

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

FINANCE & OPERATIONS COMMITTEE MINUTES

MAY 20, 2020

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

**Board Staff Present:** Scott Osiecki, Chief Executive Officer, Carole Ballard, Curtis Couch, Erin DiVincenzo, Tami Fischer, Cheryl Fratalone, Felicia Harrison, Esther Hazlett, Myra Henderson, June Hudson, Linda Lamp, Kelli Perk, Allison Schaefer, Starlette Sizemore-Rice, Larry Smith, Jr., Maggie Tolbert, Beth Zietlow-DeJesus

**1. Call to Order**

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

**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 a Zoom meeting. 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 April 15, 2020 were approved as submitted.

**4. Finance Reports – April 2020**

Ms. Felicia Harrison, Chief Financial Officer, reported on the Voucher and Expenditure Report for April 2020. She indicated that relative to the Administrative Budget for the month of April, which covers 33% of the year, expenses were \$371,779. The Board's total administrative expenses through the end of April was \$1,520,772, which is roughly 25.46% of the total Administrative budget that was approved for CY2020.

In April, the Board received revenues of \$3,092,523. The Board's total revenue received through the end of April was \$51,957,752, which includes the Board's County levy allocation of \$40,363,659. The Board's expenses for the month of April was \$7,253,974. The Board's total expenses through the end of April was \$17,170,821.

Ms. Harrison reported that the County is still a little bit behind in terms of processing the Board's expenses. As a result, a lot of things processed in April were actually March expenses. However, the Board is hoping that at some point the County will catch up, but presently remain behind with processing expenses.

**Motion to recommend approval of the Board Voucher and Expenditure Reports for April 2020 to the full Board.**

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

**5. Ohio Association of County Behavioral Health Authorities (OACBHA) FY2021 Membership Dues**

Mr. Scott Osiecki, Chief Executive Officer, reported that these membership dues are for the Ohio Association of County Behavioral Health Authorities (OACBHA), which is the statewide organization that represents the interests of Ohio's ADAMHS Boards at the state level. Each member, including the ADAMHS Board, pays annual membership dues to OACBHA to support its operations. Mr. Osiecki reported that OACBHA has been a vital source of information, resources and advocacy with OhioMHAS during the COVID-19 pandemic. OACBHA's annual membership dues for FY2021 cover the time period of July 1, 2020 through June 30, 2021.

**Motion to recommend approval of payment to the Ohio Association of County Behavioral Health Authorities (OACBHA) for annual membership dues for FY 2021 (July 1, 2020 – June 30, 2021 in the amount of \$18,275 to the full**

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

## 6. **Contracts**

- o Ms. Harrison highlighted agenda process sheets for agreements listed below, answered questions, and provided clarification for committee members.
  - a) Cleveland Division of Police Co Responder Project – Accepting \$523,800 from the City of Cleveland – ADAMHS Board not to exceed \$339,950 for three years
    - FrontLine Service, Inc. - \$514,650
    - Murtis Taylor Human Services System - \$343,100

Ms. Harrison reported that the City of Cleveland received a Bureau of Justice Assistance (BJA) Grant to fund the Co Responder Project in three districts and the ADAMHS Board is contributing funding to ensure expansion of this project to all five districts. The term for this project is October 1, 2019 to September 30, 2022 and the total project amount is \$857,750, with \$523,800 from the City of Cleveland, BJA Grant and \$333,950 from the ADAMHS Board. This project will allow the Cleveland Police Co Responder team to respond to crisis calls received via the Cleveland Division of Police Dispatch for mental health related crisis in the community. The crisis specialist will be paired with a CIT officer in single cars in order to respond to the calls. The crisis specialist, in collaboration with the CIT officer, will engage and respond to the individual's needs, provide assessment and triage to the least restrictive options in the community.

The ADAMHS Board will be providing a match for the project of \$33,950. This additional funding will allow for the implementation of two additional co responder teams and therefore cover all five districts. This funding enables the ADAMHS Board to contract with FrontLine Service for 2.0 FTE as well as Murtis Taylor Human Services System for 1.0 FTE.

Ms. Sharon Rosenbaum indicated that the Co Responder Team will operate 40 hours per week second shift and inquired as to what the ADAMHS Board is being requested to provide. Ms. Carole Ballard, Director of Education and Training, and Captain James McPike, CIT Coordinator for the City of Cleveland Division of Police, were on the call to respond to this inquiry. Ms. Ballard reported that there will be five crisis specialists, one stationed at each district with each CIT Officer, and cover second shift only. Second shift was chosen due to the highest volume of calls throughout the state. Captain McPike added the Cleveland Division of Police sincerely hopes this project will reduce calls for service and divert people in crisis to the least restrictive alternative and linkage to services.

