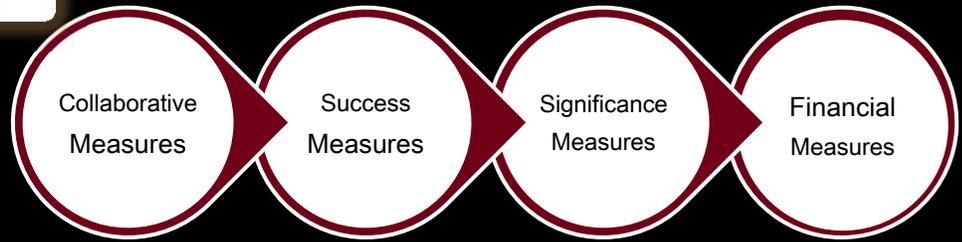




Ohio
Local Government
 Innovation Fund



Round 7: Application Form

Step One: Fill out this Application Form in its entirety.

Step Two: Fill out the online submission form and submit your application materials. All supplemental application materials should be combined into one file for submission.

LGIF: Applicant Profile

Lead Agency	
Project Name	
Type of Request	
Request Amount	
JobsOhio Region	
Political Subdivision Type <small>Choose one that best describes your organization</small>	
Project Type	
Project Approach	



Website: http://development.ohio.gov/cs/cs_localgovfund.htm

E-mail: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant		Round 7	
Project Name		Type of Request	

Instructions	
<ul style="list-style-type: none"> • Make sure to answer each question appropriately in the space provided, not exceeding the space allowed by the answer box. • Examples of completed applications are available on the LGIF website, found here: http://development.ohio.gov/cs/cs_localgovfund.htm 	

Lead Agency	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:
In what county is the lead agency located?	
Ohio House District:	Ohio Senate District:

Section 1
Contacts

Project Contact		
Please provide information about the individual who should be contacted regarding this application.		
Mailing Address:	Name:	Title:
	Street Address:	
	City:	
	Zip:	
Email Address:	Phone Number:	

Fiscal Agency:		
Please provide information for the entity and individual serving as the fiscal agent for the project.		
Mailing Address:	Fiscal Agency:	
	Fiscal Officer:	Title:
	Street Address:	
	City:	
	Zip:	
Email Address:	Phone Number:	

Population		
Does the applicant (or collaborative partner) represent a city, township or village with a population of less than 20,000 residents?	Yes	No
	List Entity	
Does the applicant (or collaborative partner) represent a county with a population of fewer than 235,000 residents?	Yes	No
	List Entity	

Single Applicant		
Is your organization applying as a single entity?	Yes	No

Lead Applicant		Round 7	
Project Name		Type of Request	

Collaborative Partners

Does the proposal include collaborative partners?	Yes	No
---	-----	----

Applicants applying with collaborative partners are required to show proof of the partnership with a signed partnership agreement and a resolution of support from each of the partner's governing entities. If the collaborative partner does not have a governing entity, a letter of support from the partnering organization is sufficient. These documents must be received by the end of the cure period in order for each entity to count as a collaborative partner for the purposes of this application.

Nature of the Partnership

As agreed upon in the signed partnership agreement, please identify the nature of the partnership with an explanation of how the lead agency and collaborative partners will work together on the proposed project.

Section 2
Collaborative Partners

Lead Applicant		Round 7	
		Type of Request	

List of Partners

Please use the following space to list each collaborative partner who is participating in the project and is providing BOTH a resolution of support for the Local Government Innovation Fund application and has signed the partnership agreement.

Collaborative Partner # 1	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 2	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 3	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 4	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 5	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 6	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Section 2 Collaborative Partners

Lead Applicant		Round 7	
Project Name		Type of Request	

Collaborative Partner # 7	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 8	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 9	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 10	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 11	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 12	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Collaborative Partner # 13	
Mailing Address:	Name:
	Street Address:
	City:
	Zip:

Section 2 Collaborative Partners

Lead Applicant		Round 7	
Project Name		Type of Request	

Project Information

Provide a general description of the project, including a description of the final work product derived from the grant study or loan implementation project. This information may be used for council briefings, program and marketing materials.

Section 3

Project Information

Lead Applicant		Round 7	
Project Name		Type of Request	

Project Information		
Has this project been submitted for consideration in previous LGIF rounds?	Yes	No
If yes, in which round(s)?		
What was the project name?		
What entity was the lead applicant?		

Past Success		
Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction or a merger (5 points).		
Applicant demonstrates Past Success	Yes	No

Section 3
Project Information

Scalable		
Provide a summary of how the applicant's proposal can be scaled for the inclusion of other entities (5 points).		
Applicant demonstrates a Scalable project	Yes	No

Lead Applicant		Round 7	
		Type of Request	

Replicable		
Provide a summary of how the applicant's proposal can be replicated by other entities. A replicable project should include a component that another entity could use as a tool to implement a similar project (5 points).		
Applicant demonstrates a Replicable project	Yes	No

Section 3
Project Information

Probability of Success		
Provide a summary of the likelihood of the grant study recommendations being implemented. Applicants requesting an implementation loan should provide a summary of the probability of savings from the loan request (5 points).		
Applicant demonstrates Probability of Success	Yes	No

Lead Applicant		Round 7	
Project Name		Type of Request	

Performance Audit/Cost Benchmarking		
<p>If the project is the result of recommendations from a prior performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code, or is informed by a previous cost benchmarking study, please attach a copy with the supporting documents. In the section below, provide a summary of the performance audit findings or cost benchmarking study results (5 points).</p>		
Prior Performance Audit or Cost Benchmarking	Yes	No

Section 3
Project Information

Economic Impact		
<p>Provide a summary of how the proposal will promote a business environment through a private sector partner (5 points) and/or provide for community attraction (3 points).</p>		
Applicant demonstrates Economic Impact	Yes	No

Lead Applicant			
		Type of Request	

Response to Economic Demand		
Provide a summary of how the project responds to substantial changes in economic demand for local or regional government services. The narrative should include a description of the current and future expected service level needs (5 points).		
Applicant demonstrates Response to Economic Demand	Yes	No

Section 3
Project Information

Budget Information

General Instructions

- Both the Project Budget and Program Budgets are required to be filled out in this form.
- Consolidate budget information to fit in the form. Additional budget details may be provided in the budget narrative.

