

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

FINANCE AND OPERATIONS COMMITTEE SEPTEMBER 21, 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, Pastor Charles Brown, Rick Kemm, MNO, Rev. Charlotte Still Noble, Harvey Snider, Mary Warr / Absent: None

Board Staff Present: William M. Denihan, C.E.O., Cynthia Chaytor, Christina Delos Reyes, M.D., Cheryl Fratalone, Valeria A. Harper, Carol Krajewski, Scott Osiecki, Ralph Piatak, Cassandra Richardson, Leisha Yarbrough

1. **APPROVAL OF MINUTES**

The Finance & Operations Committee minutes of July 20, 2011, were approved as written.

2. **ADMINISTRATION / CLINICAL ISSUES**

• **Central Pharmacy**

The Central Pharmacy July 2011 report shows the projected utilization at 8.33%. Actual utilization for July was 7.17% for mental health and 10.78% for AOD; overall actual utilization for July was 7.29%. During August, the projected utilization figure was 16.67%. Mental Health utilization stood at 13.26% and AOD methadone utilization at 26.57%; overall utilization for August was 13.69%. (Report attached to minutes stored in the Executive Unit.) The Board's Chief Clinical Officer and Utilization Review Nurse will work with agencies to bring central pharmacy costs back in line. Ms. Richardson reminded committee members that the Central Pharmacy allocation from both ODMH and ODADAS were reduced this fiscal year.

• **State Hospital Bed Day Utilization**

During July 2011, 1,965 hospital bed days were utilized; this is 608 days under our projected bed day use. Given that 2,071 hospital bed days were utilized in August, the figure stands at 502 days under our projected bed day use. YTD usage is at 4,036; overall average bed day usage, as of 8/31/11, stands at 1,110 bed days under projection or 65.10 which is 18.58 under the planned days. (Report attached to original minutes stored in the Executive Unit.)

3. **FINANCE REPORTS**

a. **Operating Expenditures Report: July 2011 and August 2011** *(For Information Only)*

Income Statements and Expenditures Reports for July and August were highlighted. Ms. Richardson noted that an oversight/error was discovered in the Board's Administrative Budget around salary calculations. Due to the unusual layoff circumstances and resulting bumping situation for bargaining unit staff, an adjustment will be needed to ensure adequate payments to staff. No adjustments are needed for fringe benefit items. Details are enumerated in the agenda process sheet to be reviewed under Operational Agreements.

Committee member input:

- a) With regard to the contract with Dise & Company to provide Career Transition Services for our ADAMHS Board laid-off employees, Ms. Warr inquired about the outcomes for former employees.
 - Mr. Denihan will provide a status report/breakdown regarding former ADAMHS Board employees who participated with the Career Transition Services at the October Finance & Operations Committee meeting.

- b) Pastor Brown recommended that pages be numbered in the Finance Report section to make it easier for committee members to follow during the meeting.
 - Ms. Richardson will coordinate pagination request for Operating Expenditure Reports.

b. Board Voucher Reports: The committee reviewed the July 2011 and August 2011 Board Voucher Reports.

Motion to recommend approval of July 2011 and August 2011 Board Vouchers to the full Board.

MOTION: H. Snider / SECOND: M. Warr / AYES: I. Bailey, R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None
ABSTAIN: None / **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:

- ◇ ODMH and ODYS: Behavioral Health/Juvenile Justice Program
- ◇ Cuyahoga County: Family and Children First Council - Family Centered Services and Support
- ◇ Cuyahoga County: Dept. of Health & Human Services: Ryan White – Part A Program
- ◇ Memo of Understanding with Cuyahoga County Board of Developmental Disabilities & Beech Brook
- ◇ Cuyahoga County: Witness/Victim Service Center and ADAMHSCC: Fiscal Agent for Defending Childhood Conference on September 22 & 23, 2011

Motion to recommend approval of all Interagency Agreements to the full Board. MOTION: H. Snider /SECOND: R. Kemm / AYES: R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / ABSTAIN: I. Bailey / **Motion passed.**

