

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

FINANCE AND OPERATIONS COMMITTEE MINUTES APRIL 17, 2013

Harvey Snider, Esq., Board Chair & Acting Committee Chair, called the Finance & Operations Committee meeting to order at 4 p.m. Mr. Snider announced that, regrettably, Pastor Brown has tendered his resignation as an ADAMHS Board member due to his increasing job responsibilities. Ms. Warr was asked to 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."*

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

Board Staff Present: William Denihan, C.E.O., Frank Brickner, Tami Fischer, Cheryl Fratalone, Valeria Harper, Carol Krajewski, Scott Osiecki, Ralph Piatak, Starlette Sizemore-Rice

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of February 20, 2013, were approved as submitted.

2. ADMINISTRATION / CLINICAL ISSUES

▪ State Hospital Bed Day Utilization – March 2013

Frank Brickner, Chief Financial Officer, 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 March, the Board was under its projection for civil bed and forensic bed days by 16 days. The state of Ohio has indicated that it will give supplemental dollars to those ADAMHS Boards that are under their 3-year average. An amount of \$500,000 will be available state-wide and it will be divided in proportion to those Boards that are under their projection. At present, our Board is under its projection by 38%. (Report attached to original minutes stored in the Executive Unit.)

Ms. Boyle asked about the average length of stay (LOS). Mr. Brickner noted that the average LOS for both civil and forensic beds will be shared with committee members.

▪ Central Pharmacy Reports – February 2013 and March 2013

Mr. Brickner reported that the March Central Pharmacy Report recently received was distributed to committee members. Through March 2013, Year-to-date (YTD) actual utilization for Central Pharmacy was 64.79% for mental health and 87.29% for AOD methadone. Overall utilization through March was 65.61%.

Mr. Brickner noted that usage on the mental health side rose dramatically during the months of February and March; he was informed that the reason for the increase was due to a state back-up regarding its bill payments. The Board anticipates being under its overall allocation. The concern is if we go over our projection by 6/30/13, then we would be responsible for the difference. Two agencies over their allocation are Far West and The Center for Families and Children. Efforts will be made to work with these agencies to help them manage what they expect to spend throughout the rest of the state fiscal year.

3. FINANCE REPORTS

a. Board Voucher and Operating Expenditures Reports for March 2013

Mr. Brickner reviewed the Income Statements, Expenditures Reports, Balance Sheets and Board Vouchers for March 2013 and addressed questions of committee members.

Although it is early in the year regarding the Administrative Budget, Board staff is forecasting that the Board will be within all budget categories. The only category over 25% is the salary line item; this is due to having 3 payrolls during the month of March.

Regarding page 3, Fiscal Year Extension 2012 Costs Paid in 2013, Mr. Brickner reported that Board staff is still finalizing agreements that ended 12/31/12. Normally, providers are given 90 days to submit their claims; however, there have been some complexities with claims submitted to the state and the state rejecting the claims. Providers were given an extra 30 days (by April) to get their claims in. Several line items are significantly over budget; consequently, Mr. Brickner will work to resolve these issues by the next meeting.

Mr. Brickner reported on an observation that there is currently a negative balance in the cash line on the balance sheet and income statement. The significant reason is that normally the County levy dollars are received evenly throughout the year; however, for some reason, this quarter we did not receive the levy dollars. Mr. Brickner was assured by the County that the dollars should appear in our account in April. It was noted that the 1st quarter amount would be one fourth of \$34,863,000. (Financial Report is attached to original minutes stored in the Executive Unit.)

Mr. Tobin asked for further clarification regarding the last 3 items on page 7 of the Voucher Report and where they appear on the budget report. Mr. Brickner stated that he would look into this and report back.

Discussion followed on the Board owned properties. Ms. Harper noted that the Noble Road property will be presented for public auction; it is currently vacant, well managed and in compliance with Cleveland Heights.

Follow-up requests for Board staff:

- Look into Noble Road water/sewer charges to determine the length of time attributed to this bill
- Separate the list of vacant former Bridgeway properties from those currently occupied.

Motion to recommend approval of Board Vouchers & Expenditures Reports for March 2013 to the full Board.

