

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

FINANCE AND OPERATIONS COMMITTEE

JULY 20, 2011 MINUTES

Committee Chair, Pastor Charles Brown, called the Finance & Operations Committee meeting to order at 4:00 p.m.

Committee Members Present: Rev. Iris Lynn Bailey, David Biegel, Ph.D., Pastor Charles Brown, Marc G. Crosby, Rev. Charlotte Still Noble, Harvey Snider, Mary Warr / Absent: None

Board Staff Present: William M. Denihan, C.E.O., Christina Delos Reyes, M.D., John Garrity, Ph.D., Valeria Harper, Carol Krajewski, Linda Lamp, Michelle Myers, Ralph Piatak, Cassandra Richardson, Starlette Sizemore-Rice

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of May 18, 2011, were approved as written.

2. ADMINISTRATION / CLINICAL ISSUES

• Central Pharmacy

The Central Pharmacy report distributed closes out the Central Pharmacy allocation for SFY2011. For June 2011, Central Pharmacy utilization was \$139,954.51 for the mental health side and \$3,599.68 for the AOD side. Year-to-date utilization overall was \$1,025,136.01 or 89.29%; with MH utilization at 89.09% and AOD methadone utilization at 94.00%. (Report attached to original minutes stored in the Executive Unit.)

• State Hospital Bed Day Utilization

During June 2011, 1,945 hospital bed days were utilized; this figure is 545 days under our projected bed day use. YTD usage is at 2,397 bed days under projection. In terms of a potential payback from ODMH, the anticipated FY11 amount is \$1,053,469. The overall average bed day usage was 76.43 which is 6.57 under the projection. (Report attached to original minutes stored in the Executive Unit.)

3. FINANCE REPORTS

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

Ms. Richardson highlighted the Income Statements and Expenditures Reports. Operating Expenditure for FY2011 were budgeted for \$6,901,939. Through June, YTD operating expenses totaled \$545,810. Year-to-date expenditures stand at \$6,195,466 utilizing 89.76% of the operating budget. The balance of unexpended funds is \$706,473.

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

Board Chair, Rev. Noble, complimented Mr. Denihan and his Executive Staff for managing the administrative budget so effectively and for the resulting utilization rate.

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

4. CONTRACTS

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

a. Interagency Agreements:

- ◇ Ohio Department of Alcohol and Drug Addiction Services (ODADAS): Ohio Department of Youth Services (ODYS) – FY2012 Aftercare Services
- ◇ Ohio Department of Mental Health (ODMH) Central Pharmacy Line of Credit Allocation
- ◇ ODADAS Notice of Awards (NOA) for SFY2012

**Interagency Agreements** *(Continued)*

- ◇ ODADAS: ODYS – SFY2012 Youth Led Prevention Allocation
  - Recovery Resources
- ◇ Ohio Dept. of Rehabilitation Commission (ODRC): Corrections Planning Board -ACT (Assertive Community Treatment) Parole Program
  - Recovery Resources
- ◇ Cuyahoga County Corrections Planning Board: Mentally Disordered Offender (MDO) Program
  - Recovery Resources
- ◇ Cuyahoga County Council: Suburban Jail Liaison
  - Recovery Resources
  - Murtis Taylor Human Service Center
- ◇ Memorandum of Understanding (MOU) with Cuyahoga County Board of Developmental Disabilities (CCBDD) and Catholic Charities Services/Parmadale

**b. Service Provider Agreements:**

- ◇ ODADAS Notice of Awards for SFY2012:
  - TASC
  - Drug Court
  - Drug Free Community
  - UMADAOP
  - Women's Treatment
  - Community Prevention
  - Access to Recovery
  - Therapeutic Community
  - Problem Gambling
- ◇ ODADAS: ODYS - SFY2012 Youth Led Prevention Allocation
  - Recovery Resources
- ◇ ODRC: Corrections Planning Board – ACT Parole Program
  - Recovery Resources
- ◇ Cuyahoga County Corrections Planning Board: Mentally Disordered Offender (MDO) Program
  - Recovery Resources
- ◇ Cuyahoga County Council: Suburban Jail Liaison
  - Recovery Resources
  - Murtis Taylor Human Service Center
- ◇ Memorandum of Understanding (MOU) with Cuyahoga County Board of Developmental Disabilities (CCBDD) and Catholic Charities Services/Parmadale
- ◇ Memorandum of Understanding (MOU) with Hopewell - Transitional Youth Placement
- ◇ MOU with Hopewell - Residential Treatment for Adult with Co-Occurring Disorders

**c. Operational Agreements:**

- ◇ Sponsorship: NAMIWalks for the Mind of America, 9/24/11
- ◇ Sponsorship: Women's Center for Greater Cleveland's Annual Event, Run, Jane, Run, 8/12-14/11
- ◇ CDW-G Symantec – Software License Renewals
- ◇ The Center for Community Solutions: AIDS Funding Collaborative
- ◇ The Center for Community Solutions: Cuyahoga County Behavioral Health Finance Future Needs Assessment Study
- ◇ Amendment to Resolution No. 11-06-04, Operational Agreement with Brown Consulting, LTD

**d. Personal Service Agreements**

- ◇ Agreements with Licensed Adult Care Facilities - (identified on agenda process sheet attachment)
- ◇ Michael Stringer, Consultant, Re-Entry Planning

**CONTRACTS**, *(Continued)*

Discussion followed on the proposed AIDS Funding Collaborative (AFC) operational agreement. It was noted that the former Alcohol and Drug Addiction Services Board of Cuyahoga County participated along with the AFC to strengthen the community's response to HIV/AIDS as a public/private partnership providing coordination, leadership and funding in Greater Cleveland. Since the consolidation of the two organizations, the ADAMHS Board has continued this affiliation; Board member, Rick Kemm, and Board staff member, Valeria Harper, represent the ADAMHS Board and help to scrutinize proposals. It was further noted that several of our service agencies are recipients of AFC funding allocations.

Dr. Biegel recommended adding this specificity to the agenda process sheet to be presented to the full Board. Mr. Denihan concurred with the suggestion.

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

**5. IDENTIFY CONSENT AGENDA ITEMS**

Pastor Brown suggested including the Interagency, Service Provider, Operational and Personal Agreements into a Consent Agenda for consideration by the full Board.

Motion to recommend approval of the (a) Interagency Agreements, (b) Service Provider Agreements, (c) Operational Agreements and (d) Personal Service Agreements in the Consent Agenda Format.

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

**6. OLD/NEW BUSINESS**

- Mr. Denihan noted that ADAMHS Board Administrative staff would be making a presentation to the Cuyahoga County Council on July 21<sup>st</sup> at 1:00 p.m. at the Justice Center. All present were invited to attend the event.

*There being no further business, the meeting adjourned at 4:55 p.m.*

*Submitted by: Carol Krajewski, Executive Specialist*

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