Project Budget:

- The Project Budget should detail expenses related to the grant or loan project.
- The Project Budget justification must be explained in the Project Budget Narrative section of the application. This section is also used to explain the reasoning behind any items on the budget that are not self explanatory, and provide additional detail about project expenses.
- The Project Budget should be for the period that covers the entire project. The look-back period for in-kind contributions is two years. These contributions are considered a part of the total project costs.
- For the Project Budget, indicate which entity and revenue source will be used to fund each expense. This information will be used to help determine eligible project expenses.
- Total Sources must equal Total Uses. Include staff time and other in-kind matches in the Total Uses section of the budget.

Program Budget

- Use the Program Budget to outline the costs associated with the implementation of the program in your community.
- Six years of Program Budgets should be provided. The standard submission should include three years previous budgets (actual) and three years of projections including implementation of the proposed project. A second set of three years of projections (one set including implementation of this program and one set where no shared services occurred) may be provided in lieu of three years previous if this does not apply to the proposed project.
- Please use the Program Budget Narrative section to explain changes in expenses and revenues, and to defend the budget projections. If the budget requires the combining of costs on the budget template, please explain this in the narrative.

Return on Investment:

- A Return on Investment (ROI) calculation is required, and should reference cost savings, cost avoidance and/or increased revenues indicated in Program Budget sections of the application. The ROI should be calculated over a three-year period. Use the space designated for narrative to justify this calculation, using references when appropriate.

For Loan Applications only:

- Using the space provided, outline a loan repayment structure.
- Attach three years of prior financial documents related to the financial health of the lead applicant (balance sheet, income statement and a statement of cash flows).

Lead Applicant		Round 7	
Project Name		Type of Request	

Project Budget

Use this space to outline all sources of funds and the uses of those funds. Both sections should include all funds related to the project, including in-kind match contributions. Use the project budget narrative on the next page to justify the project budget. Indicate the line items for which the grant will be used.

Sources of Funds

LGIF Request:

Cash Match (List Sources Below):

Source:	<input type="text"/>

In-Kind Match (List Sources Below):

Source:	<input type="text"/>
Source:	<input type="text"/>
Source:	<input type="text"/>

Total Match:

Total Sources:

Uses of Funds

	Amount	Revenue Source
Consultant Fees:	<input type="text"/>	<input type="text"/>
Legal Fees:	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>

Total Uses:

Local Match Percentage:

* Please note that this match percentage will be included in your grant/loan agreement and cannot be changed after awards are made.

Local Match Percentage = (Match Amount/Project Cost) * 100 (10% match required)
 10-39.99% (1 point) 40-69.99% (3 points) 70% or greater (5 points)

Section 4
Financial Information

Lead Applicant		Round 7	
Project Name		Type of Request	

Project Budget Narrative: Use this space to justify any expenses that are not self-explanatory.

[Empty space for Project Budget Narrative]

Section 4
Financial Information

Lead Applicant		Round 7	
Project Name		Type of Request	

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Total Program Expenses	Total Program Expenses	Total Program Expenses
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training & Professional Development			
Insurance			
Travel			
Capital & Equipment Expenses			
Supplies, Printing, Copying & Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
	Revenues	Revenues	Revenues
Contributions, Gifts, Grants & Earned Revenue			
<i>Local Government:</i> _____			
<i>Local Government:</i> _____			
<i>Local Government:</i> _____			
<i>State Government</i>			
<i>Federal Government</i>			
*Other - _____			
*Other - _____			
*Other - _____			
<i>Membership Income</i>			
<i>Program Service Fees</i>			
<i>Investment Income</i>			
TOTAL REVENUES			

Lead Applicant		Round 7	
Project Name		Type of Request	

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Total Program Expenses	Total Program Expenses	Total Program Expenses
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training & Professional Development			
Insurance			
Travel			
Capital & Equipment Expenses			
Supplies, Printing, Copying & Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants & Earned Revenue			
<i>Local Government:</i> _____			
<i>Local Government:</i> _____			
<i>Local Government:</i> _____			
<i>State Government</i>			
<i>Federal Government</i>			
*Other - _____			
*Other - _____			
*Other - _____			
<i>Membership Income</i>			
<i>Program Service Fees</i>			
<i>Investment Income</i>			
TOTAL REVENUES			

Lead Applicant		Round 7
Project Name		Type of Request

Program Budget

Use this space to justify your program budget and/or explain any assumptions used for the budget projections. These projections should be based on research, case studies or industry standards and include a thoughtful justification.

Section 4: Financial Information Scoring

(5 points) Applicant provided complete and accurate budget information and narrative justification for a total of six fiscal years.

(3 points) Applicant provided complete and accurate budget information for at least three fiscal years.

(1 point) Applicant provided complete and accurate budget information for less than three fiscal years.

Lead Applicant		Round 7	
Project Name		Type of Request	

Return On Investment

Return on Investment (ROI) is a performance measure used to evaluate the efficiency of an investment. To derive the expected ROI, divide the net gains of the project by the net costs (for a three-year period). For these calculations, please use the implementation gains and costs, NOT the project costs (the cost of the feasibility, planning or management study)--unless the results of this study will lead to direct savings without additional implementation costs.

