

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

FINANCE & OPERATIONS COMMITTEE MINUTES

JUNE 17, 2020

Committee Members Present: Steve Killpack, MS, Committee Chair, Erskine Cade, J. Robert Fowler, Ph.D., Harvey A. Snider, Esq. / **Absent:** Rev. Benjamin F. Gohlstein, Sr., Sharon Rosenbaum, MBA

Board Staff Present: Scott Osiecki, Chief Executive Officer, Carole Ballard, Curtis Couch, Tami Fischer, Cheryl Fratalone, Felicia Harrison, Esther Hazlett, Myra Henderson, June Hudson, Linda Lamp, Beth Pfohl, 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 4:08 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 Zoom. 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 May 20, 2020 were approved as submitted.

4. Finance Reports – May 2020

Ms. Felicia Harrison, Chief Financial Officer, reported on the Voucher and Expenditure Report for May 2020. She indicated that relative to the Administrative Budget for the month of May, expenses were \$533,655. The Board's total administrative expenses through the end of May was \$2,054,427, which is roughly 34.39% of the total Administrative budget that was approved for CY2020. She reported that five months of the year would be approximately 42%, which indicates the Administrative Budget is underbudget.

In May, the Board received revenues of \$2,083,789. The Board's total revenue received through the end of May was \$54,041,542. The Board's expenditures for the month of May was \$3,461,042. The Board's total expenditures through the end of May was \$20,631,863.

[Mr. Erskine Cade, MBA, entered the meeting.]

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

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

5. 2020 Census Outreach Campaign

Ms. Beth Zietlow-DeJesus, Director of External Affairs, reported that Scott Osiecki is the tri-chair of the Hard to Count Communities subcommittee of the Cuyahoga County Complete Count Committee alongside Mr. Joe Cimperman from Global Cleveland and Mr. Daniel Ortiz from Policy Matters. She reported that a more targeted outreach campaign is necessary to increase responses in communities of Cuyahoga County that are at risk of being undercounted. The 2020 Census outreach campaign will target the City of Cleveland and East Cleveland, both of which have Census tracts with the lowest responses in Cuyahoga County at or below 30% response as of June 7, 2020.

Ms. Zietlow-DeJesus reported that Internet and radio messages will be combined with targeted soundtruck and print ads. Purchases include Call and Post print ads throughout June and July 2020, Entercom for geofencing targeted digital ads and radio.com ads and the use of a soundtruck. Ms. Zietlow-DeJesus indicated that these cities are at risk of being undercounted, which would result in federal funding disinvestment impacting the community for the next ten years.

Motion to recommend approval of 2020 Census outreach campaign to run in June and July 2020 with Call and Post in the amount of \$1,000, Entercom in the amount of \$2,000, and The Mosound Group, Inc. in the amount of \$1,100 for a total 2020 Census Outreach Campaign in the amount of \$4,100 to the full Board. MOTION: H. Snider / SECOND: R. Fowler / AYES: E. Cade, R. Fowler, S. Killpack, 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) Consulting Contract for the Development of a Strategic Plan for Calendar Years 2021-2025 for the ADAMHS Board of Cuyahoga County
 - RAMA Consulting, Inc. - \$57,630

Ms. Harrison reported that the Strategic Plan will be developed based on the Board's most recent Needs Assessment, workforce development strategies, community input and the performance of the current provider network. In response to the Request for Proposal (RFP), the Board received thirteen proposals. The proposals were reviewed and rated by an internal Board Review Committee consisting of eight staff members. Each proposal was scored on a 100-point scale with 800 total points being the highest possible score. In order to determine the selected candidate, the Review Committee selected the bidders with at least a 700 score. Five of the thirteen respondents met the established criteria.

RAMA Consulting, Inc. was the high scorer and provided the most recent Strategic Planning document. Public Works, the second-highest scorer, was eliminated due to cost constraints. At \$149,600, their bid was nearly three times the amount of the top-scorer, RAMA Consulting, Inc. Analytic Insight was eliminated following discussion on their location in Maine with no local contacts and verbiage that communicated a sense that a large amount of work on the Strategic Plan would rest with the Board rather than the vendor.

