

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

COMMITTEE OF THE WHOLE MEETING MINUTES – JANUARY 22, 2014

Board of Directors Present:

Harvey A. Snider, Esq.	Steve Killpack, MS
David E. Biegel, Ph.D.	Charlotte Rerko, MSN, RN, BC
Reginald C. Blue, Ph.D.	J. Richard Romaniuk, Ph.D.
Mary Boyle	Eileen Saffran, LISW-S
Elsie Caraballo	Ericka L. Thoms
Richard A. Folbert	William J. Tobin
J. Robert Fowler, Ph.D.	Mary R. Warr, M.Ed.
Rev. Benjamin F. Gohlstin, Sr.	Anngela Williams
Pythias D. Jones, M.D.	Absent: Eugenia Cash, LSW, MSSA, CDCA

ADAMHS Board Staff Present: William M. Denihan, C.E.O., Carole Ballard, Tonya Birney, Frank Brickner, Vivian Catchings-El, Danei Chavez, Craig Fallon, Tami Fischer, Esther Hazlett, Myra Henderson, Valeria Harper, Judy Jackson-Winston, Carol Krajewski, Linda Lamp, Michelle Myers, Esmat Nasr, Scott Osiecki, Laura Simmons, Starlette Sizemore-Rice, Maggie Tolbert, Linda Torbert, Tom Williams, Leshia Yarbrough

1. CALL TO ORDER

Board Chair, Harvey A. Snider, Esq., called the Committee of the Whole Meeting to order at 4:00 p.m.; no audience input received.

2. OhioMHAS DEMONSTRATION PROJECT: HOSPITAL SERVICES DISCHARGE TO HOMELESS

Ms. Harper explained that this demonstration project is intended to provide support and resources to patients hospitalized at Northcoast Behavioral Healthcare (NBH) who are identified as homeless upon admission to the state psychiatric hospital. The project will link 20 homeless NBH patients with a primary substance use disorder to housing resources and to reduce re-hospitalization by linking them with outpatient behavioral healthcare services and recovery support services.

Board staff recommends accepting the OhioMHAS allocation in the amount of \$100,000.00 and authorizing an additional \$100,000 in required matching funds in partnership with OhioMHAS to initiate the Demonstration Project in Cuyahoga County. Recommended service providers for this project are ORCA House, Inc. in the amount up to \$20,000.00 and Emerald Development Economic Network (EDEN), in the amount up to \$180,000.00. A vote on approval of the OhioMHAS Demonstration Project will be considered later in the agenda under Contracts.

3. LIVING MIRACLES ADVANCE PAYMENT

Mr. Brickner reported that The Living Miracles Peer Empowerment Center submitted a proposal in response to the Request for Information (RFI) process. While ADAMHS Board staff reviewed/rated the proposal and recommends contracting with the organization in the amount of \$240,263.00, on 12/20/13 The Living Miracles Peer Empowerment Center submitted a letter to the ADAMHS Board CEO requesting an advance payment to be applied against the 2014 Service Provider agreement in order to immediately submit invoices for 2014 service provision.

Mr. Brickner reported that The Living Miracles Peer Empowerment Center has experienced unforeseen decreases in their cash flow, and the organization normally has other grants to cover cash flow issues. Due to the fact that the other grants ended, the organization is currently in a significant cash flow bind and had an immediate need to obtain funding for their January expenses (payroll, rent, utilities) in early January 2014. As a non-profit organization that has not been established for a long period of time, The Living Miracles Peer Empowerment Center is not in a position to financially withstand a four to six week delay in receiving their contract reimbursement. Consequently, Board staff recommends to the full Board that it ratify the advance provided to The Living Miracles Peer Empowerment Center in the amount of \$14,200.00.

Ms. Warr advocated for ADAMHS Board staff to provide The Living Miracles Peer Empowerment Center with technical support to secure other grant funding; Mr. Denihan agreed with the suggestion.

Motion to recommend ratification of an advance payment to The Living Miracles Peer Empowerment Center in the amount of \$14,200 to the full Board. MOTION: B. Gohlstin / SECOND: R. Blue / AYES: D. Biegel, R. Blue, M. Boyle, E. Caraballo, R. Fowler, B. Gohlstin, P. Jones, S. Killpack, C. Rerko, R. Romaniuk, E. Saffran, E. Thoms, W. Tobin, M. Warr, A. Williams / NAYS: None / ABSTAIN: R. Folbert / **Motion passed.**

4. PROVIDER CLOSURE ANNOUNCEMENTS

- a) Mr. Denihan was recently notified that Parmadale will cease to provide residential services. Ms. Valeria Harper and Ms. Linda Torbert will work Parmadale's C.E.O to address specific transition issues. The Board intends to contract in CY2014 with Bellefaire Jewish Children's Bureau for two (2) additional residential children beds—one on the Eastside and one on the Westside.
- b) Mr. James McCafferty advised Mr. Denihan that there is also a possibility that the Cleveland Christian Home may close its doors by the end of the quarter; however, there is a possibility that it may remain open. Mr. Denihan noted that Cleveland Christian Home provides School-based Prevention Training for our system. If the agency does close its doors, the Board will effectively reassign the responsibility for school-based treatment to other providers.

