

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

FINANCE & OPERATIONS COMMITTEE MINUTES

MAY 15, 2019

Present: Steve Killpack, MS, Committee Chair, J. Robert Fowler, Ph.D., Rev. Benjamin F. Gohlstin, Sr., Eugenia Kirkland, LSW, MSSA, CDCA, Sharon Rosenbaum, MBA, Hugh B. Shannon, Harvey A. Snider, Esq. / **Absent:** None

Board Staff Present: Scott Osiecki, CEO, Curtis Couch, Tami Fischer, Felicia Harrison, Esther Hazlett, Myra Henderson, Carol Krajewski, Madison Scagnetti, Maggie Tolbert, Beth Zietlow-DeJesus

1. Call to Order

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

2. Approval of Minutes

The Finance & Operations Committee minutes from April 17, 2019 were approved as written.

3. Finance Reports

Felicia Harrison, Chief Financial Officer, reported on the Voucher and Expenditure Reports for April 2019. Through the end of April actual expenditures were at 25.97% compared to the projected amount of 33.33%. Administrative budget expenses amounted to \$352,373.00. Regarding the Food Supply line item, Ms. Harrison noted that some 2018 invoices were never received; subsequently, they were paid in April.

For the overall budget in April, our expenses were \$4,421,090.00; year-to-date expenses totaled \$16,903,936.00. Ms. Harrison reported that the April expenditures include the Board's final payment for SHARES. The ADAMHS Board agreed to pay for the 1st quarter that amounted to \$83,948.38; this figure represents our payment for January and the first 15 days of February since our Board was no longer a member of the Council of Governments (COG) as of 2/15/19. This also represents our portion of the SOC Audit that we agreed to pay for in 2018.

CEO Scott Osiecki reported that a letter from the COG was recently received asking for an additional \$63,000.00. The Board has turned this matter over to our attorney and also responded to the COG that the ADAMHS Board of Cuyahoga County would not be paid the additional amount requested.

Revenue in April was \$1,781,420.00 bringing our total revenue to \$46,508,100.00. Ms. Harrison explained that the largest part of our Administrative budget is salary and fringe benefits. One of the reasons why the Board is under budget presently is that it is not at full staff. (The Financial Reports are attached to the original minutes in the Executive Unit.)

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

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

4. Introduction of BVU Fellow, James Hailey, MBA

Ms. Harrison recapped the CEO's idea to bring on a BVU (Business Volunteers Unlimited) fellow to help assess our Finance Department, to determine if there are areas where improvements could be made, to follow best practices, etc. She was pleased to introduce Mr. James Hailey. Mr. Hailey noted that he started his career in the early 90's with National City Bank in the field of corporate banking. He taught at the collegiate level at John Carroll's School of Business, and subsequently entered the world of non-profits. He has just begun working with Ms. Harrison to acquaint himself with the Board's fiscal area.

5. Ohio Association of County Behavioral Health Authorities (OACBHA) FY2020 Membership Dues

Mr. Osiecki noted that he felt it was important to bring this issue to the committee since it is a major expense, \$18,275.00. He noted that the membership dues have not increased but that our Board receives a huge benefit for being a member. Recently, he has been asked to serve as the Chair of the Governance Committee which deals with legislative issues. As a result, he will also serve as a member of OACBHA's Executive Council.

Motion to recommend approval of OACBHA Membership Dues for FY2020 to the full Board. MOTION: H. Snider
SECOND: E. Kirkland / AYES: R. Fowler, B. Gohlstin, S. Killpack, E. Kirkland, S. Rosenbaum, H. Shannon, H. Snider
NAYS: None / **Motion passed.**

6. Living Miracles Contract Termination & Transfer of Services

Contract Termination - At the 5/08/19 Planning & Oversight Committee meeting, Mr. Osiecki addressed the need to provide technical assistance to two specific agencies: I'm in Transition and Living Miracles. He noted that Board staff has experienced difficulty in obtaining the requested financial documentation from Living Miracles needed to verify expenditures against their substantial allocation.

Ms. Harrison made an appointment with the Executive Director to come to the agency to conduct an audit. The morning of audit appointment, the Executive Director canceled the agreed upon meeting stating that she had been admitted to a hospital. Board staff contacted the person left in charge at Living Miracles in order to proceed with the audit but was told that he would not comply with the request. As a result of numerous issues with this agency since last fall and the Board's previous direction, Mr. Osiecki terminated the contract.

Transfer of Services - To ensure continuity of services for clients served by the Living Miracles Peer Empowerment Center, Board staff reached out to the Executive Director of Future Directions, JJ Commisso, who has agreed to take over the Peer Support Services. It was noted that Future Directions and Living Miracles share the same building. The Warmline, operated by Living Miracles, will be transferred effective 6/1/19 to Thrive Behavioral Health, an agency who works with Certified Peer Specialists.

