

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

FINANCE AND OPERATIONS COMMITTEE
JANUARY 19, 2011 MINUTES

Pastor Charles Brown, Committee Chair, called the Finance & Operations Committee meeting to order at 4:00 p.m. The Chair noted a correction on the committee agenda. Under the Service Provider Agreement section, Amendment to Resolution No. 10-07-01 should read #10-07-04.

Committee Members Present: Pastor Charles Brown, Dr. David Biegel, Marc Crosby, Rev. Charlotte Still Noble, Harvey Snider, *Rev. Iris Lynn Bailey (*to be sworn in at General Meeting, 1/26/11) Absent: Mary Warr

Board Staff Present: William M. Denihan, C.E.O., Cassandra Richardson, Vivian Catchings-El, Cindy Chaytor, Christina Delos Reyes, M.D., Michael Doud, Rose Fini, Cheryl Fratalone, John Garrity, Ph.D., Valeria Harper, Carol Krajewski, Yancey Quinn, Linda Torbert

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of November 17, 2010, were approved as distributed.

2. ADMINISTRATION / CLINICAL ISSUES

Central Pharmacy:

November 2011 Report - For the year-to-date (YTD) utilization through November, mental health providers utilized \$418,065.44; for AOD methadone services, the YTD figure is \$16,119.40 with a combined total of \$434,184.84. Collectively we are spending at 45.88% of the total allocation compared to projected utilization of 41.67%.

December 2011 Report - For YTD utilization through December 2010, mental health providers utilized \$479,280.72; for AOD methadone services, the YTD figure is \$21,181.92 with a combined total of \$500,563.64. Collectively we are spending at 52.89% of the total allocation compared to our projected utilization of 50.00%.

Ms. Richardson was happy to report that in December notice was received from ODMH indicating that the ADAMHS Board would receive an additional \$201,000.00 in Central Pharmacy funds for mental health providers. This unexpected amount was a result of an ODMH reallocation to a Board that was unable to expend the amount. The adjustment should be made in February 2011.

State Hospital Bed Day Utilization – Ms. Richardson noted the two adjusted pages distributed reflected reports based upon our planned bed day utilization of 83 beds per day. Bed day utilization through November is under projection by 404 bed days. Through December, bed day use was under projection by 756 bed days. Average bed day utilization through 12/31/10 is 78.89 which is 4.11 under the planned utilization of 83 beds per day. Ms. Richardson noted that ODMH calculated its figures on a 366 day year; consequently, she has requested an adjustment to dollars in the bed day allocation. If they comply with the request, it could mean a \$195,000 payback.

3. FINANCE REPORTS

a. Operating Expenditures Report: November 2010 and December 2010 (*For Information Only*)

Ms. Richardson highlighted the Income Statements and Expenditures Reports for November and December 2010. Through November, YTD operating expenses totaled \$2,516,161 utilizing 36.46% of the budget. We are currently underutilizing our budget as the projected figure is 41.67%. YTD through December, the operating expenses totaled \$3,048,083 utilizing 44.16% of the budget. We continue to be under our projected budget figure of 50.00%.

[Marc Crosby arrived.]

b. **Board Voucher Report:** The committee reviewed the November 2010 and December 2010 Board Voucher Reports, Board Property Reports and Balance Sheets.

Motion to recommend approval of November 2010 and December 2010 Board Vouchers to the full Board.

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

Motion passed.

4. REQUEST FOR INFORMATION (RFI) PROCESS FOR FY2012 BUDGET

As a result of the RFI process last year which resulted in an extremely informative process for ensuring that public funds were used appropriately, Board staff requests the continuation of this process for the upcoming FY 2012 (July 1, 2011 to June 30, 2012) and seeks permission to issue a Request for Information (RFI), in order to solicit proposals from local behavioral health care providers, to assist in determining the funding of Non-Medicaid behavioral health services.

Mr. Denihan highlighted the FY2012 RFI Tentative Time Line identified on the agenda process sheet for this topic.

Motion to recommend approval of issuing a Request for Information for the FY2011 Budget to the full Board.

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

Motion passed.

5. CONTRACTS

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

a. **Interagency Agreements:**

- ◇ Cuyahoga County: Early Childhood Mental Health
- ◇ Cuyahoga County Juvenile Court: Mental Health Services in Detention Center

b. **Service Provider Agreements:**

- ◇ Cuyahoga County: Early Childhood Mental Health providers:
 - Achievement Centers for Children
 - Applewood Centers
 - Beech Brook
 - Bellefaire Jewish Children's Bureau
 - Berea Children's Home and Family Services
 - Positive Education Program
- ◇ Cuyahoga County Juvenile Court: MH Services in Detention Center – Catholic Charities Services
- ◇ Amendment to Resolution 10-07-04: Transfer of Funds to Cuyahoga County Court of Common Pleas Planning Board
- ◇ Amendment to Resolution 10-09-07: Approval and/or Ratification of Contracts for Cuyahoga County Hospitals for Children and Adolescents
- ◇ A New Beginning for Sober Living – Medicaid Contract
- ◇ Murtis H. Taylor Human Services Center – Medicaid Contract
- ◇ Magnolia Clubhouse – Medicaid Contract

c. **Operational Agreements:**

- ◇ Dell Computers: Laptop computers for Northcoast Behavioral Healthcare Liaisons
- ◇ Families and Schools Together (FAST): Evaluations and Manuals for FAST Program

d. **Personal Service Agreements:**

- ◇ Sue Keely, Graphic Facilitator: Appreciative Inquiry Summit
- ◇ Michael Stringer, Consultant, Re-Entry Planning

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

Motion to recommend approval of (c) Service Provider Agreements to the full Board.

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

6. 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 November 2010 & December 2010
- Interagency Agreements
- Operational Agreements
- Personal Service 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 / NAYS: None / Motion passed.

7. OLD/NEW BUSINESS

Pastor Brown heard from committee member, Mary Warr, who was sorry that she was unable to attend the meeting.

There being no further business, the meeting adjourned at 4:40 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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