

CONSOLIDATION SITE REVIEW COMMITTEE MINUTES
February 5, 2008

ADASBCC Members Present:

Russell Johnson, ADASBCC Chair
Darlene Darby Baldwin
Mary McElrath
Terrance Wilkinson
Russell S. Kaye, Ph.D., Executive Director
Guests: Steve Zannoni, Director
Project Management Consultants

CCCMHB Members Present:

Kathryn Gambatese, CCCMHB Chair
Robert Fowler, Ph.D.
Barbara Saltzman

The meeting was called to order at 5:10 p.m., by Russell Johnson, ADASBCC Chair. It was noted that Mr. Denihan could not attend the meeting due to illness. Cassandra Richardson, CFO of the Board, was attending in his absence. Minutes from the January 17, 2008 meeting were approved as submitted.

Legislation Update - Dr. Kaye reported that Representative Skindell will carry forward the legislation to create the new consolidated board. It will be part of the budget corrections bill. A final draft of the bill should be available shortly. The bill, as it stands now, includes language specific to Cuyahoga County, makes 6/30/09 the “no later than date,” and states that the boards would recommend existing board members to the new Board for reappointment. This bill is still subject to change, but it is on the fast track.

Discussion with PMC - Steve Zannoni, Director of Project Management Consultants (PMC) attended the meeting to discuss the partnering session planned with service providers, as well as the facility options analysis. Dr. Kaye stated that Mr. Zannoni attended last week’s Board meeting and the Resolution was approved to enter into a contract.

The Partnering Sessions were developed as a means to get input from provider agencies that recently had renovation or new building done. It was decided that the following agencies would be asked to attend: Community Assessment and Treatment Services, Center for Families and Children, Mental Health Services, Recovery Resources and Stella Maris. In addition it was decided to include a representative from CAD and the AOD Association. Tentative dates of March 5th and March 18th were discussed, with a starting time of 4:00 p.m. The session will be held at the ADAS Offices in the Training Institute. It was further agreed that a panel format might be helpful, and agencies could share their experiences and report on what worked, what didn’t, and what is important to them.

Mr. Zannoni inquired as to how much space the new entity will need. Dr. Kaye reported that the Consolidation Teams are coming up with FTEs for their departments by the end of February. By the beginning of March, we should have an idea as to what the functional Table of Organization will look like. By the end of March, a facility analysis should be prepared. Mr. Zannoni stated that it may be helpful for him to meet with the Consolidation Team leaders toward the end of their work.

Ms. Saltzman stated that it is important that the new facility be ADA compliant.

From the functional Table of Organization, we will be able to develop work space.

ADAS Facility Review and Equis Market Survey - Bill Tobin, ADAS Finance Director, reviewed his report given at the last meeting regarding the steps the ADAS Board had taken last year regarding relocation or lease renewal, up until the time that talk of the consolidation began. Mr. Tobin highlighted two possible downtown office areas: (1) A sublease in the Halle Building which includes parking at \$55.00 per month per space; and (2) a floor of the Higbee building.

Dr. Kaye reported that the ADAS Board had a contingency/commission arrangement with Equis and felt it a fair business practice to ask Equis to search for available space for the new entity. Discussion followed regarding whether procurement of a new facility would have to be bid out. Legal advice will be requested.

In regard to current lease updates, the ADAS Board lease is up in May, and the MHB is operating on a less formal arrangement. It was suggested that the ADAS Board request to extend the lease for an additional year, with a month-to-month option after that.

The agenda item of the Staff Survey will be considered at a later meeting.

The next meeting is scheduled for Tuesday, February 19th at 5:00 p.m., at the ADAS Board offices.

There being no further business, the meeting was adjourned at 7:00 p.m.