

ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY

EXECUTIVE COMMITTEE MINUTES

September 12, 2018

Committee Members Present: Rev. Benjamin F. Gohlstin, Sr., Board Chair, Elsie Caraballo, J. Robert Fowler, Ph.D., Steve Killpack, MS, Eugenia Kirkland, LSW, MSSA, CDCA, Max M. Rodas, MA, Harvey A. Snider, Esq.

Absent: None

Board Staff: Scott Osiecki, C.E.O., Tami Fischer, Bob Garrity, Felicia Harrison, Carol Krajewski, Maggie Tolbert

1. CALL TO ORDER

Board Chair, Rev. Benjamin Gohlstin, called the Executive Committee meeting to order at 3:00 p.m.

2. APPROVAL OF MINUTES

The February 27, 2018 Executive Committee minutes were approved as submitted.

3. MANAGEMENT PLAN POLICY

Mr. Osiecki explained that the Management Plan policy statement was originally written and adopted by the ADAMHS Board in 2015. Tami Fischer, Chief Administrative Officer, highlighted the revised draft that delineates the designated Executive responsibility in the event of an extended absence of the Chief Executive Officer. The revised policy also identifies current staff titles on the ADAMHS Board Table of Organization. Discussion followed. Given no further questions, the Chair called for a motion.

Motion to recommend renewing the amended Management Plan policy statement to the full Board.

MOTION: E. Caraballo / SECOND: S. Killpack / AYES: B. Gohlstin, E. Kirkland, R. Fowler, E. Caraballo, S. Killpack, M. Rodas, H. Snider / NAYS: None / **Motion carried.**

4. AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR SECURITY SERVICES

Ms. Fischer addressed the need to issue a Request for Proposal to secure security services for the ADAMHS Board Administrative Offices and the Seasons of Hope House for calendar year 2019. She noted that the contract with Tenable Protective Services was from 1/01/15 through 12/31/17 and renewed for one year through 12/31/18. The proposed RFP timeline was reviewed.

Motion to recommend authorization of a Request for Proposal for Security Services to the full Board.

MOTION: S. Killpack / SECOND: E. Kirkland / AYES: B. Gohlstin, E. Kirkland, R. Fowler, E. Caraballo, S. Killpack, M. Rodas, H. Snider NAYS: None / **Motion carried.**

5. AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR A BEHAVIORAL HEALTH CARE MANAGEMENT SYSTEM

Ms. Felicia Harrison, Chief Financial Officer, reported that the ADAMHS Board's CEO and staff are requesting authorization to issue a Request for Proposal for a behavioral health care management information system that will support management of client enrollment, benefit management, provider contracting, payment processes and utilization management. She explained that the system will essentially replace SHARES (Shared Health and Recovery Enterprise System). The Board wishes to consider the option of contracting with another vendor that has a proven track record of working with other Boards. Ms. Harrison noted that the plan is to release the RFP as soon as possible.

Board members expressed their frustration with the investment of time, effort and funds involved with the current SHARES vendor. The Board Chair noted that specifics would be discussed later in the Executive Session; as a result, action on this item would be tabled until after the Executive Session scheduled on the agenda.

6. RENOVATION OF ADAMHS BOARD'S 8TH FLOOR OFFICE SPACE

Ms. Fischer reported that the Chief Executive Officer recommended moving staff from the 7th floor to the 8th floor to promote a sense of teamwork, collaboration, and inclusion. Consequently, this concept will require reconfiguration of the 8th floor office space. This arrangement will also allow NAMI Greater Cleveland to move from the 6th floor to the 7th floor to have a larger space. Plans for the NAMI space on the 6th floor are being developed and may include a computer training lab and space for utilization by peer support workers.

Ms. Fischer contacted ten construction companies for proposals. Of the ten construction companies contacted, only five responded. Three companies actually kept their appointments and two of those three companies submitted written proposals. Ms. Fischer reported that the recommendation is to contract with Sander Contracting, Inc. in an amount not to exceed \$30,000.00.

With regard to the cost of the project, Ms. Harrison confirmed that the administrative budget can accommodate the expense of the renovation. Mr. Osiecki added that in the Board's salary line item, an amount of \$25,000.00 was received from the state to support the staff costs in monitoring a grant project. Given this increase to the salary line item, this amount can be removed from this line item in order to pay for renovation costs. Mr. Osiecki offered to take interested Board members on a tour of the proposed office space changes after the meeting adjourns.

Motion to recommend approval of entering into a contract with Sander Contracting, Inc. in an amount not to exceed \$30,000.00 to renovate the ADAMHS Board's 8th Floor Office Space to the Joint Planning & Finance Committee. MOTION: R. Fowler / SECOND: E. Kirkland / AYES: B. Gohlstin, E. Kirkland, R. Fowler, E. Caraballo, S. Killpack, M. Rodas, H. Snider / NAYS: None / **Motion carried.**

7. BRAINSTORMING SESSION

Rev. Gohlstin stated that he anticipates some new challenges in our community; therefore, additional funding will most likely be required. He asked Board members for their input on how to tap into other funding streams.

Input received:

- Consider other possible local grant sources for various projects: Cleveland Foundation, Cleveland Jewish Federation that has a significant endowment, Mt. Sinai Foundation, etc.
- Potential grant project might be to provide the Cleveland School System with Social Workers; this was originally supported through a SAMHSA (Substance Abuse & Mental Health Services Administration) grant.
- Reassess programs and services currently funded to determine how we are spending our funds given the areas of change in the community and in light of collaborative organizations revenue sources and decisions.
- Strive not to duplicate services in schools that are now being provided by other systems.
- The Board Chair recently spoke with Senator Sherrod Brown and inquired about the funds allocated to address the Opiate Crisis. Senator Brown suggested that we should apply to the state for a portion of these funds.

8. WELLNESS CENTER DISCUSSION - This discussion was tabled.

9. OLD/NEW BUSINESS

- As a follow-up to a previous discussion around Issue 1 to be placed on the November ballot, the Board Chair read the amendment language aloud for the benefit of Executive Committee members. Rev. Gohlstin explained that this language adds additional elements to the issue and varies from the original intent of the Issue 1 framers.

10. EXECUTIVE SESSION

Rev. Gohlstin announced the need to enter into an Executive Session to discuss a legal matter.

Motion to enter into Executive Session. MOTION: S. Killpack / SECOND: E. Kirkland / A roll call vote was taken. AYES: B. Gohlstin, E. Kirkland, R. Fowler, E. Caraballo, S. Killpack, M. Rodas, H. Snider / NAYS: None / **Motion carried.**

Motion to exit the Executive Session and resume the Executive Committee agenda. MOTION: R. Fowler / SECOND: H. Snider / A roll call vote was taken. AYES: B. Gohlstin, E. Kirkland, R. Fowler, E. Caraballo, S. Killpack, M. Rodas, H. Snider / NAYS: None / **Motion carried.**

Motion to recommend authorization to issue a RFP for a Behavioral Health Care Management Information System to the full Board. MOTION: E. Caraballo / SECOND: E. Kirkland / AYES: B. Gohlstin, E. Kirkland, R. Fowler, E. Caraballo, S. Killpack, M. Rodas, H. Snider / NAYS: None / **Motion carried.**

There being no further business to discuss, the meeting adjourned at 4:00 p.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: Rev. Benjamin F. Gohlstin, Sr., ADAMHS Board Chairperson