The Review Committee also considered the hours committed to the project for the remaining bidders, as well as the response to a key question regarding the steps they would take to create a plan of action. Through this stringent process, the Review Committee selected RAMA Consulting, Inc. as the CY2021-2025 Strategic Planning vendor. Ms. Harrison also highlighted that RAMA Consulting, Inc. facilitated the last Strategic Plan for the ADAMHS Board.

Mr. Killpack commended RAMA Consulting, Inc. on the Board's last Strategic Plan.

- b) Northeast Ohio Collaborative: Withdrawal Management/Detoxification and Crisis Bed Expansion Grant – Substance Abuse and Mental Health Services Administration (SAMHSA) Emergency COVID-19 Grant Funds – \$309,383
 - Ashtabula County MHRS Board - \$51,563.83
 - Geauga County MHRS Board - \$51,563.83
 - Lake County ADAMHS Board - \$51,563.83
 - Lorain County MHARS Board - \$51,563.83
 - Summit County ADM Board - \$51,563.83

Ms. Harrison reported that the Department of Mental Health and Addiction Services (OhioMHAS) received a \$2 million SAMHSA Grant for emergency COVID-19 funding to address mental health and substance use disorders during the COVID-19 pandemic. The Northeast Ohio Collaborative will receive \$309,383 of this award from OhioMHAS. The Northeast Ohio Collaborative includes Cuyahoga, Lorain, Lake, Geauga, Ashtabula and Summit Counties. The ADAMHS Board of Cuyahoga County is the fiscal agent for the Northeast Ohio Collaborative. Each Northeast Ohio Collaborative Board will receive \$51,563.83 to specifically enhance their Crisis/Information/Referral/Support Hotlines, Warm Lines and/or Mobile Crisis Teams. Each Board will contract with their local provider to utilize the Screening, Brief Intervention and Referral to Treatment (SBIRT) tool to identify then direct individuals impacted by COVID-19 to the appropriate levels of care. If a therapeutic intervention is

required, the provider will facilitate a warm-handoff for evidence-based treatment and/or recovery support services to assist with anxiety, depression and trauma caused by the COVID-19 crisis.

Ms. Harrison stated that OhioMHAS will distribute the SAMHSA COVID-19 funding on a quarterly basis and the ADAMHS Board will distribute the payments to the Northeast Ohio Collaborative Boards with quarterly disbursements.

- c) Federal Emergency Management Agency (FEMA) Crisis Counseling Assistance and Training Program (CCP) Immediate Services Program (ISP)
 - Bellefaire Jewish Children's Bureau - \$62,700.76

Ms. Harrison reported that OhioMHAS submitted a proposal on behalf of Ohio and negotiated with FEMA for the state's award. The ISP FEMA grant was awarded to the State of Ohio on June 3, 2020 in the amount of \$466,500. The grant period began May 1, 2020 and ends June 29, 2020. The department will be submitting a carryover request that will extend the end date of the ISP grant to July 28, 2020.

Bellefaire Jewish Children's Bureau was chosen to receive an allocation for licensed therapists to provide telehealth services to current and newly enrolled clients across Cuyahoga County. Outreach and crisis staff provided individuals with information and education about typical reactions, coping strategies and available disaster-related resources.

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

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

7. Contract Amendments

- a) Amendment to Resolution No. 19-11-08, Cornerstone of Hope - \$40,000

Ms. Harrison stated that Cornerstone of Hope provides Individual Counseling/Support Groups for Caregivers and Community Partners. When the COVID-19 quarantine began, Cornerstone of Hope expanded its services beyond bereavement to provide counseling for anxiety, depression, isolation, stress, adjustment disorder, and other related issues. Cornerstone of Hope has been offering remote telehealth counseling, and also opened their offices on May 11, 2020 in accordance with the Responsible RestartOhio protocol.

Cornerstone of Hope has the capacity to accept referrals directly from the major hospital systems for their caregiver/first responder staff, overflow clients from ADAMHS Community Partners and several community partners. With funding from the ADAMHS Board, they will also be able to provide counseling services to new clients. The professional staff of counselors and social workers are ready to assist in providing care to individuals who need it most, including our heroic caregivers.

