

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

FINANCE & OPERATIONS COMMITTEE MINUTES FEBRUARY 20, 2019

Present: Steve Killpack, MS, Committee Chair, Rev. Benjamin F. Gohlstin, Sr., Harvey A. Snider, Esq.

Absent: J. Robert Fowler, Ph.D., Eugenia Kirkland, LSW, MSSA, CDCA, Sharon Rosenbaum, MBA, Hugh B. Shannon,

Board Staff Present: Scott Osiecki, CEO, Curtis Couch, Tami Fischer, Cheryl Fratalone, Bob Garrity, Felicia Harrison, Esther Hazlett, June Hudson, Carol Krajewski, Lindsey McMillion, Beth Pfohl, Maggie Tolbert, Beth Zietlow-DeJesus

1. Call to Order

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

2. Approval of Minutes

The Finance & Operations Committee minutes from 1/23/19 were approved as submitted.

3. Mental Health Jail Liaison Program Recommendations

Maggie Tolbert, Assistant Chief Clinical Officer, reported that 8 provider agencies responded to the Request for Proposal (RFP) issued to revamp the current Jail Liaison Program to better suit the needs of clients and the Courts. Based on the RFP Review Team findings, 4 agencies scored 80% and above. Board staff recommend entering into contracts with MetroHealth Medical Center, Murtis Taylor Human Service System, Recovery Resources and Signature Healthcare to employ Mental Health Jail Liaisons to be housed at the Cuyahoga County Jail.

Lindsey McMillion, Adult Behavioral Health Specialist-Criminal Justice Services, added that the Jail Liaisons going forward will be required to be licensed. The improved program will provide "read only" access to electronic medical records. There will be written protocols, weekly and monthly meetings, and increased monitoring. Scott Osiecki, Chief Executive Officer, added that Lindsey in collaboration with the Court developed a job description for the Mental Health Jail Liaisons and the Jail Liaison Specialist.

Rev. Gohlstin advocated for ensuring that Jail Liaisons pay attention to the cultural/spiritual backgrounds of clients when providing services and asked how this can be accomplished. Ms. McMillion stated that such information may be captured during booking or the mental health screening assessment, through communication from correction officers and/or the Court.

Motion to recommend approval of entering into contracts with MetroHealth Medical Center, Murtis Taylor Human Service System, Recovery Resources and Signature Healthcare to employ Jail Mental Health Liaisons at \$75,000.00 per agency/per year to perform the duties of the Mental Health Jail Liaison Program for the time period of 4/1/19 through 12/31/21 to the full Board. MOTION: B. Gohlstin / SECOND: H. Snider / AYES: B. Gohlstin, S. Killpack, H. Snider NAYS: None / **Motion passed.**

4. Class 2 Residential Facility Recommendations

Ms. Tolbert reported that a RFP was sent out to all residential facility operators and over 70 operators responded back. Additionally, the ADAMHS Board contracted with Lifework's Peer Review Specialists to conduct home visits of the residential facilities that submitted responses to the Board's RFPs to be eligible to provide housing to individuals with mental illness funded through the Board's Residential Assistance Program. Unscheduled visits to residential facilities by Lifeworks staff will occur in the future to assure safe, decent and affordable housing for individuals living with a mental illness.

The list of Class 2 Residential Facilities that have received the Peer Seal of Quality is attached to the agenda process sheet; the funding amount for CY2019 is \$2,500,000.00. It was noted that this topic was reviewed by the Planning & Oversight Committee and is recommended for approval.

Mr. Snider asked if information about the Peer Seal of Quality Program and results had been shared with Terry Russell, Executive Director of NAMI Ohio. Mr. Osiecki confirmed that Mr. Russell has been kept up-to-date on the new Peer Seal of Quality Program for Class 1 Residential Facilities; no response has been received from him to date.

Motion to recommend approval of entering into agreements with the Class 2 Residential Facilities on the list attached to the agenda process sheet that have received the Peer Seal of Quality for CY2019 to the full Board.

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

5. Business Volunteers Unlimited (BVU) Fellows Program

Ms. Harrison explained that Mr. Osiecki and Ms. Fischer learned about an opportunity available through BVU where a network of professionals can offer their experience to non-profit organizations. As a result, the ADAMHS Board is interested in seeking a BVU fellow to assist in the transformation of financial management processes and strategies employed by the Board. The goal of the initiative is to take a look at all financial management practices, policies and procedures. This will be an opportunity to have access to a seasoned professional to provide guidance, assist in improving financial processing and increase efficiency.

