

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

FINANCE & OPERATIONS COMMITTEE MINUTES

APRIL 15, 2020

Committee Members Present: Steve Killpack, MS, Committee Chair, Erskine Cade, MBA, J. Robert Fowler, Ph.D., Rev. Benjamin F. Gohlstin, Sr., Sharon Rosenbaum, MBA, Harvey A. Snider, Esq. / **Absent:** None

Board Staff Present: Scott Osiecki, Chief Executive Officer, Carole Ballard, Tami Fischer, Cheryl Fratalone, Felicia Harrison, Esther Hazlett, Myra Henderson, June Hudson, Leslie Koblentz, Linda Lamp, Kelli Perk, Allison Schaefer, Starlette Sizemore-Rice, Maggie Tolbert

1. Call to Order

Mr. Steve Killpack, Committee Chair, called the meeting to order at 4:00 p.m. via conference call.

2. Board Member Attendance Roll Call

Due to the current public health orders surrounding COVID-19, and the Board's commitment to ensuring the health and safety of our Board members, staff, partners, and stakeholders, the Finance & Operations Committee meeting was held via conference call. To assure a quorum, Ms. Linda Lamp, Executive Assistant, completed the Board member attendance roll call.

3. Approval of Minutes

The Finance & Operations Committee minutes from February 19, 2020 were approved as submitted.

4. Finance Reports – February 2020 and March 2020

Ms. Felicia Harrison, Chief Financial Officer, reported on the Voucher and Expenditure Report for February 2020 and March 2020. She indicated that relative to the Administrative Budget for the month of February, expenses were \$362,545. The administrative expenses for the month of March were \$423,404. The Board's total administrative expenses through the end of March were \$1,148,993, which is roughly 19.19% of the total Administrative budget that was approved for CY2020.

In February, the Board received revenues of \$2,375,018. In March, the Board received revenues of \$1,783,416. The Board's total revenue received through the end of March to \$48,865,229, which includes the Board's County levy allocation of \$40,363,659. The Board's expenses for the month of February were \$2,185,598 and the expenses for the month of March were \$5,501,139. The Board's total expenses through the end of March were \$9,916,847.

Ms. Sharon Rosenbaum inquired as to costs related to computer equipment & furniture as identified in the Administrative Budget. Ms. Harrison reported that these costs were due to purchases for new computer equipment, software and infrastructure updates.

Motion to recommend approval of the Board Voucher and Expenditure Reports for February 2020 and March 2020 to the full Board. MOTION: S. Rosenbaum / SECOND: H. Snider / AYES: E. Cade, R. Fowler, B. Gohlstin, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

[Rev. Benjamin F. Gohlstin, Sr., left the meeting.]

5. Families First Coronavirus Response Act (FFCRA)

Ms. Tami Fischer, Chief Administrative Officer, reported that the Families First Coronavirus Response Act was passed by Congress and signed into law by President Trump in March 2020 and applies to businesses with fewer than 500 employees and government agencies such as the ADMHS Board. The federal Families First Coronavirus Response Act requires employers to provide to all employees:

- Two weeks (up to 80 hours depending on whether the employee is full or part time) of sick leave at the employee's regular rate of pay (up to a maximum of \$511 per day) if the employee is unable to work because the employee is:
 - quarantined due to COVID-19 pursuant to a Federal, State, or local government order or
 - quarantined due to COVID-19 on the advice of a health care provider or
 - experiencing COVID-19 symptoms and seeking medical advice.
- Two weeks (up to 80 hours) of sick leave at two-thirds the employee's regular rate of pay (up to a maximum of \$200 per day) because the employee is:
 - unable to work because of a bona fide need to care for an individual subject to quarantine as described above; or
 - required to care for a child under the age of 18 whose school or childcare provider is closed or unavailable for reasons related to COVID-19, and/or
 - experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Ms. Fischer reported that paid leave under this part is capped at 80 hours per employee. An employee may first use this paid sick leave required by the Act. Employers cannot make their employees use their sick or vacation time before being paid under the Act. These requirements apply to leave taken between April 1, 2020 and December 31, 2020.

Ms. Sharon Rosenbaum inquired as to whether any ADAMHS Board staff are presently utilizing the Families First Coronavirus Response Act. Ms. Fischer responded that at the present, staff have not requested to draw down on this benefit.