Ms. Harrison noted that the reallocation of funds for the time period of 5/15/19 through 12/31/19 in the amount of \$329,680.00 will be to: (1) increase Future Directions by \$196,561.00 and (2) increase Thrive Behavioral Health by \$133,119.00. The amount to Future Directions will include payroll expenses for the Living Miracles Peer Support Specialists who have not yet been paid during the month of May.

Myra Henderson, Adult Behavioral Health Specialist, noted that this was the first time that financial documentation was requested. In the past, Living Miracles had 5-6 Board members and quarterly reports were received. Ms. Harrison noted that previously Living Miracles received a 1/12th monthly allocation. This year all agencies were required to provide financial documentation. Ms. Kirkland appreciated Board staff's efforts to ensure continuity and consistency for the clients we serve.

In addition to terminating the contract, Mr. Snider suggested that there may be mismanagement involved, possibly malfeasance, and/or potential liability by failure of this agency to comply with an audit request. Discussion followed. Mr. Snider felt strongly that this issue needs to be turned over to the County Prosecutor's Office for further investigation. Mr. Killpack added that it might also be reported to the Secretary of State. In answer to Mr. Shannon's inquiry, Ms. Harrison stated that Living Miracles received funding for the time period of 1/01/19 through 4/30/19 for a total amount of \$164,840.00; the agency has been paid on a 1/12th basis.

Mr. Killpack agreed that the separate issue of referring this concern to the County Prosecutor's Office should be addressed by the full Board at the upcoming General Meeting in order to provide direction to Board staff.

Motion to ratify termination of the CY2019 contract with Living Miracles Peer Empowerment Center and to reallocate the funds for the transfer of services to Future Directors by an increase of \$196,561.00 and to Thrive Behavioral Health by an increase of \$133,119.00 to the full Board. MOTION: E. Kirkland / SECOND: H. Shannon
AYES: R. Fowler, B. Gohlstin, S. Killpack, E. Kirkland, S. Rosenbaum, H. Shannon, H. Snider / NAYS: None
Motion passed.

7. Contracts

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

- a) Ohio Dept. of Mental Health & Addiction Services (OhioMHAS): State Opioid Response (SOR) Grant - \$312,684.00
 - I'm in Transition - \$130,552.00
 - Mommy and Me, Too! - \$105,969.00
 - Woodrow Project - \$76,163.00
- b) OhioMHAS: Prevention/Early Intervention Program Funding
 - City of Cleveland Department of Public Health - \$67,500.00
- c) White Pages & yp.com Advertising & Search Engine Marketing
 - YP Advertising Solutions - \$709.00 per month (\$8,508.00 for one year)
- d) Sponsorships:
 - Cleveland Christian Home Run and Walk for Kids (May 4, 2019, Cleveland Zoo) - \$250.00
 - New Directions Night Fore Movies (May 5, 2019) - \$500.00
 - Survivors of Violence Conference and Concert (May 10-11, 2019) - \$750.00
 - Milestones National Autism Conference (June 11-12, 2019) - \$1,700.00
 - Ohio Prevention Conference (June 24-26, 2019, OSU College of Social Work) - \$1,000.00
 - Recovery Resources Run for Recovery (August 17, 2019) - \$1,000.00
 - OACBHA 2019 Recovery Conference (October 14 – 15, 2019) - \$1,500.00
- e) Northeast Ohio Collaborative: Withdrawal Management and Crisis Bed Grant - \$332,625.00
 - Visiting Nurse Association - \$40,000.00
 - Stella Maris - \$107,508.00
 - Ravenwood Health - \$9,950.00
 - Applewood Centers, Inc. - \$25,000.00
 - Bellefaire Jewish Children's Bureau - \$28,273.50
 - Nord Center - \$121,893.50

Discussion followed on the yp.com Advertising & Search Engine agenda process sheet and the key words referenced. Ms. Zietlow-DeJesus noted that searches are available on Google, Yahoo, and Bing. She offered to amend the search terms listed in the contract to include terms and/or phrases that may be more generally used by the public.

Motion to recommend approval of Contracts (as listed above) to the full Board. MOTION: S. Rosenbaum
 SECOND: H. Snider / AYES: R. Fowler, S. Killpack, E. Kirkland, S. Rosenbaum, H. Shannon, H. Snider / NAYS: None
 ABSTAIN: None / **Motion passed.**

8. Identify Consent Agenda

Mr. Killpack recommended including the April 2019 Finance Reports, OACBHA Membership Dues for FY2020 and the Contracts into the Consent Agenda all of which are recommended for approval to the full Board.

9. Old/New Business

- Mr. Osiecki reported that he testified at the Ohio Senate Finance, Health & Medicaid Subcommittee today. He focused on funding increases needed to address the serious issues of opiate addiction and suicide prevention. He also noted that while the Board is grateful for the funds received, it would be especially helpful if Boards were given the flexibility to determine how to effectively spend those dollars.
- Mr. Snider congratulated the CEO and Board staff for the excellent Annual Meeting. Board Chair, Rev. Gohlstin, stated that he received several positive comments regarding the diversity of our gathering/event.

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

Submitted by: Carol Krajewski, Executive Specialist

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