

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

**FINANCE AND OPERATIONS COMMITTEE MINUTES  
OCTOBER 15, 2014**

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

**Board Staff Present:** William Denihan, C.E.O., Frank Brickner, Craig Fallon, Esther Hazlett, Carol Krajewski, Scott Osiecki, Ralph Piatak, Starlette Sizemore-Rice

**1. APPROVAL OF MINUTES**

The Finance & Operations Committee minutes of July 16, 2014 were approved as submitted. It was noted that the business of the Finance & Operations Committee for September was incorporated into the General Meeting held on September 17, 2014.

Dr. Biegel announced that the revised Agenda Process Sheets (APS), previously reviewed by the Planning & Oversight Committee, were utilized also for the Finance & Operations agenda packet. Input regarding the new APS format and any other recommended changes would be addressed later in the meeting.

**2. FINANCE REPORTS**

**Board Voucher and Operating Expenditures Report for September 2014**

Mr. Brickner highlighted items from the Income Statements, Expenditure Reports, and Balance Sheets for September 2014. Board staff continues to forecast that the Administrative Budget will be under budget in all categories. (The report is attached to the original minutes stored in the Executive Unit.)

Board Vouchers for September 2014 were reviewed and several items highlighted. Mr. Snider suggested having a discussion in the future about the impact of Medicaid Expansion on our budget. Mr. Denihan noted that he intends to address this at the General Meeting.

**Motion to recommend approval of Board Vouchers & Expenditures Reports for September 2014 to the full Board.** MOTION: R. Fowler / SECOND: H. Snider / AYES: E. Cash, R. Fowler, H. Snider, E. Thoms, M. Warr  
NAYS: None / ABSTAIN: None / **Motion passed.**

**4. REQUEST TO ISSUE REQUEST FOR PROPOSAL FOR EARLY CHILDHOOD MENTAL HEALTH SERVICES**

Mr. Brickner noted that this initiative is based upon the request of Cuyahoga County's Invest in Children (IIC) Department. The estimated award is approximately \$1 million with IIC providing \$669,552 and the ADAMHS Board providing \$293,502; this concept was approved by the Planning & Oversight Committee.

Under performance measures, Dr. Biegel asked about specific additional data to be collected. Mr. Denihan offered to investigate and assured the Committee Chair that the specifics would be included in the APS going to the full Board.

**Motion to recommend authorization to issue a Request for Proposal for Early Childhood Mental Health Services to the full Board.** MOTION: E. Thoms / SECOND: E. Cash / AYES: E. Cash, R. Fowler, H. Snider, E. Thoms, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

**5. 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: *Pass-Thru Funds allocated under Service Provider Section***

***[\*Recommended by P&O Committee with the exception of item #4]***

1. \* Ohio Department of Mental Health & Addiction Services – Children’s Mobile Crisis
  - (Contractors: FrontLine Services, Inc. & Bellefaire Jewish Children’s Bureau) - Pending MBR Approval
2. \* Ohio Department of Mental Health & Addiction Services – Coordination of Prison Referrals
  - (Contractors: FrontLine Services, Inc. and Cuyahoga County Corrections Planning Board)
3. \* Opportunities for Ohioans with Disabilities (OOD) – VRP3 Employment Program (Contractors: Recovery Resources, Inc. and Jewish Family Service Association)
4. Amendment to Resolution 14-09-03, Ohio Department of Mental Health & Addiction Services: Additional Funds for Forensic Services (Cuyahoga County Court Psychiatric Clinic) – Pass Thru Funds

**b. Service Provider Agreements: Allocation of Funds (*From Pass-Thru Funds above in placement order*)**

***[\*Recommended by P&O Committee with the exception of Amendment #1]***

1. \*Notice of Funding Award: Ohio Department of Mental Health & Addiction Services – Children’s Mobile Crisis - \$440,944.00 (Reference Interagency Agreement Item 1) - Pending MBR Approval
  - FrontLine Services, Inc. - \$238,734.00
  - Bellefaire Jewish Children’s Bureau - \$202,210.00
2. \*Notice of Funding Award: Ohio Department of Mental Health & Addiction Services – Coordination of Prison Referrals - \$116,325.00 (Reference Interagency Agreement Item 2)
  - FrontLine Services, Inc. - \$66,325.00
  - Bellefaire Jewish Children’s Bureau - \$50,000.00
3. \*Notice of Funding Award: Opportunities for Ohioans with Disabilities Agency – VRP3 funding for employment services (Reference Interagency Agreement Item 3)
  - Jewish Family Services Association
  - Recovery Resources, Inc.

