

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY  
FINANCE & OPERATIONS COMMITTEE  
APRIL 18, 2018**

**Committee Members Present:** Rev. Benjamin F. Gohlstin, Sr., Committee Chair, J. Robert Fowler, Ph.D., Pythias D. Jones, M.D., Eugenia Kirkland, LSW, MSSA, CDCA, Hugh B. Shannon, Harvey A. Snider, Esq., Ericka L. Thoms  
**Absent:** Sharon Rosenbaum, MBA

**Board Staff Present:** Scott Osiecki, Chief Executive Officer, Carole Ballard, Holly Butterfield, Tami Fischer, Cheryl Fratalone, John Garrity, Esther Hazlett, June Hudson, Derrick Kirklen, Carol Krajewski, Michelle Myers, Ralph Piatak, Cassandra Richardson, Maggie Spellman

**1. CALL TO ORDER**

Committee Chair, Rev. Gohlstin, called the Finance & Operations Committee meeting to order at 4:00 p.m.

**2. APPROVAL OF MINUTES**

The Finance & Operations Committee minutes of March 21, 2018 were approved as submitted.

**3. FINANCE REPORTS**

**Board Voucher and Operating Expenditures Report for March 2018**

Cassandra Richardson, Interim Chief Financial Officer, reported on the Administrative Budget Report for March 2018. The Board's projected expenditure percentage through March 31<sup>st</sup> was 25.00%; actual utilization stands at 22.97%. She confirmed that the Board is staying in line with its approved budget for CY2018.

Ms. Richardson noted that there was nothing unusual in the March Board Voucher Report. As requested, the Fiscal Unit broke out the expenditures for Security by indicating those security expenses related to the Board's Administrative Office and those expenditures for security at Board-owned property locations. (The Financial Report is attached to the original minutes stored in the Executive Unit.)

**Motion to recommend approval of Board Vouchers & Expenditure Reports for March 2018 to the full Board.**

MOTION: P. Jones / SECOND: H. Snider / AYES: R. Fowler, P. Jones, E. Kirkland, H. Shannon, H. Snider, E. Thoms  
NAYS: None / ABSTAIN: None / **Motion passed.**

**4. CONTRACTS**

Ms. Richardson highlighted the agenda process sheets for Service Provider and Operational Agreements, answered questions, and provided clarification for committee members.

**a. Interagency Agreements:**

1. US DHHS Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Mental Health Services (CMHS) – Cuyahoga County Assisted Outpatient Treatment (AOT) Grant - \$185,688.00 Increase
2. \*Ohio Mental Health and Addiction Services (OhioMHAS) - Psychotropic Drug Reimbursement Grant Funds - \$7,266.30. (Contractor: Cuyahoga County Sheriff's Department)
3. \*State of Ohio CCA-407 Funding from Cuyahoga County Common Pleas Court/Corrections Planning Board (CCPB) for Residential Services for Men who are Dually Diagnosed; Funding not to exceed \$160,000.00. (Contractor: Catholic Charities/Matt Talbot)
4. \*Cuyahoga County Common Pleas Court/Corrections Planning Board (CCPB) – Residential Treatment Services for Offenders Supervised by the Adult Probation Department; Funding not to exceed \$500,000.00. (Contractors: Catholic Charities/Matt Talbot, Community Assessment & Treatment Services, ORCA House)

**b. Service Provider Agreements: Allocation of Funds**

1. \*OhioMHAS Funds - Psychotropic Drug Reimbursement Grant Funds  
- Cuyahoga County Sheriff's Department - \$7,266.30

2. \*State of Ohio CCA-407 Funding from Cuyahoga County Common Pleas Court/Corrections Planning Board (CCPB) for Residential Services for Men who are Dually Diagnosed
  - Catholic Charities/Matt Talbot - Funds not to exceed \$160,000.00
3. \*Cuyahoga County Common Pleas Court/Corrections Planning Board (CCPB) – Residential Treatment Services – (pooled funds; not to exceed \$500,000.00)
  - Catholic Charities/Matt Talbot
  - Community Assessment & Treatment Services (CATS)
  - ORCA House

**Amendments:**

1. US DHHS Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Mental Health Services (CMHS) – Assisted Outpatient Treatment (AOT) Grant - \$185,688.00 Increase
  - FrontLine Service, Inc. - \$168,927.00 Increase
  - Case Western Reserve University (Begun Center) - \$16,761.00
2. Amendment to Res. No. 18-02-04 to Rescind and Refine CURES Act Funding totaling \$236,000.00
  - Cleveland Treatment Center - \$200,000.00
  - Moore Counseling & Mediation Services, Inc. - \$36,000.00
3. Amendment to Res. No. 17-11-06, Approval of CY2018 Service Provider Contracts - \$25,000.00 Increase
  - Living Miracles - \$12,500.00
  - & Future Directions - \$12,500.00

**c. Operational Agreements:**

1. Sponsorship: 2018 International Urban, Peace, Justice and Empowerment Summit on June 21-24, 2018
  - Coalition for a Better Life, Inc. dba Peace in the Hood, International Council of Urban Peace, Justice and Empowerment and Arts4Peace - \$1,000.00
2. ADAMHS Board Staff Retreat – Monday, May 7, 2018 - Total Not to Exceed - \$7,000.00
  - Marriott Cleveland Airport – Not to Exceed \$3,000.00
  - Steve Brubaker, Customer Care Partners - \$1,500.00
  - RAMA Consulting Group – \$2,500.00
3. Donation: Mental Health Awareness Month
  - Cuyahoga Valley Career Center (CCVCC) - \$800.00 donation

**d. Personal Service Agreements:**

1. Facilitator for Lean Six Sigma Kaizen 5-Day Event
  - Regina M. Lurry, MCJ, State JDAI (Juvenile Detention Alternative Initiative) Administrator & Lean Six Sigma Black Belt - \$6,750.00

**Motion to recommend approval and ratification of Interagency, Service Provider, Operational and Personal Service Agreements to the full Board.** MOTION: R. Fowler / SECOND: H. Snider / AYES: R. Fowler, P. Jones, E. Kirkland, H. Shannon, H. Snider, E. Thoms NAYS: None / ABSTAIN: None / **Motion passed.**

**6. IDENTIFY CONSENT AGENDA**

Committee members agreed to include the Financial Reports and all Agreements into the Consent Agenda.

**7. OLD BUSINESS**

- **Priority Setting** – During the month of May, Mr. Osiecki noted that Board members will have an opportunity to provide input on Priority Setting at each Board committee meeting; consequently, a discussion on priorities will be added to the May Finance & Operations Committee agenda.

*There being no further business, the meeting adjourned at 4:20 p.m.*

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

**Approved by: Rev. Benjamin F. Gohlstin, Sr., Finance & Operations Committee Chair**