

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

COMMITTEE OF THE WHOLE MEETING MINUTES
OCTOBER 17, 2018

PRESENT: Rev. Benjamin F. Gohlstin, Sr., Reginald C. Blue, Ph.D., Gregory X. Boehm, M.D., Erskine Cade, MBA, Elsie Caraballo, J. Robert Fowler, Ph.D., Katie Kern-Pilch, MA, ATR-BC, Steve Killpack, MS, Eugenia Kirkland, LSW, MSSA, CDCA, Max M. Rodas, MA, Harvey A. Snider, Esq.

ABSENT: Cassi Handler, Gwendolyn Howard, LSW, MSSA, Sharon Rosenbaum, MBA, Hugh B. Shannon, Mary M. Step, Ph.D.

BOARD STAFF PRESENT: Scott Osiecki, CEO, Carole Ballard, Tami Fischer, Cheryl Fratalone, Carmen Gandarilla, Bob Garrity, Felicia Harrison, Esther Hazlett, Myra Henderson, Carol Krajewski, Lindsey McMillion, Beth Pfohl, Ralph Piatak, Starlette Sizemore-Rice, Regina Spicer, Maggie Tolbert, Linda Torbert, Thomas Williams Beth Zietlow-DeJesus

1. CALL TO ORDER

Eugenia Kirkland, Board Vice Chair, called the meeting to order at 4:00 p.m.

2. OATH OF OFFICE

Kelli Perk, Assistant Prosecuting Attorney from the Office of Cuyahoga County Prosecutor Michael C. O'Malley, administered the Oath of Office to county-appointed Board member, **Gregory X. Boehm, M.D.**

3. APPROVAL OF MINUTES

Board Chair, Rev. Gohlstin, called for the approval of the September 12, 2018 Joint Planning & Finance Committee minutes. The minutes were approved as submitted.

4. BUREAU OF JUSTICE ASSISTANCE GRANT

Beth Pfohl, Grants & Evaluation Officer, announced that the ADAMHS Board recently received a 3-year grant totaling \$932,233.00 from the U.S. Department of Justice as part of its Comprehensive Opioid Abuse Site-based Program (COAP) Public Safety and Public Health Information-sharing Partnerships. She highlighted the collaborative partners and the program's aim to reduce opioid abuse and the number of overdose fatalities, this grant will allow various partners to form a data subcommittee to improve access, sharing, analysis and dissemination of data vital to the law enforcement, public/private health, behavioral health, and social welfare stakeholders in the Northern District of Ohio.

Daniel J. Flannery, Ph.D., Director of the Begun Center for Violence Prevention Research & Education at the Mandel School of Applied Social Sciences, noted that the Begun Center will serve as the research partner for this project and will employ a full-time data analyst and a full-time research assistant. The ADAMHS Board will hire a full-time COAP Project Manager who will be an active participant on the Data Subcommittee and will be responsible for the daily implementation of the data action plan.

Motion to recommend the acceptance of the US Bureau of Justice Assistance grant funds in the amount of \$932,233.00 for a 3-year time period to conduct the Comprehensive Opiate Abuse Site-based Program (COAP) Public Safety and Public Health Information-Sharing Partnership Project and to enter into annual contracts with Case Western Reserve University (CWRU) for a total amount of \$672,103.00 and to the ADAMHS Board in the amount of \$260,130.00 over the term of the 3-year contract to the full Board. MOTION: R. Blue / SECOND: K. Kern-Pilch / AYES: R. Blue, G. Boehm, E. Cade, E. Caraballo, R. Fowler, B. Gohlstin, K. Kern-Pilch, S. Killpack, E. Kirkland, H. Snider / NAYS: None / ABSTAIN: None / **Motion passed.**

[Eugenia Kirkland left the meeting.]

5. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSAL (RFP) FOR CY2019 FAITH-BASED OUTREACH INITIATIVE PROGRAM

Starlette Sizemore-Rice, Director of Special Projects, reported that Board staff is requesting authorization to issue a Faith-based Outreach Initiative Program Request for Proposal (RFP) for programs/events/activities that address the growing challenges that behavioral health/substance abuse clients and the faith community face in Cuyahoga County. Responses to the RFP will address promoting spirituality, health and wellness, prevention/intervention activities, fighting stigma, and/or building individual's and our community's resiliency to help participants achieve positive change.

Ms. Sizemore-Rice noted that the 2018 Faith-based Initiative Program exceeded the goal of reaching 1,480 individuals by reaching 1,747 individuals/families through trainings, prevention and intervention services, and awareness/outreach activities. To address input received at the recent Interfaith Community Forum, Board member, Elsie Caraballo, suggested the agenda process sheet and RFP include the provision of materials in Spanish and other languages, as needed.

