

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

FINANCE AND OPERATIONS COMMITTEE
OCTOBER 19, 2011 MINUTES

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

Committee Members Present: Charles E. Brown, Rick Kemm, MNO, Rev. Charlotte Still Noble, Harvey Snider, Mary Warr / Absent: Rev. Iris Lynn Bailey

Board Staff Present: William M. Denihan, C.E.O., Cynthia Chaytor, Christina Delos Reyes, M.D., Tami Fischer, Cheryl Fratalonie, John Garrity, Ph.D., Valeria A. Harper, Carol Krajewski, Michelle Myers, Scott Osiecki, Ralph Piatak, Cassandra Richardson, Starlette Sizemore-Rice

1. **APPROVAL OF MINUTES**

The Finance & Operations Committee minutes of September 21, 2011, were approved as written.

2. **ADMINISTRATION / CLINICAL ISSUES**

• **Central Pharmacy**

Central Pharmacy actual utilization for September 2011 was 23.76% for mental health and 36.20% for AOD methadone utilization. Overall utilization is 24.16%; projected utilization is 25%. (The report is attached to minutes stored in the Executive Unit.) Ms. Richardson noted that Dr. Delos Reyes will work with AOD agencies around utilization issues; however, it may be necessary for the Board to provide some local fund contributions since the allocation was reduced at the beginning of the fiscal year.

• **State Hospital Bed Day Utilization**

During September 2011, hospital bed day usage was 343 days under our projection. YTD usage is at 6,183; overall average bed day usage, as of 9/30/11, stands at 1,453 bed days. Average bed day usage is 67.21 which is 16.47 under the planned days. (Report attached to original minutes stored in the Executive Unit.)

3. **FINANCE REPORTS**

a. **Board Voucher and Operating Expenditures Reports for September 2011**

Ms. Richardson notified Committee Chair, Pastor Brown, and committee members of a slight agenda change regarding Finance Reports. The Finance & Operations Committee and the full Board will be asked to accept and approve the entire financial information packet. This change will acknowledge that Board members are approving both the operating expenditures and board vouchers each month. Ms. Richardson reviewed the Income Statements, Expenditures Reports, Balance Sheets and Board Vouchers for September and addressed questions of committee members.

Mr. Snider asked whether the Board has a protocol for contracting with consultants. Mr. Denihan noted that consultants are usually used for special projects, such as the Strategic Plan or for the Appreciative Inquiry initiative. Ms. Richardson added that all decisions are brought before the full Board for review and action.

Motion to recommend approval of Board Vouchers and Expenditures Reports for September 2011 to the full Board. MOTION: H. Snider / SECOND: R. Kemm / AYES: R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None ABSTAIN: None / **Motion passed.**

4. **REQUEST TO ISSUE REQUEST FOR PROPOSAL (RFP) FOR THE PROBATION SUBSTANCE ABUSE TREATMENT PROGRAM**

Board staff recommends authorizing the issuance of a RFP, on behalf of the Court of Common Pleas and the Cuyahoga County Adult Probation Department, to solicit proposals from Board contracted providers to identify a panel of providers to provide residential substance abuse treatment to alcohol and other drug dependent offenders.

Motion to recommend approval of issuing a RFP for the Probation Substance Abuse Treatment Program to the full Board. MOTION: H. Snider / SECOND: R. Kemm / AYES: R. Kemm, C. Noble, H. Snider, M. Warr
NAYS: None / ABSTAIN: None / **Motion passed.**

5. AUTHORIZING THE ADAMHS BOARD'S CEO TO ENTER INTO A COUNCIL OF GOVERNMENT (COG) AGREEMENT WITH FRANKLIN COUNTY AND HAMILTON COUNTY

Board staff recommends authorizing the ADAMHS Board to partner with the ADAMH Board of Franklin County and the Hamilton County Mental Health & Recovery Services Board to establish a Council of Governments (COG) for the purpose the development of an computerized information system to process payments for Non-Medicaid service claims entitled S.H.A.R.E.S (Shared Health and Recovery Enterprise System). A revised Agenda Process Sheet was distributed to all and includes the nominal seed funds needed in the amount of \$10,000 for this endeavor. Mr. Denihan noted that each participating Board will be asked to appoint a Board member representative to serve on the Council of Governments.