Ms. Rosenbaum also inquired around the annual funding variations for this project. Ms. Ballard reported that in year one, 2020 funding in the amount of \$120,000 is for start-up. The City of Cleveland received this grant in October 2019 and a contract was only recently received by the Board. Mr. Osiecki reported that future revisions may need to occur relative to budget adjustments to accommodate for additional provisions with this project.

- b) Strive for 5 Media Campaign - \$31,000
  - Advance Media - \$2,000
  - Call and Post - \$2,000
  - Radio One Cleveland - \$5,000
  - Voice It Radio - \$7,500
  - iHeart Radio - \$7,500
  - Fox 8 - \$2,000
  - El Toro - \$1,000
  - Lamar Advertising - \$4,000

Ms. Harrison reported that funding has been set-aside in the Board's CY2019 Operating Budget for prevention campaigns focusing on heroin, suicide and gambling prevention and awareness. The ADAMHS Board is receiving the not-for-profit/government/public awareness rates. If the Board had not received this discounted rate, the cost of the campaign would be much higher. The Board has applied for a grant from the Federal Emergency Management Agency (FEMA) to cover this campaign but has not received an award at this time.

Ms. Harrison reported that last month, Governor DeWine and Ohio Department of Mental Health and Addiction Services Director Criss announced the Strive for 5 campaign, which challenges Ohioans to connect with 5 people every day for 30 days. The challenge began in New York and is designed to help all individuals feel connected, as well as reduce feelings of isolation and loneliness during the COVID-19 outbreak. The campaign includes a media buy for print, social media/geo marketing, radio and television to make individuals aware of this challenge and local resources in Cuyahoga County including the peer-to-peer warmline (440-886-5950), crisis, suicide prevention and information and referral hotline (216-623-6888) and crisis text 741741.

Ms. Harrison highlighted that Ms. Beth-Zietlow-DeJesus, Director of External Affairs, was able to negotiate with the Board's vendors for a further reduction in costs or added value. This request resulted in a reduction of \$28,700 cost and many added value elements including: 120 free spots on three stations and free ads for May on seven stations, a free on-air interview that will air multiple times on two radio stations and extended billboard time.

- c) YWCA Greater Cleveland, First Year Cleveland Pregnancy and Infant Loss Committee – Grief Recovery Paraprofessional Training - \$20,000

Ms. Harrison reported that the ADAMHS Board will be contracting with the YWCA Greater Cleveland, First Year Cleveland Pregnancy and Infant Loss Committee for the updated term of June 1, 2020 through May 31, 2021 for this contract in the amount of \$20,000. The Community Mental Health Support-Pregnancy and Infant Loss (PAIL)-Grief Recovery Paraprofessional Training is a community partnership between the ADAMHS Board, First Cleveland and the YWCA Greater Cleveland to support the education and training of up to 10 African American therapists, social workers and/or counselors to be trained and certified in the Grief Recovery Method (GRM) Training Program. PAIL's mission is to provide awareness, support, and hope to those who have experienced miscarriage, stillbirth or death of a baby before the age of one. The GRM training facilitates healing by infusing mental health paraprofessionals into the community and providing culturally appropriate behavioral health support services for Black women and men who have experienced loss, especially miscarriage, stillbirth and infant loss.

In March 2020, the inaugural GRM class included 24 men and women who have made a commitment to help African American families in Cleveland and Cuyahoga County. Rev. Gohlstin reported that he participated in the inaugural GRM class to become a Grief Recovery Specialist and commended this training. He noted that 8 weeks of material were reviewed in 4 days.

- d) Sponsorships\*

- LGBTQ Center's Pride in the CLE March and Festival, September 12, 2020 - \$1,000

Ms. Harrison reported that sponsorship of this event complements the ADAMHS Board's mission, vision, value statements, strategic plan and/or advocacy by supporting the Board's focus on cultural competency and suicide prevention efforts for special/minority populations. This sponsorship also strives to alleviate the stigma of living with a mental illness and/or alcohol and other drug addictions. The benefits of the \$1,000 Yellow Partner include: (1) Listing as a partner on Pride in the CLE webpage, (2) Logo placement on website and name listed on partner pages/lists, (3) Name listed on partnership page in Pride in the CLE Pride Guide, and (4) Resource table at the event.

