

**Minutes of the Macon County Mental Health Board**  
**August 20, 2020, 5:30 p.m.**  
**Virtual Meeting**

Board Members Present: Mr. Smith, Ms. Arnold, Mr. Rathnow,  
Ms. Hawkins, Mr. McRae, Ms. Dunn

Board Members Absent: Mr. Clevenger, Mr. Johnson, Ms. Little

Staff Members Present: Mr. Macken, Ms. Shoemaker, Ms. Farmer,  
Ms. Roettger, Ms. Tangney

Guests Present:

**Call to Order**

Mr. Smith called the meeting to order at 5:31 p.m. Ms. Tangney recorded the minutes.  
A quorum was present.

**Public Comment(s)**

Public Comment limited to questions submitted through the website prior to the  
meeting. No public comment(s).

**Approval of Minutes**

- 1.0 Mr. Smith presented the minutes of the June 18, 2020 Board meeting, asking the Board  
for any changes or comments.

Board Action: (Motion-Ms. Arnold; Second-Ms. Dunn) “To accept the minutes for the  
June 18, 2020 Board Meeting.” (A roll call vote was taken. Mr. Smith-Aye, Ms.  
Arnold-Aye, Ms. Dunn-Aye, Ms. Hawkins-Aye, Mr. McRae-Aye, Mr. Rathnow-Aye)  
Motion carried.

**Executive Committee – prior to Board meeting**

**Executive Director Performance Evaluation**

- 2.0 Mr. Smith asked Ms. Roettger to share with the Board the results of the executive  
director’s annual evaluation. A compilation of the evaluation results from the staff  
leadership team and the full-Board shows Mr. Macken continues to meet or exceed  
several areas of performance requirements.

Board Action: n/a

### **Budget & Finance Reports**

- 3.0-3.3 Mr. Smith asked Ms. Shoemaker to review with the Board the financial statements and reports, the budget summary, and the investment report inviting questions and/or comments.

Board Action: n/a

### **Office Move-Budget**

- 3.4 Mr. Macken and Ms. Shoemaker discussed with the Board the recommendation by staff for the proposed moving expenses budget which includes costs for equipment, furniture, technology, phones and various moving expenses.

Board Action: (Motion-Mr. Rathnow; Second-Ms. Arnold) “The Full Board authorize staff to spend up to \$ 95,143 from the fund balance for moving expenses, technology expenses and furniture/equipment expenses.” (A roll call vote was taken. Mr. Smith-Aye, Ms. Arnold-Aye, Ms. Dunn-Aye, Ms. Hawkins-Aye, Mr. McRae-Aye, Mr. Rathnow-Aye) Motion carried.

### **Annual Risk Assessment Report**

- 4.0 Ms. Roettger reviewed with the Board the updated Risk Assessment timeline of action items originally approved by the Board in February 2018. Ensuring that items needing further attention are being addressed in a timely and thorough manner.

Board Action: n/a

### **Annual Compliance Report**

- 5.0 Ms. Roettger reviewed with the Board that there have been no Mental Health Board compliance issues reviewed in fiscal year 2020.

Board Action: n/a

### **Director’s Report**

- 6.0 Mr. Macken updated the Board on the office’s continued implementation of COVID measures in the workplace; information received from the County Treasurer’s office regarding the distribution of the tax levy over the next several months; notice from the state that they have determined a uniform residential rate for SUPR (Substance Use Prevention and Recovery) treatment agencies; and an update regarding the status of the current fiscal year’s contracts for Mental Health Board funding.

**Board Action:** n/a

The meeting adjourned at 6:07 p.m.