5. ADMINISTRATION / CLINICAL ISSUES

Mr. Brickner highlighted the Bed Day Utilization Reports for November 2013 and December 2013. Year-to-date utilization for the first six months is under by an average of 18 days over a three year period. In November and December, usage was under by 45 days. For forensic beds, Board staff anticipates being slightly above last fiscal year's usage.

6. FINANCE REPORTS

Mr. Brickner reviewed the Income Statements, Expenditures Reports, Balance Sheets and Board Vouchers for November 2013 and December 2013. In November, the Iron Mountain Project was initiated; consequently, Board members will begin to see voucher reimbursements for individuals participating in this project. Regarding Board owned properties, a significant amount was spent to repair Bradley Manor and the West 81 Street properties to meet OhioMAS standards. A listing of improvements and repairs has been provided on subsequent pages in the Finance Reports.

In the December Administrative Budget, \$5.1 million was spent out of the \$5.9 million budget. The vast majority of the unspent dollars, \$500,000, were in salary and fringes. On page 4, the Board of Directors approved this funding for Brown Consulting to conduct a peer review for the AOD treatment providers.

On page 9, expenses for the year were \$64,539,123.00 out of a total budget amount of \$7.2 million. The main reason for the difference is that \$4.7 million is left in the 2013 contracts. Board staff anticipates that the vast majority of these funds will be spent in early 2014. The ending balance (page 10) is \$11.2 million that is \$700,000 higher than the initial 2014 budget approved by the Board of Directors since the Board did not pay the match amount to participate in the state's VRP-3 Program. Previously, the Board was under the impression that this funding would be going away; however, the good news is that the VRP-3 Program may be restored soon by the federal government.

Motion to recommend approval of the Board Voucher and Expenditure Reports for November 2013 and December 2013 to the full Board at the General Meeting. MOTION: E. Caraballo / SECOND: B. Gohlstin / AYES: R. Blue, M. Boyle, E. Caraballo, R. Folbert, R. Fowler, B. Gohlstin, P. Jones, S. Killpack, C. Rerko, R. Romaniuk, E. Saffran, E. Thoms, W. Tobin, M. Warr, A. Williams / NAYS: None / ABSTAIN: D. Biegel / **Motion passed.**

7. CONTRACTS

Mr. Brickner highlighted the agenda process sheets for contracts listed below, answered questions and provided clarification for committee members.

- a. **Interagency Agreements: Acceptance of Funds** (*Pass-Thru Funds allocated under Service Provider Section*)
 1. Ohio Department of Mental Health & Addiction Services (OhioMHAS) – Hot Spot Funding for Youth Crisis Stabilization (Contractors: Applewood Center, Inc. and Positive Education Program)
 2. OhioMHAS – Hospital Services Discharge to Homeless Demonstration Project (Contractors: Emerald Development Economic Network and ORCA House, Inc.)
 3. Cuyahoga County Office of Early Childhood/Invest In Children (IIC) – Early Childhood Mental Health Funding

4. Amendment to Resolution 13-07-03 - OhioMHAS Pass-Thru Contracts (Time Period: 7/1/13 – 6/30/14)
 - Catholic Charities
 - Cleveland UMADAOP
 - Community Assessment & Treatment
 - Cuyahoga County Court of Common Pleas
 - Hispanic UMADAOP
 - Hitchcock Center for Women
 - New Directions
 - ORCA House, Inc.
 - Recovery Resources
 - Women's Alliance for Recovery Services
 - Women's Recovery Center
 5. Amendment to Res. 12-11-04, CC County Corrections Planning Board: Additional Funds for AOD Residential (Contractors: Catholic Charities Services, Community Assessment & Treatment Services, ORCA House, Inc.)
- b. Service Provider Agreements: Allocation of Funds** *(From Pass-Thru Funds above in placement order)*
1. Notice of Funding Award: OhioMHAS – Hot Spot Funding for Youth Crisis Stabilization
 - Applewood Center, Inc. - \$109,200.00
 - Positive Education Program - \$166,134.00
 2. Notice of Funding Award: OhioMHAS – Hospital Services Discharge to Homeless Demonstration Project
 - Emerald Development Economic Network - \$180,000.00
 - ORCA House, Inc. - \$20,000.00
 3. Eligibility Agreements with Licensed Adult Care Facilities
- Amendments:**
1. OhioMHAS Pass-Thru Contracts – (Reference Interagency Agreement Item #4)
 2. Amendment to Resolution 12-11-04, Cuyahoga County Corrections Planning Board: Additional Funds for AOD Residential - \$593,465.00
 - Catholic Charities Services
 - Community Assessment and Treatment Services (CATS)
 - ORCA House, Inc.
 3. Amendment to Resolution 12-11-07 – Additional Funds Lutheran Metropolitan Ministries (Services to Adult Care Homes) - \$27,653.00 Increase
- Other:**
1. Advance Payment to Living Miracles
- c. Operational Agreements:**
1. Heroin Prevention Awareness Campaign – Phase 2
 2. Marriott Cleveland Airport: ADAMHS Annual Meeting – May 19, 2014
 3. Robby's Voice Operation Street Smart Educational Program
 4. AT&T Advertising
- d. Personal Service Agreements:**
1. Attorneys and Nurses Contracted Services
 2. Chief Clinical Officer Consultant – Revised APS distributed.

