

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

**JOINT PLANNING & FINANCE COMMITTEE MINUTES
APRIL 19, 2017**

PLANNING & FINANCE COMMITTEE MEMBERS PRESENT: Steve Killpack, MS, Committee Vice Chair, Pythias D. Jones, MD, Katie Kern-Pilch, MA, ATR-BC, Ericka Thoms, Mary R. Warr, M.Ed.

Absent: Reginald C. Blue, PhD, Elsie Caraballo, Eugenia Cash, LSW, MSSA, CDCA, J. Robert Fowler, PhD, Rev. Benjamin F. Gohlstin, Sr., Charlotte Rerko, MSN, RN, BC, Mary M. Step, PhD, Harvey A. Snider, Esq., Anngela Williams

BOARD STAFF PRESENT: William Denihan, C.E.O., Frank Brickner, Holly Butterfield, Tami Fischer, Cheryl Fratalone, John Garrity, Valeria Harper, Esther Hazlett, Myra Henderson, Derrick Kirklen, Carol Krajewski, Dave Lambert, Ralph Piatak, Scott Osiecki, Ralph Piatak, Starlette Sizemore-Rice, Maggie Spellman

1. CALL TO ORDER

On behalf of both Committee Chairs, Dr. Fowler and Rev. Gohlstin, Planning & Oversight Committee Vice Chair, Steve Killpack, called the Joint Planning and Finance Committee meeting to order at 4:00 p.m. As he would be presiding over the entire agenda, committee members present would be permitted to vote on all agenda action items.

2. APPROVAL OF MINUTES

The Joint Planning & Finance Committee minutes of March 15, 2017 were approved as written.

3. HEROIN QUICK RESPONSE / BUREAU OF JUSTICE GRANT

John Garrity, PhD, Chief Quality Officer, provided a brief update on a collaborative grant project proposal of the Board and the City of Lakewood. When the Mayor of Lakewood approached Mr. Denihan about the city's serious heroin problem, both Executives agreed to collaborate on a grant application for a Heroin Quick Response Project. The grant project aims to work with heroin overdose victims to connect them quickly with services. Funding would support the involvement of law enforcement and peer support with the goal of convincing the individuals who have overdosed to seek treatment. The grant proposal for \$100,000.00 for a two-year pilot project is due April 24, 2017. Dr. Garrity noted that it has been very interesting working with Lakewood; the collaboration has been productive and the city has shown its appreciation for the recovery concept. Dr. Garrity recognized Board staff involved with project development and grant application.

4. STRATEGIC PLAN DRAFT UPDATE

John Garrity, PhD, Chief Quality Officer, explained that the latest complete Strategic Plan Draft has been saved to the Board of Director's tablets. Action steps have been finalized and language refined around goals and success indicators.

Dr. Garrity highlighted the goals and major objectives of the three-year plan, 2017-2019, answered questions, and provided clarification for committee members. A hard copy of the Strategic Plan Draft is attached to the original minutes in the Executive Unit.

Motion to recommend approval of the Strategic Plan Draft to the full Board. MOTION: K. Kern-Pilch / SECOND: P. Jones / AYES: P. Jones, K. Kern-Pilch, E. Thoms, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

5. IDENTIFICATION CRISIS COLLABORATIVE (IDCC)

Valeria Harper, Vice President of Operations, introduced Eileen Kelly, Program Manager of the ID Collaborative. Ms. Kelly shared the numerous challenges and barriers faced by individuals who are homeless in acquiring various forms of identification needed for a State ID, Social Security Card, birth certificate. Many of these documents are required for employment, subsidized housing, medical care, etc.

The mission of the ID Crisis Collaborative is to assist people in obtaining their IDs due to the cost for these documents and to navigate the bureaucratic “red tape” connected with document requirements. The IDCC, comprised of 28 agencies, churches and ministries, have staff and volunteers who are able to access the IDCC’s shared pool of money in order to pay for the documents. A roster of participating entities was distributed and is attached to the original minutes. The 2017 funding request is for \$48,000.00 to serve an increased number of 1600 people at an average of \$33.50 per person. It was noted that the West Side Catholic Center serves as the fiscal agency for the IDCC.

Mr. Killpack thanked Ms. Kelly for her excellent presentation and noted that a vote on the allocation request would be considered later in the agenda under Operational Agreements.

6. SEASONS OF HOPE UPDATE

Michael Doud, Adult Behavioral Health Services Administrator, noted that Seasons of Hope was established in 2012 as a “safe house” alternative to “the streets” for women with Substance Use Disorder (SUD), mental health and/or developmental disabilities who are not involved in recovery treatment services. This non-traditional model involves outreach and engagement as the primary intervention and has been operated since its inception by Hitchcock Center for Women (HCFW).

Due to the need of HCFW to concentrate on improving its financial status, Board staff contacted HCFW management to discuss the concept of identifying another provider agency the responsibility for operating the Seasons of Hope. As a result, Board staff recommends contracting with Catholic Charities Services in the amount of \$137,936.00 to operate the Seasons of Hope House for the period of May 1, 2017 through December 31, 2017.

Maureen Dee, Executive Director of Catholic Charities Services, assured Board members and staff that her agency has an excellent relationship with HCFW and New Directions and that Catholic Charities has no intention of interrupting positive relationships but rather to reinforce the excellent work and outreach.