Ms. Richardson provided background information about the S.H.A.R.E.S. information system being considered by the three respective Boards to replace and proactively plan for handling Non-Medicaid claims for clients and provider agencies. The establishment of the Council of Governments is necessary in order to have one entity responsible for working with the S.H.A.R.E.S. information system vendor, when identified. The COG will be the joint owner of the information system and release the RFP. The intent is to allow other interested, smaller ADAMH Boards to use this system as well.

Motion to recommend approval of authorizing the ADAMHS Board's C.E.O. to Enter into a Council of Governments (COG) Agreement with Franklin County and Hamilton County to the full Board.

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

6. CONTRACTS

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

a. Interagency Agreements:

- ◇ Ohio Rehabilitation Services Commission (ORSC) – Vocational Rehabilitation, Public & Private Partnerships 3 (VRP3) Project: Pathways -Jewish Family Services Assn. & Recovery Resources
- ◇ Ohio Rehabilitation Services Commission (ORSC) – Vocational Rehabilitation, Public & Private Partnerships 3 (VRP3) Project – Cleveland Sight Center

b. Service Provider Agreements:

- ◇ Ohio Rehabilitation Services Commission (ORSC): Vocational Rehabilitation, Public & Private Partnerships 3 (VRP3) Project - Pathways
 - Jewish Family Service Association
 - Recovery Resources
- ◇ Ohio Rehabilitation Services Commission (ORSC): Vocational Rehabilitation, Public & Private Partnerships 3 (VRP3) Project
 - Cleveland Sight Center
- ◇ Amendment to Resolution No. 10-07-04 for FY2011 Service Provider Contracts
 - Catholic Charities Services
 - New Directions
- ◇ Amendment to Resolution No. 11-07-04 for the Early Childhood Mental Health/Child Welfare Demonstration Project
 - Positive Education Program
 - Berea Children's Home and Family Services

c. Operational Agreements:

- ◇ Tenable Protective Services – Security Contract for Administrative Office

d. Personal Service Agreements:

- ◇ Termination of Personal Service Agreements of ODMH Licensed Adult Care Facilities
 - NA's Loving Care Adult Family Home
 - Truly Care – Adult Family Home

Motion to recommend approval of all Contracts—Interagency, Service Provider, Operational and Personal Service Agreements to the full Board. MOTION: H. Snider / SECOND: R. Kemm / AYES: R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / ABSTAIN: None / **Motion passed.**

7. IDENTIFY CONSENT AGENDA ITEMS

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

Motion to include the Board Voucher and Expenditure Reports for September 2011 and all Agreements (a) Interagency, (b) Service Provider (c) Operational and Personal Service Agreements into the Consent Agenda Format for consideration by the full Board. MOTION: H. Snider / SECOND: R. Kemm / AYES: R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / **Motion passed.**

8. OLD/NEW BUSINESS

- **Career Transition Services Update for ADAMHS Board Laid-Off Employees**

Mr. Denihan provided details regarding the contract with Dise & Company, the Career Transition Service agency contracted to support those employees laid off at the end of FY2010, and reported out on the extent that employees utilized the services. Ten of the 14 participants took advantage of having their resumes prepared professionally. Of the total persons laid off, six individuals have found jobs and two have retired. The cost of the program was approximately \$558 per person and totaled \$7,800 overall. Mr. Denihan noted that Board staff laid off lost their jobs at no fault of their own and that is the reason why the organization opted to offer transitional services as a way to help and support their job search.

- Ms. Warr advocated for hiring consumers of behavioral health services by the United Bank Building owner. Mr. Denihan noted that the landlord owns many buildings and uses his own consortium. Mr. Denihan has previously encouraged the owner to consider hiring consumers into the larger consortium for our building as well as others.

- Mr. Denihan reported that provider agencies are doing a good job of stepping up to hire consumers of behavioral health services. Agencies have found a creative way to include in their job description a preference for hiring individuals who are in recovery or who understand the recovery concept. He was appreciative of this fact and glad to share the good news.

There being no further business, the meeting adjourned at 5:15 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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