The revised APS recommends approval of a contract with Farid Sabet-Sharghi, M.D., for the period of January 13, 2014 through December 31, 2014, to represent the Board as its Chief Clinical Officer Consultant on administrative clinical issues, clinical services and inpatient care services for the amount of \$84,500.

During the Chief Clinical Officer application and interview process, Mr. Denihan realized an opportunity to enlist the services of possibly two additional psychiatrists who specialize in the areas of child/adolescents and addiction services. The rationale for this arrangement is that it would be beneficial for the Board to have several psychiatrists available for various specialties.

Dr. Sabet-Sharghi would provide fewer hours of service per week than our former Chief Clinical Officer and he has indicated that he is supportive of this tentative arrangement. Therefore, additional action items may be brought before the Board once a decision has been reached by the other parties under consideration.

In answer to a question regarding Adult Care Facilities, Ms. Harper provided background information about the application process facilitated by Board staff to assure and monitor that room, board and personal care services are provided for the individuals applying or currently residing in one of the 64 adult care facilities listed.

Regarding our co-sponsorship of the Robby's Voice Educational Program, Ms. Warr encouraged consideration of inviting interested parents to attend the session as well as the targeted audience. Mr. Denihan concurred and thanked her for the suggestion.

Motion to recommend approval of Interagency, Service Provider, Operational and Personal Service Agreements, as revised, to the full Board. MOTION: D. Biegel / SECOND: B. Gohlstein / AYES: D. Biegel, R. Blue, M. Boyle, E. Caraballo, R. Folbert, R. Fowler, B. Gohlstein, P. Jones, S. Killpack, C. Rerko, R. Romaniuk, E. Saffran, E. Thoms, W. Thoms, M. Warr, A. Williams / NAYS: None / ABSTAIN: None / **Motion passed.**

Mr. Denihan introduced Dr. Farid Sabet-Sharghi and noted that he is a Board Certified Psychiatrist with extensive experience in clinical and administrative areas. He has been in practice 23 years and has functioned as a consultant to the Lake County ADAMHS Board as the Chief Clinical Officer. His interest in the integrative/holistic aspects of medicine will help provide leadership in the future direction of health care delivery.

8. IDENTIFY CONSENT AGENDA

Based upon the recommendation of Finance & Operations Committee Chair, Dr. Biegel suggested that the Consent Agenda include all contracts—Interagency, Service Provider, Operational and Personal Service Agreements, as revised.

Motion to approve a Consent Agenda to consist of Interagency, Service Provider, Operational and Personal Service Agreements. MOTION: E. Thoms / SECOND: R. Blue / AYES: D. Biegel, R. Blue, M. Boyle, E. Caraballo, R. Folbert, R. Fowler, B. Gohlstein, P. Jones, S. Killpack, C. Rerko, R. Romaniuk, E. Saffran, E. Thoms, W. Thoms, M. Warr, A. Williams / NAYS: None / ABSTAIN: None / **Motion passed.**

9. DISCUSSION OF 2014 \$5 MILLION COUNTY FUNDING

Mr. Denihan noted that the Request for Information (RFI) process began in August of 2013. The RFI Review Team met consistently from 9/12/13 through 1/21/14 to thoroughly review and rank the responses received and met personally with responders to discuss the proposal and each RFI response further.

Mr. Denihan explained that the rationale for convening a Committee of the Whole was to disseminate the 2014 Base Budget Recommendations to all Board members simultaneously to provide time for them to review prior to the 1/29/14 General Meeting. The Calendar Year 2014 Base Budget Recommendations & New Funding Priorities and Reserve Discussions books were distributed to Board members and Executive Team staff. Mr. Snider asked Board members to e-mail or call Mr. Denihan with questions or concerns after reviewing the document.

