

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

**FINANCE AND OPERATIONS COMMITTEE  
OCTOBER 21, 2009 MINUTES**

Committee Chair, Bob Fowler, called to order Finance & Operations Committee to order at 4:00 p.m.

**Committee Members Present:** J. Robert Fowler, Ph.D., Kathryn Gambatese, Harvey Snider, Rev. Charlotte Still Noble, Lisa Thomas, Ph.D. / Absent: Amy Leopard

**Board Staff Present:** William M. Denihan, C.E.O., Cassandra Richardson, Cindy Chaytor, Rose Fini, Tami Fischer, Lisa Griffith, Valeria A. Harper, Carol Krajewski, Ruth Lukehart, Scott Osiecki, Chris Paternoster, Yancey Quinn, Star Sizemore-Rice

1. **APPROVAL OF MINUTES** – The minutes of September 16, 2009, were approved as submitted.

2. **ADMINISTRATION / CLINICAL ISSUES**

**Central Pharmacy** – Central Pharmacy reports for August and September 2009 were reviewed. Line Item #419 allocation stands at \$1,777,857.00. The AOD information from the Community Action Against Addiction utilization for the methadone allotment is \$25,585.00. Ms. Richardson noted that the Bridgeway allocation needs to be removed from the report that will affect the variance change. Dr. Chris Delos Reyes and Maggie Tolbert continue to work with agencies around utilization figures.

**State Hospital Bed Day Utilization** – Bed day utilization through 9/30/09 was under projection by 390 bed days. Year-to-date utilization stands at 803 bed days under projection. Our SFY2010 projection is to use 85 beds per day; actual average bed day census is 76.27. The ADAMHS Board staff anticipates receiving a reimbursement of \$1.9 million for unused bed days in SFY2009. Mr. Denihan reported that lapsed Medicaid has risen to 50%--another serious matter that may impact bed day utilization.

3. **FINANCE REPORTS**

a. **Board Voucher Report:** September 2009 vouchers were reviewed.

b. **Operating Expenditures Report: September 2009** *(For Information Only)*

Ms. Richardson noted that the Board is carrying a slight deficit. To date, Board staff is in the process of closing out former ADASBCC accounts. Through September, expenditures stood at 22.25%.

**Motion to recommend approval of the September 2009 Board Vouchers as presented to the full Board.**

MOTION: L. Thomas / SECOND: H. Snider AYES: K. Gambatese, H. Snider, C. Still Noble, L. Thomas  
NAYS: None / **Motion passed.**

c. **Consolidation Expense Update**

A Consolidation Reimbursement Cost worksheet was distributed showing total costs submitted by the Cuyahoga County Community Mental Health Board and the Alcohol and Drug Addiction Services Board of Cuyahoga County to the Board of Cuyahoga County Commissioners (BOCC) for consolidation expenses incurred prior to 6/30/09 as \$930,606. After review of the costs submitted, the BOCC approved a reimbursement amount of \$666,302. (The worksheet is attached to the original minutes stored in the Executive Unit.)

4. **APPROVAL OF C.E.O. CONTRACT**

Committee members reviewed the personal service contract for William M. Denihan, C.E.O., as well as benefits listed. The term of the contract is for 7/1/09 through 6/30/12, with two one-year renewals. The contract proposal recommends maintaining the same salary level of 2009 for 7/1/09 through 6/30/10.

**Motion to recommend approval of the C.E.O. Contract to the full Board.**

MOTION: C. Still Noble / SECOND: K. Gambatese / AYES: K. Gambatese, H. Snider, C. Still Noble, L. Thomas  
NAYS: None / **Motion passed.**

Dr. Fowler asked Mr. Denihan for an update on the county budget status. Mr. Denihan reported that he and Board Executive Staff recently met the County Administrator to address the reduction in funding issued to the ADAMHS Board as well as other issues. Mr. Denihan noted that the ADAMHS Board does not intend to institute the use of unpaid furlough days due to significant reductions in our personnel line as well as the significant cost savings anticipated in administrative office rent over the next ten years. On the state level, advocacy efforts continue with the General Assembly to find the phantom funds.

Mr. Denihan, Ms. Richardson and Board staff are meeting with providers around the reductions and have included a discussion with respect to administrative costs.

## **5. CONTRACTS**

Ms. Richardson summarized, explained and answered questions regarding the numerous agenda process sheets mailed to committee members regarding the contracts listed below. Committee members concurred with Rev. Charlotte Still Noble's request that the PATH Pilot Project and Re-Entry Program for Non-Violent, Mentally Ill Ex-Offenders be removed from the agreement grouping/s and voted upon separately.

