

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

**FINANCE AND OPERATIONS COMMITTEE MINUTES
MAY 20, 2015**

David E. Biegel, Ph.D., Committee Chair, called the meeting to order at 4:00 p.m. Committee Vice Chair, 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, Ph.D., Eugenia Cash, LSW, MSSA, CDCA, Robert Fowler, Ph.D., Rev. Benjamin F. Gohlstin, Sr., Charlotte Rerko, MSN, RN, BC, Harvey A. Snider, Esq., Ericka L. Thoms, Mary Warr, M.Ed.

Absent: None

Board Staff Present: William Denihan, C.E.O., Frank Brickner, Tami Fischer, Esther Hazlett, Carol Krajewski, Ralph Piatak, Scott Osiecki, Linda Torbert

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of April 15, 2015 were approved as submitted.

2. FINANCE REPORT

Board Voucher and Operating Expenditures Report for April 2015

Chief Financial Officer, Frank Brickner, reviewed the April 2015 Administrative Budget Report. Through April, the Board expended \$1.8 million against its \$5.5 million budget. Mr. Denihan reported that actual expenditures are at 32.80% which is under the projected figure of 33.33%.

Mr. Brickner highlighted an item from the Board Voucher Report. On page 3, the expenditure to Logmein, Inc. allows the Board the ability to work on a personal computer offsite by logging in remotely and still meet HIPAA requirements in a secure environment. Mr. Brickner reported that the Board received its first quarter payment from County levy funds. (All financial reports are attached to the original minutes stored in the Executive Unit.)

Motion to recommend approval of Board Vouchers & Expenditures Reports for April 2015 to the full Board.

MOTION: R. Fowler / SECOND: B. Gohlstin / AYES: E. Cash, B. Fowler, B. Gohlstin, C. Rerko, 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: Acceptance of Funds

1. Amendment to Resolution 14-11-02, Cuyahoga County Corrections Planning Board – Drug Court Expansion (Contractors: Catholic Charities Services Corporation and Stella Maris) - \$479,598.00 Increase.

b. Service Provider Agreements: Allocation of Funds:

[*Recommended by P&O Committee]

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1. * Sober Housing Services - \$164,192.00
 - Hitchcock Center for Women - \$101,432.00
 - I'm in Transition - \$32,760.00
 - ORCA House, Inc. - \$17,500.00
 - Scarborough House - \$12,500.00

2. * Vivitrol Medication Assisted Treatment (MAT) Pilot
 - Community Action Against Addiction - \$100,000.00
3. * Women's Re-Entry Program
 - Lutheran Metropolitan Ministry - \$25,000.00
4. Temporary Employment Pilot
 - Recovery Resources - \$50,000.00

Amendments:

1. Amendment to Resolution 14-11-02, Cuyahoga County Corrections Planning Board – Drug Court Expansion - \$479,598.00 Increase
 - Catholic Charities Services Corporation
 - Stella Maris
2. Amendment to Resolution 14-11-08, Approval of CY 2015 Service Provider Core, Mid-Biennium and One-Time Funding Contracts – Drug Court Sustainability
 - Community Assessment and Treatment Services - \$168,750.00 Increase
3. Amendment to Resolution 15-01-03, Approval of CY Early Childhood Mental Health Contracts
 - Ohio Guidestone - \$50,000.00 Increase

Mr. Snider addressed the Temporary Employment Pilot, highlighted by Mr. Denihan at the Annual Meeting, and suggested disseminating information about this pilot program with the media. Mr. Denihan concurred and noted that the Board will work with Recovery Resources to provide advance notice to inform the community that it is available and to market the program.

Two questions were asked regarding the Vivitrol MAT Pilot. (1) Why is the pilot targeted solely for male clients? (2) How will the agency collect data on program participants after the two-year period? Mr. Denihan offered to provide follow-up information on the agenda process sheet to be prepared for the full Board.

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

MOTION: R. Fowler / SECOND: B. Gohlstin / AYES: E. Cash, B. Fowler, B. Gohlstin, C. Rerko, H. Snider, E. Thoms, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

4. REVIEW OF POLICY STATEMENT: PURCHASING POLICY

Mr. Brickner noted that the purpose of this policy is to identify policies and procedures to be used in the procurement of goods and services by the ADAMHS Board. The Board will ensure the fair and equitable treatment of all persons involved in public purchasing; will maximize the purchasing value of public funds; and will provide safeguards for maintaining a procurement system of quality and integrity. Mr. Brickner reported that the Board historically procured items competitively; however, a written policy on purchasing procedures did not exist. This policy will provide a transparent ADAMHS Board purchasing process.

Mr. Brickner highlighted the various policy elements: Vendor Relations, Procurement Methods, and Exemptions to Full and Open Competition. Mr. Snider asked whether the proposed Purchasing Policy meets all governmental requirements. Mr. Denihan noted that the policy had been vetted by the Board's Legal Consultant, Dave Lambert. Mr. Lambert noted that the policy under consideration is actually more stringent than current Ohio Law.

Input from committee members:

- 1) Do we have a plan to assure that minority businesses are aware of contract opportunities?
- 2) Since a funding set-aside of no less than 15% is earmarked for minority business enterprises according to the proposed policy, will Board members receive an annual status report on this goal?
- 3) The policy language should be adjusted so that the 15% set-aside should be considered a minimum not a maximum amount so as not to place a cap on funding allocations.

Mr. Denihan noted that a report on the dollars spent and the percentage of minority contracts will be available for Board members in approximately 2 months. Dr. Biegel suggested that the report should include additional information about the strategies used to reach out to minority businesses.

Motion to recommend approval of the Purchasing Policy, with proposed amendments, to the full Board.

MOTION: H. Snider / SECOND: E. Cash / AYES: E. Cash, B. Fowler, B. Gohlstin, C. Rerko, H. Snider, E. Thoms, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

5. IDENTIFY CONSENT AGENDA

Dr. Biegel recommended that the proposed Consent Agenda should include the Finance Reports, Interagency and Service Provider Agreements.

Motion to approve the recommended Consent Agenda. MOTION: H. Snider / SECOND: E. Cash

AYES: E. Cash, B. Fowler, B. Gohlstin, C. Rerko, H. Snider, E. Thoms, M. Warr / NAYS: None / ABSTAIN: None

Motion passed.

6. OLD/NEW BUSINESS - None

There being no further business, the meeting adjourned at 4:45 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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