Return on Investment Formulas:

Consider the following questions when determining the appropriate ROI formula for your project. Check the box of the formula that you are using to determine your ROI. These numbers should refer to savings/revenues illustrated in projected program budgets, and should reflect a three-year period.

Do you expect cost savings from efficiency from your project?

Use this formula:
$$\frac{\text{Total \$ Saved}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect cost avoidance from the implementation of your project/program?

Use this formula:
$$\frac{\text{Total Cost Avoided}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect increased revenues as a result of your project/program?

Use this formula:
$$\frac{\text{Total New Revenue}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect some combination of savings, cost avoidance or increased revenue as a result of your project/program? (Total Gains combines \$ Saved, Costs Avoided and New Revenue)

Use this formula:
$$\frac{\text{Total Gains}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Expected Return on Investment = _____ * 100 =

Expected Return on Investment is:

Less than 25% (5 points)	25%-75% (10 points)	Greater than 75% (15 points)
--------------------------	---------------------	------------------------------

Questions about how to calculate ROI? Please contact the Office of Redevelopment at 614-995-2292 or lgif@development.ohio.gov

Section 4
Financial Information

Lead Applicant		Round 7	

Return on Investment Justification Narrative: In the space below, describe the nature of the expected ROI calculation providing justification for the numbers presented in the ROI calculation. This calculation should be based on the savings, cost avoidance or increased revenues shown in the program budgets on the preceding pages. Use references when appropriate to justify assumptions used for cost projections.

Section 4
Financial Information

Lead Applicant		Round 7	
Project Name		Type of Request	

Magnitude of Project

If the project has an expected ROI of 74.99 percent or less, complete the following calculation. Projects with a Magnitude Factor of 50 or above score (5 points.)

$$\frac{\text{ROI}\%}{1000} \times \text{Savings Amt} = \text{Magnitude Factor}$$

Project has a Magnitude Factor of 50 or above Yes No

Cost Savings

This project will decrease specific line items in the existing budget. The specific line items should be evidenced by an expected decrease in specific line items for the next three years. In the space below please list the specific line item in the Program Budget section and the total dollar amount saved in the next three years (5 points).

Applicant demonstrates Cost Savings Yes No

Core Services

Does the project affect core services in your community? Explain how this project meets the basic needs of your community by providing services for which the lead applicant is primarily responsible (5 points).

Project affects Core Services of the Lead Applicant Yes No

Section 4
Financial Information

Lead Applicant		Round 7	
Project Name		Type of Request	

Loan Repayment Structure

Please outline your preferred loan repayment structure. At a minimum, please include the following: the entities responsible for repayment of the loan, all parties responsible for providing match amounts and an alternative funding source (in lieu of collateral). Applicants will have two years to complete their project upon execution of the loan agreement, and the repayment period will begin upon the final disbursement of the loan funds. A description of expected savings over the term of the loan may be used as a repayment source.

Section 4
Financial Information

Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity or other collateral (i.e. emergency, rainy day or contingency fund, etc).

Applicant clearly demonstrates a secondary repayment source (5 points)	Applicant does not have a secondary repayment source (0 points)
--	---

Lead Applicant		Round 7	
Project Name		Type of Request	

Scoring Overview

Section 1: Collaborative Measures

Collaborative Measures	Description	Max Points		Self Score
Population	Applicant's population (or the population of the area(s) served) falls within one of the listed categories as determined by the U.S. Census Bureau. Population scoring will be determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.	5		
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support.	5		

Section 2: Success Measures

Past Success	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	5		
Scalable	Applicant's proposal can be scaled for the inclusion of other entities.	5		
Replicable	Applicant's proposal can be replicated by other local governments.	5		
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		

Section 3: Significance Measures

Performance Audit Implementation/Cost Benchmarking	The project implements a single recommendation from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or is informed by cost benchmarking.	5		
Economic Impact	Applicant demonstrates the project will promote a business environment and will provide for community attraction.	5		
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	5		

Section 4: Financial Measures

Financial Information	Applicant includes financial information (i.e., service related operating budgets) for the most recent three years and the three-year period following the project.	5		
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	5		
Expected Return	Applicant demonstrates as a percentage of savings (i.e., actual savings, increased revenue or cost avoidance) an expected return. The return must be derived from the applicant's cost basis.	15		
Magnitude Factor	Applicant demonstrates a magnitude factor of 50 or above, based on the ROI percentage and the dollar amount of project gains estimated in the ROI calculation.	5		
Cost Savings	Applicant demonstrates specific line items in the current budget that will decrease as a result of this project.	5		
Core Services	Applicant demonstrates that the project affects core services provided in their community.	5		
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award.	5		

Total Points				
---------------------	--	--	--	--



212 Cook Road • Lebanon, OH 45036
Phone: (513) 695-1695 • Fax: (513) 695-2997
www.mhrsonline.org

Thea J Walsh
Office of Redevelopment
Ohio Department of Redevelopment
77 South High Street
Columbus, Ohio 43216

RE: Application Cure Letter

Dear Thea Walsh:

Thank you for the opportunity to respond to issues with our Local Government Innovation Fund Grant. In your letter dated October 21, 2013, you indicated four areas that needed a response from my office. Below, please find responses to these areas:

2. **Project Budget:** Mental Health Recovery Services (MHRS) of Warren and Clinton Counties has hired an employee that will be partly responsible for managing the Healthy Communities Collaborative project. Therefore, we are not requesting funds for a new hire, but to help offset the costs of a current employee. My office spoke with Nicole Bent last week and she indicated that this was an acceptable use of grant funds.