- Wave of Light Remembering Our Babies Memorial Event, October 15, 2020 - \$500

Ms. Harrison reported that the Board will be contracting with the YWCA of Greater Cleveland, the fiscal agency for First Year Cleveland (FYC), for the term of May 28, 2020 through November 30, 2020 for the event on October 15, 2020 in the amount of \$500. FYC is a multi-sector collaborative working towards a unified strategy to reduce infant mortality and racial disparities in Cuyahoga County. The goal is to lower infant deaths by the end of 2020 by addressing three strategic areas: (1) Reduce racial disparities, (2) Address extreme prematurity, and (3) Eliminate sleep related deaths. The "Remembering Our Babies" event will provide a forum in which the community at large and public officials can hear directly from African Americans who have experienced pregnancy and infant loss (PAIL). The Board's funds will be used to provide food, flyers and other promotional materials for the event.

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

**7. Contract Amendments**

- a) Amendment to Resolution No. 20-02-06, Cuyahoga County Juvenile Court (CCJC) Intervention Center Behavioral Health Services - \$200,000 Increase  
- Applewood Centers

Ms. Harrison reported that the Cuyahoga County Juvenile Court extended the project period with the ADAMHS Board for the Intervention Center Behavioral Health contract and increased the project by \$200,000. This increase will allow the Board to extend this contract for another year, July 1, 2020 through June 30, 2021. The Intervention Center's behavioral health services include: (1) Assessment & Brief Behavioral Health Screening, (2) Case Management, (3) Referral to Respite services for crisis intervention, and (4) Navigation & Linkage to appropriate services and supports. The ADAMHS Board approved contracting with Applewood Centers on September 26, 2018.

- b) Amendment to Resolution No. 19-11-08, Women's Recovery Center – \$56,840

Ms. Harrison reported that funding in the amount of \$56,840 will be used to hire one Clinical Director/Group Counselor full-time. In the long-term, the organization will benefit from having a full-time director; however, for the short-term, the proposal of a full-time position split between Clinical Director and counseling duties will be a great help as the organization grows under the new leadership. The individual who fills this position will eventually transition to serving as a full-time dedicated Clinical Director.

- c) Amendment to Resolution No. 19-11-08, Hitchcock Center for Women – \$250,000

Ms. Harrison reported that the ADAMHS Board is increasing Hitchcock Center for Women's contract in the amount of \$250,000 to provide for residential treatment. These funds will continue to provide the life-saving treatment to the women and children. Additionally, Hitchcock Center for Women needs the additional funding during the ongoing COVID-19 pandemic and would struggle to maintain operations without such funding.

- d) Amendment to Resolution No. 19-10-03, FrontLine Service – \$75,000

Ms. Harrison stated that the Ohio Department of Mental Health and Addiction Services (OhioMHAS) has awarded the ADAMHS Board additional SFY2020 funding in the amount of \$75,000 for the Community Transition Program (CTP). FrontLine Service is the sole provider of the CTP for the adult prison population who are returning to Cuyahoga County. As a result, the contract for FrontLine Service will be increased for this program.

- e) Amendment to Resolution No. 19-11-08, Life Long Transportation, LLC – \$10,000

Life Long Transportation, LLC was originally awarded \$40,000 for CY2020 and has already utilized these funds. Therefore, the ADAMHS Board is currently requesting an increase in the contract in the amount of \$10,000 until a contract can be renegotiated.

Ms. Victoria Hayes, from Life Long Transportation, LLC., indicated that they have made 1,000 trips thus far in CY2020 and reported that transportation requests have increased due to the addition of Recovery Homes. She also noted that the Board's CY2020 funding does not include administrative overhead.

- f) Amendment to Resolution No. 19-06-05, Cuyahoga County Division of Children and Family Services (CCDCFS) Treatment Foster Care/Kinship Care Pilot Contract Extension – \$190,812
  - Catholic Charities

Due to a limited number of homes, in addition to the delay in service provision, CCDCFS requested a contract extension to fully execute services to demonstrate the program's effectiveness. CCDCFS set a goal to license five treatment foster families by December 2020 through utilizing newly approved online training for recruitment. The original contract amount was \$251,000 and the balance of the contract is currently \$190,812. This amendment will extend the Treatment Foster Care/Kinship Care Pilot with the CCDCF for the period July 1, 2020 through June 30, 2021 and extend the ADAMHS Board's contract with Catholic Charities to fully execute services approved through this contract.

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

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

**8. Identify Consent Agenda**

Mr. Killpack recommended including the April 2020 Finance Reports, the Ohio Association of County Behavioral Health Authorities (OACBHA) FY2021 Membership Dues, Contracts and Contract Amendments into the Consent Agenda to be recommended for approval to the full Board.

**9. New Business - None**

*There being no further business, the meeting adjourned at 4:35 p.m.*

**Submitted by: Linda Lamp, Executive Assistant**

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