Motion to recommend authorization to issue a RFP for CY2019 Faith-based Outreach Initiative Program with the suggested modification to the full Board. MOTION: S. Killpack / SECOND: R. Blue / AYES: R. Blue, G. Boehm, E. Cade, E. Caraballo, R. Fowler, B. Gohlstin, K. Kern-Pilch, S. Killpack, M. Rodas, H. Snider / NAYS: None / ABSTAIN: None
Motion passed.

6. AUTHORIZING COUNCIL OF GOVERNMENTS (COG) SERVICE ORGANIZATION CONTROL (SOC) AUDIT

Scott Osiecki, C.E.O., explained that the Service Organization Control Audit is a shared expense for the COG. During the review of COG operations, in conjunction with the annual audits of the three member boards of the COG, the State Auditor requested the completion of a Service Organization Control (SOC) audit. The SOC audit will closely examine internal controls within the SHARES system. The COG is seeking to contract for the completion of a Service Organization Control (SOC) Audit with Clark Schaefer Hackett, CPA's and Advisors.

Felicia Harrison, Chief Financial Officer, noted that the SOC Audit will evaluate and report on the design of internal controls within SHARES and perform tests on the operational effectiveness of these controls. The consultant for the SOC Audit will be engaged by the COG on behalf of the members of the COG. The cost of the SOC audit will be equally shared between the three boards that make up the Council of Governments; the cost for the ADAMHS Board of Cuyahoga County is not to exceed \$40,000.00.

Motion to recommend authorization of COG Service Organization Control (SOC) Audit to the full Board.

MOTION: M. Rodas / SECOND: S. Killpack / AYES: R. Blue, G. Boehm, E. Cade, R. Fowler, B. Gohlstin, K. Kern-Pilch, S. Killpack, M. Rodas, H. Snider / NAYS: None / ABSTAIN: E. Caraballo / **Motion passed.**

7. FINANCE REPORTS

Board Voucher and Operating Expenditures Report for September 2018

Felicia Harrison, Chief Financial Officer, reported on the Administrative Budget Reports. Total revenues collected during the month of September were \$771,728.00. Total year-to-date expenses through September are \$5,138,465.00. The month of September represents 75% of the year and actual expenditures are at 69%. Ms. Harrison noted that there were no extraordinary or unexpected vouchers during September 2018. (The Financial Reports are attached to the original minutes stored in the Executive Unit.)

Motion to recommend approval of Board Vouchers & Expenditure Reports for September 2018 to the full Board.

MOTION: E. Caraballo / SECOND: H. Snider / AYES: R. Blue, G. Boehm, E. Cade, E. Caraballo, R. Fowler, B. Gohlstin, K. Kern-Pilch, S. Killpack, M. Rodas, H. Snider / NAYS: None / ABSTAIN: None / **Motion passed.**

8. CONTRACTS

Ms. Harrison highlighted agenda process sheets for agreements listed below, answered questions, and provided clarification for committee members.

Contracts

- a. Ohio Mental Health & Addiction Services (OhioMHAS) Grant Funding for Psychotropic Drug Reimbursement (Pass-Thru Funding)
 - Cuyahoga County Sheriff's Department - \$6,576.00
- b. Cuyahoga County Invest in Children (IIC): Diagnostic Classification for Ages 0-5 (DC: 0-5) Training for Early Childhood Mental Health (ECMH) Contract Agencies
 - Zero to Three - \$17,800.00

Amendment:

- a. Amendment to Resolution No. 17-10-05 – Approval of Community Capital Assistance Application
 - The Briermost Foundation - \$12,326.00 Increase

Mr. Snider addressed a decision of Cleveland Municipal Judge Michael Nelson who has decided not to set bonds for criminal defendants unless charged with violent crimes to the Cuyahoga County Jail due to six recent inmate deaths. Mr. Snider asked if we can find out whether these individuals might have been under treatment for mental illness and/or addictions. Dr. Boehm felt that this question is very relevant. Mr. Osiecki and Maggie Tolbert, Assistant Chief Clinical Officer, provided information about their efforts to work with the jail on this and other issues.

Ms. Tolbert noted that this is a complicated issue as the County Jail is managed by one entity that has interactions with the courts. MetroHealth Medical Center has oversight of the medical portion of the jail but not the nurses who report to the County Sheriff in charge of the jail. In the meantime, Judge Nelson has taken a stand that he will not send low level offenders to the County Jail for now. Mr. Osiecki clarified that clients who are offenders are not probated to the Board; therefore, the Board does not have jurisdiction. Based upon the discussion, Board members requested that the meeting minutes reflect their concern about the welfare of the inmates at the County Jail.