5. **Resolutions of Support:** Attached, please find copies of board resolutions of support from the Warren County Combined Health District (WCCHD), Clinton County Health Department (CCHD), and MHRS.

6. **Partnership Agreement:** Attached, please find a copy of the Healthy Communities Collaborative Charter Agreement between WCCHD, CCHD, and MHRS.

7. **Validated Partners:** The inclusion of the documents above should bring our total number of validated partners to three.

Thank you again for the opportunity to respond to your questions about our grant application. If you have any other questions regarding our application, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Brent Lawyer".

Brent Lawyer
Executive Director

Mental Health Recovery Services of Warren and Clinton Counties

*Our Mission: Sharing hope and caring to achieve recovery from
mental illness, alcoholism, and drug addiction*

Mental Health Recovery Services is an Equal Opportunity Employer

**MENTAL HEALTH RECOVERY SERVICES
BOARD MEETING
September 11, 2013
Board Administrative Office
212 Cook Road
Lebanon, OH 45036**

BOARD MEMBERS PRESENT

Mike Kassalen
Tracey Truett
Dennis Mann
Becky Brietrick
Lois Butt
Bill Russell
Don Shrimplin
Michelle Hall
Marsha Wagstaff
Mark Hurst

UNABLE TO ATTEND

Kathy Larkin

STAFF

Brent Lawyer
Kelley Brown
Karen Robinson
Colleen Chamberlain
Jill Gomez
Patti Ahting
Tommy Koopman

GUESTS

William Ebelhar
Russ Dern
Diana Lykins

CALL TO ORDER

The board meeting for Mental Health Recovery Services (MHRS) of Warren and Clinton Counties was called to order by Chairperson, Don Shrimplin at 5:30 p.m.

BOARD MEETING MINUTES

13-26 To approve the June 12, 2013 board meeting minutes.
Motion: Russell Second: Butt Motion carried.

COMMITTEE REPORTS

Mark Hurst reported for the Finance Committee.

EXPENSE APPROVAL

The Board was asked to approve the Then & Now Certificate(s) as noted below.

In accordance with Ohio Revised Code (ORC), Section 5705.41(D), any expense greater than or equal to \$3,000.00 that does not have a purchase order opened prior to incurring the expense, must have board approval of the then & now certificate prior to payment of the voucher by the fiscal agent which is the Warren County Auditor.

The following invoice(s) was presented to the board for approval:

<u>FUND</u>	<u>VENDOR NAME</u>	<u>REASON</u>	<u>AMOUNT</u>
954-4255-480	Clermont Mercy Hospital	Inpatient Hospital services for SED youth – not a contracted hospital	\$3,000.00

13-27 To authorize the Warren County Auditor to process the voucher(s) above based on the Then & Now Certificate(s) as noted.

Motion: Mann Second: Russell Motion carried.

TAX BUDGET COMMISSION ACCEPTANCE

The MHRS board held a tax budget hearing on June 12, 2013 and forwarded the tax budget document to the Warren County Budget Commission. The Commission met on August 21, 2013 to consider whether or not MHRS had adequately demonstrated the need to collect property taxes for alcohol, drug addiction and mental health services in 2014.

Ohio Revised Code section 5705.34, 35 requires the Budget Commission on or before the 1st day of September to "certify its action to the taxing authority, together with an estimate by the county auditor of the rate of each tax necessary to be levied by the taxing authority." In turn, as a taxing authority, the MHRS' board by resolution is to "authorize the necessary tax levies and certify them to the county auditor before the 1st day of October in each year or at such later date as is approved by the tax commissioner".

13-28 RESOLVED, by the board of Mental Health Recovery Services of Warren and Clinton Counties, Warren County, Ohio in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding year commencing January 1st 2014 and WHEREAS, the Budget Commission of Warren County, Ohio has certified its action thereon to this board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore be it RESOLVED, by the board of Mental Health Recovery Services of Warren and Clinton Counties, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further RESOLVED, that there be and is hereby levied on the tax duplicate of Mental Health Recovery Services of Warren and Clinton Counties the rate of each tax necessary to be levied within and without the ten mill limitation as follows: 1.0 mill outside the 10 mill limitation

**SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

FUND	Amount Approved by Budget Commission Inside 10M Limitation	Amount to Be Derived from Levies Outside 10M Limitation	County Auditor's Estimate of Tax Rate to Levied	
			Inside 10M Limit	Outside 10M Limit
	Column I	Column II	Column III	Column IV
General Fund		\$5,740,000.00		1.00
TOTAL		\$5,740,000.00		1.00

**SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES**

FUND	Maximum Rate Authorized to Be levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
GENERAL FUND:		
Current Expense Levy authorized by voters on November 08, 2011 not to exceed 5 years	1.00	\$5,740,000.00
SPECIAL LEVY FUNDS:		
None		

and be it further RESOLVED, that the Chairperson of this board be and is hereby directed to certify a copy of this resolution to the County Auditor of said County.

Motion: Hurst Second: Butt Motion carried.

FRANKLIN TIF SETTLEMENT AGREEMENT

The board was asked to sign a settlement agreement along with the City of Franklin, the Franklin City Schools, the Warren County Commissioners, the Warren County Career Center, Franklin Township, the Warren County Combined Health District and the Franklin Public Library (the "parties") in regards to a tax increment financing (TIF) issue from 2007.

TIF provides local governments a way to fund infrastructure improvements. By passing TIF legislation, the government declares the increase in the assessed value of the "improvement" area to be a public purpose and exempt from real property taxes. "Service Payments" in lieu of property taxes are then made by the property owners to the TIF which are then used to pay for the improvement to the property.