- b) Amendment to Resolution No. 19-11-08, Recovery Resources - \$100,000

Ms. Harrison reported that Recovery Resources is a comprehensive outpatient behavioral health organization which provides services to children, adolescents and adults using evidence-based practice and client-centered strategies. ADAMHS Board funding supports the following programs through Recovery Resources. Substance Use Disorder (SUD) Prevention, Mental Health (MH) Housing, Two MH Employment Programs, MH Peer Support, Jail Liaisons, Suburban Jail Liaisons, SUD/MH Prevention for Transitional Aged Youth, Gambling Initiatives and Treatment Services through pooled funding.

This crucial emergency funding will increase the safety and wellbeing of all clients, staff and visitors who receive services, work or are engaged in other business at Recovery Resources. Screeners will be stationed at entry points to ensure all clients, employees and visitors are screened properly before entering the building. Currently this is an unfunded but required service to ensure the safety of all entering the facility and will require at least 2.5 Full Time Equivalent (FTEs) for the remainder of the year. Also, due to the current social distancing

requirements, alternative waiting areas are needed. As a result, an additional 1-2 Peer Navigators are needed for the remainder of the year. Additional safety barriers will be put in place in waiting areas in response to COVID-19.

c) Amendment to Resolution No. 19-11-08, Hispanic UMADAOP - \$20,382.51

Ms Harrison stated that Hispanic Urban Minority Alcoholism and Drug Abuse Outreach Program (UMADAOP) is an ADAMHS Board contract agency that provides prevention and residential and outpatient treatment specific to the Hispanic/Latino population, although all individuals are welcome to obtain services from the agency. The COVID-19 pandemic and subsequent State of Ohio-Stay at Home Order began to negatively impact residential client admissions, which resulted in a 38% reduction in residential admissions and revenues. Fearful of a continuing admission reduction trend, Hispanic UMADAOP submitted a Paycheck Protection Program application to US Bank to avoid staff reduction and/or layoffs. On June 1, 2020, US Bank approved the Paycheck Protection Program application in the amount of \$187,665, which will be used to cover five weeks of payroll.

On May 22, 2020, Hispanic UMADAOP learned of an employee testing positive for COVID-19. Hispanic UMADAOP immediately engaged the Cleveland Department of Public Health (CDPH) who interviewed employees and residential treatment clients, sent out quarantine orders, and assisted with mapping employee return dates. Within days, Hispanic UMADAOP completed discharge of the remainder of the residential clients and on May 27, 2020 the Hispanic UMADAOP Board of Directors announced the temporary closure of the residential treatment center until June 14, 2020 for lack of residential clients, professional decontamination cleaning, and lack of available staff due to CDPH return-to-work restrictions.

Hispanic UMADAOP requested \$53,102.51 in emergency funding to provide fringe benefits to employees during the temporary closure of its residential services, hazard incentive pay and for addressing already expended and future costs of reopening its residential treatment services. ADAMHS Board staff reviewed the request and recommended to provide Hispanic UMADAOP with \$20,382.51 for professional decontamination and related expenses, June 2020 employee fringe benefits and June 2020 treatment center operating expenses. This emergency funding will allow 22 Hispanic UMADAOP employees to maintain benefits, as well as cover expenses related to reopening the residential treatment program.

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

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

Mr. Killpack inquired as to whether additional provider agencies will be approaching the ADAMHS Board for assistance with emergency funding requests due to COVID-19. Mr. Osiecki reported that presently no additional provider agencies have contacted the Board regarding a request of this nature.

8. Identify Consent Agenda

Mr. Killpack recommended including the May 2020 Finance Reports, the 2020 Census Outreach Campaign, Contracts and Contract Amendments into the Consent Agenda to be recommended for approval to the full Board.

9. New Business

Mr. Snider raised concerns regarding an article that appeared in the Plain Dealer regarding a mentally ill individual in Garfield Heights who was "rather vigorously arrested and confined for five months in prison". Mr. Osiecki reported that he will author written correspondence on behalf of the Board members and staff of the ADAMHS Board to express sadness and frustration regarding the unacceptable treatment of this individual and to offer Crisis Intervention Team (CIT) training for the law enforcement officers in Garfield Heights.

Mr. Osiecki indicated that he is also working on a Resolution that will be forthcoming regarding a declaration of racism is a public health crisis.

Ms. Ballard reported that CIT training is tentatively scheduled for the Week of September 14, 2020.

There being no further business, the meeting adjourned at 4:34 p.m.

Submitted by: Linda Lamp, Executive Assistant

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