

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

JOINT PLANNING & FINANCE COMMITTEE MINUTES OCTOBER 19, 2016

Steve Killpack, Vice Chair of the Planning & Oversight Committee, called the Joint Planning & Finance Committee meeting to order at 4:00 p.m.

PLANNING & OVERSIGHT COMMITTEE MEMBERS PRESENT:

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

FINANCE & OPERATIONS COMMITTEE MEMBERS PRESENT:

David E. Biegel, Ph.D., Eugenia Cash, LSW, MSSA, CDCA, J. Robert Fowler, Ph.D., Harvey A. Snider, Esq. Mary Warr, M.Ed. / **Absent:** Rev. Benjamin F. Gohlstin, Sr., Committee Chair, Charlotte Rerko, MSN, RN, BC, Ericka Thoms

BOARD STAFF PRESENT: William Denihan, C.E.O., Frank Brickner, Michael Doud, Tami Fischer, John Garrity, Valeria Harper, Esther Hazlett, Carol Krajewski, Dave Lambert, Scott Osiecki, Ralph Piatak, Starlette Sizemore-Rice, Linda Torbert

1. APPROVAL OF MINUTES

The Planning & Oversight Committee minutes of September 14, 2016 were approved as written. Mr. Killpack, Planning & Oversight Committee Vice Chair, announced that he would preside over the Planning portion of the meeting and that in the absence of Rev. Gohlstin, Dr. Robert Fowler, Vice Chair, would preside over the Finance portion.

2. RECOMMENDATION FOR STRATEGIC PLAN CONSULTANT, RAMA CONSULTING GROUP

Based upon the Board's direction to release a Request for Proposal (RFP) for a Strategic Plan Consultant, Dr. John Garrity, Chief Quality Officer, reported that 10 proposals had been received. A multi-disciplinary RFP Review Team examined the proposals and subsequently recommend contracting with RAMA Consulting Group.

RAMA Consulting Group specializes in strategic planning and stakeholder engagement. This minority-owned firm is highly experienced and is based in Columbus, OH. The firm was one of the most highly-rated and with one of the lower budget figures. If approved, the firm will conduct the 2-day Strategic Plan Summit scheduled for December 8-9, 2016 to be held at the Cleveland Airport Marriott Hotel.

Committee Member Input:

- Interest expressed in learning the meaning behind the name, RAMA.
- Refer to the Recovery Oriented System of Care in the Agenda Process Sheet (APS) background information.

Dr. Fowler asked for a rationale for contracting an outside consultant for the development of the Strategic Plan. Dr. Garrity noted that traditionally a consultant who specializes in strategic planning is hired to facilitate the process and is a way to ensure that an objective approach is taken regarding the information and viewpoints gleaned from stakeholders during the process. Mr. Denihan advocated for utilizing a consultant in order to enable Dr. Garrity to handle all of his present duties and also commended Dr. Garrity for the elements prepared to date in finding this reputable consulting firm at the lowest and best rate. Several committee members favored the concept of using a third party to provide a fresh perspective to the process.

Motion to recommend approval of contracting with RAMA Consulting Group for \$55,875.00 to conduct the ADAMHS BOARD Strategic Planning process to the full Board. MOTION: M. Step / SECOND: P. Jones / AYES: R. Fowler, P. Jones, K. Kern-Pilch, M. Step, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

3. AWAY HOME AMERICA: 100-DAY YOUTH CHALLENGE INITIATIVE

Linda Torbert, Children's Projects Administrator, explained that a competitive nationwide search conducted by A Way Home America, a national initiative to build movement to prevent and end homelessness among young people, selected three cities: Cleveland, OH, Austin, TX and Los Angeles, CA to participate in the 100-Day challenges.

Cleveland/Cuyahoga's "A Place 4 Me" initiative set an ambitious goal to house 100 homeless youth, ages 18-24, by December 18, 2016. The overall hope is that "no child will age out of the foster care system into homelessness ever again." Kate Lodge, Program Director, provided an update on the project. In addition to housing homeless youth, the goal is to coordinate and pull various social service systems closer together. To go forward after this 100-day period, efforts will be undertaken to apply for homelessness grants through the Department of Housing and Urban Development.

The Challenge Team met weekly within various sub-committees. The ADAMHS Board is a part of the Resource & Information Committee. One specific area identified within this committee was the need to support youth when housing is identified by providing critical lodging kits that contain basic necessities for residing in a home.

Committee Member Input:

- Suggest reconsidering the inclusion of microwaves as a part of the lodging kit.
- Other ways the Board can join the table around this project is through Opportunities for Ohioans with Disabilities, as well as other support for youth through the six existing Faith-based Outreach providers.
- Revise APS designation to reflect that it is a new program & specifically reference the provision of lodging kits in the program goal section of the agenda process sheet.