In 2007, the Franklin City Council passed the Wal-Mart TIF Ordinance. The County Auditor mistakenly calculated the service payments using a base year of 2006, rather than 2007 causing the parties listed above to not receive certain property tax distributions for CY2007-2012 and the City of Franklin TIF to be overpaid. It is unclear from review of the statutory law if there is any remedy to the effected parties, however, the parties have agreed to a settlement whereby the City of Franklin will terminate the TIF as of December 31, 2013. The parties will then receive property tax revenue in the future instead of the TIF receiving service payments.

The amount of the net loss for MHRS is estimated to be \$7,413 from the TIF overpayment. The amount of the future revenue to MHRS from the estimated property tax is \$7,180.

Attorney's for the City of Franklin, Franklin City Schools and Warren County have established a settlement agreement whereby the parties agree to not take further legal action in exchange for the termination of the TIF and subsequent future property tax payments. The MHRS board is asked to authorize the executive director to sign the settlement agreement on behalf of the board.

13-29 To authorize the executive director to sign the settlement agreement outlining the TIF overpayment, TIF termination and subsequent payment of property taxes to MHRS.

Motion: Mann Second: Breitrick Motion carried.

JOINT ADAS/MHS COMMITTEE MEETING

Dennis Mann reported for the Joint Alcohol and Drug Addiction Services and Mental Health Services Committee.

REDUCTION IN BOARD SIZE

The provision of HB 59 authorizes Alcohol, Drug Addiction and Mental Health Services (ADAMHS) boards to move from 18 member boards to 14 member boards and changes certain criteria associated with state appointments. The reduction in members and the change in criteria will make it easier to fill future board appointments.

HB 59 also changes the rules as they relate to boards now being able to conduct board trainings as part of a regularly scheduled meeting, boards are no longer required to have an Alcohol and Drug Addiction Standing Committee.

With the recent letter of resignation from Michelle Hall, MHRS currently has ten board members. The following table, “14 Board Member Representation” depicts current board members by proposed appointing authority in order to move to a 14 member board.

14 Board Member Representation

Ohio Department of MHAS Appointee/Role	Board Member
Clinician w/ Experience in Delivery of MH Services	William Russell
Consumer of MH Services	Vacant
Family Member of Consumer of MH Services	Rebecca Breitrick
Clinician w/ Experience in Delivery of AoD Services	Dennis Mann
Consumer of AoD Services	Vacant
Family Member of Consumer of AoD Services	Lois Butt
Warren County Commissioner Appointees	Board Member
Resident: Male/Female	Mark Hurst
Resident: Male/Female	Tracy Truett
Resident: Male/Female	Don Shrimplin
Resident: Male/Female	Mike Kassalen
Resident: Male/Female	Kathy Larkin
Resident: Male/Female	Vacant
Clinton County Commissioner Appointees	Board Member
Resident: Male/Female	Marsha Wagstaff
Resident: Male/Female	Vacant

The director of the Ohio Department of Mental Health and Addiction Services (OhioMHAS) shall appoint 6 members to 14 member boards and the County Commissioners appoint 8 members.

Authorization is needed from the Warren & Clinton County Commissioners to approve MHRS’

board of directors decision to move to a 14 member board. In a joint-county district, the majority of the boards of county commissioners must not reject the recommendation of a joint-county board to become a 14 member board. Should the joint-county district have an even number of counties, and the boards of county commissioners of these counties tie in terms of whether or not to accept the recommendation, or they don't respond within 30 days of the notification from the MHRS board, the recommendation of the MHRS board to become a 14 member board shall prevail. If an existing board provides timely notice of its election to transition to operate as a 14 member board to OhioMHAS, the number of board members may decline from 18 to 14 by attrition as current members' appointments expire.

13-30 To authorize the executive director to notify the Warren & Clinton County Commissioners not later than September 30, 2013, that MHRS' wishes to move to a 14 member board.

Motion: Butt Second: Russell Abstain: Hall Motion carried.

13-31 Upon notice of authorization from the Warren & Clinton County Commissioners and completion of the authorization process as defined for a joint-county district; to authorize the executive director to notify the OhioMHAS Department of its election to operate as a 14 member board not later than January 1, 2014.

Motion: Butt Second: Russell Abstain: Hall Motion carried.

EXECUTIVE DIRECTOR'S SCORECARD REPORT

Brent Lawyer, executive director, reported on the Balanced Score Card dated September 11, 2013. This report is presented to the board to assist them in monitoring and evaluating the current performance of the system and how well the organization is positioned to perform in the future.

Special presentations were given on each of the following topics:

- Criminal Justice and Behavioral Health Linkage Proposal
- Crisis Intervention Team Annual Report Findings
- Housing Transition Plan
- AoD Prevention/Problem Gambling Plan
- Screening, Brief Intervention and Referral to Treatment
- Update and Changes on Mini-Grant Projects
- Local Government Innovation Fund Grant for Healthy Communities Collaborative
- Update on FY14 Communication/Marketing Plan
- Tax Study Panel Testimony
- Senator Jones Letter

LOCAL GOVERNMENT INNOVATION FUND GRANT

The board was asked to approve collaborative work with the Warren County Combined Health District (WCCHD) and the Clinton County Health Department (CCHD) in the development of the Healthy Communities Collaborative (HCC).

Warren and Clinton Counties are currently faced with a multitude of inter-connected health and wellness issues related to both mental and physical wellbeing. While several groups/coalitions

have been created to address one or more of these issues, there is lack of coordinated leadership at the county level to ensure clear and streamlined coordination between these groups. The HCC would serve as a two-county clearinghouse for these groups/coalitions, community leaders, schools, and other key stakeholders to coordinate, communicate, and streamline efforts to improve physical and mental health and wellbeing.

13-32 To authorize MHRS to work collaboratively with the Warren County Combined Health District and the Clinton County Health Department in the development of a Healthy Communities Collaborative.

