

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

FINANCE AND OPERATIONS COMMITTEE MINUTES
FEBRUARY 20, 2013

Harvey Snider, Esq., Acting Committee Chair, called the Finance & Operations Committee meeting to order at 4 PM.

Committee Members Present: Mary Boyle, Harvey A. Snider, Esq., William J. Tobin, Mary R. Warr, M.Ed.

Absent: Pastor Charles E. Brown, J. Robert Fowler, Ph.D., Pythias D. Jones, M.D.

Board Staff Present: William Denihan, C.E.O., Michael Doud, Tami Fischer, Cheryl Fratalone, John Garrity, Ph.D., Valeria Harper, Carol Krajewski, Scott Osiecki, Ralph Piatak, Starlette Sizemore-Rice, Linda Torbert

1. **APPROVAL OF MINUTES**

The Finance & Operations Committee minutes of January 16, 2013, were approved as submitted.

2. **ADMINISTRATION / CLINICAL ISSUES**

▪ **State Hospital Bed Day Utilization**

Cheryl Fratalone, Claims & Membership Administrator, noted that the FY13 reporting format 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 January, the Board was under its projection for civil bed days by 17 days and under projection for forensic bed days by 2 days. (The report is attached to original minutes stored in the Executive Unit.)

▪ **Central Pharmacy Reports – December 2012 and January 2013**

Ms. Fratalone highlighted both Central Pharmacy Reports:

- Through December 2012 - Year-to-date (YTD) actual utilization for Central Pharmacy was 38.30% for mental health and 55.62% for AOD methadone. Overall utilization through December was 38.93%; the projected amount being 50%.
- Through January 2013 - the YTD actual utilization for Central Pharmacy was 46.02% for mental health and 68.46% for AOD methadone. Overall utilization through January was 46.84%; projected amount being 59%.

A variance has been noted for a few agencies. If these agencies continue at their current rate of utilization, they would be projected to exceed their allocation before the end of the state fiscal year. An overall reconciliation will take place at the end of this fiscal time period.

3. **FINANCE REPORTS**

a. **Board Voucher and Operating Expenditures Reports for January 2013**

Ralph Piatak, Financial Analyst Administrator, reviewed the Income Statements, Expenditures Reports, Balance Sheets and Board Vouchers for January 2013 and addressed questions of committee members.

Regarding the Administrative Budget in the salary line item, Mr. Piatak pointed out that normally in January the County pays employees for unused personal time. This year the January amount increased as a result of two ADAMHS Board staff retirements.

Mr. Denihan noted that he has asked: 1) Board staff to work on providing a monthly report to show the amount of Non-Medicaid funds that are used to support those consumers who are on Medicaid for services that are needed but are not covered by Medicaid as well as the type of services; and 2) Michael Doud, Adult Behavioral Health Services Administrator, to break out expenses in more detail regarding maintenance issues at specific Bridgeway properties. (The Financial Report is attached to original minutes stored in the Executive Unit.)

Motion to recommend approval of Board Vouchers & Expenditures Reports for January 2013 to the full Board. / MOTION: W. Tobin / SECOND: M. Warr / AYES: M. Boyle, W. Tobin, M. Warr / NAYS: None

Motion passed.

4. AGENCY PROVIDER PARTICIPATION: TEAM DECISION MAKING (TDM) MEETINGS

Valeria Harper, Chief Operating Officer, explained a recent collaborative proposal with the Cuyahoga County Division of Children & Family Services to become an integral part in determining the safety of a child with respect to removal, placement and permanency through participation in Team Decision Making (TDM) meetings. Clinical input and expertise from the ADAMHS Board's contract providers for adults was identified as a necessary component within the meeting process while making critical life decisions on behalf of children and their families.

Board staff recommends designating \$75,000 to reimburse agencies for staff participation in TDM meetings which are not billable to Medicaid. Board staff along with DCFS staff have begun to develop the program details and reimbursement mechanisms.

Motion to recommend approval of setting aside \$75,000 to support the participation of adult treatment contract providers in the Cuyahoga County Division of Children & Family Services' Team Decision Making Meetings. MOTION: M. Warr / SECOND: W. Tobin / AYES: M. Boyle, W. Tobin, M. Warr / NAYS: None
Motion passed.

