

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

FINANCE AND OPERATIONS COMMITTEE MINUTES  
JANUARY 16, 2013

Committee Chair, Pastor Charles E. Brown, called the Finance & Operations Committee meeting to order at 4 PM and welcomed the full complement of committee members present.

**Committee Members Present:** Mary Boyle, Pastor Charles E. Brown, J. Robert Fowler, Ph.D., Pythias D. Jones, M.D., Harvey A. Snider, Esq., William J. Tobin, Mary R. Warr, M.Ed.

**Board Staff Present:** William Denihan, C.E.O., Christina Delos Reyes, M.D., Tami Fischer, Cheryl Fratalone, John Garrity, Ph.D., Valeria Harper, Carol Krajewski, Scott Osiecki, Ralph Piatak, Starlette Sizemore-Rice, Maggie Tolbert

**1. APPROVAL OF MINUTES**

The Finance & Operations Committee minutes of October 17, 2012, were approved as submitted.

**2. ADMINISTRATION / CLINICAL ISSUES**

Mr. Denihan provided an update on the process used to hire a new Chief Financial Officer (CFO). Approximately 70 resumes were received for the open position. Out of this number, 12 were chosen to be interviewed; interviews have begun. The target date for making a decision is 2/15/13 with a potential starting date of 3/01/13. Mr. Denihan was pleased to introduce ADAMHS Board staff members who have been delegated various CFO responsibilities in the interim--Cheryl Fratalone, Claims & Membership Administrator who has been with the Board since 2000, and Ralph Piatak, Financial Analyst Administrator who has been worked in the Finance Unit for 15 years.

▪ **State Hospital Bed Day Utilization**

Ms. Fratalone noted that the reporting format for FY13 was changed by the state and is based upon a 3-year bed day average. Cuyahoga County's projected bed day utilization is 58 civil beds and 129 forensic beds. Through the end of November, the Board was under its projection for civil bed days by 14 days and was at capacity for our forensic bed days at 129. Through the end of December, the Board was under its projection for civil bed days by 17 days and was over slightly for our forensic bed days by 2 days at 131. (The report is attached to original minutes stored in the Executive Unit.)

▪ **Central Pharmacy**

Ms. Fratalone noted that through November, the year-to-date actual utilization for Central Pharmacy during this time period was 30.82% for mental health and 47.07% for AOD methadone. Overall utilization was 31.42%; the projected amount being 42%. The Central Pharmacy Report for December has not yet been received from the state; therefore, review of this report will be scheduled for next month's committee meeting. Pastor Brown asked that future reports be numbered so that pages can be referenced during their review.

**3. FINANCE REPORTS**

**a. Board Voucher and Operating Expenditures Reports for November 2012 and December 2012**

Mr. Piatak reviewed the Income Statements, Expenditures Reports, Balance Sheets and Board Vouchers for November 2012 and December 2012 and addressed questions of committee members. (The Financial Report document is attached to original minutes stored in the Executive Unit.)

Mr. Tobin inquired whether the amount listed on the FY2012 Administrative Budget Extension (page 15) for Unemployment Compensation should be shown under the Workers Compensation line item. Mr. Piatak noted that he would follow-up on this concern.

A brief discussion ensued regarding Bridgeway properties. It was noted that a comprehensive report will be shared with Board members at the January General Meeting.

**Motion to recommend approval of Board Vouchers & Expenditures Reports for November 2012 and December 2012 to the full Board.** / MOTION: H. Snider / SECOND: R. Fowler / AYES: M. Boyle, R. Fowler, P. Jones, H. Snider, W. Tobin, M. Warr / NAYS: None / **Motion passed.**

#### **4. CONTRACTS**

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

##### **a. Interagency Agreements: Acceptance of Funds**

- Memorandum of Understanding (MOU): Office of Early Childhood (ECMH), Cuyahoga County Board of Developmental Disabilities (CCBDD), Cuyahoga County Department of Children & Family Services (CCDCFS), Educational Services Center (ESC) and Help Me Grow – Family Centered Services & Support Program : ECMH Coordinator position
- Memorandum of Understanding (MOU): Cuyahoga County Board of Developmental Disabilities (CCBDD) and Bellefaire Jewish Children's Bureau

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

- Memorandum of Understanding (MOU): Office of Early Childhood (ECMH), Cuyahoga County Board of Developmental Disabilities (CCBDD), Cuyahoga County Department of Children & Family Services (CCDCFS), Educational Services Center (ESC) and Help Me Grow – Family Centered Services & Support Program : ECMH Coordinator position
- Memorandum of Understanding (MOU): Cuyahoga County Board of Developmental Disabilities (CCBDD) and Bellefaire Jewish Children's Bureau
- Positive Education Program: Family Centered Services and Supports (FCSS) Contract

##### **c. Operational Agreements:**

- Call & Post and JEM Relations LLC - Suicide Prevention Awareness Newspaper Ads
- Marriott Cleveland Airport: ADAMHS Annual Meeting – May 20, 2013
- Amendment to Resolution No. 12-10-07, Authorization to Explore Purchase of Properties Formerly Owned/Operated by Bridgeway, Inc.

**Motion to recommend approval of (a) Interagency, (b) Service Provider, and (c) Operational Agreements to the full Board.** / MOTION: M. Boyle / SECOND: M. Warr / AYES: M. Boyle, R. Fowler, P. Jones, H. Snider, W. Tobin, M. Warr / NAYS: None / **Motion passed.**

#### **5. IDENTIFY CONSENT AGENDA ITEMS**

Committee members agreed to include the approval of the Vouchers and Operating Expenditures with all Contracts into the Consent Agenda format.

#### **6. OLD/NEW BUSINESS**

- Ms. Boyle had a process question regarding the MOU agreements and monitoring arrangements. Mr. Denihan suggested that Board staff could address her question following the meeting.
- Ms. Warr expressed her interest in seeing photos of the Bridgeway properties discussed.

*There being no further business, the meeting adjourned at 4:50 p.m.*

*Submitted by: Carol Krajewski, Executive Specialist*

*Approved by: Pastor Charles E. Brown, Finance & Operations Committee Chair*