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

Mr. Brickner referenced the 1-page handout provided to committee members based upon a request at the Committee of the Whole Meeting. The list reflects the breakdown of those Mental Health and Alcohol & Other Drug Addiction Services which are covered by Medicaid and those that are provided through the use of Non-Medicaid funds. (The Roster of Medicaid/Non-Medicaid Services is attached to original minutes stored in the Executive Unit.)

4. CONTRACTS

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

a. Interagency Agreements: None

b. Service Provider Agreements:

- ◇ Rental Subsidy for Consumers Residing in Bridgeway sites
 - Emerald Development & Economic Network, Inc.
- ◇ School Based Mental Health Services for Suburban Communities
 - Applewood Centers
 - Beech Brook
 - Bellefaire Jewish Children's Bureau
 - Catholic Charities
 - Cleveland Christian Home
 - Murtis Taylor Human Services System
- ◇ Early Childhood Mental Health (ECMH) Consultation Services
 - Positive Education Program
- ◇ Forensic Peer Support Specialists
 - Murtis Taylor Human Services System
- ◇ Amendment to Resolution No. #12-11-04 Vocational Rehabilitation, Public & Private Partnerships 3 (VRP3) Project: Recovery to Work

Discussion followed on the issue of residential subsidies needed for former Bridgeway clients. Ms. Harper explained that clients have been transitioned to other agencies for their mental health and AOD service needs; however, the ADAMHS Board is now responsible for providing the rental subsidies for these clients who are now our responsibility through the transition period. Emerald Development & Economic Network, (EDEN) will assist residents to locate market rate rental units in the community. This will be an ongoing process until we have successfully transitioned individuals into alternative housing options.

Motion to recommend approval of Service Provider Agreements to the full Board. MOTION: M. Boyle
SECOND: W. Tobin / AYES: M. Boyle, P. Jones, W. Tobin, M. Warr / NAYS: None / **Motion passed.**

c. Operational Agreements:

- ◇ Miracles Spiritual Retreats: Sponsorship of The Gift, a play at the Ohio Theatre
- ◇ Recovery Resources: Mental Health First Aid Training for ADAMHS Board of Directors & Staff
- ◇ Office Max: Conference Room Chairs

Motion to recommend approval of Operational Agreements to the full Board. MOTION: M. Boyle / SECOND:
P. Jones / AYES: M. Boyle, P. Jones, M. Warr / NAYS: None / ABSTAIN: W. Tobin / **Motion passed.**

6. IDENTIFY CONSENT AGENDA ITEMS

Based upon a request from Mr. Tobin not to include the Operational Agreements in the Consent Agenda format, Committee members concurred. The Consent Agenda will include the approval of Vouchers/Expenditure Reports and the Service Provider Agreements.

7. URBAN THERAPEUTIC FARM PROJECT

Mr. Denihan noted that an opportunity to develop an urban gardening project has arisen with all the necessary elements in line (the available property, the expertise, a marketer and the consumer who spearheaded the project) as proposed by Connections. A meeting with the various participants/stakeholders was held to roll out the concept designed to provide consumers with vocational training in land farming through support of their current Community Psychiatric Support Team (CPST) worker along with trained Peer Support Specialists from Connections to serve as "farming" mentors. The overall goals include providing consumers with recovery supports that provide training in land farming of fresh produce and marketing/selling of the products to store vendors and surrounding members of the community. Representatives from Connections, Hitchcock Center for Women, etc. were present to highlight the project proposed and answer questions of committee members.

Recommendation: Approval to allocate \$10,000 to Connections: Health • Wellness • Advocacy for the development of the Urban Goodness—Therapeutic Farm project for individuals involved in the behavioral health system.

Motion to recommend support of the Urban Therapeutic Farm Project in the amount of \$10,000 to the full Board. MOTION: M. Boyle SECOND: W. Tobin / AYES: M. Boyle, P. Jones, W. Tobin, M. Warr / NAYS: None
Motion passed.

8. OLD/NEW BUSINESS

- Medicaid Expansion - Mr. Denihan updated the committee on the latest hurdles for this issue in Ohio.
- Levy Update - Several County Council members favor the concept of a dedicated levy. Mr. Denihan is looking forward to meeting with County Executive Edward FitzGerald on this topic within the next week.

There being no further business, the meeting adjourned at 5:35 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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