

The Mental Health and Recovery Services Board of Allen, Auglaize, and Hardin Counties Board Meeting was held on Wednesday, October 15, 2008 at 12:00 p.m., at the Board office, Lima, OH.

Members Present: Kay Rex, Wanda Stokely, Arlett Pollock-Evans, Tina Whitaker, Dick Schroeder, Al Willis, Steven Nelson, Jim Woten, Julia Nunez,

Members Absent: Kristine Reed, Dan Marshman, Sumner Walters, Daniel Hughes, Elizabeth Schaefer, Mary Eyink, Jim Bronder

Staff: Michael Schoenhofer, Alice Giesken, Amy Morman, Phil Atkins, Chris Karcz

Visitors: James Miller, FRC; Marilyn Westerman, ASTOP Inc; Brad Garmann, Garmann/Miller Architects and Brad Welsh, Lerch Bates

Al Willis called the meeting to order at 12:17 p.m.

Wanda Stokely made a motion to approve the September 17, 2008 Board minutes. Arlett Pollock-Evans seconded the motion. Motion passed. (See attached)

FINANCE COMMITTEE REPORT

Tina Whitaker made a motion to approve the construction contracts in the amount of \$899,602. All change orders will flow through Garmann/Miller. Brad Garmann said that a pre-construction meeting will be held next week with contractors who are doing the work. The bid specifications called for a completion date of February 1, 2009. That will apply to all inside renovations. The exterior work and landscaping will be completed when weather permits. In a renovation such as this Brad stated there are usually unexpected problems and he requested a set aside for contingencies of \$50,000. Steve Nelson seconded the motion. Motion passed by roll call vote. (See attached)

Tina Whitaker made a motion to approve the revision of capital allocations for FY2009. The total previously approved was \$1,868,925 with an adjustment being \$675,747 for a new total of \$1,193,178. This revised total reflects the renovation contracts totaling \$899,602., architects fees of \$76,466, the recommended contingency set aside of \$50,000, \$120,000 for modernization of the elevator which was installed in 1978 along with Lerch Bates consulting fees of \$7110. In addition the budget to purchase the Utility Building south of the 799 S. Main St. property and Miscellaneous expense for insurance, utilities, etc. during construction. The Board office purchase was removed due to the board's intention to continue to lease. Dick Schroeder seconded the motion. Brad Welsh confirmed that it is his opinion that a modernization that includes removing the jack assembly which has been in the ground for 30 years will give us another 20 – 30 years of good elevator service. Motion passed by roll call vote. (See attached)

Tina Whitaker made a motion to approve the agreement to lease with the White Brothers Leasing for an additional 3 years. The first year will remain at a monthly rate of \$3850 and the second and third year will be reduced by \$500 for a monthly rate of \$3350. There will be improvements made to the building by the Lessor and Dick suggested that a completion date of February 1, 2009 for all improvements be added to the Agreement to Lease. Dick Schroeder seconded the motion. Motion passed by roll call vote. (See attached)

Tina Whitaker made a motion to approve the increase of reserve allocations usage by \$105,000. This request is to cover the Budget cuts for FY09 that the Board has received from ODMH and ODADAS. Chris presented a recap showing the Revised Capital Usage for FY09 of \$1,193,178. Wanda Stokely seconded the motion. The estimated unused funds from FY08 of \$500,000 could leave the Board with a Unreserved Fund Balance Available of \$1,202,621. Motion passed by roll call vote. (See attached)

Tina Whitaker made a motion to amend Lima UMADAOP FY2009 AoD contract by a reduction of \$1,333 from the Circle for Recovery grant. This reduction is due to budget cuts made by ODADAS. Wanda Stokely seconded the motion. Motion passed by roll call vote. (See attached)

Tina Whitaker made a motion to approve the Monthly Board Reports for both FY2008 and FY2009 as presented. Arlett Pollock-Evans seconded the motion. Motion passed. (See attached)

Tina Whitaker made a motion to accept the monthly agency reports from LSS and ASTOP as presented. (See attached) Lima UMADAOP did not provide a report. Chris relayed what Ernie had reported to the Finance Committee stating that FRC's cash on hand is \$125,873. with payables currently totaling \$58,000. They have paid \$10,000 toward their line of credit leaving a balance of \$240,000 to pay. Jim clarified that in the cash on hand amount is \$58,000 that they received from the sale of Consumer Credit. Wanda Stokely seconded the motion. Motion passed by roll call vote.