The total project is \$15,000.00; the Board will receive ½ of that amount (\$7,500.00) from BVU through a Cleveland Foundation grant. Of the total amount, \$3,000.00 will go to BVU and \$12,000.00 to the assigned BVU Fellow.

Ms. Fischer stated that this program was introduced during the partnership with BVU and the Progressive Insurance Senior Leadership Program. It was noted that many agencies do not realize that the Cleveland Foundation's grant makes the cost of this program very reasonable. If this recommendation is approved, Ms. Fischer noted that the BVU Fellow would work here at the Board for 600 hours. Mr. Osiecki added that the BVU Fellow will most likely be a retired Chief Financial Officer from a corporation who is interested in lending his expertise. Mr. Osiecki assured committee members that this opportunity is being recommended to improve and merge fiscal policies and procedures for both mental health and addiction services and does not mean that people will lose their jobs.

Motion to recommend approval of entering into a contract with BVU in a amount of \$15,000.00 to engage a Fellow to complete a comprehensive financial process review and make financial management recommendations to the ADAMHS Board to the Finance & Operations Committee.

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

6. Finance Reports

Felicia Harrison, Chief Financial Officer, reported on the Voucher and Expenditure Reports for January 2019. The total approved Administrative Budget for CY2019 is \$5,680,960. Expenses in January under 7% or \$395,415.00. Overall, our total expenses for January were \$2,994,262.00. As of 1/31/19, our total revenue \$40,192,633. Ms. Harrison stated that it is significant that the Board received its full year of levy funds from the County (\$39,363,659.00) this month. Mr. Osiecki felt that the receipt of the full year levy funds sends a signal from the County that it places a lot of trust in the ADAMHS Board. (Financial Reports are attached to the original minutes in the Executive Unit.)

Mr. Killpack inquired about the increased amount expended for building and grounds maintenance. Ms. Harrison noted that this includes the one-time expenditure for the renovations needed to consolidate all Board staff to the 8th Floor office space.

Motion to recommend approval of the Board Voucher and Expenditure Reports for January 2019 to the full Board.

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

7. Contracts

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

Contracts - (Continued)

- a) Music Therapy for Detox and Recovery Pilot Program
 - The Cleveland Music School Settlement (DBA The Music Settlement) - \$10,000.00
- b) Identification Crisis Collaborative (IDCC)
 - West Side Catholic Center (Fiscal Agent) - \$48,000.00
- c) Devereux Student Strengths Assessment (DESSA) Web-based Instrument Renewal
 - Aperture Education Services - \$26,095.00
- d) State Opioid Response (SOR) Medication Assisted Treatment (MAT) Grant – Beth Pfohl
 - MetroHealth Medical Center - \$512,000.00
- e) Interim Chief Clinical Officer Consultant
 - Dr. Kathryn Burns – Not to Exceed \$5,000.00

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

8. Amendments to Contracts

- a) Amendment to Resolution No. 18-11-03 – Ohio Department of Mental Health & Addiction Services – CURES Year 01 Carryover Funding Opportunity 3-Naloxone
 - MetroHealth Medical Center - \$9,000.00
- b) Amending a Contract for Dually Diagnosed Offender Intensive Outpatient & Aftercare Program
 - Catholic Charities/Matt Talbot - \$64,018.00 Decrease
- c) Amending a Contract for Residential Treatment Services for Offenders Supervised by Adult Probation Department - \$500,000.00 Increase
 - Catholic Charities/Matt Talbot
 - Community Assessment & Treatment Services (CATS)
 - ORCA House
- d) Amending a Contract for Treatment Services for Jail Reduction/Diversion Program
 - Community Assessment & Treatment Services - \$56,414.00 Decrease

Marty Murphy, Administrator of the Court of Common Pleas Corrections Planning Board, thanked committee members for allowing the three items listed above to be walked on to the agenda due to funding requirements. He explained that it became clear that two of its current contracts were going to underspend, therefore, contract amendments were necessary to assure that funds would not be returned to the State. He explained the agenda process sheets, addressed questions, and provided clarification for committee members.

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

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

9. 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.

10. Old/New Business

- Mr. Snider thanked Board staff for continuing to recommend the important work of the Identification Crisis Collaborative on behalf of behavioral health clients. He also wished to publicly commend Catholic Charities, CATS and ORCA House for their diligent work and thanked Board staff for also continuing to recommend the provision of these vital services.

There being no audience comment or further business, the meeting adjourned at 4:40 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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