

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

FINANCE AND OPERATIONS COMMITTEE
SEPTEMBER 22, 2010 MINUTES

Mary R. Warr, Interim Committee Chair, called the Finance & Operations Committee meeting to order at 4:10 p.m. and welcomed all in attendance. Dr. Biegel read the committee 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 Biegel, Marc Crosby, Rev. Charlotte Still Noble, Mary Warr

Absent: Pastor Charles Brown, Harvey Snider

Board Staff Present: William M. Denihan, C.E.O., Kevin Berg, Cindy Chaytor, Christina Delos Reyes, M.D., Rose Fini, Tami Fischer, John Garrity, Carol Krajewski, Scott Osiecki, Yancey Quinn, Cassandra Richardson, Michael Scherer, Star Sizemore-Rice, Linda Torbert

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of July 21, 2010, were approved as submitted.

2. ADMINISTRATION / CLINICAL ISSUES

Central Pharmacy – For newly appointed committee members, Ms. Richardson explained the Central Pharmacy line of credit available for mental health and AOD methadone providers. In July, mental health providers utilized \$82,365.82 or 9.15% of the line of credit. For the methadone allotment, utilization stood at \$2,356.20 or 5.07%. Combined usage was 8.95%; percentage should be 8.33%. It was noted that Board staff monitors monthly utilization to determine if providers are staying within their fiscal year allocation.

In August, the mental health side utilized \$65,859.03 and the methadone side used \$3,927.00 which brings the year to date total to \$791,898.95. The combined utilization is 16.33%, right on target.

State Hospital Bed Day Utilization – Bed day utilization in July was over projection by 105 bed days. In August bed day utilization was under projection by 88 days; consequently, the year-to-date utilization stands at 5,183 bed days indicating that we are over projected utilization by 17 bed days. Average bed day utilization is 83.27 which is 1.73 under the planned utilization of 85 beds per day. Mr. Denihan publicly thanked and credited provider agencies that send hospital liaisons to work along with Board staff around discharge planning which has been instrumental in reducing hospital bed days.

[Mr. Crosby arrived.]

3. FINANCE REPORTS

a. Operating Expenditures Report: July 2010 and August 2010 *(For Information Only)*

Ms. Richardson highlighted the Income Statements and Expenditures Reports. For the month of July, actual expenditures stood at 6.96% compared to 8.33%. Through the month of August, expenditures totaled 13.73% compared to the projected 16.67%. During the review, it was noted that a correction was needed on the Revenue Report; therefore, Ms. Richards noted that she would provide corrected reports to the committee and full Board in the General Meeting agenda packet.

b. Board Voucher Report: Ms. Richardson answered questions regarding the July & August 2010 Board Voucher Reports, Board Property Reports and Balance Sheets.

Motion to recommend approval of July 2010 and August 2010 Board Vouchers as presented to the full Board.

MOTION: D. Biegel / SECOND: M. Crosby / AYES: D. Biegel, M. Crosby, C. Noble / NAYS: None

Motion passed.

4. AMENDMENT TO RESOLUTION NO. 10-06-06 (1C) FY2011 FUNDING RECOMMENDATIONS FOR MEDICAID EXPENSES

Mr. Denihan distributed a Budget Update Fact Sheet to all in attendance. As Board staff closed out the Medicaid claims for FY10, the system experienced an increase in AOD Medicaid services from 42.76% to an anticipated 44.45% - an increase of 1.69%. Additionally, there was an increase in mental health services from 69.98% to an anticipated 76.45% - an increase of 6.47%. The good news is that the increase in services means that the federal revenue to support Medicaid will increase; however, the bad news is that our match obligation will also increase. (A hard copy of the Budget Update Fact Sheet is attached to the original minutes stored in the Executive Unit.)

Consequently, the Board needs to adjust its Medicaid line item in the FY11 budget from \$89,957,410 to \$99,685,680 which is an increase of \$9,728,270. Ms. Richardson answered questions of committee members. Ms. Warr suggested attaching the Budget Update Fact Sheet to the agenda process sheet for the benefit of the full Board; Mr. Denihan concurred.

Motion to recommend approval of Amending Resolution No. 10-06-06 (1C) FY2011 Funding Recommendation to the full Board. MOTION: D. Biegel / SECOND: C. Noble / AYES: D. Biegel, M. Crosby, C. Noble / NAYS: None
Motion passed.

