYEES AS PRESENTED.

There was a discussion regarding part-time employees receiving holiday pay if they were not scheduled to work on that day. Nancy stated that holiday pay for part-time employees will be paid on a pro-rata basis regardless if they are scheduled to work on a holiday. There was a question regarding consultants being considered part-time employees. Kent responded that consultants are not considered part-time employees. There was a discussion regarding following the state and Clark County policies. Kent stated that Board staff are Clark County employees and the Clark County policies provide benefits to part-time employees. It was questioned if there are future plans to add part-time employees to the Board staff and if this was a regular practice with other Boards. Kent stated that beginning July 1, 2009 there will be two

part-time employees and there are no plans at this time for other part-time employees. There was a discussion regarding how this will affect the budget. Kent stated the fiscal year 2010 budget will be positively affected and additional information will be presented at the May and June Board meetings.

MOTION CARRIED.

Kent stated that the Board is in the process of working with a media communications consultant. Board staff has met with agency directors and reviewed the proposed policies and requested feedback. Out of these meetings came a suggestion that there be regularly scheduled group meetings to review what has occurred to better facilitate communication between the Board, agencies and the public. Kent called on Roselin to review Policy #28 and #29. Roselin stated that the purpose of both policies is to provide accurate, timely and consistent information. Policy #28 applies to the internal and external stakeholders and constituents and Policy #29 applies to the news media. There will be a communication review group that will meet at least three times a year. Kent stated that, generally speaking, the feedback from the agencies has been positive. A few agencies have questioned if the Board was trying to put themselves in front of the agencies, but they have been assured that the Board does not want to be in front of the agencies, but wants to be beside them. We need a strong Board and strong agencies to work together. Jim Perry, President/CEO of Mental Health Services for Clark and Madison Counties, suggested including a regular review group. Kent stated that if anyone has anymore suggestions to please contact Roselin. The Board will be taking action on these two policies at the May 18th meeting.

Joseph Keferl asked Nancy to review the proposed Board/Agency FY 2010 Agreement revisions. Nancy stated that Attachment G reflects the revisions to the Agreement between the MHR Board and provider agencies. Each year the Board staff reviews this Agreement to determine if items are obsolete or if changes should be made. Nancy reviewed the recommended deletions and changes. Linda Russell felt that the section relating to audits seemed to be vague and should have regularly scheduled program audits of agencies. Kent stated that Board staff intends to conduct routine program audits and this Agreement allows that to occur. Action on this issue will take place at the May 18th Board meeting.

ALCOHOL & DRUG ISSUES

Joseph Keferl called on Julie Anthony to give the report of the Alcohol & Drug Committee meeting held Tuesday, April 7, 2009 at 5:30 p.m. at Greene County Educational Service Center, 360 East Enon Road, Yellow Springs, Ohio. Julie referred the membership to Attachment H in the Board packet and stated that the Committee enjoyed the agencies' informative presentations.

That concluded the Alcohol & Drug Committee report.

MENTAL HEALTH ISSUES

Joseph Keferl called on Estherann Grooms to give the report of the Mental Health Committee meeting held Tuesday, April 14, 2009 at 5:30 p.m. at Greene County Educational Service Center, 360 East Enon Road, Yellow Springs, Ohio. Estherann referred the membership to Attachment I in the Board packet and stated that the Committee also enjoyed the agencies' informative presentations. Estherann stated that there were two recommendations; she then read the first recommendation.

IT IS THE RECOMMENDATION THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES APPROVE THE DISBURSEMENT OF THE FOLLOWING GRANT FUNDS FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THE SUICIDE PREVENTION GRANT FOR CLARK COUNTY.

BUDGET

<i>Promotional Materials</i>	\$500
<i>Training/Consultation</i>	\$300
<i>Incentives (gas cards, etc.)</i>	<u>\$200</u>
TOTAL	\$1,000

FUNDING IS CONTINGENT ON RECEIPT OF FUNDS FROM THE OHIO SUICIDE PREVENTION FOUNDATION AND THE OHIO STATE UNIVERSITY.

IT was MOVED BY ESTHERANN GROOMS, SECONDED BY JASON BARLOW TO APPROVE THE DISBURSEMENT OF GRANT FUNDS FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THE SUICIDE PREVENTION GRANT FOR CLARK COUNTY AS PRESENTED.

Kent stated that this is a suicide prevention grant for Clark County. Greta stated that trainings are being planned and Board staff has been able to maximize these funds. Town Hall meetings are also planned.

MOTION CARRIED.

The final recommendation is for the purchase of bed days at the State Hospital. Estherann read the recommendation.

IT IS THE RECOMMENDATION OF THE MENTAL HEALTH COMMITTEE THAT THE MENTAL HEALTH & RECOVERY BOARD OF CLARK, GREENE AND MADISON COUNTIES PURCHASE 1,022 STATE HOSPITAL BED DAYS FOR FY2010 FOR CLARK, GREENE AND MADISON COUNTY RESIDENTS FROM OHIO DEPARTMENT OF MENTAL HEALTH.

IT was MOVED BY ESTHERANN GROOMS, SECONDED BY JULIE ANTHONY TO APPROVE THE PURCHASE OF 1,022 STATE HOSPITAL BED DAYS FOR FY2010 AS PRESENTED.

Kent stated that this year the Board is asking for the same number of beds as it did last year. The daily rate is expected to increased from \$481 to \$525.

MOTION CARRIED.

That concluded the Mental Health Committee report.

MISCELLANEOUS

Kent reminded the Board that we are hosting Webinars in Clark & Greene Counties. These events will offer CEU's and are open to anyone who would like to attend. To register call Roselin at the Board office at 937-322-0648, extension 106.

Kent called the attention of the membership to a handout regarding "Drug Usage In Our Community" and called on Roselin to review. Roselin stated that Saundra LaPrise, Director of Madison County Family Council requested that there be a training in Madison County regarding trends, treatment and mobilizing our community for change. This event will be Wednesday, May 20, 2009 from 9:00 a.m. till 12:00 p.m. at Madison County Emergency Management Agency Conference Room.

Next Joseph Keferl asked the membership and audience to introduce themselves to new Board member, James Hutchins.

AUDIENCE PARTICIPATION

Angela Stevens, Director of Project Choice at Springfield Metropolitan Housing Authority distributed a handout and presented information regarding the Project Choice program at the Sherman Court Youth Center. Project Choice serves at-risk children from five to seventeen years of age who reside in low income public housing. It offers educational and recreational activities for these children.

Dave Nuscher, President/CEO of Integrated Youth Services (IYS) distributed a handout regarding the "Healthy Minds 5K Run for Youth" event and invited everyone to attend on Saturday, May 30, 2009 at 9:00 a.m. at the bike trail behind Integrated Youth Services, 1321 Research Park Dr., Beavercreek, Ohio. Registration is 7:30 a.m. - 8:45 a.m. at IYS. There is a \$15 registration fee if registered by May 20 with a shirt guaranteed and \$20 fee after May 20th with no shirt guaranteed. Proceeds from the event will support IYS programs.

BOARD MEMBER COMMENTS

Judy Hoy reminded Board members to complete the President/CEO's evaluation and mail to the Board by May 8, 2009. She also stated that Board members are planning to contact agencies approximately once a year to see how they think the Board is performing.

ADJOURNMENT

A MOTION WAS MADE BY JASON BARLOW AND THE MEETING WAS ADJOURNED BY CHAIR, JOSEPH KEFERL.

Pauline Brown, Secretary

Tauna Wren, MHR Board Staff