PROGRAM RECOMMENDATION RATIONALE

Ms. Harper noted that the Program Recommendation Rationale reflects information from several different sources. The CY2013 program reviews were conducted by members of the Planning & System Development team. The review process (not designed as an audit) allowed each of the providers to present to the team six client records and some program specifics for review. The primary purpose was to interact with agency staff, become familiar with the organization of client records, offer technical assistance and highlight the agency's strengths or what particular service they were most proud of.

The review process with Hitchcock Center for Women, has, for example, brought to light the concept of examining ways to have one central assessment for both addiction and mental health services. The Program portion of the document is not meant to give an overview of all the agency's services but is intended to provide helpful information when making funding recommendations and decisions.

2014 BASED FUNDING RECOMMENDATIONS BY PROVIDER

Mr. Brickner noted that the fiscal portion of the document begins on page 65 and explained that the Board received proposals from 48 agencies. Eight agencies did not have 2013 contracts. Of the 48 agencies that submitted proposals, there were 162 different programs requested; therefore, the RFI Review Team went through all 162 proposals as many agencies submitted multiple requests.

The total of funding requests received was \$59 million. Board staff is recommending at this time \$43.4 million which falls within the budget approved by the full Board in November. In many cases, a 2% inflationary increase was granted. However, if an agency had not spent its funds in 2013, then an increase was not recommended for 2014 and in some cases funding allocations were reduced. Mr. Brickner shared the criteria considered: the quality of the RFI submission, the program performance and outcomes and if it was one of the identified priority areas. In some areas, it may be more than a 2% increase if it was one of the highlighted priority areas.

2013 PROVIDER OUTCOMES: FOLLOW-UP SUMMARY

Tom Williams, Data Research Specialist, on behalf of Dr. Garrity, highlighted the 2013 Outcome Measures and noted that outcome measure summaries, composed by Dr. Garrity, are derived from the RFI information provided by agencies for the first nine months of 2013. Agencies were also given the opportunity to describe changes in results from 2012 to 2013 or for a longer period of time, if desired.

Board Member Feedback:

- As information is presented specific to each agency, Dr. Biegel suggested that it might be helpful, in the future, to know how much we are spending on specific services, etc.
- Ms. Warr concurred and noted that a spreadsheet showing expenditures for specific service categories would prove useful for the decision-making process.
- Ms. Thoms noted her need to excuse herself from the meeting; however, before doing so, she wished to express her appreciation to Board staff for the excellent presentation and information and looks forward to reviewing it.

10. DISCUSSION OF 2014 \$5 MILLION COUNTY FUNDING

Mr. Denihan noted that last fall, in anticipation of increased funding from the Cuyahoga County Health & Human Services levy, the CEO and Executive Staff began the process of setting 2014 priorities for new funding. Input from all Board staff was provided at an All Staff meeting on 10/23/13 and input from Board members, providers, partner agencies and the community during a 10/30/13 "strategic goal setting" meeting facilitated by the BVU Center for Nonprofit Excellence. The summary of key issues by category is identified from these meetings on pages 5-9 of the document.

The CEO and Executive staff compiled the results of these meetings and developed the draft priorities listed on page 4 of the document. Mr. Denihan suggested that two new are needing attention are: prevention and opiate heroin addiction. Board members were asked for their input.

Board Member Input:

- Clarification is needed to indicate that Employment is included in the Recovery Support category.
- Clarification is also needed to indicate whether the Training priority is intended to be offered to both professionals and persons with mental health and addiction issues.
- For setting priorities, Ms. Boyle noted that a spreadsheet showing expenditures for specific service categories as well as a percentage over the past years would be very helpful in making future funding decisions. Mr. Denihan concurred and noted that the information will be sent to Board members before the General Meeting.
- A glossary or key would be helpful to provide a definition or indicate what is included in each category.

RESERVES

According to the balance sheet, it appears that we ended the year with \$11 million in cash; however, this does not mean that this is a reserve since most of those funds are committed dollars. Mr. Brickner forecasts that the unallocated balance is actually around \$1.5 million. Board staff took a look at its accruals—expenses incurred but not yet paid. The remaining unspent balance in 2013 contracts will be paid out early in 2014, and there are some state funding streams where we received funds in advance of spending the funds. After taking all of these issues into account, our balance would be approximately \$1.5 million which is only 25% of our Administrative Budget or represents three months of funding.

Given this explanation, Mr. Denihan is hopeful that the Board will approve the full expenditure of the \$5 million new County Funding in consideration of information learned through the RFI process and would consider: 1) new programs, 2) new providers 3) programs needing additional funds 4) more systemic issues to the behavioral health system, i.e. transportation issues.

11. **OLD/NEW BUSINESS** - None

12. **AUDIENCE INPUT** - None

There being no further business, the meeting was adjourned at 6:00 p.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: Harvey A. Snider, Esq., Chair, ADAMHS Board of Cuyahoga County