Mr. Denihan highlighted the second page of the Budget Update:

- **ODADAS FY07 Adjustments**

The Board recently received notice from ODADAS that \$264,689 needs to be paid back in State and Federal FASC and HIV funds that were unused in FY07. This was determined by ODADAS when it conducted a final reconciliation and found that the former ADAS Board did not expend the entire allocation. It was noted that the ADAMHS Board already covered a payback of \$527,292 for FY08 and pending verification may have a payback situation for FY09. This can be covered from the \$2,598,610 in one-time funding, leaving \$2,333,921 in one-time funding.

- **County Budget Reduction**

The Board recently received word from the Board of County Commissioners that our funding from the Health & Human Service Levy will be reduced by 5.5% or \$1,980,233. The reduction will affect all agencies receiving Health & Human Service Levy funds.

This is a calendar year reduction beginning on 1/1/11 impacting our FY11 (\$990,116) and FY12 budget (\$990,117). Using the \$2,333,921 balance of one-time funding, the Board can cover this reduction in FY11 and FY12, leaving a balance of \$353,699 in one-time funding.

Mr. Denihan reported that the Community Relations & Advocacy (CR&A) Committee voted earlier in the month to recommend two proposed resolutions to the full Board. Since both resolutions address funding issues, Mr. Denihan suggested that the Finance & Operations Committee consider them as well. Mr. Osiecki was asked to obtain copies for all in attendance.

5. REQUEST FOR INFORMATION (RFI): DISTRIBUTION OF FUNDS FOR FY2011

The ADAMHS Board of Directors approved the Non-Medicaid funding allocation for fiscal year 2011 on 6/23/10 and also gave permission for the Board staff to launch a second Request for Information (RFI) to ensure that the service gaps created by four proposals received after the original due date. The "gaps" in service were identified as the following:

- Adolescent AOD Treatment Services
- Adolescent Co-Occurring Residential Treatment Services
- Adolescent AOD Day Treatment Services
- Mental Health Services for Adults Residing on the Far West Side
- Mental Health Recovery Programs for Adults and Families
- School-based Mental Health Services
- Assertive Community Treatment for Transitional Young Adults

The ADAMHS Board received 20 responses to the targeted RFI. Twelve areas of the Request for Information were reviewed and rated as being “excellent, good, fair, or poor.

After thoroughly reviewing the Phase II RFIs, the ADAMHS Board’s executive review team is submitting the following program recommendations for your consideration. On the agenda process sheet (attached to the original minutes stored in the Executive Unit) is a table which details the requested levels and the funding provided. ADAMHSCC set aside \$1,306,395 for the second round of RFI’s. The overall recommendations will result in a savings of \$96,911.

- AOD Prevention Services: The Covenant, Inc. – FY11 Funding Recommendation: \$234,545
- AOD and Other Drug Treatment Services for Adolescents/Family Counseling and Non-Intensive Outpatient Program: New Directions, Inc.’s BAGE – FY11 Funding Recommendation: \$120,000
- AOD and Other Drug Treatment Services for Adolescents-Co-occurring Residential Treatment Program: New Directions, Inc. – FY11 Funding Recommendation: \$288,750
- Named Mental Health Services for Adults Residing on the Far West Side: Far West Center – FY11 Funding Recommendation: \$318,181
- Mental Health Recovery Programs and Family Caregivers for Adults Residing on the Far West Side: Far West Center – FY11 Funding Recommendation: \$35,216
- School Based Mental Health Services: Beech Brook – FY11 Funding Recommendation: \$63,263
- Assertive Community Treatment for Transitional Young Adults: Beech Brook – FY11 Funding Recommendation: \$123,480

Motion to recommend approval of the FY11 Non-Medicaid Funding Recommendations with Beech Brook, New Directions, Inc., The Covenant, Inc., and the Far West Center to the full Board. MOTION: M. Crosby
SECOND: D. Biegel / AYES: D. Biegel, M. Crosby, C. Noble / NAYS: None **Motion passed.**

Copies of Proposed Resolutions from the CR&A Committee were distributed (attached to original minutes).

