

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

FINANCE AND OPERATIONS COMMITTEE JANUARY 18, 2012 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, Charles E. Brown, Rick Kemm, MNO, Rev. Charlotte Still Noble, Harvey Snider, Mary Warr
Absent: None

Board Staff Present: William M. Denihan, C.E.O., Carole Ballard, Brenda Bennett, Tonya Birney, Danei Chavez, Christina Delos Reyes, M.D., Lyn Denchant, Craig Fallon, Tami Fischer, Cheryl Fratalone, John Garrity, Ph.D., Ben Gore, Myra Henderson, Veronica Jenkins, Valeria Harper, Carol Krajewski, Linda Lamp, Michelle Myers, Esmat Nasr, Scott Osiecki, Ralph Piatak, Cassandra Richardson, Laura Simmons, Star Sizemore-Rice, Maggie Tolbert, Linda Torbert, Thomas Williams, Leshia Yarbrough-Franklin

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of November 16, 2011, were approved as submitted.

2. ADMINISTRATION / CLINICAL ISSUES

• State Hospital Bed Day Utilization

As of November 31, 2011, year-to-date hospital bed day usage was under projection by 2,232 days (599 days under projection in November). During December, we were 857 days under projection; year-to-date utilization figures, as of 12/31/11, is 12,252 days (currently 3,089 bed days under projected usage). Average bed day usage is 66.59 which reflects 17.09 under the planned days. Discussion followed regarding the possible reasons for the underutilization of state hospital bed days. Mr. Denihan credited providers and Board staff for the coordination, discharge planning and linkage that occurs. He did note a concern, however, for the future with regard to the lack of community funding (505 line). Reports are attached to original minutes stored in the Executive Unit.

• Central Pharmacy

Actual utilization for Central Pharmacy in November 2011 was 37.67% for mental health and 54.10% for AOD methadone. Overall utilization was 38.19%; projected utilization was 41.67%. For December 2011, actual utilization for Central Pharmacy was 44.85% for mental health and 63.73% for AOD methadone. Overall utilization was 45.46%; projected utilization was 50.00%. (Reports are attached to minutes stored in the Executive Unit.)

3. FINANCE REPORTS

a. Board Voucher and Operating Expenditures Reports for November 2011 and December 2011

Ms. Richardson reviewed the Income Statements, Expenditures Reports, Balance Sheets and Board Vouchers for the months of November 2011 and December 2011 and addressed questions of committee members. (Financial Reports and Vouchers are attached to minutes stored in the Executive Unit.)

Ms. Richardson noted that, as of FY12, we began the elevation of Medicaid to the state level. Although our Board still processes our system's claims, ODMH and ODADAS are responsible for all expenditures related to the Medicaid budget, which include the match. Currently, ODADAS and ODMH are advancing funds for Medicaid claims at the 100% level; however, Ms. Richardson reported that at the beginning of the week, there were not sufficient funds in the coffers to cover the Medicaid expenditures. All Boards across the state have discovered that the state system used to generate payments is not accurately reflecting what Boards are actually spending in Medicaid claims for their providers. The current status with ODADAS claims is quite dire. Ms. Richardson has been communicating with state officials about this situation.

A secondary issue exists with the federal SAPT funds; the first quarter funds have been received; however, there is concern about when next funds will be received.

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

4. REQUEST TO ISSUE REQUEST FOR PROPOSAL (RFP) FOR MENTAL HEALTH SERVICES IN THE CUYAHOGA COUNTY DETENTION CENTER PROJECT

Ms. Richardson addressed the recommendation to issue a Request for Proposal to solicit applications from ADAMHS Board contracted behavioral health care providers to provide mental health services for the Mental Health Services in the Detention Center from May 1, 2012 through December 31, 2012. Ms. Richardson noted that the revised agenda process sheet corrected the phrase Request for Information to "Request for Proposals" and the amount of available funds for the project. Ms. Warr advocated for the importance of the educational component for the field of work for the youth in the Detention Center.