Ms. Kelli Perk, Director of Risk Management, reported that employees that have been employed by the ADAMHS Board for at least 30 calendar days are able to get up to an additional 10 weeks of expanded family and medical leave at two-thirds the employee's regular rate of pay (up to a maximum of \$200 per day) when an employee is unable to work due to a bona-fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.

Mr. Harvey Sider inquired about the cost of providing this benefit to the ADAMHS Board. Ms. Perk stated that a payroll tax credit can be accessed and as government employees, the Board pays into the Medicare payroll tax; therefore, there is some reimbursement available should staff utilize this benefit. Ms. Perk reported that upon staff utilization of this benefit, an accounting of these funds will be forwarded to Board members for review.

Motion to recommend approval to amend the Sick Leave policy of the ADAMHS Board to comply with the requirements of the Families First Coronavirus Response Act for the time period April 1, 2020 through December 31, 2020 to the full Board. MOTION: H. Snider / SECOND: S. Rosenbaum / AYES: E. Cade, R. Fowler, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

Temporary Modification of Vacation Leave Policy

Mr. Scott Osiecki, Chief Executive Officer, reported that the Board Vacation Leave policy allows staff to carry over their vacation leave for a maximum of that which is earned in three years. Due to the Coronavirus, staff are currently unable to use their vacation time and nine employees, or 22% of the staff, would lose their carry over time. Board staff are requesting to modify the Vacation Leave policy to allow the use of carry over days to be used by December 31, 2020. This temporary modification of Vacation Leave policy would be in alignment with the Families First Coronavirus Response Act.

Motion to recommend approval to amend the Vacation Leave policy of the ADAMHS Board to allow employees to use carry over vacation days by December 31, 2020 to the full Board. MOTION: H. Snider / SECOND: R. Fowler / AYES: E. Cade, R. Fowler, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

6. Murtis Taylor Human Services System Advance Funding Request

Ms. Harrison reported that as a result of the COVID-19 pandemic, Murtis Taylor Human Services System is facing an immediate cash flow need because their billable services delivery was disrupted as the community and the workforce dealt with the current health crisis. Murtis Taylor noticed depressed billing as early as late February due to staff absences, client reluctance to continue office-based services and anxiety about in-home services. They adapted operations to implement new screening protocols, ramped up infection controls and utilized telephone/telehealth as service delivery methods. These

operational changes are helping to reestablish billable services; and the requested advance will provide the cash flow to support Murtis Taylor during the current health crisis.

Ms. Harrison reported that Murtis Taylor has submitted a request in accordance with section 11.12 of the 2020 contract for an advance against future billings in the amount of \$200,000. Board staff requested and received the following information as stipulated in Murtis Taylor's contract language: 1) Listing of remittance advice files, 2) Cash flow statement for April 2020, 3) A projection of expenditures for April 2020, and 4) 2020 Cost Report. This advance would provide a cash flow to alleviate the financial burden for Murtis Taylor during the COVID-19 pandemic. The advance funds will be offset against payments for billings for contracted services rendered within the term of this Contract. Repayment of any advance given shall be paid back within six months from the date the advance was issued or prior to the end of the Contract term; whichever time period is the shorter.

Motion to recommend approval of an advance against future billings for the Murtis Taylor Human Services System in the amount of \$200,000 to be recouped within six months to the full Board. MOTION: S. Rosenbaum / SECOND: H. Snider / AYES: E. Cade, R. Fowler, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

[Rev. Benjamin F. Gohlstin, Sr., returned to the meeting.]

7. Stella Maris Advance Funding Request

Ms. Harrison reported that Stella Maris submitted a request in accordance with section 11.12 of the 2020 contract for an advance against future billings related to the sober housing network in the amount of \$50,000. She stated that as one of the lead agencies or the sober housing network, Stella Maris pays for sober living placements across a network of housing providers and submits invoices for reimbursement to the ADAMHS Board. The COVID-19 pandemic is causing immediate cash flow issues for Stella Maris. Approval of this advance request will allow Stella Maris to use its cash reserves for operational expenses during the crisis instead of placements for sober living arrangements. Advancing funds to Stella Maris for the sober living placements will provide cash flow to support Stella Maris during the current health crisis.

Ms. Harrison reported that the Board would provide cash flow to alleviate financial burden for Stella Maris related to sober housing placements during the COVID-19 pandemic. The advance funds will be offset against payments for billings for contracted services rendered within the term of this Contract. Repayment of any advance shall be paid back within six months from the date the advance was issued or prior to the end of the Contract term, whichever time period is the shorter.