- **RESOLUTION NO. 10-09-01**
CALL FOR THE OHIO GENERAL ASSEMBLY TO ADEQUATELY FUND BEHAVIORAL HEALTH SERVICES TO ENSURE ACCESS FOR ALL OHIOANS IN NEED OF ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
- **RESOLUTION NO. 10-09-02**
CALL FOR THE OHIO DEPARTMENT OF MENTAL HEALTH TO HOLD THE ADAMHS BOARD OF CUYAHOGA COUNTY HARMLESS IN THE 408 FUNDING FORMULA REVISION

Mr. Denihan noted that provider agencies have been asked to pass similar resolutions and/or issue letters of support for these issues directly to state officials. Based upon review of both proposed resolutions, a motion was entertained for their support.

Motion to recommend support and approval of proposed resolutions #10-09-01 and #10-09-02 to the full Board. MOTION: C. Noble / SECOND: D. Biegel / AYES: D. Biegel, M. Crosby, C. Noble / NAYS: None
Motion passed.

6. **CONTRACTS**

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

- a. **Interagency Agreements:**
 - ◊ Notice of Awards (NOA) for SFY2011: the Ohio Dept. of Alcohol and Drug Addiction Services (ODADAS): Medicaid Adolescent Rehabilitation Project
 - ◊ Notice of Grant Award: the Ohio Rehabilitation Service Commission (ORSC) –Pass-Thru Funds for Vocational Rehabilitation Public & Private Partnership: Cleveland Sight Center Call Center Program
 - ◊ Notice of Grant Award: the Ohio Rehabilitation Service Commission (ORSC) – Pass-Thru Funds for Vocational Rehabilitation Public & Private Partnership: Cleveland Sight Center Business Enterprise Program

a. **Interagency Agreements:** *(Continued)*

- ◇ Notice of Grant Award: Ohio Rehabilitation Service Commission (ORSC) Pass-Thru Funds for Vocational Rehabilitation Public & Private Partnership: Cleveland Sight Center – Supportive Employment Program
- ◇ Notice of Funding Award: BOCC: Suburban Municipal Liaison Program
- ◇ Notice of Funding Award: ODMH: Forensic Services 401C Allocation
- ◇ Notice of Funding Award: Cuyahoga County Corrections Board: Mentally Disordered Offender Contract
- ◇ Ohio Dept. of Public Safety, Office of Criminal Justice Services and Federal Bureau of Justice Assistance Pass-Thru Funds: Community Assessment and Treatment Services (CATS)
- ◇ Notice of Funding Award: ODMH – Early Childhood Mental Health Consultation Program: Positive Education Program
- ◇ Cuyahoga County Board of Developmental Disabilities: Residential Treatment
 - Bellefaire JCB
- ◇ Cuyahoga County Board of Developmental Disabilities: Residential Treatment
 - Catholic Charities Services/Parmadale
- ◇ McLean Hospital, Klarman Eating Disorder Center: Out-of-State Residential Treatment

b. **Service Provider Agreements:**

- ◇ Notice of Awards (NOA) for SFY2011 from the Ohio Dept. of Alcohol and Drug Addiction Services: Medicaid Adolescent Rehabilitation Project – Catholic Charities Services Corp.
- ◇ Notice of Grant Award from the ORSC –Pass-Thru Funds for Vocational Rehabilitation Public & Private Partnership: Cleveland Sight Center - Call Center Program
- ◇ Notice of Grant Award from the ORSC – Pass-Thru Funds for Vocational Rehabilitation Public & Private Partnership: Cleveland Sight Center – Business Enterprise Program
- ◇ Notice of Grant Award from the ORSC – Pass-Thru Funds for Vocational Rehabilitation Public & Private Partnership: Cleveland Sight Center – Supportive Employment Program
- ◇ Notice of Funding Award from BOCC for Suburban Municipal Liaison Program: Recovery Resources, Inc. and Murtis H. Taylor Human Services Center
- ◇ Notice of Funding Award from ODMH Forensic Services 401C Allocation: Cuyahoga County Court Psychiatric Clinic & Recovery Resources, Inc.
- ◇ Notice of Funding Award from Cuyahoga County Corrections Board for the Mentally Disordered Offender Contract - Recovery Resources, Inc.
- ◇ Ohio Dept. of Public Safety, Office of Criminal Justice Services and Federal Bureau of Justice Assistance Pass-Thru Funds: Community Assessment and Treatment Services (CATS)
- ◇ Notice of Funding Award from ODMH – Early Childhood Mental Health Consultation Program
 - Positive Education Program
- ◇ Cuyahoga County Board of Developmental Disabilities: Residential Treatment
 - Bellefaire Jewish Children's Bureau
- ◇ Cuyahoga County Board of Developmental Disabilities: Residential Treatment
 - Catholic Charities Services/Parmadale
- ◇ McLean Hospital, Klarman Eating Disorder Center: Out-of-State Residential Treatment
- ◇ BOCC: Family & Children First Council – Family and Schools Together: Parma City Schools District
- ◇ BOCC: Ryan White Title I Funds - (22 agencies; see list on agenda process sheet)
- ◇ Invest in Children Funding for Early Childhood Mental Health Program:
 - Achievement Centers for Children
 - Applewood Centers
 - Beech Brook
 - Bellefaire Jewish Children's Bureau
 - Berea Children's Home and Family Services
 - Positive Education Program
- ◇ St. Vincent Charity Hospital/Rosary Hall: Suboxone/Detox Residential Program
- ◇ Cuyahoga County Hospitals with Licensed Psychiatric Units for Children & Adolescents
- ◇ Adjustment of Behavioral Health/Juvenile Justice Project Funds: Bellefaire Jewish Children's Bureau and Cuyahoga County Division of Juvenile Court