Motion to authorize the issuance of a RFP for Mental Health Services in the Cuyahoga County Detention Center Project to the Finance & Operations Committee. MOTION: R. Kemm / SECOND: H. Snider AYES: I. Bailey, R. Kemm, C. Noble, H. Snider, 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 for committee members.

a. Interagency Agreements:

- ◇ Ohio Department of Mental Health (ODMH): Ex-Offender Reentry Stop Gap Grant Funding
- ◇ ODMH Notice of Sub-Award: Continuation of Early Childhood Mental Health/Child Welfare Demonstration Project – Positive Education Program
- ◇ Cuyahoga County Dept. of Health & Human Services: Ryan White, Part A Program – Amendment to Resolution No. 11-09-02, Allocation Adjustment Increase
- ◇ Memorandum of Understanding (MOU) with Cuyahoga County Board of Developmental Disabilities (CCBDD) and Bellefaire Jewish Children's Bureau
- ◇ Memorandum of Understanding (MOU) with Cuyahoga County Board of Developmental Disabilities (CCBDD) and Catholic Charities Services/Parmadale

b. Service Provider Agreements:

- ◇ Ohio Department of Mental Health (ODMH): Ex-Offender Reentry Stop Gap Grant Funding
 - Recovery Resources, Inc.
- ◇ ODMH NOSA: Continuation of Early Childhood MH/Child Welfare Demonstration Project :
 - Positive Education Program
- ◇ Cuyahoga County Dept. of Health & Human Services: Ryan White, Part A Program – Amendment to Res. No. 11-09-03 Allocation Adjustment Increase:
 - Catholic Charities Services – Matt Talbot
 - ORCA House
 - Community Action Against Addiction
 - Recovery Resources, Inc.
- ◇ Memorandum of Understanding (MOU) with Cuyahoga County Board of Developmental Disabilities
 - Bellefaire Jewish Children's Bureau
- ◇ Memorandum of Understanding (MOU) with Cuyahoga County Board of Developmental Disabilities
 - Catholic Charities Services/Parmadale
- ◇ Memorandum of Understanding (MOU):
 - Achievement Centers for Children
- ◇ Probation Substance Abuse Treatment Program
 - ORCA House
 - Community Assessment & Treatment Services (CATS)
 - Catholic Charities Services
- ◇ Behavioral Health/Juvenile Justice Allocation Reconciliation
 - Bellefaire Jewish Children's Bureau
 - Beech Brook

Service Provider Agreements: *(Continued)*

- ◇ Ratification of Medicaid Contracts with New Providers:
 - Cleveland Christian Home
 - ◇ Amendment to Resolution No. 11-06-08
 - Lutheran Metropolitan Ministry – Services to Adult Care Homes
 - ◇ Amendment to Resolution No. 11-06-08: Contract Extension Consumer Protection Association
 - ◇ Amendment to Resolution No. 11-06-08: FY2012 Funding Adjustments: Corrections Planning Board
 - ◇ Amendment to Resolution No. 11-06-08: FY2012 Funding Adjustments:
 - Center for Families & Children
 - Connections
 - Eldercare
 - Epilepsy
 - Far West Center
 - Jewish Family Services Association
 - Mental Health Services, Inc.
 - Recovery Resources
 - Murtis Taylor Human Services System
 - St. Vincent Charity Hospital
 - ◇ Amendment to Res. No. 11-07-04: Funding Adjustment for Adult Residential Treatment:
 - Hopewell
 - ◇ Amendment to Resolution No. 11-07-04: Extension of Residential Treatment/Length of Stay:
 - Hopewell
- c. **Operational Agreements:**
- ◇ CityNews Newspaper: Suicide Prevention Advertisements
 - ◇ CTR Systems: Annual Service Maintenance
 - ◇ CDGW: SPSS Software License Renewal

Mr. Denihan elaborated on the Agenda Process Sheet (APS) which addressed the additional local funds provided by the Cuyahoga County Council and County Executive through the Health & Human Services Levy funds. He was pleased that the funding adjustments will help to open agency intakes to consumers needing treatment; however, the funds provided will not sustain intakes to remain open to the end of the year.

Mr. Snider registered a concern regarding the Consumer Protection Association APS. He did not have a problem with the contract extension request; however, he was concerned with background information that outlined the fees that some consumers, with very limited incomes, may have to absorb in order to manage their entitlements. Mr. Snider asked if there was an alternative arrangement that could be made for the individuals affected. Discussion followed.

Ms. Harper noted that Board staff has worked closely with case management agencies over the past six months to transition the 400 consumers to either themselves as their own payee, family members or a responsible adult; therefore, they will not be paying a fee for administration of their entitlements. A small number, who elected to stay with the Consumer Protection Association, felt that they would be able to manage the \$37/month fee. Ms. Harper noted that the majority of consumers have identified alternative payee arrangements.

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

d. **Personal Service Agreement:**

- ◇ CWRU – Contract Extension: Dr. Christina Delos-Reyes, Chief Clinical Officer

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

6. IDENTIFY CONSENT AGENDA ITEMS

Rev. Noble proposed including all Contracts--Interagency, Service Provider, and Operational Agreements into a Consent Agenda for consideration by the full Board.

Motion to include Agreements (a) Interagency, (b) Service Provider and (c) Operational 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.

