

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

FINANCE AND OPERATIONS COMMITTEE MINUTES  
SEPTEMBER 18, 2013

Committee Chair, David E. Biegel, Ph.D., called the meeting to order at 4 p.m. Pythias Jones, M.D. read aloud the committee's 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:** David E. Biegel, Ph.D., Mary Boyle, Robert Fowler, Ph.D., Pythias Jones, M.D., Harvey A. Snider, Esq., William J. Tobin, Ericka Thoms, Mary Warr, M.Ed. / **Absent:** Rev. Benjamin F. Gohlstin, Sr.

**Board Staff Present:** William Denihan, C.E.O., Frank Brickner, Tami Fischer, Cheryl Fratalone, Valeria Harper, Carol Krajewski, Scott Osiecki

**1. APPROVAL OF MINUTES**

The Finance & Operations Committee minutes of July 17, 2013 were approved as submitted.

**2. ADMINISTRATION / CLINICAL ISSUES**

▪ **State Hospital Bed Day Utilization – July 2013 and August 2013**

Chief Financial Officer, Frank Brickner, presented and reviewed the Bed Day Reports for July and August, the first two months of the state fiscal year. Presently, we are under our three-year average of state hospital bed day usage by 10 bed days. If we are able to stay under our projected bed day average at year's end, our Board may expect to receive incentive dollars. Mr. Brickner noted that a Civil Bed Day report is planned for the General Meeting that will address the significant civil bed day reduction between the years of SFY2012 and SFY2013. (The reports are attached to the original minutes stored in the Executive Unit.)

**3. FINANCE REPORTS**

**Board Voucher and Operating Expenditures Reports for July 2013 and August 2013** - Mr. Brickner reviewed the Income Statements, Expenditures Reports, Balance Sheets and Board Vouchers for July 2013 and August 2013.

- **July Report** – The Board is under its overall administrative budget. One line item was over budget regarding Equipment Expenditures for Information Technology (I.T.) needs for upgrading the file server and software in order to make the server operational.

Mr. Brickner noted that there were significant expenses for the Behavioral Health/Juvenile Justice Program and Ohio Department of Youth Services residential pool; consequently, the Board will make a budget adjustment from its Non-Medicaid funds. Under Board vouchers, Mr. Brickner noted that efforts are still underway to hire individuals for the I.T. Unit; meanwhile, I.T. contract specialists were working at the Board during July and August. A revised income statement was distributed reflecting the total for July. Ms. Warr advocated for contacting the VRP-3 Program for prospective candidates for the I.T. position vacancies.

- **August Report** – Into 2/3's of CY2013, the Board has spent 58%. August vouchers include additional expenditures for software purchases related to S.H.A.R.E.S. On the income statement, there are substantial revenues reflected; however, it is a bit overstated as we receive federal and state dollars in advance of the requests. The majority of funds come on the calendar year; however, federal and state funds are received on the fiscal year. Mr. Brickner noted that details would be explained later in the meeting.

**Motion to recommend approval of Board Vouchers & Expenditures Reports for July 2013 and August 2013 to the full Board.** MOTION: M. Boyle / SECOND: H. Snider / AYES: M. Boyle, B. Fowler, P. Jones, H. Snider, E. Thoms, M. Warr / NAYS: None / ABSTAIN: B. Tobin / **Motion passed.**

