

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

**FINANCE & OPERATIONS COMMITTEE MINUTES  
JANUARY 23, 2019**

**Present:** Steve Killpack, MS, Committee Chair, J. Robert Fowler, Ph.D., Rev. Benjamin F. Gohlstin, Sr.

**Absent:** Eugenia Kirkland, LSW, MSSA, CDCA, Sharon Rosenbaum, MBA, Hugh B. Shannon, Harvey A. Snider, Esq.

**BOARD STAFF PRESENT:** Scott Osiecki, CEO, Curtis Couch, Tami Fischer, Cheryl Fratalone, Bob Garrity, Felicia Harrison, Esther Hazlett, June Hudson, Carol Krajewski, Starlette Sizemore-Rice, Maggie Spellman, Maggie Tolbert, Linda Torbert, Beth Zietlow-DeJesus

**1. CALL TO ORDER**

Committee Chair, Steve Killpack, called the meeting to order at 4:00 p.m. and noted that the Committee of the Whole minutes from 11/14/18 are scheduled for approval at the January General Meeting.

**2. FAITH-BASED OUTREACH INITIATIVE PROGRAM RECOMMENDATIONS**

Starlette Sizemore-Rice, Director of Special Projects, reported on the CY2019 Faith-based Outreach Initiative Program recommendations as a result of reviewing the 22 responses received to the Request for Proposal (RFP). Nine organizations are being recommended to participate in the program to promote spirituality, health and wellness, prevention/intervention activities to reduce stigma and/or building individuals and communities toward resiliency.

Ms. Sizemore-Rice elaborated on the organizations, the proposed programs and allocation amounts listed on the agenda process sheet as shown below along with the 4 measurement tools to be utilized.

- Coalition for a Better Life/Peace in the Hood: Mt. Pleasant NOW Development - \$15,000.00
- Far West Center - \$20,000.00
- Inner Healing Ministries - \$47,500.00
- Life Recovery Ministries - \$61,000.00
- Naaleh Cleveland - \$20,000.00
- NAMI Greater Cleveland - \$4,220.00
- OhioGuidestone - \$52,280.00
- St. James African Methodist Episcopal Church - \$20,000.00
- Trinity Outreach Ministries – Another Chance of Ohio - \$60,000.00

As a result of the discussion, Mr. Killpack suggested revising the agenda process sheet by identifying the measuring tool to be used for each particular organization/program.

**Motion to recommend approval of CY2019 Faith-based Outreach Initiative recommendations to the full Board.**

MOTION: R. Fowler / SECOND: B. Gohlstin / AYES: R. Fowler, B. Gohlstin, S. Killpack / NAYS: None

**Motion passed.**

**3. CONTRACT RECOMMENDATION FOR BEHAVIORAL HEALTH MANAGEMENT INFORMATION SYSTEM**

Felicia Harrison, Chief Financial Officer, updated committee members on the results of the RFP Review Committee's findings based on its review of the 3 responses received for a behavioral health management information system to be used for enrollment, claims processing and payment processing; this system will replace SHARES.

The ADAMHS Board's RFP Review Committee and CEO recommend entering into a 3-year contract with Geisler I.T. Services, LCC, for the procurement of the Great Office Solution Helper (GOSH) system in the amount of \$167,060.00 for the time period of February 1, 2019 – January 31, 2022. Ms. Harrison noted that GOSH has been around since 2010 and is currently used by 36 other Boards in Ohio. She referenced the agenda process sheet that provides a breakdown of costs over the 3 years and a comparison of costs to the former SHARES system.

The decision regarding the Hosting Solution is yet to be determined. Chief Technology and Data Analytics Officer, Curtis Couch, will be responsible for conducting a review of the current infrastructure at the Board in order to determine which solution is best moving forward (i.e. on premises, which may include potential purchases of servers and other upgrades) or a cloud-based data solution.

Mr. Couch reported that the project plan is to go live on 7/01/19; the process will feature milestones and include testing the various aspects of the system. The implementation plan is incremental and the Board anticipates being live on enrollment around 3/01/19. Mr. Couch answered questions of committee members and explained that this system is for claims processing only; he noted that the application is already live in 36 counties so the risk with this application is much lower.

**Motion to recommend approval of a Behavioral Health Management Information System: GOSH (Great Office Solution Helper) to the full Board.** MOTION: B. Gohlstin / SECOND: R. Fowler / AYES: R. Fowler, B. Gohlstin, S. Killpack  
NAYS: None / **Motion passed.**

#### **4. FINANCE REPORTS**

Felicia Harrison, Chief Financial Officer, reported on the Voucher and Expenditure Reports for November 2018 and December 2018. Expenses for November were \$4,404,864.00; in December \$4,838,028.00. This brings the Board's total expenditures for CY2019 to \$67,324,395.00. On page 8 of the December Reports, Ms. Harrison noted that Board staff did have to reallocate funds between provider/direct services and other behavioral health services in order to meet all year-end expenses; consequently, Board staff moved \$270,000 between the two categories but did not exceed the approved budget.

