

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

FINANCE AND OPERATIONS COMMITTEE
NOVEMBER 17, 2010 MINUTES

Pastor Charles Brown, Committee Chair, called the Finance & Operations Committee meeting to order at 4:00 p.m. and noted that the goal of the committee would be to complete the proceedings within an hour given that the General Meeting is scheduled immediately following at 5:00 p.m.

Committee Members Present: David Biegel, Pastor Charles Brown, Marc Crosby, Rev. Charlotte Noble, Harvey Snider, Mary Warr / Absent: None

Other Board Members Present: Eugenia Cash, Richard Folbert, Pythias Jones, M.D., Rick Kemm, MNO, Anngela Williams

Board Staff Present: Cassandra Richardson, Vivian Catchings-El, Cindy Chaytor, Christina Delos Reyes, M.D., Cheryl Fratalone, John Garrity, Ph.D., Lisa Griffith, Valeria Harper, Carol Krajewski, Michelle Myers, Scott Osiecki, Ralph Piatak, Yancey Quinn, Star Sizemore-Rice, Linda Torbert

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of October 20, 2010, were approved as distributed.

2. ADMINISTRATION / CLINICAL ISSUES

Central Pharmacy – Ms. Richardson noted that revised Central Pharmacy Reports were distributed since the methadone figures were just received. For the month of October, Ms. Richardson reported that mental health providers utilized \$111,474.28; first quarter utilization totals \$342,041.01 and the percent total for the first four months of this fiscal year 38.01%. For the methadone allotment in October, utilization stood at \$2,805.00 and a first quarter total of \$12,678.60. Year-to-date balance is \$33,808.40; 27.70%. Overall utilization stands at 37.48%

State Hospital Bed Day Utilization – Bed day utilization through October is under projection by 126 bed days. Year-to-date utilization stands at 9,954. Average bed day utilization is 80.93 which is 4.07 under the planned utilization of 85 beds per day.

[Marc Crosby arrived.]

3. FINANCE REPORTS

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

Ms. Richardson highlighted the Income Statements from the time period of July through October and Expenditures Reports. Ms. Richardson explained that although the total of net revenues less expenditures is \$17,631,333.00, it does not mean that this money is unencumbered. Ms. Richardson noted that there are still a lot of Medicaid expenditures that expected. Additionally, the state of Ohio provides funding at the beginning of each quarter; consequently, those dollars received during the month of October must last for the quarter through December 2010.

Under the administrative operating budget, the total expended is \$652,318. Ms. Richardson noted that the salary total was slightly higher this month due to three pay periods in October.

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

Motion to recommend approval of October 2010 Board Vouchers to the full Board. MOTION: D. Biegel
SECOND: M. Crosby / AYES: D. Biegel, M. Crosby, C. Noble, H. Snider, M. Warr / NAYS: None / Motion passed.

4. CONTRACTS

Ms. Richardson highlighted the agenda process sheets for contracts listed below and answered questions of committee members.

- a. **Interagency Agreements:**
 - ◇ ODMH - Notice of Sub Award: Early Childhood Mental Health/Child Welfare Demonstration Project
 - 1. Beech Brook
 - 2. Berea Children's Home
 - 3. Positive Education Program

- b. **Service Provider Agreements:**
 - ◇ ODMH - NOSA Early Childhood Mental Health/Child Welfare Demonstration Project
 - 1. Beech Brook
 - 2. Berea Children's Home
 - 3. Positive Education Program
 - ◇ Amendment to Resolution 10-09-04
 - 1. Covenant – Allocation of funds
 - 2. Far West Center – Budget Correction
 - ◇ Amendment to Resolution 10-09-06 – Allocation of funds for Cleveland Sight Center Projects
 - 1. Call Center – Budget correction
 - 2. Business Enterprise – Budget correction
 - ◇ Amendment to Resolution 10-06-06 – Increase allocation of funds to CATS
 - ◇ Amendment to Resolution 10-06-06 – Dept. of Justice Affairs & Corrections Planning Board
 - ◇ Suburban Municipal Jail Liaison
 - 1. Murtis H. Taylor
 - 2. Recovery Resources
 - ◇ Contract Amendment to St. Vincent Charity Hospital/Rosary Hall – Detox/Residential: Suboxone
 - ◇ Performance Improvement Watch Plan Recommendations
 - Community Action Against Addiction
 - Department of Justice Affairs
 - East Cleveland Neighborhood Center
 - Golden Ciphers
 - Northern Ohio Recovery Association
 - ◇ FIRST Treatment Program – The BeST Practices in Schizophrenia Treatment Center at Northeastern Ohio Universities Colleges of Medicine and Pharmacy

- c. **Operational Agreements:**
 - ◇ Hilton Garden Inn Cleveland Downtown - Annual Meeting 2011
 - ◇ Tools for Today and Tomorrow Collaboration
 - ◇ Suicide Prevention Contracts
 - ClearChannel Outdoor Advertising
 - CBS Outdoor
 - ClearChannel, WMMS, 100.7; WAKS 96.5 (KISS); WGAR 99.5; WMVX 106.5
 - WENZ, 107.9
 - Were 1490
 - WFHM, 95.5 FM
 - ◇ The Screening for Mental Health Organization – Online behavioral health screenings
 - ◇ Bradley Manor – ADS Security System
 - ◇ Dell Computers – Dual Monitors
 - ◇ Community Adult Residential Experts - Adult Residential Facility
 - ◇ Marriott Cleveland Airport – Women's Outreach Project Event

- d. **Personal Service Agreements:**
 - ◇ Contract for Chief Clinical Officer, Dr. Christina Delos Reyes
 - ◇ Brown Consulting - Preparation of Strategic Plan

During the review, several minor corrections were noted on agenda process sheets. Committee members were assured by Ms. Richardson that revisions would be made.

Motion to recommend approval of the (a) Interagency Agreements, (b) Service Provider Agreements, (c) Operational Agreements, listed above, to the full Board. MOTION: H. Snider / SECOND: C. Noble / AYES: D. Biegel, M. Crosby, C. Noble, H. Snider, M. Warr / NAYS: None / Motion passed.

Motion to recommend approval of (d) Personal Service Agreements, listed above, to the full Board. MOTION: C. Noble / SECOND: H. Snider / AYES: M. Crosby, C. Noble, H. Snider, M. Warr / NAYS: None / ABSTAIN: D. Biegel / Motion passed.

5. IDENTIFY CONSENT AGENDA ITEMS

Pastor Brown entertained a motion to include the following components in the Consent Agenda for recommendation to the full Board:

- Board Vouchers for October 2010
- Interagency Agreements
- Service Provider Agreements
- Operational Agreements

Motion to recommend approval of the Consent Agenda as proposed. MOTION: C. Noble / SECOND: H. Snider / AYES: D. Biegel, M. Crosby, C. Noble, H. Snider, M. Warr / NAYS: None / Motion passed.

6. OLD/NEW BUSINESS - None

There being no further business, the meeting adjourned at 4:35 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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