### **A. INTERAGENCY AGREEMENTS: Acceptance of Funds**

- ◇ Ohio Department of Rehabilitation & Correction funding allocation for Parole Program
- ◇ AIDS Funding Collaborative (AFC)
- ◇ ODADAS: Increased STAR-SI (Strengthening Treatment Access & Retention) Funding Award
- ◇ ODMH: Early Childhood Mental Health (ECMH) Funds
- ◇ Notice of Sub-Award (NOSA) #TSIG1-10-0011-02-01: Berea Children's Home and Family Services (Pass-Through Funding): "Comprehensive Evaluation of ECMH Consultation in Ohio"

### **Motion to recommend approval of the Interagency Agreements (listed above) to the full Board.**

MOTION: H. Snider SECOND: L. Thomas / AYES: K. Gambatese, H. Snider, C. Still Noble, L. Thomas

NAYS: None / **Motion passed.**

### **B. SERVICE PROVIDER AGREEMENTS: Allocation of Funds**

- ◇ Ohio Dept. of Rehabilitation & Correction Parole Program allocation to Recovery Resources
- ◇ AIDS Funding Collaborative (AFC)
- ◇ ODADAS: Increased STAR-SI (Strengthening Treatment Access & Retention) Funding Award – Catholic Charities
- ◇ ODMH: Early Childhood Mental Health Funds
  - Achievement Centers for Children
  - Applewood Centers
  - Beech Brook
  - Bellefaire Jewish Children's Bureau
  - Berea Children's Home and Family Services
  - Positive Education Program
  - Positive Education Program – Consultation
- ◇ Notice of Sub-Award (NOSA) #TSIG1-10-0011-02-01: Berea Children's Home and Family Services (Pass-Through Funding): "Comprehensive Evaluation of ECMH Consultation in Ohio"
- ◇ Ohio Department of Public Safety/Office of Criminal Justice Services & Edward Byrne Justice Assistance Grant Program: Re-Entry Program for Non-Violent, Mentally Ill Ex-Offenders
  - Mental Health Services, Inc. – Returning Home Ohio Program
  - Murtis Taylor Human Services Center – Correctional Advocacy & Re-Entry Support
  - Recovery Resources, Inc. – Parole/Assertive Community Treatment (PACT)

### **Motion to recommend approval of the Service Provider Agreements, listed above, to the full Board.**

MOTION: H. Snider SECOND: L. Thomas AYES: K. Gambatese, H. Snider, C. Still Noble, L. Thomas

NAYS: None / **Motion passed.**

**Motion to recommend approval to the full Board of the acceptance and allocation of funds for:**

- **ODMH: PATH Pilot Project: Mental Health Services, Inc.**
- **Ohio Department of Public Safety/Office of Criminal Justice Services & Edward Byrne Justice Assistance Grant Program: Re-Entry Program for Non-Violent, Mentally Ill Ex-Offenders**
  - Mental Health Services, Inc. – Returning Home Ohio Program
  - Murtis Taylor Human Services Center – Correctional Advocacy & Re-Entry Support
  - Recovery Resources, Inc. – Parole/Assertive Community Treatment (PACT)
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MOTION: L. Thomas SECOND: H. Snider / AYES: K. Gambatese, H. Snider, L. Thomas NAYS: None  
 ABSTAIN: C. Still Noble / **Motion passed.**

**C. OPERATIONAL AGREEMENTS:**

1. Lease with United Twenty-Fifth Building, LLC – United Bank Building
2. Selection and Procurement of Telephone System and Network Support Supplies
3. Ace Business Solutions
4. Furniture Evaluation, Selection & Procurement
5. Negotiate contract for Selection and Procurement of Furniture

Discussion followed on the approval and authority to negotiate a contract for the selection and procurement of furniture for moving to the United Bank Building. Given the current climate around budget reductions, Mr. Snider noted his concern about the amount requested for this purpose and was not in support of the recommendation. Ms. Richardson explained that the recommendation was being made to establish a budget; efforts were underway to acquire used furniture; however, many staff will be utilizing workstations which must be configured to the space and comprise a major part of the infrastructure cost. It was noted that funds are available for this purpose as a result of receiving six month's free rent from the building owner as a component of the RFP request.

Committee members concurred that item #5 should be removed from the Operational Agreements at this time. Board staff were asked to bring additional details including a breakdown of proposed costs to a special meeting of the Finance & Operations Committee to be scheduled prior to the General Meeting.

**Motion to recommend approval of the Operational Agreements (#1 through #4, listed above) to the full Board (excluding #5, Negotiate contract for selection and Procurement of Furniture).** MOTION: H. Snider  
 SECOND: L. Thomas / AYES: K. Gambatese, H. Snider, C. Still Noble, L. Thomas / NAYS: None / **Motion passed.**

**D. PERSONAL SERVICE AGREEMENT: Your Bean Counter (YBC)**

**Motion to recommend approval of the Personal Service Agreement with Your Bean Counter to the full Board.**  
 MOTION: C. Still Noble / SECOND: H. Snider / AYES: K. Gambatese, H. Snider, C. Still Noble, L. Thomas  
 NAYS: None / **Motion passed.**

**6. IDENTIFY CONSENT AGENDA ITEMS**

Committee members concurred with Dr. Fowler's suggestion that the Board Vouchers and Contracts be placed in a Consent Agenda Format. Those issues considered separately will be the C.E.O. Contract, Contracts having to do with Mental Health Services, Inc.

**7. OLD/NEW BUSINESS - None****8. AUDIENCE INPUT**

Ms. Maureen Dee of Catholic Charities thanked all for the discussion around cutting costs at the administrative level. She noted that it helps to know that the Finance & Operations Committee is sensitive to this issue.

*There being no further business, the meeting adjourned at 5:25 p.m.*

*Submitted by: Carol Krajewski, Executive Specialist*

*Approved by: J. Robert Fowler, Ph.D., Finance & Operations Committee Chair*