Mr. Brickner noted that the Seasons of Hope’s annual budget has been \$207,000; the allocation request represents flat funding. Interest was expressed in receiving data on how many women had been served. Mr. Doud noted that Board staff has an annual report on the Seasons of Hope House that could be shared. Ms. Thoms requested that the report be included in the General Meeting packet information. Mr. Killpack thanked the presenters and noted that a vote on this allocation request would also be considered under the Service Provider Agreements later on the agenda.

7. POLICY REVIEW

Dave Lambert, Director of Risk Management, presented minor revisions made to three 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.

- **POLICY DEVELOPMENT AND IMPLEMENTATION**
- **PROCESSING REQUESTS FOR PUBLIC RECORDS**
- **PUBLIC COMMENT**

Committee Input:

- Regarding the policy, Processing Requests for Public Records, discussion followed on whether or not to retain item #10, “Policy Not to Interfere with Regular Business Operations.”

Motion to recommend approval of renewing the policy statement, Processing Requests for Public Records, to the full Board with the condition of retaining item #10, “Policy Not to Interfere with Regular Business Operations.” MOTION: E. Thoms / SECOND: M. Warr / AYES: P. Jones, K. Kern-Pilch, E. Thoms, M. Warr
NAYS: None / ABSTAIN: None / **Motion passed.**

Motion to recommend approval of renewing the policy statements, Policy Development and Implementation and Public Comment as presented to the full Board. MOTION: K. Kern-Pilch / SECOND: E. Thoms
AYES: P. Jones, K. Kern-Pilch, E. Thoms, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

8. FINANCE REPORTS

Board Voucher and Operating Expenditures Report for March 2017

Frank Brickner, Chief Financial Officer, reported on the Administrative Budget Reports. Total spending through 3/31/17 was \$1.3 million, slightly under budget as compared to the \$5.7 million annual budget. The ADAMHS Board is under budget in the Salaries & Fringes line item.

Income Statement: Total Revenues through March were \$14.9 million. The Board is on pace to receive all State and local revenues budgeted. To date, Federal revenues are under budget; this will change in April and May when the Board receives Medicaid Waiver 1915A funding and SAPT Pass-through funds. Board staff continues to forecast full receipt of the \$63.4 million revenue budget.

Expenses: Total Expenses thru March were \$18.4 million; \$5 million was spent on services rendered in Calendar Year 2016 services, but paid in 2017. The Board is slightly over budget in a couple budget categories:

- Medicaid Waiver Program – \$1.1 million was spent against the \$3.8 million budget. The positive view is that this means we are serving more youth which should translate into additional 1915A Waiver revenues.
- Other Behavioral Health Services - Spent slightly over \$900,000 against the \$3.4 million budget. Enhanced use of Adult Care Facilities has led to increased expenses (reflected in the Mental Health Non Medicaid Wrap-Around Support line).

Board Properties: Normal utility and maintenance expenses occurred in March. (Finance Reports are attached to the original minutes in the Executive Unit.)

Motion to recommend approval of Board Vouchers & Expenditure Reports for March 2017 to the full Board.

MOTION: P. Jones / SECOND: E. Thoms / AYES: P. Jones, K. Kern-Pilch, E. Thoms, M. Warr / NAYS: None
ABSTAIN: None / **Motion passed.**

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 - *Pass Through Funds**
 1. * Amendment to Res. 16-07-03 Cuyahoga County Corrections Planning Board – Veterans Treatment Court Project - \$206,233.00 (Contractors: ORCA House, Inc., Salvation Army, Stella Maris, Inc.)
- b. **Service Provider Agreements: Allocation of Funds**
 1. AOD Seasons of Hope
 - Catholic Charities - \$137,936.00

Amendments:

1. Amendment to Resolution Number 16-07-04 Cuyahoga County Corrections Planning Board – Veterans Treatment Court Project – Pooled Amount of \$206,233.00
 - ORCA House, Inc.
 - Salvation Army
 - Stella Maris, Inc.
2. Amendment to Resolution 15-11-05, Approval of CY 2016 ADAMHS Board Operational Budget and CY 2016 – 2017 Service Provider Contracts– AOD Transitional Age Community Treatment (TACT) Team, Ohio Department of Youth Services (ODYS) Aftercare Program
 - Catholic Charities - \$24,586.00 Increase

3. Amendment to Resolution 15-11-05, and 17-01-05 Approval of CY2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – AOD Seasons of Hope
 - Hitchcock Center for Women –\$17,242.00 Increase

c. Operational Agreements:

1. AIDS Funding Collaborative
 - The Center for Community Solutions - \$75,000.00
2. Identification Crisis Collaborative
 - West Side Catholic Center - \$48,000.00
3. Yellow Pages Advertising - \$9,918.00
4. Sponsorship: Production - *How to be a Respectable Junkie* - Dobama Theatre - \$2,500.00
5. Behavioral Health Redesign Training
 - Vorys Health Care Advisors - \$67,500.00

d. Personal Service Agreements:

1. Amendment to Resolution 16-11-05, Chief Clinical Officer Consultant – Farid Sabet-Sharghi, M.D. - \$2,704.00 Increase

Motion to recommend approval of the Interagency, Service Provider, Operational and Personal Service Agreements to the full Board. MOTION: E. Thoms / SECOND: M. Warr / AYES: P. Jones, K. Kern-Pilch, E. Thoms, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

10. IDENTIFY CONSENT AGENDA

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

11. OLD/NEW BUSINESS - None

12. AUDIENCE COMMENT - None

There being no further business, the meeting adjourned at 5:30 p.m.

Submitted by: *Carol Krajewski, Executive Specialist*

Approved by: *Steve Killpack, MS, Planning & Oversight Committee Vice Chair*