Motion to recommend approval of funding in the amount of \$25,000.00 to the YWCA of Greater Cleveland to purchase lodging kits for the 100-Day Youth Challenge Initiative to the full Board. MOTION: R. Fowler
SECOND: P. Jones / AYES: R. Fowler, P. Jones, K. Kern-Pilch, M. Step, M. Warr / NAYS: None / ABSTAIN: None
Motion passed.

4. COORDINATING CARE FOR PERINATAL DEPRESSION

Ms. Torbert explained that the Cleveland Regional Perinatal Network (CRPN) provides training for health care and home visiting providers to screen for maternal depression and refer individuals to services with ADAMHS Board contract agencies. The CRPN is a collaborative partner on several ADAMHS Board initiatives such as Early Childhood Mental Health and the Behavioral Health School Based Programs.

Project Director, Avril Albaugh, MSSA, LISW, noted that CRPN has been in existence since 2005. Due to a reduction in grant funds by the Ohio Department of Health, the proposed contract allocation will help to provide the operational and administrative costs for education, screening and trainings. The program is entirely grant-funded; University Hospitals serves as the fiscal agent for CRPN. UH supplies the office at the Walker Building at 10524 Euclid Avenue, Suite 3000, and sustains the program with phones, computer equipment and I.T. support.

Committee Member Input:

- Expressed support and advocated for looking into the expansion of services to encompass fathers also for paternal depression.

Motion to recommend approval of funding in the amount of \$45,000.00 to the Cleveland Regional Perinatal Network for coordinating care for perinatal depression to the full Board. MOTION: K. Kern-Pilch
SECOND: M. Step / AYES: R. Fowler, P. Jones, K. Kern-Pilch, M. Step, M. Warr / NAYS: None / ABSTAIN: None
Motion passed.

5. **APPROVAL OF MINUTES:** The Finance & Operations Committee minutes of September 21, 2016 were approved as submitted.

6. **FINANCE & OPERATIONS COMMITTEE AGENDA**

Board Voucher and Operating Expenditures Report for September 2016

Frank Brickner, Chief Financial Officer, reported on the Administrative Budget Reports. Total spending through 9/30/16 was over \$3.8 million; 5% under budget to date. The line item total for Salaries and Benefits is anticipated to indicate a slight increase in expenses over the remainder of the year as a couple of staff vacancies will be filled. Presently, the Board continues to project that Administrative spending will be well within the 2016 budget.

Income Statement: Total Revenues through September were \$49.3 million; this represents over 79% of the current annual budget of \$62.3 million. The Board's new revenue forecast is \$70.9 million. Reasons include increased funding for Waiver program and receipt of additional funding streams awarded after the budget process was complete.

Expenses: Total Expenses through September were \$50.4 million. Largest line item was Non Medicaid Services. The budget was \$54.4 million – spent \$67% or \$36.7 million which is slightly higher than anticipated and usually has a 1 month lag. Residential treatment for AOD services has increased steadily.

Board Properties: In addition to normal utility and maintenance expenses, several improvements to Board properties were highlighted on pages 10-11. (Financial Reports are attached to the original minutes in the Executive Unit.)

Motion to recommend approval of Board Vouchers & Expenditure Reports for September 2016 to the full Board. MOTION: H. Snider / SECOND: E. Cash / AYES: E. Cash, H. Snider, M. Warr / NAYS: None ABSTAIN: D. Biegel / **Motion passed.**

7. **PROPOSED AMENDMENT TO CY2016 BUDGET**

Frank Brickner, Chief Financial Officer, reported that the ADAMHS Board of Directors approved the CY 2016 Funding Recommendations on November 18, 2015 through Resolution 15-11-05. Subsequently, Board staff updated revenue projections due to various increases in actual revenue allocations.

The impact of the adjustments, result in a \$2,473,807.00 increase to the Calendar Year 2016 budget. The new proposed budget will now total \$70,855,904.00. With the overall increase in revenues, a revision to the budget is requested. The updated revenue amounts are delineated on the agenda process sheet and Projected Revenues document attached to the original minutes stored in the Executive Unit.

Motion to recommend approval authorizing the amendment of Resolution No. 15-11-05 to increase the total budget from \$68,382,097.00 to \$70,855,904.00, and increase of \$2,473,807.00 to the full Board.

