

**Joint Minutes of the Butler County Mental Health Board and the Butler County Alcohol
and Drug Addiction Services Board Ad Hoc Committees
September 14, 2009**

The Ad Hoc Committee of the Butler County Mental Health Board and the Ad Hoc Committee of the Butler County Alcohol and Drug Addiction Services Board met on Monday, September 14, 2009 at 7:30 a.m. at the Board office located at 5963 Boymel Drive, Fairfield, Ohio.

Welcome/Attendance

Individuals present at the meeting were: Laura Amiott, Esq., BCMHB Past President and BCMHB Ad Hoc Committee Chair, Bob Myron, BCMHB President, Pat Deis-Gleeson, BCMHB Secretary, Dr. Terry Royer, BCMHB Executive Director, Cassandra Kiesey, Esq., BCMHB Attorney, Amber Reckner, BCMHB Executive Assistant, Dick Chartier, BCADAS Ad Hoc Committee Chair, Bruce Jewett, BCADAS Board member, Dr. Ted Hunter, BCADAS Board member, and Dr. John Bohley, BCADAS Board Executive Director.

Approval of Meeting Minutes

The group approved the Joint Ad Hoc Committee Meeting Minutes for August 12, 2009 unanimously.

Proposed Table of Organization and Administrative Budget from Board Directors

Each Board director was given the opportunity to present their proposed table of organization and administrative budget for a combined Board.

Dr. Bohley presented his information first. He emphasized some suggested organizational principles to guide a board consolidation that would 1) ensure adequate personnel (number and qualifications) to maintain current priorities and activities of both boards and 2) ensure alcohol/drug expertise at the administration/policy level (executive director or associate executive director) and at the program level.

Information was presented concerning current Board staffing compared to staffing of other boards that cover districts similar in populations to Butler County. Dr. Bohley reported that if the Boards were to merge without cutting any staff, the combined Board would only have 5.6% of their operating budget for administrative costs, which is low compared to the other counties.

Dr. Bohley presented his proposed table of organization, stressing that the cost savings associated with the boards outsourcing MACSIS services to Montgomery County should be treated separately from the cost savings associated with a board consolidation. If MACSIS services are outsourced, the ADAS Board would drop 0.7 FTE and the MHB would drop 1.0 FTE. The table of organization includes a 5.0 FTE finance department which would be able to handle all finance and administrative functions of a combined board, including fiscal and administrative functions currently supported by the ADAS Board. Also included in the proposed table or organization is the Director of Coalition for Healthy, Safe and Drug-Free Communities. The ADAS Board currently contributes administrative and fiscal support services for the coalition, along with office space. The coalition is funded by a 10 year grant and a portion of ADAS Board prevention dollars.

Dr. Bohley expressed concern that the table of organization proposed by Dr. Royer with only a 3.0 FTE finance department plus a temporary employee would not be able to handle current ADAS Board fiscal and administrative functions such as facilities management, claims audits, financial recording, tracking and reporting on numerous ODADAS grants and special purpose funds and grants, and fiscal and administrative services for the Coalition for Healthy, Safe, and Drug-Free Communities. In the Board staffing comparison, it was noted that combined Boards that serve a population close to Butler County's size have between 4.0 – 5.0 FTEs in their finance departments.

Dr. Bohley reviewed some cost saving considerations relative to Board consolidation. In his proposal, it does not appear that there would be any significant cost savings that could be utilized for AOD services. The cost savings associated with MACSIS staff reductions can be obtained without going through a board consolidation. Additionally, there will be higher salary scales for positions in a combined board. Finally, the potential savings with respect to office space would be savings on the mental health side. AOD funds would be assessed the same space costs as the ADAS Board is paying now. Dr. Bohley noted the ADAS Board currently has an opportunity to save \$10,000 in office space costs by moving to a different location in their current building. This savings opportunity will be lost if they merge with the Mental Health Board and move into the Boymel Drive office location. Furthermore, it is unclear if the Boymel Drive office location has adequate space for a consolidated board staff plus the coalition staff.

Finally, Dr. Bohley reviewed values of having a separate board to govern Alcohol and Drug Addiction Services. The ADAS Board's main concern is that under a combined Board, there will be a decreased emphasis on AOD specialization.

Dr. Royer presented his proposed table of organization and administrative budget. The table of organization adds two new positions to the existing Mental Health Board table of organization. The table of organization assumes the outsourcing of MACSIS services to Montgomery County, though the combined Board would retain one MACSIS coordinator to maintain local functions. The finance and administrative services department would maintain the current number of FTEs as the Mental Health Board has now. Dr. Royer noted that the current Director of Finance and Administrative Services, Marion Rhodus, has served on a combined Board in Preble County and is familiar with AOD reporting requirements. Additionally, with the outsourcing of MACSIS services, the Assistant Finance Director would have time freed up to concentrate on added financial and administrative responsibilities related to AOD services. It was noted that the Mental Health Board finance department has made substantial moves in upgrading their accounting software and creating accounting efficiencies. It was also noted that the Mental Health Board already contracts with Community Behavioral Health and the only other major contract it would be picking up in a combined board scenario would be Sojourner Recovery Services. Dr. Royer stated there would be adequate office space in the Boymel Drive location to accommodate the staff in his proposed table of organization.

In the proposed administrative budget, Dr. Royer shared that cost savings associated with a consolidated Board total \$245,527. Dr. Royer noted it would probably be possible to save additional costs. Dr. Bohley noted that these costs savings include the cost savings associated with outsourcing MACSIS services.

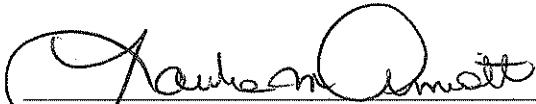
Committee members were given the opportunity to ask questions. The Committee members decided to further review the information presented at the next meeting.

Next Steps

The group scheduled the next meeting of the Ad Hoc Committees for Wednesday, **September 23, 2009 at 7:30 a.m.** at the Mental Health Board office located at 5963 Boymel Drive, Fairfield, OH. The agenda for the next meeting will focus on a further review of the proposed tables of organization and administrative budgets that were presented at this meeting.

There being no other business, the meeting adjourned.

Respectfully submitted,



Laura Amriott, Esq.
BCMHB Ad Hoc Committee Chair



Dick Chartier
BCADAS Ad Hoc Committee Chair