

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

## FINANCE & OPERATIONS COMMITTEE MINUTES SEPTEMBER 21, 2016

Rev. Benjamin F. Gohlstin, Sr., FY2017 Committee Chair, called the meeting to order at 4:00 p.m. Dr. Fowler 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, Ph.D., Robert Fowler, Ph.D., Rev. Benjamin F. Gohlstin, Sr., Mary Warr, M.Ed.

**Absent:** Eugenia Cash, LSW, MSSA, CDCA, Charlotte Rerko, MSN, RN, BC, Harvey A. Snider, Esq., Ericka Thoms

**Board Staff Present:** William Denihan, C.E.O., Frank Brickner, Cheryl Fratalone, John Garrity, Ph.D., Valeria Harper, Esther Hazlett, Carol Krajewski, Scott Osiecki, Beth Pfohl, Ralph Piatak

### **1. APPROVAL OF MINUTES**

Minutes from the July 13, 2016 Joint Planning & Finance Committee meeting were approved as submitted.

### **2. FINANCE REPORT**

#### **Board Voucher and Operating Expenditures Report for July 2016 and August 2016**

Frank Brickner, Chief Financial Officer, reported on the Administrative Budget Reports. Total spending through 8/31/16 was over \$3.4 million, to date, over 4% under budget. Board staff anticipate salaries and fringe benefit expenses will remain under budget in 2016; a slight increase may occur as several vacancies will be filled. Board staff continues to project that Administrative spending will be within the 2016 budget of \$5,500,000.

#### **Voucher Reports:**

July 2016 - Insurance payments were highlighted; an annual payment was made to Chubb & Sons for Directors and Officers and Employment Practices Insurance totaling \$12,441. A quarterly payment was made to Philadelphia Insurance for property and casualty totaling \$14,517. Board staff anticipates paying \$55,935 annually for insurance—a total that is \$400 less than last year. Regarding Board properties - \$9,100 was spent to install a wheelchair ramp and new roof to York Road property.

August 2016 – Computer Equipment: \$2,160 was paid to Dell SonicWall for annual coverage for Malware protection. Mr. Brickner explained that an insurance payment to Philadelphia Insurance for property and casualty totaling \$18,146.25 is a prepayment through early 2017.

**Revenues:** Total Revenues through August were \$46.3 million; representing over 74% of the annual budget of \$62.3 million. Board staff continues to forecast that 2016 total revenues will exceed the \$62.3 million budget. Reasons include increased funding for 1915A Waiver, and the receipt of additional funding streams that were awarded after the budget process was complete.

**Expenses:** Total Expenses through August were \$45.8 million. The largest line item is Non-Medicaid Services with a budget of \$54.4 million. Currently \$60% of the budget has been expended, \$32.9 million, slightly higher than anticipated as there is usually a 1-month lag. Residential treatment for AOD has increased steadily.

#### **Board Properties**

Expenses on Board properties remain low at \$118,965 but will increase when needed improvements are begun. Currently, only normal utility and on-going maintenance expenses have occurred.

**Motion to recommend approval of Board Vouchers & Expenditure Reports for July & August 2016 to the full Board.** MOTION: R. Fowler / SECOND: D. Biegel / AYES: D. Biegel, R. Fowler, M. Warr / NAYS: None  
ABSTAIN: None / **Motion passed.**

**5. 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:**

1. Ohio Department of Mental Health & Addiction Services – Employment Opportunities within Housing Agencies - \$9,293.00 (Contractor: Emerald Development and Economic Network, Inc.
2. U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration – Assisted Outpatient Treatment Grant - \$901,628.00 (Contractors: FrontLine Service, Inc.; Case Western Reserve University)

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

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

1. Ohio Department of Mental Health & Addiction Services – Employment Opportunities within Housing Agencies
  - Emerald Development and Economic Network, Inc. (\$9,293.00)
2. U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration – Assisted Outpatient Treatment Grant
  - FrontLine Service, Inc. - \$649,148.00
  - Case Western Reserve University - \$200,000.00
3. Recovery App and Peer Recovery Coaching – Ascent Solutions
  - New Directions, Inc. (\$150,000.00)

**Amendments:**

1. Amendment to Resolution 15-11-05, Approval of CY2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – Connections Program
  - Positive Education Program - \$42,854.00 Increase in both 2016 and 2017
2. Amendment to Resolution 15-11-05, Approval of CY2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – Sober Housing \$70,000.00 Increase
  - I'm In Transition - \$30,000.00 Increase
  - Stella Maris - \$40,000.00 Increase
3. Amendment to Resolution 15-11-05, Approval of CY2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – Art Therapy
  - Cleveland Treatment Center - \$5,722.00 Increase

**c. Operational Agreements:**

***[\*\*Recommended by Community Relations & Advocacy Committee]***

1. \*\* Sponsorships
  - Drug Awareness and Prevention, Inc. - \$500.00
  - Community Assessment and Treatment Services Annual Gala - \$1,000.00
  - Center for Community Solutions 2016 Celebration of Human Services - \$500.00
2. \*\* ADAMHS Board of Cuyahoga County Annual Meeting May 15, 2017
  - Executive Caterers - \$13,800.00
3. \*\* The Heroin – Opiate Connection Training
  - Aaron Marks and Srinivas Merugu - \$8,600.00, plus \$300.00 per training session
4. \*\* Heroin/Fentanyl Prevention Awareness Campaign - \$334,178.00
  - ClearChannel - \$98,760.00
  - CBS Radio - \$31,960.00
  - Pandora - \$21,600.00

- \*\* Heroin/Fentanyl Prevention Awareness Campaign (*Continued*)
  - Salem Communications (1420 & The Fish) - \$29,640.00
  - WENZ - \$29,100.00
  - WCPN - \$22,404.00
  - WNWV (107.3 The Wave) - \$19,785.00
  - Lamar Outdoor Advertising - \$31,500.00
  - Greater Cleveland Regional Transportation Agency - \$41,049.00
  - OMNI Media Cleveland, Inc. - \$8,380.00
- 5. Sponsorship: *Acting Out!* -- a Three-Day Arts Fest for Mental Health Awareness
  - Angela Hetrick - \$2,500.00

Committee Member Input:

- Recommend considering/recruiting clients for provider job openings.
- Regarding the first Amendment listed, goals need to be more specific for anticipated outcome changes.
- With regard to the Cleveland Treatment Center's Art Therapy program, a suggestion was made to be inclusive of other cultural forms of art therapy such as drumming, the spoken word, etc.

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

MOTION: R. Fowler / SECOND: M. Warr / AYES: R. Fowler, M. Warr / NAYS: None / ABSTAIN: D. Biegel

**Motion passed.**

**3. IDENTIFY CONSENT AGENDA**

Committee members concurred that the Consent Agenda should comprise both the Finance Reports and all Agreements/Contracts.

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

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

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

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