Revenue for November was \$3,892,986.00; revenue for December was \$901,216.00 bringing our total revenue for CY2018 to \$68,070,428.00. The Administrative total budget was \$5.4 million for CY2018 and the Board spent just over 93% of the overall budget spending \$5,037,998.00. (Financial Reports are attached to the original minutes in the Executive Unit.)

**Motion to recommend approval of the Board Voucher and Expenditure Reports for November 2018 and December 2018 to the full Board.** MOTION: R. Fowler / SECOND: B. Gohlstin / AYES: R. Fowler, B. Gohlstin, S. Killpack  
NAYS: None / **Motion passed.**

#### **5. CONTRACTS**

Chief Financial Officer, Felicia Harrison, highlighted agenda process sheets for agreements listed below, answered questions, and provided clarification for committee members.

- a) Acceptance of Adverse Childhood Experiences (ACEs) Grant Funding of \$12,500.00 – Cuyahoga County Board of Health, Pass-Through Funds from the Centers for Disease Control and Prevention through the Network of Public Health Institute
- b) Sponsorships:
  - Improbable Players, Tour Dates: February through June 2019 – (\$2,000 Sponsor)
  - 6<sup>th</sup> Annual Ohio Recovery Housing 2019 Conference, Bringing Recovery Home: Impact, Influence, and Inclusion – (\$1,500 Sponsor)
- c) Ohio Department of Youth Services (ODYS) Aftercare
  - Catholic Charities - \$45,376.00
  - OhioGuidestone - \$65,000.00

**Motion to recommend approval of Contracts (as listed above) to the full Board.** MOTION: B. Gohlstin  
SECOND: R. Fowler / AYES: R. Fowler, B. Gohlstin, S. Killpack / NAYS: None / **Motion passed.**

#### **6. AMENDMENTS TO CONTRACTS**

- a) Amendment to Res. Nos. 18-11-06 and 18-05-03 - Ohio Mental Health & Addiction Services (OhioMHAS) - CURES 1st Year Federal Funding Increase – Total Amount: \$210,960.00
  - MetroHealth Medical Center - \$104,960.00 Increase
  - Community Action Against Addiction - \$100,000.00 Increase
  - I'm in Transition - \$6,000.00 Increase

- b) Amendment of Resolution 18-09-05, OhioMHAS and Ohio Department of Youth Services (ODYS) - Behavioral Health Juvenile Justice (BHJJ) Project Fiscal Year 2019 - \$550,000.00 Total (no change in amount)
- Cuyahoga County Juvenile Court - \$61,066.76 Decrease (from \$310,712.00 to \$249,645.24)
  - Applewood Centers, Inc. - \$61,066.76 Increase (from \$154,621.00 to \$215,687.76)
  - Bellefaire Jewish Children's Bureau - \$84,667.00 (no change)

Mr. Killpack asked if any information is known about the CURES funding status for Year 3. Ms. Harrison responded that there has been no decision shared to date. Mr. Osiecki added that the Board is making an application for the SOAR (SSI/SSDI Outreach, Access, and Recovery) funding that is distributed by Region. We have just received notice that additional SOAR funding is available (up to \$150,000.00) for projects related to sober and recovery housing. Regarding CURES additional funds, Ms. Harrison confirmed that the agencies involved during the application process assured Board staff that they would be able to expend the CURES carryover funds by the term end of April 30, 2019.

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

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

**7. OAPSE, AFSCME LOCAL 4 & LOCAL 328 WAGE RE-OPENER**

Mr. Osiecki reported that the ADAMHS Board has a contract with the union and for the past 2 years have conducted wage reopeners. Chief Administrative Officer, Tami Fischer, noted that the ADAMHS Board of Cuyahoga County and the Ohio Association of Public School Employees are subject to a collective bargaining unit agreement. Within that 3-year agreement, there is a wage re-opener prerequisite for CY2018 as well as CY2019. The bargaining unit and management staff have come to an agreement to provide a 2% increase for all bargaining unit employees; consequently, Board staff recommends ratification of this agreement.

**Motion to recommend ratification of OAPSE, AFSCME LOCAL 4 & LOCAL 328 Salary Increase for Bargaining Unit Employees to the full Board.**

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

Mr. Osiecki added that Board staff has also decided that a 2% increase will also be afforded to non-bargaining unit employees as well; no action is needed as funds were approved in the CY2019 operating budget.

**8. IDENTIFY CONSENT AGENDA**

Steve Killpack identified the following elements to include into the Consent Agenda: Acceptance of Board Voucher and Expenditure Reports, Contracts, and Amendments.

**9. OLD BUSINESS** – None

**10. NEW BUSINESS**

- Board Chair, Rev. Gohlstin, acknowledged the hard work of all ADAMHS Board of Cuyahoga County employees and advocated for holding an annual training at no cost to the employees in mid to late December each year going forward, in an amount not to exceed \$1,000.00.

**Motion to approve an ADAMHS Board Employees Annual End-of-Year Training to the full Board.**

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

*There being no audience comment or further business, the meeting adjourned at 4:50 p.m.*

**Submitted by:** Carol Krajewski, Executive Specialist

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