**4. 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*)
  1. Opportunities for Ohioans with Disabilities Agency – VRP3 funding for employment services (Contractors: Jewish Family Services Agency and Recovery Resources)
  2. Ohio Department of Mental Health & Addiction Services – Problem Gambling and Addiction Allocation (Contractor: Recovery Resources)
  3. Ohio Department of Mental Health & Addiction Services – Comprehensive Evaluation of Early Childhood Mental Health (Contractor: Ohio Guidestone)
  4. Ohio Department of Mental Health & Addiction Services – Central Pharmacy Line of Credit
  5. Ohio Department of Mental Health & Addiction Services & Ohio Department of Youth Services – Behavioral Health and Juvenile Justice Project (Contractors: Cuyahoga County Juvenile Court, Bellefaire Jewish Children's Bureau and Positive Education Program)
  6. Cuyahoga County Office of Health and Human Services , Family and Children First Council– Family Centered Services and Support (Contractor: Positive Education Program)
- b. **Service Provider Agreements:** (*From Pass-Thru Funds above in placement order*)
  1. Notice of Funding Award: (NOFA) Opportunities for Ohioans with Disabilities Agency – VRP3 funding for employment services
    - Jewish Family Services Association
    - Recovery Resources
  2. NOFA: Ohio Dept. of Mental Health & Addiction Services - Problem Gambling & Addiction Allocation
    - Recovery Resources
  3. Notice of Sub-Award: Ohio Department of Mental Health & Addiction Services – Comprehensive Evaluation of Early Childhood Mental Health
    - Ohio Guidestone
  4. Notice of Line of Credit: Ohio Department of Mental Health & Addiction Services – Central Pharmacy
    - The Centers for Families and Children
    - Connections: Health.Wellness.Advocacy
    - Far West Center
    - Cuyahoga County Corrections Planning Board (Halfway House)
    - Jewish Family Services Association
    - FrontLine Services
    - Murtis H. Taylor Human Services Center
    - Recovery Resources, Inc.
    - Community Action Against Addiction
  5. NOFA: Ohio Department of Mental Health & Addiction Services & Ohio Department of Youth Services - Behavioral Health and Juvenile Justice Project
    - Cuyahoga County Juvenile Court
    - Bellefaire Jewish Children's Bureau
    - Positive Education Program
  6. NOFA Award: Cuyahoga County Office of Human Services – Family Centered Services and Support
    - Positive Education Program

**Amendments:**

1. Amendment to Resolution 12-11-07 – Additional Funds Lutheran Metropolitan Ministries-(Adult Guardianship Program)
2. Amendment to Resolution 12-11-07 –Additional Funds Future Directions (Consumer Operated Service)
3. Amendment to Resolution 12-11-07 – Additional Funds Epilepsy Association
4. Amendment to Resolution 12-11-07 – Additional Funds ORCA House, Inc.

**Other Service Provider Agreements:**

1. Employment Services – Catholic Charities Services Corporation & Jewish Family Services Association

c. **Operational Agreements:**

## 1. Consumer Brown Bag Lunches:

- Hitchcock Center for Women
- Recovery Resources, Inc.

2. **Sponsorships/Programs recommended by the Planning & Oversight Committee:**

- Ratification of Collaborative Agencies 2013 Celebrating Recovery Walk: 9/14/13
- Ratification of Scholarships to the Ohio Association of Alcohol & Drug Addiction Counselors Annual Conference: October 17-18, 2013
- Approval of Suicide Prevention Education Alliance Funding for School Program Materials

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

5. **IDENTIFY CONSENT AGENDA ITEMS**

Mr. Tobin requested that the Operating Expenditures and Vouchers be excluded from the Consent Agenda and be considered separately. Committee members concurred and Dr. Biegel stated for the record that all agreements-- Interagency, Service Provider and Operational--will be placed in the Consent Agenda format for consideration by the full Board.

6. **FUNDING**

Mr. Brickner elaborated on the handout entitled, Federal & State Allocation Analysis which compared state fiscal year 2013 (7/1/12-6/30/13) and state fiscal year 2014 (7/1/13 to 6/30/14). Mr. Denihan and Mr. Brickner addressed questions of committee members. Discussion followed on the method of revenue allocation. Dr. Biegel pointed out that the percentages for the federal funds are different from the percentages for the state funds in terms of interpretation. The state does not have flexibility when federal guidelines are involved. (The table referenced is attached to the original minutes stored in the Executive Unit.)

7. **OLD/NEW BUSINESS** - None

*There being no further business, the meeting adjourned at 5:10 P.M.*

*Submitted by: Carol Krajewski, Executive Specialist*

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