

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

JOINT PLANNING & FINANCE COMMITTEE MINUTES

MARCH 15, 2017

PLANNING & OVERSIGHT COMMITTEE MEMBERS PRESENT: J. Robert Fowler, PhD, Committee Chair, Elsie Caraballo, Eugenia Cash, LSW, MSSA, CDCA, Pythias D. Jones, MD, Katie Kern-Pilch, MA, ATR-BC, Steve Killpack, MS, Mary M. Step, PhD, Mary R. Warr, M.Ed. / **Absent:** Reginald C. Blue, PhD, Anngela Williams

FINANCE & OPERATIONS COMMITTEE MEMBERS PRESENT: Rev. Benjamin F. Gohlstin, Sr., Committee Chair, David E. Biegel, PhD, Eugenia Cash, LSW, MSSA, CDCA, J. Robert Fowler, PhD, Mary R. Warr, M.Ed.

Absent: Charlotte Rerko, MSN, RN, BC, Harvey A. Snider, Esq., Ericka Thoms

BOARD STAFF PRESENT: William Denihan, C.E.O., Katie Boland, Holly Butterfield, Frank Brickner, John Garrity, Valeria Harper, Esther Hazlett, Myra Henderson, Derrick Kirklen, Carol Krajewski, Dave Lambert, Scott Osiecki, Ralph Piatak, Starlette Sizemore-Rice, Diane Taylor

1. CALL TO ORDER

Planning & Oversight Committee Chair, J. Robert Fowler, PhD, called the Joint Planning and Finance Committee meeting to order at 4:00 p.m.

2. APPROVAL OF MINUTES

The Planning & Oversight Committee minutes of February 8, 2017 were approved as written.

3. STRATEGIC PLAN DRAFT UPDATE

John Garrity, PhD, Chief Quality Officer, reported that Board staff are in the midst of finalizing success indicators and action steps for the established goals listed below. Additionally, the Mission and Vision Statements were modified to include/reference the Oriented Recovery System of Care. The following statements were read into the record.

ADAMHS Board Mission: *Enhance the quality of life for our community through a commitment to excellence in mental health and addiction prevention, treatment, and recovery services coordinated through a person-centered network of community supports.*

ADAMHS Board Vision: *Mental health, addiction, prevention, treatment and recovery services will be available and accessible for every county resident in need, and the ADAMHS Board will provide a preeminent, seamless and integrated system of care.*

Goal #1 - Our programs and services will enhance and maintain a culturally competent, comprehensive, and full integrated system of behavioral healthcare that is cost effective and outcomes driven toward resiliency and recovery.

Goal #2 - Our programs and services will deliver quality results through consistent and standardized data collection, monitoring and outcomes measurement practices.

Goal #3 - Our programs, services, and mission are supported by increased consistent public and private funding.

Goal #4 – Our Board promotes and encourages consistent and compelling advocacy and community engagement efforts that educate, inspire, and result in action.

Goal #5 – Our Board is properly aligned with adequate internal capacity to meet the goals of a Recovery Oriented System of Care and a fully integrated Behavioral Healthcare System.

It was noted that the next Strategic Plan draft will contain action steps, an 18-month timeline, and success indicators.

4. RECOVERY ORIENTED SYSTEM OF CARE (ROSC) UPDATE

Scott Osiecki, Chief of External Affairs, provided an update on ROSC Activities/Accomplishments to date:

- System Job Opportunities are now being posted on the Board's website as a free service for individuals seeking employment with the providers and partners of our community mental health and addiction treatment and recovery network.
- Several informational meetings have been held with managed care organizations.
- Clients Rights Policy has not yet been updated as hiring is a bit delayed but still in progress.
- Needs Assessment information will be coming shortly; it is being coordinated by Dr. Garrity.
- Prevention Campaigns were implemented; some radio stations are still running ads on a pro-bono basis.
- Cuyahoga County will launch a new anti-opioid awareness campaign on Wednesday, April 5, which includes an announcement of a Phone Bank that will be held on Thursday, April 6 from 5:00 p.m. to 11:30 p.m. at ideastream in Playhouse Square. The ADAMHS Board will be participating in this event as well.
- Question, Persuade, Refer (QPR) Suicide Prevention Trainings are still on-going.
- The Youth Advisory Council is up and running.
- The Provider Service Director should be done by mid-April.

Katie Boland, External Affairs Officer, shared a summary of the first Youth Advisory Council meeting held on February 27th at the Board offices. The 18 participating youth members were found to be very passionate about doing their part to impact the heroin/fentanyl epidemic, were enthusiastic and voiced many interesting suggestions.