5. 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

- Execution of Agreement with Ohio Department of Mental Health: Assumption Waiver and Release Agreement for Premises MH-219B located at 1466 W. 81st Street, Cleveland, OH
- Execution of Agreement with Cuyahoga County Board of Developmental Disabilities (CCBDD) and Warrensville Developmental Center
- ODMH Notice of Sub-Award (NOSA): Early Learning Challenge Grant – Positive Education Program

b. Service Provider Agreements: Allocation of Funds

- Execution of Agreement with Cuyahoga County Board of Developmental Disabilities (CCBDD) -
 - Warrensville Developmental Center
- ODMH Notice of Sub-Award (NOSA): Early Learning Challenge Grant
 - Positive Education Program
- Mental Health Program at Community Based Correctional Facility
 - Recovery Resources
- Psychiatric Services for the Cuyahoga County Community Based Correctional Facility
 - Cuyahoga County Court of Common Pleas

c. Operational Agreements:

- Faith-based Suicide Prevention Training - Russ Crabtree & Hilton Garden Inn Downtown Cleveland

d. Fiscal Agent: Cuyahoga County Defending Childhood Training Contracts:

- SPARCS (Structured Psychotherapy for Adolescents Responding to Chronic Stress) Clinical Training: Mandy Habib
- PCIT (Parent Child Interaction Therapy) Training: Cheryl McNeil, Ph.D.
- AFCBT (Alternatives for Families: A Cognitive-Behavioral Therapy) Training: Univ. of Pittsburgh Medical Center
- TFCBT (Trauma Focused Cognitive Behavior Therapy) Training: Erna Olafson, Ph.D., Psy.D

CONTRACTS *(Continued)*

Discussion followed on the Assumption Waiver and Release item, Mr. Doud explained that the Ohio Department of Mental Health's mortgage/grant was acquired by Bridgeway in 1980. He noted that as long as the property is used for the continued purpose, the value of the forgivable mortgage will decrease. There will be no exchange of funds regarding the forgivable mortgage. Mr. Doud noted that the ADAMHS Board is paying \$101,000 for the property. Mr. Tobin felt that the balance of the forgivable mortgage should appear on the Balance Sheet. In response to Mr. Denihan's question, Mr. Doud noted that replacement value for this facility would be approximately \$1.7 million.

Motion to recommend approval of (a) Interagency, (b) Service Provider, (c) Operational Agreements and (d) Fiscal Agent: Cuyahoga County Defending Childhood Training Contracts to the full Board.

MOTION: M. Warr / SECOND: W. Tobin / AYES: M. Boyle, W. Tobin, M. Warr / NAYS: None / **Motion passed.**

6. IDENTIFY CONSENT AGENDA ITEMS

Committee members agreed to include the approval of all Agreements into the Consent Agenda format. Separate actions recommended for approval to be addressed will be (1) Approval of the Vouchers & Operating Expenses and (2) Approval of Agency Provider Participation in TDM Meetings.

7. STRATEGIC PLAN UPDATES

Written Strategic Plan Updates were referenced for the areas of Human Resources and Finance. Tami Fischer, Director of Human Resources, reported that ADAMHS Board staff participated in a 3-hour comprehensive training session/overview of the Ohio Ethics Law covering conflicts of interest, public contracts, and post-employment issues. The session was held here at the administrative offices and was videotaped for future use for potential new hires.

Mr. Piatak noted that minor changes were made to the Finance Update; however, the next update will focus on the new software system known as SHARES (*Shared Healthcare and Recovery Enterprise System*). Staff members involved with the development of goals for the system and vendor interviews have been meeting almost every other week in Columbus to address the various issues and elements of the new information technology system.

Mr. Piatak noted that Medicaid elevation has happened. ODMH and ODADAS have moved from line item match to providing 100% funding for FY2012 Medicaid claims. Run-off of claims from state fiscal year 2012 is in process, and the volume has been trending downward.

8. OLD/NEW BUSINESS

Mr. Denihan noted that he is ready to make a decision about the selection of the new Chief Financial Officer (CFO) and will make the announcement at the February General Meeting. .

There being no further business, the meeting adjourned at 5:05 p.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: Harvey A. Snider, Esq., Acting Chair, Finance & Operations Committee