

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

FINANCE AND OPERATIONS COMMITTEE

JULY 21, 2010 MINUTES

Pastor Charles Brown, called the Finance & Operations Committee meeting to order at 4:00 p.m., welcomed all in attendance and introduced himself as the newly appointed Finance & Operations Committee Chair.

Committee Members Present: Pastor Charles Brown, Harvey Snider, Rev. Charlotte Still Noble, Mary Warr

Board Staff Present: William M. Denihan, C.E.O., Cindy Chaytor, Dabney Conwell, Christina Delos Reyes, M.D., Michael Doud, Rose Fini, Cheryl Fratalonie, John Garrity, Lisa Griffith, Valeria Harper, Carol Krajewski, Michelle Myers, Scott Osiecki, Ralph Piatak, Yancey Quinn, Cassandra Richardson, Michael Scherer, Star Sizemore-Rice

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of June 16, 2010, were approved as submitted.

2. ADMINISTRATION / CLINICAL ISSUES

Central Pharmacy – Ms. Richardson noted that the Central Pharmacy account for the fiscal year has been closed out. For mental health providers, actual utilization resulted in 69.46%. For the AOD Methadone allotment, year-to-date utilization was \$39,831.40 or utilization of 111.93%. Ms. Richardson submitted an action/amendment to cover these expenditures.

State Hospital Bed Day Utilization – Bed day utilization in June was under projection by 45 bed days. Year-to-date utilization stands at 28,469 bed days. Consequently, FY10 actual utilization was 2,556 bed days under projection with average bed day usage at 78.00 beds per day (8.00 under projection). The revised projected payment, based on YTD utilization through June 2010, from ODMH is \$1,093,628.00.

Pastor Brown asked if a larger font could be used when printing Central Pharmacy reports. [Mr. Snider arrived.]

3. FINANCE REPORTS

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

Ms. Richardson highlighted the Income Statements and Expenditures Reports. Total expenditures for FY10 stand at \$166,855,071 leaving a balance (net revenues less expenses) of \$5,667,062. With regard to the Board's Operating Budget, the budgeted amount was \$7,589,267. Year-to-date expenditures \$6,999,243 leaving an unspent balance of \$590,024.00 --actual utilization of 92.23%.

b. Board Voucher Report: Ms. Richardson answered questions regarding the June 2010 Board Voucher Report, Board Property Report and Balance Sheet.

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

MOTION: H. Snider / SECOND: M. Warr / AYES: H. Snider, C. Noble, M. Warr / NAYS: None

Motion passed.

4. ADAMHSCC MOVE REPORT

Mr. Denihan reported that last year the ADAMHS Board of Directors approved \$557,550 to support the move from two locations to the new administrative offices located at 2012 West 25th Street for: 1) furniture evaluation & selection, 2) telephone & network services 3) furniture & equipment and 4) contingency fund to cover undetermined expenses as a result of the move. Mr. Denihan was pleased to report that the move was successful and came in under budget. He commended Ms. Richardson for the successful move and for her leadership during the entire process. Final expenditures for the total project were \$524,108 leaving an unused balance of \$33,392. The written report is being presented to the committee for information only; no action is required. Ms. Richardson noted that she diligently tried not to tap into the contingency fund; however, due to additional Information Technology needs of \$32,000, it was necessary to utilize some of the contingency fund. (The document is attached to the original minutes stored in the Executive Unit.)