Ms. Rosenbaum inquired with Board staff regarding a provider agency's inability to repay an advance. Ms. Harrison reported that if the full advance funding was not recouped within the six-month period, the Board could forward an invoice to the provider agency or review whether the Board would continue to contract with the agency.

Motion to recommend approval of an advance against future billings for Stella Maris for the sober living housing program in the amount of \$50,000 to be recouped within six months to the full Board. MOTION: H. Snider / SECOND: S. Rosenbaum / AYES: E. Cade, R. Fowler, B. Gohlstin, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

[Rev. Benjamin F. Gohlstin, Sr., left the meeting.]

8. Contracts

- o Ms. Harrison highlighted agenda process sheets for agreements listed below, answered questions, and provided clarification for committee members.
 - a) Substance Use Recovery and Workplace Safety Program (SURWSP) – Not to exceed \$200,000 per Quarter
 - b) Cuyahoga County Opioid Crisis Mitigation Plan: Phase One – \$10,501,207
 - Stella Maris - \$5,433,207
 - St. Vincent Charity's Rosary Hall - \$2,000,000
 - Thrive Behavioral Health - \$3,068,000

Mr. Killpack requested to review the process that was utilized to select the three provider agencies for disbursement of \$10,501,207 from Cuyahoga County's Opioid Mitigation Phase One Settlement. Mr. Osiecki

reported that ADAMHS Board staff and providers quickly responded to a request from the Cuyahoga County Executive's Office on developing a plan and services for the best use of the Opioid Mitigation Phase One settlement. Details of this plan and services included new residential treatment beds, increased Intensive Outpatient (IOP) and Partial Hospitalization Program (PHP) treatment and increased peer support.

The selection of Stella Maris as a recipient of these funds was due to their reputation in the community and their willingness to facilitate the process of 32 new Residential Treatment Beds, Expansion of PHP, IOP and Medication-Assisted Treatment (MAT) in a prompt manner. The selection of St. Vincent Charity Rosary Hall was due to the operation of St. Vincent Charity Medical Center's Psychiatric Emergency Room. Additionally, the ADAMHS Board has a history of collaborating with this entity. St. Vincent Charity Rosary Hall, which is also an excellent agency within the community, will utilize these funds for the expansion of PHP and IOP, enhance 24-Hour Intake Assessment and expand Peer Support. The last of the three provider agencies selected, Thrive Behavioral Health, created Thrive ED to assist individuals in the emergency room get linked to behavioral health services.

Mr. Osiecki reported that Ohio Revised Code (ORC) allows the ADAMHS Board to select provider agency participation without issuing a Request for Proposal (RFP). As a result, with less than a week's notice, the Board selected providers that were capable of a quick turnaround and have expertise in their field.

Mr. Snider inquired as to whether the Board will have increased oversight of these funds. Mr. Osiecki reported that County Council shared similar concerns and emphasized that from the commencement of the contracts, timelines have been developed, site visits and conference calls scheduled, and very detailed metrics have been established.

- c) OhioGuidestone Residential Treatment Beds - \$125,000
- d) Community Based Services for Drug Court 4 – Opioid Settlement – \$100,000
 - Community Assessment & Treatment Services (CATS)
 - Catholic Charities
 - Harbor Light
 - Stella Maris
 - Cleveland Treatment Center (CTC)
- e) 2nd Chance Youth Program
 - Faith Community Supportive Services, Inc. - \$20,000
- f) Devereux Student Strengths Assessment (DESSA) Tool
 - Aperture Education Services - \$23,800
- g) OhioMHAS: Psychotropic Drug Grant Funds
 - Cuyahoga County Sheriff's Department - \$119,074
- h) ADAMHS Board Website Design, Implementation & Hosting
 - Granicus - \$34,660.22
- i) Consulting Contract for Financial System Transition
 - Mark C. Sullivan - \$10,000
- j) Chief Clinical Officer Consultant
 - Leslie M. Koblentz, M.D., J.D., M.S. - \$135 per hour
- k) Crisis Flex Funds Grant for the Roberto Flores Residential Treatment Program due to COVID-19
 - FrontLine Service - \$54,000
- l) Sponsorships*
 - LifeAct Suicide Prevention Materials – \$6,500
 - LifeAct's 16th Annual Into the Light Walk, Rescheduled Date TBD – \$1,000
 - Intensive 2020 Mental Health and Ministry Conference, Rescheduled Date TBD – \$1,000
 - Women's Recovery Center Miracles of Recovery Breakfast on Rescheduled Date TBD, and Run, Jane, Run event on July 24, 2020 – \$1,500
 - Northeast Ohio Black Health Coalition's 6th Annual State of African American Family Disparities Conference, August 14-15, 2020 – \$1,000
 - Greater Cleveland NAMI Walks, September 19, 2020 – \$2,500

*Note: The ADAMHS Board does not pay sponsorships until the event is complete, which is indicated in our sponsorship contracts. If any of these events are not held, the sponsorships will not be paid.

