

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

FINANCE AND OPERATIONS COMMITTEE  
APRIL 20, 2011 MINUTES

Harvey Snider, Committee Vice Chair, called the Finance & Operations Committee meeting to order at 4:00 p.m. Rev. Bailey read aloud the committee's 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: Rev. Iris Lynn Bailey, Marc G. Crosby, MBA, Rev. Charlotte Still Noble, Harvey Snider, Mary Warr / Absent: David Biegel, Ph.D., Pastor Charles Brown

Board Staff Present: William M. Denihan, C.E.O., Vivian Catchings-El, Cindy Chaytor, Christina Delos Reyes, M.D., Cheryl Fratalone, Lisa Griffith, Myra Henderson, Carol Krajewski, Ralph Piatak, Cassandra Richardson, Starlette Sizemore-Rice, Linda Torbert

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of March 16, 2011, were approved as written.

2. ADMINISTRATION / CLINICAL ISSUES

• Central Pharmacy

Ms. Richardson reported that the Central Pharmacy March allocation total for mental health providers was \$66,779.37; for AOD methadone services, \$3,029.40 was expensed. Collectively, the system is spending 60.30% of the total allocation compared to a projected utilization of 75.00%. Ms. Richardson asked committee members to disregard the final page of the report which represented an effort to identify the cost per consumer. As several discrepancies were detected in the data received from the state, Dr. Delos Reyes is working to receive numbers on a monthly basis in order to accurately calculate the total cost per consumer. (Report attached to original minutes stored in the Executive Unit.)

[Mr. Crosby and Ms. Warr arrived and were welcomed by the Acting Chair.]

• State Hospital Bed Day Utilization

During March 2011, 2,495 hospital bed days were utilized; this figure is 78 days under our projected bed day use. YTD usage is at 1,309 bed days under projection. Average bed day use through 3/31/11 was 78.22 which is 4.78 under the planned utilization of 83 beds per day. (Report attached to original minutes stored in the Executive Unit.)

4. FINANCE REPORTS

a. Operating Expenditures Report: March 2011 (For Information Only)

Ms. Richardson highlighted the Income Statements and Expenditures Reports. Through March, YTD operating expenses totaled \$4,565,620 utilizing 66.15% of the budget. The Board is currently underutilizing its budget as the projected figure is 75.00%. Based on current trends for this fiscal year, we anticipate utilizing 89.41% and have approximately \$750,000 that will go unexpended.

To respond to Ms. Warr's inquiry on 3/16/11 regarding AOD detoxification services, a page was added that provides detoxification usage data by respective agencies. The 1<sup>st</sup> column illustrates the agency's actual billings while the column labeled, Attachment 2, represents the actual budgeted line item for each agency. Ms. Warr clarified that her interest is to gain an understanding of how many bed days are projected and used within the AOD arena. Ms. Richardson noted that she will work with Ms. Catchings-El to report on the number of AOD beds available and to see if there is a report generated for AOD bed use similar to mental health beds.

b. Board Voucher Report: The committee reviewed the March 2011 Board Voucher Reports, Board Property Reports and Balance Sheets.

Motion to recommend approval of March 2011 Board Vouchers to the full Board. MOTION: M. Warr  
SECOND: M. Crosby / AYES: I. Bailey, M. Crosby, C. Noble, M. Warr / NAYS: None / ABSTAIN: None  
Motion passed.

## 5. CONTRACTS

Ms. Richardson highlighted the agenda process sheets for contracts listed below, answered questions and provided clarification to the agenda process sheets provided to committee members.

- a. **Interagency Agreements:**
  - ◇ Memorandum of Understanding (MOU) with Cuyahoga County Board of Developmental Disabilities (CCBDD) and Catholic Charities Services/Parmadale
  - ◇ MOU with CCBDD and Bellefaire Jewish Children's Bureau
  - ◇ ODMH Notice of Sub-Award: Early Childhood Mental Health Consultation
  - ◇ MOU with CCBDD: Consumers who are Dually Diagnosed (MI/DD) & Seasons of Hope Safe House
- b. **Service Provider Agreements:**
  - ◇ MOU with CCBDD and Catholic Charities Services/Parmadale
  - ◇ MOU with CCBDD and Bellefaire Jewish Children's Bureau
  - ◇ EDEN, Inc. - Life Exchange Center
  - ◇ Connections – SCALE Phone Screener
- c. **Operational Agreements:**
  - ◇ Software House International: Microsoft Office 2010 Software Purchase
  - ◇ Warwick Communications: Ratification of Mitel Phone Equipment Agreement
- d. **Personal Service Agreements:** None

Motion to recommend approval of the (a) Interagency Agreements, (b) Service Provider Agreements and (c) Operational Agreements and to include them, along with the March 2011 Vouchers in the Consent Agenda Format. MOTION: C. Noble / SECOND: I. Bailey / AYES: I. Bailey, M. Crosby, C. Noble, M. Warr / NAYS: None  
Motion passed.

## 7. OLD/NEW BUSINESS

- **Update on Non-Responders** – Mr. Denihan reported that members of the Board's Executive Team met with the three agencies that had not responded during the RFI Process; they were Hopewell, Consumer Protection Association and Stella Maris. Mr. Denihan recommended postponing the specific recommendations for the agencies involved until May. Additionally, providers have been informed at individual RFI meetings that the ADAMHS Board may need to revise and/or delay the decision regarding RFI recommendations due to the uncertainty of ODMH's budget coupled with the fact that ODADAS' budget has not yet been released.
- **State Budget** – Mr. Denihan noted that presentations were made before the House Finance Subcommittee. During the first week of May the budget goes to the Senate. In terms of ODADAS, it does not seem to be positive; Mr. Denihan and Ms. Richardson are scheduled to participate in a conference call on 4/21/11. The situation is very fluid and uncertain. Mr. Denihan has been meeting with Court of Common Pleas Judges and Municipal Judges regarding the state's proposed cuts to Drug Courts and TASC. If it is necessary, Judges may go to the Columbus to speak before the General Assembly to address the repercussions of decisions being made. Regarding the ODADAS budget, Rev. Noble asked whether the emphasis by the Governor and Director Hall on the Opiate Epidemic would use new funds or existing dollars. Mr. Denihan intends to look into this.
- **County Budget** – As a result of the Board's presentation to County Council on funding needs, County Council has begun to work on determining our base funding level from the Health & Human Service Levy and is coordinating efforts with Community Solutions. The Needs Assessment should be complete within the next week.

Ms. Warr was pleased to participate in the excellent Seasons of Hope Luncheon and noted that she has heard very good comments from others in the community about this collaborative effort. Mr. Denihan noted that the keynote speaker, Tonier Cain, has agreed to return to Cleveland for the Seasons of Hope Safe House ribbon cutting ceremony.

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

*Submitted by: Carol Krajewski, Executive Specialist*

*Approved by: Harvey A. Snider, 1<sup>st</sup> Vice Chair, & Finance & Operations Committee Vice Chair*