Board member Input:

- Suggest utilizing the graphic shown in the CEO Headliners that illustrates how heroin affects the brain as inspired by Dr. Farid Sabet's presentation.
- Recommend recruiting participants for the Youth Advisory Council from the Hispanic community in order to address the needs of this community.

5. AUTHORIZATION TO ISSUE A REQUEST FOR INFORMATION (RFI) FOR THE PROVISION OF MENTAL HEALTH SERVICES WITH THE CUYAHOGA COUNTY COURT OF COMMON PLEAS CORRECTION PLANNING BOARD

Valeria Harper, Vice President of Operations, introduced Diane Taylor, Adult Behavioral Health Specialist, who elaborated on Board staff's recommendation to authorize a Release of Information for mental health services for offenders who are severely mentally ill. She noted that this collaboration between the Courts, the Probation Department and the treatment team intends to provide a comprehensive team approach to fit the individual mental health and co-occurring disorders and behaviors associated with the activity that led to incarceration.

Based upon Ms. Taylor's explanation, Dr. Fowler suggested additional detail should be included in the background information of the agenda process sheet. Additionally, a request was made of the Correction Planning Board to provide past evaluation/outcome data.

Motion to recommend authorization to issue a Request for Information for the provision of mental health services with the Cuyahoga County Court of Common Pleas and Correction Planning Board to the full Board.

MOTION: M. Warr / SECOND: E. Caraballo / AYES: E. Caraballo, E. Cash, P. Jones, S. Killpack, K. Kern-Pilch, M. Step, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

6. POLICY REVIEW

Dave Lambert, Director of Risk Management, presented minor revisions made to five ADAMHS Board policies up for review and renewal. He noted that just one reading is required by the full Board to approve policies where non-substantial changes are made.

- **BOARD MEETING MINUTES**
- **OPEN MEETING ACT**
- **APPROVAL OF EXPENDITURES**
- **CLAIMS APPEALS POLICY**
- **CONTRACT MODIFICATION DUE TO CHANGE IN FUNDING**

Committee Input:

- For Board Meeting Minutes, reword 2nd sentence of policy to read, "Minutes shall be in a written *format via hard copy or electronic version.*"
- For Open Meetings Act Policy, add *Faith-based Outreach Committee* information to listing.
- Consider removing reference to MACSIS.

Motion to recommend approval of the five policy renewals (as listed above) incorporating the revisions suggested to the full Board. MOTION: E. Caraballo / SECOND: E. Cash / AYES: E. Caraballo, E. Cash, P. Jones, S. Killpack, K. Kern-Pilch, M. Step, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

FINANCE & OPERATIONS COMMITTEE AGENDA

Dr. Fowler turned the gavel over to Chair of the Finance & Operations Committee, Rev. Benjamin F. Gohlstin, Sr.

7. APPROVAL OF MINUTES: The Finance & Operations Committee minutes of February 15, 2017 were approved as submitted.

8. FINANCE REPORTS**Board Voucher and Operating Expenditures Report for February 2017**

Frank Brickner, Chief Financial Officer, reported on the Administrative Budget Reports. Total expenses through 2/28/17 were just under \$901,000.00; therefore the Board is slightly under the budget after two months. The Board is under budget in Personnel line items at this point in time; it is slightly over budget in the Contracts category as a result of a couple payments made for the Strategic Plan initiative and other legal expenses.

Income Statement: Total Revenues through February were \$13.3 million; the Board is on pace to reach the overall revenue budget of \$63.4 million. Our 1st quarter allotment from the Health & Human Service Levy funding was received.

Expenses: Total Expenses through February were \$11.5 million. Nearly \$4.7 million was for payments made for 2016 contracted services. Mr. Brickner explained that providers are given 90 days after the contract period to submit claims and invoices.

Board Properties: Normal utility and maintenance expenses occurred in February with one exception. One significant purchase of a freezer was made for a consumer operated location. (Financial Reports are attached to the original minutes in the Executive Unit.)

Motion to recommend approval of Board Vouchers & Expenditure Reports for February 2017 to the full Board. MOTION: R. Fowler / SECOND: E. Cash / AYES: D. Biegel, E. Cash, R. Fowler, M. Warr / NAYS: None

9. **CONTRACTS**

Mr. Brickner highlighted agenda process sheets for agreements listed below, answered questions, and provided clarification for committee members.

a. **Interagency Agreements:** Acceptance of Funds - None

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

1. Heroin Crisis Partnership Initiative – Recovery/Sober Beds Expansion - \$211,700.00
 - Cleveland Treatment Center - \$73,000.00
 - Hitchcock Center for Women - \$87,600.00
 - Stella Maris - \$51,100.00

Motion to recommend approval of Service Provider Agreements to the full Board.