Ms. Janet Kronenberg, Manager of the Cuyahoga County Witness/Victim Service Center, thanked committee members for approving the ADAMHS Board's partnership in sponsoring the 2011 Defending Childhood Conference (September 22-23) by serving as the conference fiscal agent and coordinator of Continuing Education Units. Ms. Kronenberg highly commended the efforts of Board staff—Scott Osiecki, Tonya Birney and Cassandra Richardson—for their outstanding support, hard work, and technical assistance.

b. Service Provider Agreements:

- ◇ ODMH and ODYS: Behavioral Health/Juvenile Justice (BHJJ) Program:
 - Positive Education Program – Connections Program
- ◇ Memorandum of Understanding: ODMH & ODYS Funding for Behavioral Health Juvenile Justice:
 - Catholic Charities Services
 - Juvenile Court
 - Bellefaire Jewish Children's Bureau
 - Residential Services Pool
- ◇ Cuyahoga County: Family and Children First Council - Family Centered Services and Support
 - Positive Education Program
- ◇ Cuyahoga County: Dept. of Health & Human Services: Ryan White – Part A Program
 - Catholic Charities Services
 - ORCA House
 - Community Action Against Addiction
 - Recovery Resources
- ◇ MOU with Cuyahoga County Board of Developmental Disabilities
 - Beech Brook
 - Residential Treatment
 - Bellefaire Jewish Children's Bureau
 - Wrap Supportive Services
- ◇ ODADAS and ODYS Funding for FY2012 Aftercare Services:
 - Catholic Charities Services
 - Community Assessment & Treatment Services
 - The Covenant
- ◇ Seasons of Hope Safe House & Outreach Program: Hitchcock Center for Women
- ◇ Amendment to Resolution No. 10-06-06 for FY2011 Non-Medicaid Funding Recommendations:
 - Jewish Family Services Association
 - Recovery Resources
- ◇ Amendment to Res. No. 10-11-04 for FY2011 Non-Medicaid Funding Recommendation: The Covenant

◇ Amendment to Resolution No. 11-06-08 for FY2012 Funding Adjustments

- Applewood Centers, Inc.
- Catholic Charities Services
- Cleveland Christian Home, Inc.
- Mental Health Services for the Homeless, Inc.
- Murtis H. Taylor Human Services System
- New Directions, Inc.
- Scarborough House
- Seasons of Hope
- St. Vincent Charity Hospital
- The Covenant, Inc.

Mr. Snider inquired whether other agencies applied for a FY2011 funding adjustment to cover services rendered specifically related to the treatment provision to S.C.A.L.E. (Screening, Centralized Assessment, Levels of Care Assignment and Engagement) consumers during FY2011.

Ms. Harper explained that when starting the SCALE program in January 2011, the partnering adult mental health agencies were promised that the ADAMHS Board would closely monitor the use of Non-Medicaid contract funds against the new referrals received through the SCALE program. As a result of the analysis, it was determined that three agencies underspent their FY2011 Non-Medicaid allocation, two agencies named on the agenda process sheet—Jewish Family Services Association and Recovery Resources--have supporting documentation that warrants a funding adjustment. The decision on one agency is pending due to the need to resolve an issue with its 2011 contract.

Motion to recommend approval of all Service Provider Agreements to the full Board. MOTION: H. Snider
SECOND: C. Noble / AYES: R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / ABSTAIN: I. Bailey

Motion passed.

c. **Operational Agreements:**

- ◇ Administrative Operating Budget
- ◇ APC Maintenance Renewal for Computer System - MCPc
- ◇ Consumer Brown Bag Lunches - Hitchcock Center for Women & Recovery Resources

Motion to recommend approval of all Operational Agreements to the full Board. MOTION: H. Snider
SECOND: R. Kemm / AYES: R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / ABSTAIN: I. Bailey

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 include the (a) Interagency Agreements, (b) Service Provider Agreements, and (c) Operational Agreements into the Consent Agenda Format for consideration by the full Board. MOTION: C. Noble
SECOND: H. Snider / AYES: I. Bailey, R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / **Motion passed.**

6. OLD/NEW BUSINESS

- Mr. Denihan referenced an e-mail sent to Board members around a Faith-Based Seminar to be held on 10/12/11 which is being sponsored by the Franklin County ADAMH Board.
- Mr. Snider and Pastor Brown commended Board staff for the excellent Board Training Retreat held on 9/17/11.

There being no further business, the meeting adjourned at 5:05 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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