

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

FINANCE AND OPERATIONS COMMITTEE
NOVEMBER 18, 2009 MINUTES

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

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

Board Staff Present: William M. Denihan, C.E.O., Cindy Chaytor, Michael Doud, Rose Fini, Tami Fischer, Cheryl Fratalonie, John Garrity, Lisa Griffith, Valeria Harper, Carol Krajewski, Scott Osiecki, Chris Paternoster, Ralph Piatak, Yancey Quinn, Cassandra Richardson, Star Sizemore-Rice

1. **APPROVAL OF MINUTES** – Both the Finance & Operations Committee Minutes of October 21, 2009 and the Special Meeting Minutes of the Finance and Operations Committee of October 28, 2009, were approved as written.

2. **ADMINISTRATION / CLINICAL ISSUES**

Central Pharmacy – Ms. Richardson noted that the Central Pharmacy Report for October 2009 now includes AOD information. On the mental health side, Central Pharmacy utilization stands at 21.45%; we should be at 33% so this is a good percentage and staying within our ODMH allocation.

Regarding the methadone allotment for the AOD side, we are spending about 39.03%, which is a bit above. The combined utilization stands at 21.85%. Dr. Delos Reyes and Ms. Tolbert will work with CAAA (Community Action Against Addiction) to address and provide technical assistance regarding their central pharmacy utilization.

State Hospital Bed Day Utilization – Bed day utilization through 10/31/09 was under projection by 295 bed days. Year-to-date utilization stands at 1098 bed days under projection. Efforts continue to monitor our bed day utilization. Mr. Denihan stated that bed day utilization is the most vulnerable financial area that we need to monitor due to recent budget cuts to agencies. To date, we have not seen an impact on bed day usage, however, this status may change.

3. **FINANCE REPORTS**

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

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

Ms. Richardson highlighted the Income Statements provided and the Expenditures Report. Projected utilization is at 33.33%; our actual is 31.76%. We may have some shortfalls in some categories; however, adjustments will be made to remain under budget.

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

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

c. **ADASB Account Structure Close Out**

Ms. Richardson recommended closing out the prior ADASB structure with the County Auditor and transfer remaining cash balances to the ADAMHSCC structure. The agenda process sheet distributed provided the background and steps taken to verify revenues, expenditures, appropriation balances and identify remaining cash on hand. The residential transfer allows us to have access to all dollars in the new ADAMHS Board structure.

Motion to recommend approval of closing out the ADASB structure and transfer remaining cash balances to the ADAMHSCC structure to the full Board.

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

5. CONTRACTS

Ms. Richardson explained and answered questions about the agenda process sheets for the contracts listed below.

A. INTERAGENCY AGREEMENTS: Acceptance of Funds

- ◇ Cuyahoga County Corrections Planning Board: Court Substance Abuse Residential Treatment Program
- ◇ ODADAS: Access to Recovery Program - Oriana House
- ◇ Board of County Commission (BOCC): Ryan White Title I Program
- ◇ BOCC/Family & Children First Council: Family & Centered Systems Services

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

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

NAYS: None / **Motion passed.**

B. SERVICE PROVIDER AGREEMENTS: Allocation of Funds

- ◇ Cuyahoga County Corrections Planning Board: Court Substance Abuse Residential Treatment Program
 - Fresh Start / Matt Talbott - Catholic Charities / ORCA
- ◇ ODADAS: Access to Recovery Program – Oriana House
- ◇ Board of County Commission: Ryan White Title I Program
 - (16 agencies; see listed on agenda process sheet)
- ◇ BOCC/Family & Children First Council: Family & Centered Systems Services-Positive Education Program
- ◇ Families and Schools Together: Friendly Inn Settlement House, Inc. (FISH)
- ◇ Parma City Schools – Families And Schools Together

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, L. Thomas

ABSTAIN: C. Still Noble / NAYS: None / **Motion passed.**

C. OPERATIONAL AGREEMENTS:

- ◇ Issuance of RFP for Security Services
- ◇ Cleaning Contract Extension
- ◇ Rental Increase: Dilorio Properties Co., Ltd.
- ◇ Dell Marketing LP
- ◇ Suicide Prevention Campaign
- ◇ Consolidation Follow-Up Issue: Payment to Dr. Russell S. Kaye

Motion to recommend approval of the Operational 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.**

6. IDENTIFY CONSENT AGENDA ITEMS

Committee members concurred with Dr. Fowler's suggestion that the Board Vouchers, ADAS Account Structure Close Out, and Contracts be placed in a Consent Agenda Format. The issue to be recommended separately to the full Board will be the Ryan White Title I Program, having to do with Mental Health Services, Inc.

Motion to approve proposed Consent Agenda format to the full Board. MOTION: H. Snider

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

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

8. **AUDIENCE INPUT** - None

There being no further business, the meeting adjourned at 4:45 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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