

**Minutes of the Macon County Mental Health Board
February 26, 2018, 5:30 p.m.
132 S. Water St., Suite 604**

Board Members Present: Mr. Rathnow, Ms. Hawkins, Mr. Alpi, Ms. Arnold, Mr. Smith,
Mr. Clevenger

Board Members Absent: Mr. McRae, Ms. Little, Ms. Dunn

Staff Members Present: Mr. Macken, Ms. Shoemaker, Ms. Floyd, Mr. O’Sullivan,
Ms. Roettger

Guests Present: Mr. Batman

Call to Order

Mr. Rathnow called the meeting to order at 5:38 p.m. Ms. Roettger recorded the minutes. A quorum was present.

Public Comment(s)

No public comment(s).

Approval of Minutes

1.0 Mr. Rathnow presented the minutes of the December 18, 2017 Board meeting, asking the Board for any changes or comments.

Board Action: (Mr. Alpi/Ms. Hawkins) “To accept the minutes for the December 18, 2017 Board Meeting.” (Ayes=6, Nays=0) Motion carried.

Policy Committee – February 12, 2018

Personnel Policies

2.1 Mr. Macken asked Ms. Roettger to lead this discussion. Ms. Roettger presented proposed revisions to the personnel policies. Changes to the personnel policies are required to ensure accuracy and compliance with state and federal laws. All proposed changes were reviewed and approved by a Labor & Employment Law attorney. Ms. Roettger discussed the proposed changes, inviting questions and/or comments.

Board Action: (Mr. Alpi/Ms. Hawkins) “To accept the proposed revisions to the personnel policies as presented to the Board with discussed changes.” (Ayes=6, Nays=0) Motion carried.

Code of Ethics

- 2.2 Mr. Macken asked Mr. Batman to lead this discussion. Mr. Batman worked with staff to develop a Code of Ethics for the organization in order to complete the Board's Compliance Plan. Mr. Batman led Board members in reviewing the proposed Code of Ethics, inviting questions and/or comments.

Board Action: (Mr. Smith/Mr. Alpi) "To accept the Code of Ethics as presented to the Board." (Ayes=6, Nays=0) Motion carried.

Risk Management Policy

- 2.3 Mr. Macken asked Mr. Batman to lead this discussion. Mr. Batman presented the proposed Risk Management Policy to committee members. Staff drafted the Risk Management Policy while addressing the Board President's request to identify the top risk areas facing the Board. Mr. Batman led Board members in reviewing the Risk Management Policy, inviting questions and/or comments.

Board Action: (Mr. Smith/Ms. Arnold) "To approve the Risk Management Policy as presented to the Board." (Ayes=6, Nays=0) Motion carried.

Budget & Finance Committee – February 21, 2018

Finances

- 3.1-3.5 Mr. Rathnow asked Ms. Shoemaker to lead this discussion. Ms. Shoemaker discussed the financial statements and reports, the budget summary, and the investment report inviting questions and/or comments.

Board Action: n/a

Proposed Law Enforcement Center Funds Reallocation

- 3.6 Mr. Macken discussed the request by the Sheriff's department to reallocate funding for mental health counseling from Heritage Behavioral Health Center to the Sheriff's Office. Currently, Heritage provides mental health counseling for the jail. The Sheriff's Office believes having one organization provide both psychiatric care and mental health counseling services will be more efficient and will lead to better coordination of care between the jail counselor and the psychiatrists.

Board Action: (Mr. Rathnow/Ms. Arnold) "To approve a contract with the Sheriff's Office for the Law Enforcement Center program for the final two months of FY18, reallocating funds in the amount of \$15,847.56, the end of the existing Law Enforcement Center contract with Heritage Behavioral Health Center at the end of April 2018 and the development of a new contract with the Sheriff's Office for fiscal year 2019 with the expectation that there is no lapse in services for the remainder of fiscal year 2018." (Ayes=6, Nays=0) Motion carried.

Proposed Check Signing Process Update

- 3.7 The Board reviewed the proposed change in the check signing process allowing the director of financial operations to be an eligible signer in place of the contract manager. The proposed revision will not change the check signing procedure originally adopted by the Board. Mr. Macken invited questions and/or comments.

Board Action: (Mr. Rathnow/Mr. Smith) “To update the check signing process to allow the director of financial operations as an eligible signer.” (Ayes=6, Nays=0) Motion carried.

Risk Assessment

- 4.0 During a recent Board meeting, the Board President requested that staff identify the top five risk areas of the Board. Mr. Macken presented the top risks of the organization as identified by staff leadership, including precautions currently in place as well as further action needed to address each risk. Staff will address items needing further attention in a timely and thorough fashion.

Board Action: n/a

Director’s Report

- 5.0 Mr. Macken discussed the current happenings of the Macon County Mental Health Board, including the development of the Code of Ethics and Risk Management Policy and the Heritage Law Enforcement Center contract. He also discussed the state of the Opioid Coalition meetings and his participation in the District 61 Strategic Planning Committee.

Board Action: n/a

The meeting adjourned at 6:55 p.m.