Motion: Mann Second: Breitrick Motion carried.

ADJOURNMENT

13-33 Board members adjourned the September 11, 2013 board of directors meeting.

Motion: Hall Second: Breitrick Motion carried.

Secretary

Chairperson

MINUTES OF THE BOARD OF HEALTH

March 25, 2013

Members Present: Terri Thobaben; Frank Kampel; Jane Vandervort; Janet Gick, MD; Carla Kaser, not present.

Also Present: Pamela Walker-Bauer, MPH, RS; Renee Quallen, RN; Bonnie Reynolds; Matt Johannes, RS; Angie Putman, RN.

CALL TO ORDER

Terri Thobaben called the meeting to order at 4:00 p.m.

APPROVAL OF MINUTES

Frank Kampel made a motion to approve the minutes as written from February 25, 2013. Dr. Janet Gick seconded the motion. All voted yea. (Res. BP 3131)

APPROVAL OF REPORTS

Dr. Janet Gick made a motion to approve the reports as written. Frank Kampel seconded the motion. All voted yea. (Res. BP 3132)

APPROVAL OF BILLS

Mrs. Walker-Bauer explained the unusual bills. There were no appropriations or transfers this month.

For the bills:

Health Fund – Ohio Auditor of State, Audit Fees in the amount of \$20.50.

Food Service/Retail Food Establishment – Treasurer of State, State Portion Fees in the amount of \$2,850.00 and \$1,624.00.

Credit Card Non-Voucher Expenses in the amount of \$212.43 – for January and February credit card fees.

Jane Vandervort made a motion to approve the bills. Dr. Janet Gick seconded the motion.

All voted: Terri Thobaben, yea; Carla Kaser, not present; Frank Kampel, yea; Jane Vandervort, yea; Dr. Janet Gick, yea. (Res. AD 3133)

HEALTH COMMISSIONER'S REPORT

Old Business:

Ohio Budget Bill Update –

Ms. Walker-Bauer informed the Board of Health (BOH) members that there is a movement in the legislature to remove the Ohio Department of Health language affecting local health departments in the Governor's Budget Bill and to institute an independent bill with recommendations of the Public Health Futures Legislative Committee. Ms. Walker-Bauer will keep the BOH updated.

New Business:

2014 Budget/Appropriation Measure –

Pamela Walker-Bauer presented the Clinton County BOH with a detailed 2014 Budget. She explained the change in format and directed them to the last page which was a grand total of the projected revenues from all funds. Then Ms. Walker-Bauer directed them to the previous pages which detailed each fund separately (General Health, Public Health Nursing, Environmental, WIC Grant, PHEP Grant, Contingencies, and United Way Medical Assistance). Ms. Walker-Bauer answered all questions regarding the revenue projections.

Ms. Walker-Bauer then proceeded with the 2014 projected expenditures in the above-stated format. A discussion ensued.

Frank Kampel made a motion to approve the 2014 Budget/Appropriation Measure as written. Jane Vandervort seconded the motion.

All voted: Terri Thobaben, yea; Carla Kaser, not present; Frank Kampel, yea; Jane Vandervort, yea; Dr. Janet Gick, yea. (Res. AD 3134)

Health and Safety Day, April 27, 2013 –

Pamela Walker-Bauer informed the BOH members that the Clinton County Health Department would be participating in the Clinton County Health and Safety Day event on April 27, 2013 to be scheduled at three areas (Wilmington, Sabina and Blanchester). The exact locations have not been established as of this date. The Clinton County

Health Department will have car seat safety technicians set up and nursing will provide blood pressure checks.

Guard Care 2014 –

Pamela Walker-Bauer presented the BOH with a summary sheet regarding the Guard Care Program. She stated that Clinton County has been approved to host the 2014 event. Ms. Walker-Bauer states there are some things to consider before making the final decision to participate, including monies, as well as patient follow-up after the screenings. Dr. Gick suggested that the Residency Program could possibly participate in this program. Ms. Walker-Bauer will keep the BOH informed as things develop so a decision can be made on whether or not we want to host the Guard Care in 2014. She did state that when Clark County hosted this event they serviced 700 people.

Partnership with Mental Health Recovery Services –

Pamela Walker-Bauer has been asked by Mental Health Recovery Services (MHRS) of Clinton and Warren Counties to partner with them in an effort to receive local government grants with regard to chronic disease issues and mental health and wellness issues in our community. Clinton County Health Department (CCHD) along with MHRS would do a feasibility study to determine what chronic disease issues would be best to focus on in our community. Ms. Walker-Bauer has been asked that the Clinton County BOH provide a Resolution on record.

Dr. Gick made a motion that Clinton County Health Department collaborate with Mental Health Recovery Services of Clinton and Warren Counties in order to focus on the needs of Clinton County. Jane Vandervort seconded the motion. All voted yea. (Res. BP 3135)

ENVIRONMENTAL DIRECTOR'S REPORT

Swimming Pool Fees –

Matt Johannes reminded the BOH that last year when ODH increased the swimming pool fees, he recommended not increasing the fees by the CCHD because of the expensive requirements in 2012 brought about for public swimming pools/spas by the Virginia Graham Baker Act. Mr. Johannes stated that it has been several years since the Clinton County Health Department has increased any environmental fees. He states this may be something the BOH will want to consider this year.

Matt Johannes informed the BOH that he was contacted by Ohio Department of Health and asked to help conduct a smoking survey for Wilmington and East Clinton Middle

Schools in April. Monica Wood, RN will be working with Mr. Johannes. He will update the BOH with the results when available.

