

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

FINANCE AND OPERATIONS COMMITTEE

MAY 19, 2010 MINUTES

Committee Chair, Bob Fowler, called the meeting of the Finance & Operations Committee to order at 4:05 p.m.

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

Board Staff Present: Cassandra Richardson, Vivian Catchings-El, Michael Doud, Rose Fini, Tami Fischer, John Garrity, Valeria Harper, Esmat Nasr, Christine Paternoster, Ralph Piatak, Yancey Quinn, Starlette Sizemore-Rice, Linda Torbert

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of April 21, 2010 were approved as mailed.

2. ADMINISTRATION / CLINICAL ISSUES

Central Pharmacy – Ms. Richardson reported that the total expenditures through April are \$126,579.99, with a combined utilization rate for alcohol and other drugs (AoD) and Mental Health (MH) of 56.66%. We should be at a combined rate of 83.33%. We may have to do another adjustment on the AOD side in June. The MH side is spending less.

State Hospital Bed Day Utilization – Ms. Richardson reported on the Bed Day Utilization Report for the period of July 1st through April. Bed days reported in April was 2,166, with 384 bed days underutilized. Our year to date total is 23,543. If we keep at this pace through the end of June, we will realize an adjustment of \$1.2M. We are averaging 77.44 days per month, compared to 83 projected for FY2011.

3. FINANCE REPORTS

a. Operating Expenditures Report: April 2010 (For Information Only)

Ms. Richardson highlighted the Income Statements and Expenditures Reports. Projected utilization is at 83.33%; actual expenditures are at 80%. Ms. Richardson projects that we will under spend the budget by approximately \$318,000. Expenditures total 86.80% of the budget. We are continuing to see an increase in Medicaid, which in turn, increases the Board's Medicaid Match.

b. Board Voucher Report: The April 2010 Board Vouchers were reviewed. Ms. Richardson highlighted the one-time payment to Warwick Communications to mount phones on the wall, the last payment to the Rockefeller Building, and the payment to Google for virus protection and filter.

Motion to recommend approval of the April 2010 Board Vouchers as presented to the full Board.

MOTION: H. Snider / SECOND: A. Leopard / AYES: A. Leopard, H. Snider, C. Still Noble, C. Brown

NAYS: None / **Motion passed.**

Mr. Snider suggested that the Board consider action against the Mental Health Board's prior landlord for the sham lawsuit filed against the ADAMHS Board. Ms. Fini stated that the matter has been discussed with the County Prosecutor's Office which would represent us in this matter. She will follow up with them.

4. CONTRACTS

Ms. Richardson highlighted the details on the agenda process sheets for the contracts listed below.

A. INTERAGENCY AGREEMENTS: Acceptance of Funds

- Pass-Thru Funds from ODMH: Projects for Assistance in Transition from Homelessness (PATH) Allocation and Local Match for FY2011
- Pass-Thru Funds from ODMH: PATH Veterans Pilot Project

B. SERVICE PROVIDER AGREEMENTS: Allocation of Funds

- Pass-Thru Funds from ODMH: Projects for Assistance in Transition from Homelessness (PATH) Allocation and Local Match for FY2011: Mental Health Services, Inc.
- Pass-Thru Funds from ODMH: PATH Veterans Pilot Project: Mental Health Services, Inc.

C. OPERATIONAL AGREEMENTS:

- ADAMHSCC Behavioral Health Fellows Training Program
- Renewal of Hardware Maintenance & Software Licenses: Bomgar Corp.
- Employee Assistance Program: Impact Solutions

It was noted that the BH Fellows Training Program was approved for 2010, and we are now moving into the second year of the program. There has been a request for a new cohort of eight students.

The Bomgar Corp. vendor is for the renewal of an annual maintenance fee and software license.

In regard to the EAP, the Board is moving away from the County's Program (EASE), operated through Center for Families and Children. It was felt that staff would be more comfortable contracting with an agency that was not funded by the Board. The new provider is Impact Solutions. The cost will be \$300 per month.

Motion to recommend approval of the Interagency Agreements, Service Provider Agreements, and Operational Agreements, listed above, to the full Board. MOTION: H. Snider / SECOND: A. Leopard
AYES: A. Leopard, H. Snider, C. Still Noble, C. Brown / NAYS: None / **Motion passed.**

Mr. Snider thanked the staff who prepared the Agenda Process Sheets.

5. IDENTIFY CONSENT AGENDA ITEMS

Committee members concurred with Dr. Fowler's suggestion that Board Vouchers and Contracts be placed in the Consent Agenda format for consideration by the full Board.

Motion to recommend approval of the Consent Agenda as proposed. MOTION: A. Leopard
SECOND: H. Snider / AYES: A. Leopard, H. Snider, C. Still Noble, C. Brown / NAYS: None
Motion passed.

6. OLD/NEW BUSINESS

Mr. Snider complimented the staff on the Annual Meeting held Tuesday, May 18th. The event was elegant and flowed very well. He was proud to be a part of the Board.

It was noted that CEO William M. Denihan was not present for the meeting because he was asked to deliver the commencement address at the Women's Center of Greater Cleveland's Alcohol and Drug Treatment Graduation.

There being no further business, the meeting was adjourned at 4:30 p.m.

Submitted by: Christine Paternoster, Administrative Officer

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