**Amendments:**

1. Amendment to Res. 14-09-03, Ohio Department of Mental Health & Addiction Services: Additional Funds for Forensic Services (Reference Interagency Agreement Item 4)
  - Cuyahoga County – Court Psychiatric Clinic \$50,000.00 Increase – Pass Thru Funding
2. \*Amendment to Res. 14-01-08, Approval of 2014 Base Funding Recommendations – Additional Funds
  - East Cleveland Neighborhood Center \$40,000.00 Increase

Regarding the VRP3 Contract (Item #3), Ms. Warr noted that at the Planning & Oversight Committee it was suggested that the APS include information about the number of staff to be added as a result of the funding from this project. Mr. Denihan noted that the omission was an oversight and that the requested information would be included in the APS submitted to the full Board.

Upon the recommendation of Mr. Denihan, Dr. Biegel asked Ms. Dabney Conwell, Executive Director of the East Cleveland Neighborhood Center (ECNC), to address the Committee. Ms. Conwell explained that she was unable to attend the Planning & Oversight Committee due to a family medical situation. She was pleased to highlight the recent changes made to readdress community needs through the ECNC and to redirect the organization to be more mission focused with regard to targeting populations most in need.

**Motion to recommend approval of the (a) Interagency and (b) Service Provider Contracts to the full Board.**

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

**c. Operational Agreements:*****[\*Recommended by P&O Committee]***

1. \*Evaluation of School Based Mental Health Services  
- Case Western Reserve University - \$49,194.19
2. \*Evaluation of Employment/Vocational Services  
- Brown Consulting - \$24,250.00
3. \*Independent Review of Mental Health Services Records  
- Brown Consulting - \$46,080.00

Based upon the committee's review of the Operational Agreements, Mr. Denihan noted that the following additions would be made to the Agenda Process Sheets to add clarification/metrics to the "Performance Measures" sections:

1. Evaluation of School Based Mental Health Services - Case Western Reserve University – Add: Analysis of school attendance, grades and juvenile court avoidance.
2. Evaluation of Employment/Vocational Services – Brown Consulting – Add: Evaluation will review number of consumers placed in jobs, average length of employment and average hourly rate.
3. Independent Review of Mental Health Services Records - Brown Consulting - Add: Review will determine how CPST (Community Support Psychiatric Treatment) is performed (face-to-face, home visits, community, office).

**Motion to recommend approval of the (c) Operational Contracts, as amended, to the full Board.**

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

CONTINUATION OF AGENDA PROCESS SHEET DISCUSSION - No additional changes were proposed by committee members. On behalf of the committee, Dr. Biegel thanked Board staff for their work on the revised Agenda Process Sheets and for the openness and willingness to listen to suggestions made by Board members.

**6. IDENTIFY CONSENT AGENDA**

Dr. Biegel recommended that Consent Agenda include the Finance Reports for September and Interagency and Service Provider Contracts for consideration by the full Board. The Operational Agreements will be considered separately. Committee members concurred with the suggestion.

**7. NOVEMBER MEETING FORMAT**

Mr. Denihan introduced the concept of revising the normal Board meeting cycle in November in order to concentrate on the Calendar Year 2015 Base Budget Recommendations and Funding Priorities. Standing committees-- Community Relations & Advocacy, Planning & Oversight & the Finance & Operations Committees—would not meet in November; the only meetings scheduled for ALL Board members in November would be:

**A. Committee of the Whole Meeting = Wednesday, November 12, 2014 – 4:00 PM**

Purpose: To present for review the following items (no action required at this meeting)

- CY2015 Core Budget
- New or Continuing programs from the Mid-Biennium Review (\$2.3 million – 3 programs)
- New or Continuing programs from the \$1.3 million one-time funds (from the \$1.8 million 72-hour crisis)

The overall Budget Manual will include the following sections:

- Process for Recommendation for Funding
- Setting of Priorities
- State of Funding
- Provider Outcomes
- Funding Recommendations
- Program Provider Detail

**B. General Meeting = Wednesday, November 19, 2014 – 4:00 PM**

- Discuss and vote on all fiscal items presented.
- The process used will be similar to that utilized last January and February.

**8. OLD/NEW BUSINESS**

- SHARES Update: Mr. Denihan noted that 5 staff members were in Columbus meeting about SHARES. Based upon a phone conversation with Dr. Garrity, the good news is that claims processing section presented is running well; however, the customization issues are still problematic. The COG (Council of Governments) will get an evaluation of the project with a week; it will then determine whether legal action is necessary.

**9. AUDIENCE INPUT - None**

*There being no further business, the meeting adjourned at 4:55 p.m.*

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

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