

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

FINANCE & OPERATIONS COMMITTEE MINUTES

MARCH 16, 2016

David E. Biegel, Ph.D., Committee Chair, called the meeting to order at 4:00 p.m. Ericka Thoms read aloud the Committee Mission Statement: *"To assist the full Board in fulfilling its fiduciary responsibility by reviewing and overseeing financial and operational aspects of the system."*

Present: David E. Biegel, PhD, Robert Fowler, PhD, Harvey A. Snider, Esq., Ericka Thoms, Mary R. Warr, M.Ed.

Absent: Eugenia Cash, LSW, MSSA, CDCA; Rev. Benjamin F. Gohlstin, Sr., Charlotte Rerko, MSN, RN, BC

Board Staff Present: William Denihan, C.E.O., Frank Brickner, Cheryl Fratalone, John Garrity, PhD, Valeria Harper, Esther Hazlett, June Hudson, Carol Krajewski, David Lambert, Ralph Piatak, Starlette Sizemore-Rice

1. APPROVAL OF MINUTES

The Joint Planning & Finance Committee minutes of February 17, 2016 were approved as submitted. On behalf of NAMI Greater Cleveland's Executive Director, Michael Baskin, Dr. Biegel asked Board Vice Chair, Dr. Robert Fowler, to read into the record a statement of thanks.

"This morning, at an **"Appreciation Breakfast"**, NAMI Greater Cleveland recognized the ADAMHS Board of Cuyahoga County for their work in the field of mental health and addictions. We wanted to recognize the efforts of Chief William Denihan and Ms. Valeria Harper for their leadership in treatment, prevention as well as self-help and peer support services in Northeast Ohio. We also especially want to thank the wonderfully dedicated staff of the ADAMHS Board. Our success at NAMI is greatly helped due to the working relationships we have with so many staff members at ADAMHS. Thank you for your commitment to those affected by mental illness, those with a mental health diagnosis, and their families!!!"

2. FINANCE REPORT

Board Voucher and Operating Expenditures Report for February 2016

Frank Brickner, Chief Financial Officer, reported on the Administrative Budget Reports. Total spending through 2/29/16 was \$836,383--approximately 1.5% under budget or \$80,000 under budget. The Board is under budget in all categories except Equipment Expense that is only slightly above budget. He projects that the Board will live within the 2016 budget of \$5,500,000.

Board Voucher Report: Regarding Contractual Services on page 3, Mr. Brickner noted that payments to Accounting Principles, Inc. represent the provision of Administrative Assistant services for a current staff vacancy. The use of this service is temporary and needed only until the position is filled in the near future. On page 4 under computer equipment, a purchase was needed for a Barracuda spam filter (3 year renewal) which is part of the rationale for the Equipment category being slightly over budget. Preferable pricing was the reason for the longer term purchase.

Income Statement: Total Revenues through February were \$13.5 million. This represents 22% of annual budget of \$62.3 million. At this time projecting that the Board will receive all budgeted revenues.

Expenses: Total Expenses through February were nearly \$12 million. Of this number, \$4 million was expended on services rendered in 2015 but paid in 2016. Non Medicaid Services budget of \$54,398,515 --spent \$6.1 million through February. This is consistent with what is expected to be spent at this time as payments are made to providers after services have been rendered (i.e. in February, we are typically paying Providers for January services).

Board Properties: No unusual activity occurred; payments made were for utilities or on-going maintenance. (All financial reports are attached to the original minutes stored in the Executive Unit.)

Motion to recommend approval of Board Vouchers & Expenditure Reports for February 2016 to the full Board. MOTION: R. Fowler / SECOND: H. Snider / AYES: R. Fowler, H. Snider, E. Thoms, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

3. **CONTRACTS**

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

a. **Interagency Agreements:**

1. OhioMHAS – Early Childhood Mental Health Grant - \$755,870.00 (Contractors: Bellefaire Jewish Children's Bureau, Ohio Guidestone, Positive Education Program)

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

1. Mental Health In Schools
 - Murtis Taylor Human Services System - \$76,680.00

Amendments:

1. Amendment to Resolution 16-01-07 – Early Childhood Mental Health Contract Recommendations
 - Bellefaire Jewish Children's Bureau - \$271,975.00
 - Ohio Guidestone - \$337,022.00
 - Positive Education Program - \$146,873.00

c. **Operational Agreements:**

1. HIPAA Risk Analysis and Update of Security and Privacy Policies
 - Christina Shaynak-Diaz, Esq. - \$6,045.00
 - TrustedSec, LLC - \$11,700.00
2. AIDS Funding Collaborative
 - The Center for Community Solutions - \$75,000.00
3. Film Sponsorship, March 30-April 10, 2016: *"Buried Above Ground"*
 - Cleveland International Film Festival - \$1,000.00
4. Sponsorship of Glennon Doyle Melton Event, April 1, 2016
 - Recovery Resources - \$250.00
5. Sponsorship: Sober Seventeenth (Sober St. Patrick's Day) – March 17, 2016
 - Sober Seventeenth, Inc. - \$1,000.00 Emerald Sponsorship

Motion to recommend approval of the Interagency, Service Provider and Operational Contracts to the full Board. MOTION: H. Snider / SECOND: R. Fowler / AYES: R. Fowler, H. Snider, E. Thoms, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

4. **IDENTIFY CONSENT AGENDA**

Dr. Biegel recommended that the Finance Reports & Contracts be placed in the Consent Agenda. Committee members concurred.

5. **OLD/NEW BUSINESS**

- Mr. Denihan was pleased to report that Issue 23: Cuyahoga County's Health & Human Services passed with nearly 70% of votes in support of the eight year renewal. Providers were thanked for their strong financial support of the campaign; ADAMHS Board staff, provider staff and Board members were thanked for their help and support. Scott Osiecki, Chief of External Affairs, and his staff were also recognized for their excellent management of the Issue 23 Phone Bank.
- Mr. Denihan reported that County Council President, Dan Brady, at his talk at the ADAMHS Board on 2/26/16, stated that he stands ready to support a Dedicated Mental Health & Addiction Services Levy for Cuyahoga County.

There being no further business, the meeting adjourned at 4:35 p.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: David E. Biegel, Ph.D., Finance & Operations Committee Chair