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

8. **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 Items**

1. Opportunities for Ohioans with Disabilities Agency - FFY17 Case Service Contract - \$2,264,397.58 (Contractors: Jewish Family Services Association, Recovery Resources, Inc.)
2. Cuyahoga County Corrections Planning Board – Drug Court Sustainability - \$120,000.00 (Contractor: Community Assessment and Treatment Services)

3. *Amendment to Resolutions 15-07-03, and 16-07-03, Cuyahoga County Corrections Planning Board - Sober Housing Services for Individuals Involved with Cuyahoga County Common Pleas Court Adult Probation - \$50,000.00 Increase (Cleveland Treatment Center, Hitchcock Center for Women, I'm in Transition, ORCA House, Inc., Scarborough House)

b. Service Provider Agreements: Allocation of Funds

1. Opportunities for Ohioans with Disabilities Agency – FFY17 Case Service Contract
 - Jewish Family Services Association - \$333,108.71;
 - Recovery Resources, Inc. - \$356,288.87
2. Coordinating Care for Perinatal Depression
 - Cleveland Regional Perinatal Network - \$45,000.00

Amendments:

1. Amendment to Resolution 15-11-05, Approval of CY 2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – Drug Court Sustainability
 - Community Assessment and Treatment Services - \$120,000.00 Increase
2. *Amendment to Resolutions 15-07-03, and 16-07-03, Cuyahoga County Corrections Planning Board - Sober Housing Services for Individuals Involved with Cuyahoga County Common Pleas Court Adult Probation - \$50,000.00 Increase of Pooled Funds
 - Cleveland Treatment Center
 - Hitchcock Center for Women
 - I'm In Transition
 - ORCA House, Inc.
 - Scarborough House
3. Amendment to Resolution 15-11-05, Approval of CY2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – AOD Residential Treatment \$261,500.00 Increase
 - Community Assessment and Treatment Services - \$31,500.00 Increase
 - Hispanic UMADAOP - \$55,000.00 Increase
 - ORCA House, Inc. - \$175,000.00 Increase
4. Amendment to Resolution 16-06-05, Behavioral Health Juvenile Justice
 - Bellefaire Jewish Children's Bureau - \$17,734.00 Increase
5. Amendment to Resolution 16-04-02, Pharmaceutical Management and Nursing Services for OhioMHAS Licensed Residential Care Facilities
 - The Visiting Nurse Association, dba VNA Careplus - \$100,000.00 Increase

c. Operational Agreements:

1. Strategic Plan
 - Consultant: RAMA Consulting Group - \$55,875.00
 - Cleveland Airport Marriott – not to exceed \$12,000.00
2. Away Home America: 100-Day Youth Challenge Initiative
 - YWCA of Greater Cleveland - \$25,000.00

Committee Member Input:

- Revise Amendment-VNA Careplus: 1) indicate a continuing program 2) revise APS to include rationale provided by Board staff that progress has been made as a result of the technical assistance provided by VNA nursing staff on site along with the determination that providing further technical assistance through the end of the year with a gradual phase out would be more beneficial and the purpose for requesting additional funds.
- With regard to the Opportunities for Ohioans with Disabilities (OOD), Ms. Warr requested all Board members receive employment statistics--numbers of full-time, part-time and individuals who have benefits.
- Discussion followed regarding the reference to case managers/coordinators. Myra Henderson, LISW-S, Adult Behavioral Health Specialist, clarified that the staff referenced possess the same qualifications as

Rehabilitation Counselors at the Bureau of Vocational Rehabilitation. She noted that the state chose the title of Vocational Rehabilitation Coordinator; all are counselors certified to provide rehabilitation services.

Motion to recommend approval of the Interagency, Service Provider and Operational Agreements with recommended revisions to the full Board. MOTION: D. Biegel / SECOND: H. Snider / AYES: D. Biegel, E. Cash, H. Snider, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

9. IDENTIFY CONSENT AGENDA

Committee members concurred to include the Proposed Amendment to the CY2016 Budget and the Contracts into the Consent Agenda.

10. OLD/NEW BUSINESS

- Dr. Fowler reported that he along with fellow Board member, Harvey Snider, had the privilege of visiting Catholic Charities last week. He thanked Executive Director, Maureen Dee, for the valuable and enlightening experience. Mr. Snider added that he enjoyed touring the facility, having the opportunity to observe residents in treatment with the highly professional staff. He shared his impression that many people are being helped, and that allocations made to this agency are well spent.

There being no further business, the meeting adjourned at 5:10 p.m.

Submitted by: *Carol Krajewski, Executive Specialist*

Approved by:

- *Steve Killpack, MS, Planning & Oversight Committee Vice Chair*
- *J. Robert Fowler, Ph.D., Vice Chair & Planning & Oversight Committee Chair*