5. CONTRACTS

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

a. Interagency Agreements:

- ◇ Notice of Awards (NOA) for SFY2011 from the Ohio Dept. of Alcohol and Drug Addiction Services
- ◇ SFY2010 Pass Thru Funds from ODMH for Projects in Transition from Homelessness (PATH)
- ◇ Notice of Sub-Award (NOSA) Pass-Thru Funds from ODMH – Early Childhood Mental Health Consultation for Ohio
- ◇ Notice of Sub-Award (NOSA) from ODMH & ODYS - Behavioral Health & Juvenile Justice (BHJJ)
- ◇ Notice of Sub-Award (NOSA) from ODADAS – ODYS Aftercare Funding
- ◇ Notice of Sub-Award (NOSA) from ODMH – Building Systems of Care for CHILDREN, YOUTH & FAMILIES
- ◇ Notice of Awards (NOA) from ODADAS – HIV Early Intervention
- ◇ Notice of Awards (NOA) from ODADAS – Youth Led Prevention
- ◇ Sub Grant Award from ODRC – ACT Pilot Parole Program
- ◇ Board of County Commission: Family & Children First Council - Families and Schools Together

b. Service Provider Agreements:

- ◇ Notice of Awards (NOA) for SFY2011 from the Ohio Department of Alcohol and Drug Addiction Services
 - TASC
 - Drug Free Community
 - UMADAOP
 - Women's Treatment
 - Community Prevention
 - Therapeutic Community
 - Problem Gambling
 - HIV AIDS Early Intervention
- ◇ SFY2010 Pass Thru Funds from ODMH for PATH – *Mental Health Services, Inc.*
- ◇ Notice of Sub-Award (NOSA) Pass-Thru Funds from ODMH – *Early Childhood Mental Health Consultation for Ohio – Berea Children's Home and Family Services*
- ◇ Notice of Sub-Award (NOSA) from ODMH and ODYS – Behavioral Health & Juvenile Justice
 - Catholic Charities
 - Juvenile Court
 - Bellefaire Jewish Children's Bureau
 - Beech Brook
- ◇ Notice of Sub-Award (NOSA) from ODADAS – ODYS Aftercare Funding
 - Catholic Charities
 - Bellefaire Jewish Children's Bureau
 - Covenant
 - Community Assessment & Treatment Services
 - New Directions
- ◇ Notice of Sub-Award (NOSA) from ODMH - Building Systems of Care for CHILDREN, YOUTH & FAMILIES - Positive Education Program
- ◇ Notice of Awards (NOA) from ODADAS - HIV Early Intervention
 - Cleveland Treatment Center
 - Community Action Against Addiction
 - Free Clinic
 - Hispanic UMADAOP
 - Recovery Resources
 - Salvation Army
- ◇ Notice of Awards (NOA) from ODADAS - Youth Led Prevention – Recovery Resources
- ◇ Sub Grant Award from ODRC – ACT Pilot Parole Program
- ◇ Amendment to Resolution No. 10-02-04 - OCJS Funding

c. **Operational Agreements:**

- ◇ Women's Center of Greater Cleveland's *Run, Jane, Run: August 13-25, 2010*
- ◇ NAMIWalks: October 2, 2010
- ◇ Center for Community Solutions: AIDS Funding Collaborative

d. **Personal Service Agreements:**

- ◇ Agreements with Licensed Adult Care Facilities (identified on agenda process sheet attachment)
- ◇ Cleveland Hearing and Speech
- ◇ Center for Evidenced Based Practices at CWRU: COM-T Project

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

6. IDENTIFY CONSENT AGENDA ITEMS

Mr. Snider commended Board staff and agencies for successfully seeking and obtaining the various grants reflected on this committee's agenda. Mr. Snider moved to include the Board Vouchers and Contracts in the Consent Agenda Format for consideration by the full Board.

Motion to recommend approval of the Consent Agenda as proposed.

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

7. OLD/NEW BUSINESS

Mr. Denihan advised the committee that the agency, Fresh Start, has been placed on a Performance Watch list for a six-month period of time. Board staff met with Fresh Start's Executive Director and staff and established guidelines. A follow-up report is anticipated in the 5th month. Mr. Denihan stated that he would explain the process to the full Board at the upcoming General Meeting.

8. AUDIENCE INPUT - None

There being no further business, the meeting adjourned at 4:50 p.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: Pastor Charles E. Brown, Finance & Operations Committee Chair