

The Behavioral Health Board of Cuyahoga County (working title)

Site/Location Review Committee

AGENDA

Tuesday, July 8, 2008

4:00 p.m. - 6:00 p.m.

**ADASBCC Offices
Rockefeller Building, 3rd Flr.
614 W. Superior Ave., Cleveland**

Board Members

Eugenia Cash, CCCMHB
Darlene Darby Baldwin, ADASBCC
J. Robert Fowler, Ph.D., CCCMHB
Kathryn Gambatese, Chair, CCCMHB
Russell E. Johnson, Chair, ADASBCC
L. Douglas Lenkoski, M.D., CCCMHB
Mary McElrath, ADASBCC
Barbara E. Saltzman, Esq., CCCMHB

Directors

William M. Denihan, CCCMHB
Russell S. Kaye, Ph.D., ADASBCC

1. Welcome and Introductions
2. Review and Approval of Minutes of June 24, 2008 Meeting
3. County Update
4. Consultant Contracts

Guests: *Scott Pick and Brian Conroy, UGL Equis
Steven Zannoni, Project Management Consultants*

5. Next Steps
6. Other Business

Next Meeting: Tuesday, July 22, 2008, 4:00 p.m. - 6:00 p.m., ADASBCC Offices

List of Active Items for Continuing Discussion in Future Meetings

- Fund Development Sub-Committee
- Staff / Consumer Survey

CONSOLIDATION SITE REVIEW COMMITTEE MEETING
July 8, 2008

Board Members Present:

Russell Johnson, Chair, ADASBCC
Kathryn Gambatese, Chair, CCCMHB
L. Douglas Lenkoski, M.D., CCCMHB
Barbara E. Saltzman, Esq., CCCMHB

Board Members Absent:

Darlene Darby Baldwin, ADASBCC
Eugenia Cash, CCCMHB
J. Robert Fowler, Ph.D., CCCMHB
Mary McElrath, ADASBCC

Directors:

William M. Denihan, CCCMHB
Russell S. Kaye, Ph.D., ADASBCC

Staff Present:

Valeria Bledsoe, CCCMHB
Rose Fini, CCCMHB
Chris Paternoster, ADASBCC
Bill Tobin, ADASBCC

Guests:

Bryan Conroy, Equis
Scott Pick, Equis
Steve Zannoni, PMC

The meeting was called to order at 4:15 p.m. by Russell Johnson, Chair, ADASBCC. Members at the table and audience introduced themselves.

Minutes – The Committee reviewed and approved the Minutes of the June 24th Meeting as submitted.

Upon motion of L. Douglas Lenkowski, seconded by Kathryn Gambatese, and unanimously carried, the Minutes of the June 24th meeting were accepted as amended.

Ayes: 4
Nays: 0
Abstentions: 0

County Update – Russ Kaye and Bill Denihan reported that they met with Dennis Madden, Lee Trotter and James McCafferty from the County this past Monday. They had a general discussion regarding the questions the Committee had asked at the last meeting. Right now there are no county buildings available. They did not get an answer regarding the question of payment for the real estate consultants. Additional questions will be put in writing to the County staff.

Consultant Contracts – Last Wednesday, July 2nd, Bill Denihan, Russ Kaye and Bill Tobin met with Scott Pick, Bryan Conroy and Steve Zannoni regarding negotiation of a contract with both firms. A draft Agreement, Time Frame and letter setting forth the phases of work was distributed. Both consultants were thanked for submitting the materials in the short turnaround time.

Discussion followed regarding the overlap of work of the two consultants. Equis will take the lead on the development and release of the RFP with PMC providing support. Once responses

are returned, PMC will look at the properties, find the best and make recommendations. PMC would then do the space planning to see what needs to be done so that Equis could begin negotiating. The draft agreement sets forth a monthly payment to both consultants.

Equis representatives pointed out that there is a cancellation clause in the agreement (Section 1.03). Per the discussion last month. Exhibit A, Paragraph A was modified to reflect the required fiscal 2009 payments, removal of the rebate language and total fee due. Exhibit B, Paragraph B was changed to reflect the absence of reimbursable costs related to the project. It was further noted that the \$225,000 figure is a “not to exceed” cost.

Further discussion was had around the market analysis. It was noted that Equis has already done a market analysis, but updates will be provided on an on-going basis. Time constraints are tight, and the timeframe distributed is very conservative. The ADASBCC lease can be extended three months beyond July of 2009, and longer, if necessary. The CCCMHB is on a month to month lease.

Discussion followed regarding whether or not County Central Services would be able to assist the Boards at a lesser cost.

Executive Session

Upon roll call vote, the Committee moved to executive session at 5:05 p.m. to discuss the business of contracts.

Upon roll call vote, the meeting was called back into public session at 5:55 p.m.

The Committee continued to discuss the contracting process with the two consultants, PMC and Equis. It was suggested that a contract be developed with decision points built in whereby progress would be reviewed and a Board decision made to continue with the consultant(s), or terminate the contract. An alternative would be to contract with Equis up to a certain point and then engage PMC.

The Committee also discussed the viability of hiring a person to do the work of the two consultants.

Upon motion of Kathryn Gambatese, seconded by L. Douglas Lenkoski and unanimously carried, the Executive Directors are authorized to negotiate a contract with the two consultants, PMC Consulting and UGL Equis, to include the preparation and distribution of the RFP, and analysis of the responses. The Contract would further include a list of duties with specific decision points which would require both Boards’ approval before further work being authorized.

Ayes: 4

Nays: 0

Abstentions: 0

Site Committee Minutes

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The Executive Directors are authorized to enter into but not execute a contract with the consultants. They will also request of the BOCC clarification regarding the question of whether they would assist with the real estate consulting costs, the use of the County's Central Services, and any other assistance in locating facilities for the Consolidated Board.

Other Business – None

Next Meeting: The next meeting of this Committee will be July 22, 2008, from 4:00 to 6:00 p.m. at the ADASBCC offices.

There being no further business the meeting was adjourned at 6:06 p.m.