WIC DIRECTOR'S REPORT

Ohio Lactation Consultant Association Scholarship –
Renee Quallen and Delilah Pritchett attended the Annual Ohio Lactation Consultant Association conference. Mrs. Quallen stated the conference was very motivating. She also informed the BOH members that Delilah Pritchett was awarded a \$500.00 scholarship for continued education in order to earn her Internationally Board Certified Lactation Consultant (IBCLC) credential.

NURSING DIRECTOR'S REPORT

Angie Putman informed the BOH members that she has applied for three United Way grants: Prescription Assistance, Hypertension and Immunization. These will be reviewed on April 2, 2013 and Mrs. Putman should know the results by the end of April.

Angie Putman informed the BOH that colostomy bags were donated to the Clinton County Health Department. In an effort not to let these medical supplies go to waste, she was informed that the Goodwill Store in Wilmington would take these along with other medical supplies. They have a medical room that stores donated medical supplies. These supplies are free to the public.

The Vaccines for Children (VFC) program is extended through June.

Mrs. Putman stated that Becky Curtis has started filing Medicaid claims electronically.

EXECUTIVE SESSION

Dr. Janet Gick made a motion to enter into Executive Session. Frank Kampel seconded the motion. All voted yea. (Res. BP 3136)

Frank Kampel made a motion to exit Executive Session. Jane Vandervort seconded the motion. All voted yea. (Res. BP 3137)

Dr. Janet Gick made a motion to accept the resignation of Tami Miller effective August 30, 2013. Jane Vandervort seconded the motion. All voted yea. (Res. BP 3138)

Jane Vandervort made a motion to hire Tami Miller as the Fiscal Officer effective September 3, 2013 at a rate of \$24.90 per hour up to 25 hours per week (50 hours per pay period). Frank Kampel seconded the motion. All voted yea. (Res. BP 3139)

ADJOURNMENT

A motion was made by Dr. Janet Gick to adjourn the meeting. Jane Vandervort seconded the motion. All voted yea. (Res. BP 31310)

NEXT MEETING

Next meeting scheduled for April 22, 2013.

Pamela Walker-Bauer, Secretary

Terri Thobaben, President

**MINUTES OF
July 16, 2013
WARREN COUNTY BOARD OF HEALTH MEETING**

The regular monthly meeting of the Warren County Board of Health was held Tuesday, July 16, 2013, in the first floor conference room of the Warren County Combined Health District, 416 South East Street, Lebanon, Ohio. President, Mr. Dick Staten called the meeting to order at 6:00 p.m.

Members Responding to Roll Call:

Mr. John Wade, Mr. Dick Staten, Mr. George Long, Dr. Rich Coleman, Mr. Adam McClanahan and Dr. Stephen Barr (Mrs. Bobbie Wolfe, was absent)

Others Present:

Duane Stansbury, R.S., M.P.H., Health Commissioner; Tammy Cranmer, Administrative Assistant; Lori Smyth, RN., Director of Nursing, Dennis Murray, R.S., M.P.H., Director of Environmental Health and Brenda Joseph, Financial Officer

Minutes of Board Meeting Approved (motion #62-2013)

Minutes of the June, 2013 regular Board of Health meeting were approved, as written, on a motion by Dr. Barr and a second by Mr. Long. The motion carried with the following response to a roll call vote:

Mr. Wade – aye; Mr. Staten – aye; Dr. Coleman – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye

July 2013 Bills Approved for Payment (motion #63-2013)

Board members had no questions in reference to the presented bill list. Mr. McClanahan made a motion to approve the July, 2013 bill list and Dr. Barr seconded the motion which carried with the following response to a roll call vote:

Mr. Wade – aye; Mr. Staten – aye; Dr. Coleman – aye;
Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye

(Dr. Hayden and Dr. Simpson both entered the meeting at this time, 6:04 pm)

Financial Review to Date

There no questions in reference to the Financial Review to Date.

Administrative Report

At this time Mr. Staten turned the meeting over to the Health Commissioner for the Administrative Report.

Mr. Stansbury informed Board members that the health district has received information from Ohio Public Employee Retirement Service in reference to a current employee who began as a contract worker with the health district several years ago. During the time the employee worked under contract, no payments were made into OPERS and we are finding out now that some contracted workers met the criteria as an employee and OPERS membership should have been mandatory. OPERS has informed the health district that approximately \$1600 is the amount owed for this employee. OPERS will notify the employee and the health district of the additional time to add to the employee's service record. There are a few additional cases OPERS is evaluating to determine if they too should have been deemed employees rather than contractors. He reminded Board members that when Ohio made changes to the OPERS law last year all public employers were required to notify all contract employees about changes to OPERS and inform them about the process to review whether they were a contract worker or an employee.

Voted to Support Collaboration with Mental Health and Recovery Board (motion #64-2013)

The health commissioner said he has been meeting with the Mental Health and Recovery Board of Warren and Clinton Counties and also with the Clinton County Health Department for several months to strengthen our collaboration with them. He said our clients can benefit by improved partnership with these agencies. The Mental Health and Recovery Board has applied for several grants including a Local Government Innovation Grant that will help us explore new and better ways for these agencies to work together for the common good of clients. He asked Board members for a vote of support to continue this collaboration. Dr. Hayden made a motion to support the health districts collaboration with the Mental Health and Recovery Board of Warren and Clinton Counties and Mr. Wade seconded his motion. The following is the result of a roll call vote:

Dr. Hayden – aye; Mr. Staten – aye; Dr. Coleman – aye; Mr. McClanahan – aye;
Dr. Barr – aye; Mr. Long – aye; Dr. Simpson – aye; Mr. Wade – aye

Approved Purchase of Desktop Scanner (motion #65-2013)