Tina Whitaker made a motion to approve the Calendar Year 2007 audit report. Chris made remarks stating that there was an unqualified opinion on the Financial Statements and the Major Program Compliance Opinion. There were 3 reported material non-compliance items relating to budgetary information. These were the same issues as last year's audit and he is currently working to correct these for CY2008. There was also a management letter with two items, one relating to miscoding of a revenue item and the other on budgeting by function. Both of these issues have already been corrected for CY2008. Kay Rex seconded the motion. Motion passed. (See attached)

NEW BUSINESS

Wanda Stokely made a motion to approve the final reading of VIII Section 1 – Selection of the Executive Director that is part of the Board's By-Laws. Tina Whitaker seconded the motion. Motion passed by roll call vote.

Dick Schroeder made a motion to approve the final reading of IX – Conflict of Interest that is also part of the Board’s By-Laws. Wanda Stokely seconded the motion. Motion passed by roll call vote.

Tina Whitaker made a motion to approve the Board policy – IIA.2 Open Meetings Sunshine Law. Julia Nunez seconded the motion. Motion passed by roll call vote. (See attached)

Kay Rex made a motion to approve the Board policy – VI A.8&9 Grievance Policy. Arlett Pollock-Evans seconded the motion. Motion passed by roll call vote. (See attached)

Wanda Stokely made a motion to approve the Board policy – VI A. 16, 17, 18, 19 Client Abuse and Neglect. Rev. Steve Nelson seconded the motion. Motion passed by roll call vote. (See attached)

Kay Rex made a motion to approve the Board policy – VI A.27 Probate Hearings. Tina Whitaker seconded the motion. Motion passed by roll call vote. (See attached)

Julia Nunez made a motion to approve the Board policy – VIII D.3 Record Retention – Disposal. Tina Whitaker seconded the motion. Motion passed by roll call vote. (See attached)

Alice Giesken reviewed the status of the Clean Ohio Assistance Fund grant application for the 529 S. Elizabeth St. building. Alice read the Notice that must be posted as follows: “The City of Lima is applying for a Clean Ohio Assistance Fund grant to pay for an environmental assessment of this property, former Lutheran Social Services site at 529 S. Elizabeth St. A public meeting will be held on Dec. 1, 2008 at 7 PM at the City Council Chambers located at 50 Town Square. The public is encouraged to attend this meeting to learn more about the application and provide comments about the grant application. The Public meeting minutes and any public comments will be incorporated into the application. The application is available for public review at the Lima Public Library located at 650 W. Market St., Lima, Ohio 45801. Application information is also available online www.cityhall.lima.oh.us. For more information contact: Amy Sackman Odum at 419.221.5146.” The Board must also enter into a Partnership Agreement with the City of Lima. Wanda Stokely made a motion to authorize Mike Schoenhofer, Executive Director, to enter into a Partnership Agreement with the City of Lima that grants timely access to the property to meet any and all obligations of the COAF grant program, details that sign postings of the notice on the exterior of the 529 South Elizabeth Street building, in the Lima Public Library and a public notice to be placed in the Lima News. Responsibility for site preparation after demolition – the demolition company will demolish and remove the building, backfill the basement with dirt and put 6 inches of top soil on top. This will then be seeded for grass. How the near-term use will be decided – the Mental Health Board will use the cleared parcel as a therapeutic play area for our children’s behavioral health agency and the long term use will be ready for commercial use to support the South Main Street redevelopment effort should this opportunity arise. Julia Nunez seconded the motion. Motion passed by roll call vote with Dick Schroeder

abstaining. Dick did not take part in the discussion since this could be a conflict of interest for him as an occasional consultant to the City of Lima.

BILLS FOR PAYMENT

Tina Whitaker made the motion to approve the current bills in the amount of \$964,662.78. Julia Nunez seconded the motion. Motion passed by roll call vote. (See attached)

REPORTS

Al Willis congratulated Phil Atkins and Jim Woten for the wonderful job they both did at the Grand Opening of Changing Season on October 9th. Phil reported that they had such a great turnout and that John Betts, Director was who worked with the consumers.

Phil Atkins also reviewed the satisfactory survey reports.

Jim Miller, Interim Director of FRC reported that they completed the move to the 530 South Main St., building. They have a final candidate for the CEO position and hope to offer it to this person next week and announce him/her taking the position by November 1st. If this person decides to take the offer they will give a 60 day notice to their present employer and begin on January 1st.

NEXT MEETINGS

Joint Planning/AoD Standing Committee is on November 5th at 12:00 noon at the Board office

Finance and Board meeting will be on November 19. Finance will begin at 11:00 with the Board Meeting at 12:00.

ADJOURN – Meeting was adjourned at 1:25 PM

Michael Schoenhofer, Executive Director

Amy Morman, Accounting Assistant