Motion to recommend approval of Contracts (as listed above) to the full Board.

MOTION: H. Snider / SECOND: S. Rosenbaum / AYES: E. Cade, R. Fowler, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

[Erskine Cade, MBA, left the meeting and Rev. Benjamin F. Gohlstin, Sr., returned to the meeting.]

9. Contract Amendments

- a) Amendment to Resolution 19-11-08, Rising Hope Recovery Housing – \$125,000
 - YMCA of Greater Cleveland (Y-Haven)

Ms. Rosenbaum inquired about the increase in funding of \$125,000 to the YMCA of Greater Cleveland for the Y-Haven Rising Hope Recovery Housing Program for the period of May 1, 2020 through December 31, 2020. Mr. Ed Gemerchak, Executive Director of Y-Haven, reported that during CY2019 Y-Haven was awarded \$100,000, which was used for the provision of 40 beds for women and 40 beds for men who are recovering from Opioid Use Disorder (OUD). He also reported that Y-Haven provides a high level of recovery housing (food and shelter), in addition to drug treatment.

Ms. Harrison reported that during the Board's utilization review to determine the CY2020 budget, Y-Haven had not utilized their full allocation, thus the Board decreased their allocation for CY2020 to \$75,000. Since that time, they have increased utilization of this program, which resulted in a request for an increase in funding for their recovery housing program.

- b) Amendment to Resolution 19-02-05, Accepting Funding for the Residential Treatment Services for Offenders Supervised by the Adult Probation Department (Hereinafter Referred to as the RSAT Program) – Increase – \$1,200,000
 - Catholic Charities/Matt Talbot
 - Community Assessment & Treatment Services (CATS)
 - Stella Maris
- c) Amendment to Resolution 20-02-05, Northeast Ohio Collaborative: Withdrawal Management/Detoxification and Crisis Bed Expansion – \$975,000
 - Windsor Laurelwood - \$269,760
 - Stella Maris - \$147,143
 - Lake County ADAMHS Board - \$130,000
 - Applewood - \$125,000
 - Ashtabula County Medical Center - \$125,000
 - **Silver Maple Recovery, LLC - \$178,097 (Adjustment to provider name and start date to October 1, 2019)**
- d) Amendment to Resolution 19-11-08, Recovery Housing Program – Reallocation of Awarded Funds
 - Hitchcock Center for Women

Motion to recommend approval of Contract Amendments (as listed above) to the full Board.

MOTION: H. Snider / SECOND: R. Fowler / AYES: R. Fowler, B. Gohlstin, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

10. Identify Consent Agenda

Mr. Killpack recommended including the Cuyahoga County Opioid Crisis Mitigation Plan: Phase One – \$10,501,207, Murtis Taylor Human Services System Advance Funding – \$200,000, Stella Maris Advance Funding for Sober Living Network – \$50,000, the February 2020 and March 2020 Finance Reports, Contracts and Contract Amendments into the Consent Agenda to be recommended for approval to the full Board.

11. New Business

- Mr. Snider requested an update at the General Meeting as to how the Board's provider agencies are delivering services during the current crisis.
- Mr. Osiecki reported that the Board has been trying to keep everyone up-to-date with the daily COVID-19 updates. He also commended staff for their efforts with handling any provider agency issues and/or concerns that have arisen.

- Mr. Osiecki reported that The Northeast Ohio Collaborative: Withdrawal Management/Detoxification and Crisis Bed Expansion has SFY2020 allocation funds remaining in the amount of \$117,739. He noted that due to the current crisis, the Ohio Department of Mental Health and Addiction Services (OhioMHAS) informed the Collaborative that these funds could be used in a flexible manner by the end of SFY2020. As a result, these funds will be divided evenly among the six participating Boards.

There being no further business, the meeting adjourned at 5:16 p.m.

Submitted by: Linda Lamp, Executive Assistant

Approved by: Steve Killpack, MS, Finance & Operations Committee Chair