- c. **Operational Agreements:**
 - ◇ Cleveland Playhouse Sponsorship: The Kite Runner
 - ◇ Village TV: Outreach to Clergy
 - ◇ Marriott Cleveland Airport: Roads to Recovery Conference
 - ◇ Hitchcock Center for Women & Spectrum for Supportive Services: Brown Bag Lunches
 - ◇ Amendments: CTR Systems Agreements

- d. **Personal Service Agreements:**
 - ◇ Brown Consulting
 - ◇ Your Bean Counter
 - ◇ Michael Stringer, Consultant: County Reentry Planning

Motion to recommend approval of the (a) Interagency Agreements, (b) Service Provider Agreements, (c) Operational Agreements and (d) Personal Service Agreements, listed above, to the full Board.

MOTION: C. Noble / SECOND: D. Biegel / AYES: D. Biegel, M. Crosby, C. Noble / NAYS: None / Motion passed.

6. IDENTIFY CONSENT AGENDA ITEMS

Ms. Warr entertained a motion 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: C. Noble
SECOND: D. Biegel / AYES: D. Biegel, M. Crosby C. Noble / NAYS: None / Motion passed.

7. OLD/NEW BUSINESS

- **Ratification of Labor Agreement with OAPSE, AFL-CIO, Local 328 – Contract Term: 7/1/10 thru 6/30/13**
Mr. Denihan noted that the following changes have been agreed to by the ADAMHS Board Contract Negotiating Team and ratified by the Union membership on 9/17/10.

- 1) Article 25 Wages
 - a. No wage increase for FY11.
 - b. Wage re-opener for FY12 and FY13 with required Article 15 discussion concerning Drug and Alcohol Procedures.

- 2) Article 8 Seniority
 - a. Defined as continuous service with predecessor agencies: CCCMHB and ADASB.

- 3) Article 23 Layoffs
 - a. The ADAMHS Board would need to terminate its relationship with seasonal and contractual individuals prior to laying off collective bargaining unit members.
 - b. Transitional employees can only serve in the classifications of receptionist or administrative assistant during periods of layoff.
 - c. ADAMHS Board shall provide 5 work-days notice to Union President of impending layoffs.

- 4) Article 24 Recall from Layoff
 - a. Recall period increased from 12 months to 24 months.

- 5) Other miscellaneous housekeeping changes (e.g. CCCMHB to ADAMHS Board, etc.)

Motion to recommend approval of ratification of the Labor Agreement with OAPSE, AFL-CIO, Local 328 for the time period of 7/1/10 through 6/30/13, to the full Board. MOTION: D. Biegel / SECOND: M. Crosby
AYES: D. Biegel, M. Crosby C. Noble / NAYS: None / Motion passed.

7. OLD/NEW BUSINESS *(Continued)*

- Ms. Warr inquired about the status of the Appreciative Inquiry event. Mr. Denihan noted that all staff are scheduled to participate in the Appreciative Inquiry event scheduled for Thursday, 10/21/10, and Friday, 10/22/10 at an off-site location, the Hilton Garden Inn Downtown.

8. AUDIENCE INPUT

- Mr. Don Davis of New Directions, thanked committee members for their decision to approve the RFP-Phase II recommendation and Mr. Denihan and Board staff for their assistance with the process.

There being no further business, the meeting adjourned at 5:35 p.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: Mary R. Warr, Finance & Operations Interim Committee Chair