MOTION: R. Fowler / SECOND: E. Cash / AYES: D. Biegel, E. Cash, R. Fowler, M. Warr / NAYS: None
ABSTAIN: None / **Motion passed.**

c. **Operational Agreements:**

1. Total Social Media Advertising Campaign
 - Facebook (Instagram) and Twitter, Not to exceed \$10,000.00
2. Sponsorships:
 - Minority Health Alliance Professional Education Conference on Behavioral Health on Saturday, March 25, 2017 - \$1,000.00
 - LifeAct's 13th Annual Into the Light Walk on Sunday, April 23, 2017 - \$2,500.00
 - Vikran Patel at the City Club Forum on Mental Health Issues in Cleveland and Around the World, Wednesday, May 31, 2017 - \$2,666.66
 - Women's Recovery Center of Greater Cleveland's Annual run, jane, run Sports Festival - \$1,500.00
 - i. Great Obstacle Challenge, Sunday, July 30, 2017
 - ii. Golf Tournament, August 4, 2017
 - Recovery Resources 5th Annual 2017 Run for Recovery, Saturday, August 19, 2017 - \$1,500.00
 - Edna House 5th Annual "The Next Step" Race to Recovery, Sunday, August 20, 2017 - \$1,000.00
 - NAMI Greater Cleveland NAMIWalks, Saturday, September 16, 2017 - \$1,500.00
 - 5th Annual Celebrating Recovery Walk, Saturday, September 23, 2017 - \$1,500.00
 - Epilepsy Association *erace*, Sunday, October 1, 2017 - \$1,200.00

Motion to recommend approval of the Operational Agreements to the full Board. MOTION: R. Fowler
SECOND: D. Biegel / AYES: D. Biegel, E. Cash, R. Fowler, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

10. **IDENTIFY CONSENT AGENDA**

Committee members concurred to include the Financial Reports, Service Provider and Operational Agreements into the Consent Agenda.

11. **OLD/NEW BUSINESS** - None

[Planning & Oversight Committee members, Katie Kern-Pilch and Dr. Mary Step, left the meeting.]

12. **EXECUTIVE SESSION**

Committee Chair, Rev. Gohlstin, announced the need to enter into Executive Session for the purpose of discussing the OAPSE, AFL-CIO, Local 328 Labor Agreement and Non-Bargaining Personnel Salaries and Benefits.

- **Motion to ENTER into Executive Session.** MOTION: D. Biegel / SECOND: E. Caraballo / A roll call vote was taken. / MOTION: D. Biegel / SECOND: E. Cash / AYES: D. Biegel, E. Cash, R. Fowler, M. Warr / NAYS: None **Motion passed.**

- **Motion to EXIT the Executive Session and resume the business of the Joint Planning & Finance Committee Agenda.** A roll call vote was taken. / MOTION: R. Fowler / SECOND: E. Cash / AYES: D. Biegel, E. Cash, R. Fowler, M. Warr / NAYS: None / **Motion passed.**

13. RATIFICATION OF OAPSE, AFL-CIO, LOCAL 328 LABOR AGREEMENT

Motion to recommend ratification of OAPSE, AFL-CIO, Local 328 Labor Agreement to the full Board.

MOTION: D. Biegel / SECOND: P. Jones / AYES: D. Biegel, E. Caraballo, E. Cash, R. Fowler, B. Gohlstin, P. Jones, S. Killpack, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

14. RATIFICATION OF NON-BARGAINING PERSONNEL 2017 SALARIES AND BENEFITS

Motion to recommend ratification of Non-Bargaining Personnel 2017 Salaries and Benefits to the full Board.

MOTION: M. Warr / SECOND: E. Cash / AYES: D. Biegel, E. Caraballo, E. Cash, R. Fowler, B. Gohlstin, P. Jones, S. Killpack, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

There being no further business, the meeting adjourned at 5:35 p.m.

Submitted by: *Carol Krajewski, Executive Specialist*

Approved by: *J. Robert Fowler, PhD, Planning & Oversight Committee Chair*

Rev. Benjamin F. Gohlstin, Sr., Finance & Operations Committee Chair