The nursing division needs a new multi-sheet scanner to improve their productivity when scanning charts into the electronic health records program. The current single page scanners are unable to handle a thirty to fifty page patient chart. After a short discussion among board members Mr. Long made a motion to approve \$624.81 for the purchase of the recommended desktop scanner; a Fujitsu F1-6110 Sheet Fed Desktop Scanner. Dr. Barr seconded the motion which carried with the following response to a roll call vote:

Mr. Staten – aye; Dr. Coleman – aye; Mr. McClanahan – aye; Dr. Barr – aye;
Mr. Long – aye; Dr. Simpson – aye; Mr. Wade – aye; Dr. Hayden - nay

Approved Amendments/Addition to Personnel Policy Book (motion #66-2013)

Board members were presented with recommended amendments and an addition to the personnel policy. Section 4.2, C & D needs amended to accommodate the change in the employee performance review procedure. Section 6.1 F needs amended for clarification. Section 7.11 is a dress code change, for the allowed length of capri pants, brought at the request of employees. Section 7.26 should be added to policy that it is employee's responsibility to keep their license, registration or certification current (this has always been noted in their job descriptions). Section 8.4 A-27 was added to include failure of Section 7.26 in the Group III offenses of the discipline section. Dr. Barr made a motion to approve all amendments or additions to the personnel policy, as presented. Dr. Simpson seconded the motion which carried with the following response to a roll call vote:

Dr. Coleman – aye; Mr. McClanahan – aye; Dr. Barr – aye; Mr. Long – aye;
Dr. Simpson – aye; Mr. Wade – aye; Dr. Hayden – aye; Mr. Staten – aye

Other Business/Board Comments

Dr. Swope announced that Dr. Koles has turned in her resignation as substitute physician. He shared with the Board, a resume for a physician who is interested in possibly doing part time work with the health department. Board members discussed the qualifications of this physician and Mr. Staten asked Dr. Swope to put together a proposal for the Board to look at if he feels this is someone he would like them to consider hiring. Dr. Hayden also suggested the possibility of hiring residents to help fill the void. Dr. Simpson reminded the Board that committee members were going to begin the discussion of future "long term" plans for the medical staff personnel for the health district. Dr. Barr asked that the Long Range Planning Committee meet prior to the August Board of Health meeting.

Dr. Swope expressed some concern about Talbert House. He said in the original presentation he thought they approached us as only a mental health provider. Mr. Stansbury explained that they are a large mental health provider but what they are hoping to do in Franklin is to get approved as a Federally Qualified Health Center (FQHC) in which their main focus will be primary, preventative and dental care and potentially mental health care, as well. He stated, they have already received a grant from the Cincinnati Health Foundation to employ a nurse practitioner and medical assistant, to co-habitat the Franklin clinic with WCCHD soon to begin providing pediatric care. They hope to find out in September if they have been approved as an FQHC, if this happens the two parties will meet to further discuss keeping the WIC program at the location. Mr. McClanahan stressed that we

need to insure there is no gap in services provided for the community. Board members had several questions and Mr. McClanahan suggested to Mr. Stansbury that he invite their (Talbert House) representative(s) to a future Board of Health meeting for an open discussion between them and board members.

Dr. Barr asked how the electronic medical records software is working out. Dr. Swope said it is great in Lebanon, but in Franklin the internet speed is a hindrance. Mr. Stansbury said the recent upgrade in service helped but it appears it may still not be enough. Lori Smyth, Nursing Director said the immunization portion is not quite what they were hoping for, it is a learning process with growing pains but it is definitely a good change.

Dr. Hayden suggested that the Long Range Planning Committee may also want to start exploring Accreditation for Public Health Departments.

Mr. Long suggested that a few Board members, as a sub-committee, begin looking into the future of the WCCHD facility options.

There was no further business and the meeting adjourned at approximately 6:40 pm.

James Dick Staten
President

Duane Stansbury, R.S., M.P.H.
Secretary

IMPROVEMENT CHARTER



Charter Title: Healthy Communities Collaborative

Charter Description

The team; consisting of the Health Commissioner from Warren County, the Health Commissioner from Clinton County, Executive Director from MHRS, and the Health and Wellness Program Director from MHRS will work collaboratively to establish a leadership team for the developing Healthy Communities Collaborative (HCC).

Reason for the Effort (defines WHY):

Warren and Clinton Counties are currently faced with a multitude of inter-connected health and wellness issues related to both mental and physical wellbeing. While several groups/coalitions have been created to address one or more of these issues, there is lack of coordinated leadership at the county level to ensure clear and streamlined coordination between these groups. The HCC would serve as a two-county clearinghouse for these groups/coalitions, community leaders, schools, and other key stakeholders to coordinate, communicate, and streamline efforts to improve physical and mental health and wellbeing

Expected Outcomes (defines WHAT specifically, not HOW) List anticipated outcomes or success criteria (You should be able to evaluate or measure the outcomes). The following will be achieved:

1. Establishment of a HCC Leadership Team with regular meetings,
2. Completion of a community data assessment, and
3. Determination of three (3) key community health and wellness priorities for the Healthy Communities Collaborative.

BOUNDARIES

Initial Activities: Team will initially focus on the development of leadership team, planning documents, and community data assessment related to the efforts to establish and define the focus of the Healthy Communities Collaborative. This will be accomplished through regular meeting of the leadership team.

Limitations: At this time, the group will not discuss the exchange of resources or funding related to this project (excluding in-kind support related to the efforts of the project).

Team Composition:

Team Leader: Tommy Koopman

Team Members: Pam Bauer, Duane Stansbury, and Brent Lawyer

Technical Consultant: Jacqui Romer-Senski

Suggested Time frame

- First Team Meeting: August 29th, 2013 Frequency: To Be Determined
- Estimated Completion Date: N/A Updates to Board of Directors: As Needed