Motion to recommend approval of Contracts and Amendments (as listed above) to the full Board. MOTION: R. Blue
SECOND: S. Killpack / AYES: R. Blue, G. Boehm, E. Cade, E. Caraballo, R. Fowler, B. Gohlstin, K. Kern-Pilch, S. Killpack, M. Rodas, H. Snider / NAYS: None / ABSTAIN: None / **Motion passed.**

9. IDENTIFY CONSENT AGENDA

Rev. Gohlstin identified the following elements to include into the Consent Agenda: (1) Acceptance of Board Voucher and Expenditure Reports, Contracts, and Amendments.

10. POLICY STATEMENT RENEWALS

Bob Garrity, Director of Risk Management, highlighted the changes made to the following policy statements:

➤ **GUIDELINES FOR DETOXIFICATION SERVICES FUNDED WITH NON-MEDICAID DOLLARS**

Motion to recommend approval of the Policy Statement – Guidelines for Detoxification Services Funded with Non-Medicaid Dollars to the full Board. MOTION: E. Caraballo / SECOND: R. Blue / AYES: R. Blue, G. Boehm, E. Cade, E. Caraballo, R. Fowler, B. Gohlstin, K. Kern-Pilch, S. Killpack, M. Rodas, H. Snider / NAYS: None / ABSTAIN: None
Motion passed.

➤ **PURCHASING POLICY**

Mr. Snider referenced page 4 of the policy and questioned the change that doubles the amount of \$25,000 to \$50,000 as the amount for a one-time purchase of supplies, equipment or services that does not require ADAMHS Board approval. He asked (a) for the governing statute that permits this change and (b) if there is such a policy, why do we vote on sponsorships that may be \$1,000 or \$500?

Mr. Garrity noted that the competitive bidding statute is ORC: §307.86. Mr. Osiecki explained that OACBHA (Ohio Association of County Behavioral Healthcare Authorities) favored this change to support some Boards in the state that experience difficulty in gathering its membership to vote on a specific expenditure.

Regarding our Board's practice of bringing sponsorships before the Board, the Sponsorship Policy provides a process to evaluate sponsorship requests for their appropriateness for the ADAMHS Board to be recognized as a sponsor. Despite the revised ORC statute, Mr. Snider noted his objection to the amount increase for one-time purchases.

Based upon the discussion, Mr. Osiecki noted that the statement in the Purchasing Policy regarding Procurement Methods could be revised to reflect that although the Ohio Revised Code Section 307.86 does not require competitive bidding for one-time purchase of goods, equipment, or services under \$50,000.00, the ADAMHS Board will still require purchases to be approved if in excess of \$25,000.00.

Dr. Fowler noted that the policy does not specifically mention the awarding of a contract. Discussion followed on the rationale for a RFI (Request for Information) and a RFP (Request for Proposal). Based upon Dr. Fowler's input, Rev. Gohlstin noted that he had no objection to clarifying the process regarding the awarding of contracts further in this policy.

Motion to recommend approval of renewing the Purchasing Policy with suggested modifications to the full Board.

MOTION: R. Blue / SECOND: K. Kern-Pilch / AYES: R. Blue, G. Boehm, E. Cade, E. Caraballo, R. Fowler, B. Gohlstin, K. Kern-Pilch, S. Killpack, M. Rodas, H. Snider / NAYS: None / ABSTAIN: None / **Motion passed.**

11. PRESENTATION OF CY2019 ADAMHS BOARD BUDGET

Mr. Osiecki acknowledged the hard work and efforts of staff to compile the information contained in the CY2019 Funding Book binders distributed. He summarized the cover letter that identified the content of the binders as a first working draft of the Calendar Year 2019 funding recommendations as a proposal for Board member's consideration. The draft material has been prepared a month earlier than previous years in order to give Board members adequate time to review the recommendations and have questions answered.

The proposed budget was based on the continued flat funding of \$39 million from the Cuyahoga County Health & Human Services levies, as well as a loss of \$4 million from the discontinuation of the 1915a Medicaid waiver. The waiver referenced previously benefited both the children of Positive Education Program/Connections and other programs that provided children's mental health services. Although the Board's overall budget is slightly over \$64 million, it continues to be strained to support all of the mental health and addiction recovery needs of our community causing Board staff to make difficult decisions regarding previously funded and new programs while focusing on the Board's priorities.

- Mr. Osiecki asked Board members to e-mail or call him directly with questions or concerns regarding the CY2019 Funding recommendations so that answers to questions can be provided before the next Board meeting.
- Board members were reminded that the October 24th General Meeting will be held offsite and hosted by Bellefaire Jewish Children's Bureau, 22001 Fairmount Blvd. in Shaker Heights.
- All were also asked to bring their CY2019 Funding Book binders with them to the General Meeting.

12. OLD/NEW BUSINESS - None

There being no audience comment or further business, the meeting adjourned at 5:40 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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