7. HEALTH & HUMAN SERVICES LEVY

Ms. Richardson highlighted the recommendation the Community Relations and Advocacy (CR&A) Committee and Board staff regarding the draft letter to the County Executive and draft resolution in Support of the Health & Human Services Issue 15. Mr. Denihan reported that the CR&A Committee spent considerable time discussing the issue of the ADAMHS Board's invaluable in-kind support for levy activities and agreed upon describing the various support components which far exceed the value of the contribution requested by the County Executive.

Motion to recommend support of the Cuyahoga County Health & Human Services Issue 15 and letter draft to the County Executive to the full Board. MOTION: I. Bailey / SECOND: R. Kemm / AYES: I. Bailey, R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / ABSTAIN: None / Motion passed.

8. FY13 NON-MEDICAID BUDGET PROCESS

Currently, the ADAMHSCC is on a state fiscal year budget which runs from July to June which is consistent with the time frame that both State departments operate--a biennium budget cycle that runs from 7/1/11 through 6/30/13. The significant reduction in State funds, coupled with the elevation of Medicaid and the implementation of a biennial budget at the county level requires ADAMHSCC to reconsider its budget process for allocation of funds to providers. Changes in funding streams result in county funds serving as the primary source of revenue for the Board and do not justify the continuation of a state fiscal year budgeting cycle. As a result, Board staff recommends beginning a process to move the budget to a calendar year basis and eventually moving toward the adoption of a two year budget. Such an adoption does not mitigate the fact that the budget amounts awarded cannot be modified by increases and/or decreases during the budget cycle.

The Board currently has the ability to make budget adjustments during the fiscal year cycle and will continue to do so with the adoption of a biennium budget. The movement of the budget to a calendar year cycle will also lend itself to greater ease of reporting data to the County Council and County Executive's Office. This move will eliminate the need to issue RFI in February. Board staff would present the recommendation to extend Non-Medicaid existing contracts from June 30, 2102 to December 31, 2012 during the May 2012 Board Meeting cycle. Ms. Richardson noted that this process excludes any pass-through funded initiatives that will be consistent with the cycle that funds are received.

Motion to adopt Change of Non-Medicaid Budget Process to a Calendar Year Basis to the full Board. MOTION: I. Bailey / SECOND: R. Kemm / AYES: I. Bailey, R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None ABSTAIN: None / Motion passed.

9. STRATEGIC PLAN UPDATES: FINANCE, INFORMATION TECHNOLOGY & HUMAN RESOURCES

Ms. Richardson suggested that committee members review the Strategic Plan Updates distributed from the three areas referenced. Questions can be addressed at the next Finance & Operations Committee meeting.

10. OLD/NEW BUSINESS

- State Budget Update - Mr. Denihan briefed committee members on issues related to the 505 state line item, which serves Non-Medicaid and uninsured individuals, referenced in his January 1st Op Ed piece. Of the \$47 million to be distributed statewide, Cuyahoga County will receive only \$232,000. ODMH Director Plouck responded by letter that Cuyahoga County has 11% of the population and receives 15% of Medicaid which is \$70 million. Mr. Denihan noted that this response compares apples to oranges; the apples represent Non-Medicaid individuals who are uninsured and the oranges represent those who qualify for Medicaid. After further discussion, Mr. Denihan and Director Plouck are not in agreement.

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10. OLD/NEW BUSINESS *(Continued)*

The Director has announced that \$10.6 million of new funds will be distributed utilizing a per capita component based on current census data for regionally identified hot spots through submission of regional requests. An amount of \$2.3 million is available for the Northeast Region: Cuyahoga, Lorain, Lake, Ashtabula, Summit, and Geauga. Mr. Denihan pointed out several problems with developing a partnership collaborative among the six counties in order to apply for this additional funding; the major issue being that our county is currently unable to provide basic services (i.e. intakes are closed).

As President of the Ohio Association of County Behavioral Health Authorities (OACBHA), Mr. Denihan called an emergency meeting to develop strategies to ask the General Assembly for additional funds for behavioral health needs. A motion passed to stand together to communicate that the system is grossly underfunded and that any new funding received through the SFY 2012-2013 Mid-Biennial Review process should be used to address inequities in the 505 line for mental health funding. OACBHA wishes to garner support for this resolution from Director Plouck and Ohio NAMI.

Mr. Denihan is scheduled to make a presentation to the County Council Health, Human Services and Aging Committee on 1/19/12 at 1:00 p.m. to address the distribution of additional county funding, the Center for Community Solutions' Cuyahoga County Human Services Financial Profile, state funding issues, etc. Committee members were invited to attend the meeting.

11. EXECUTIVE SESSION**Motion to enter an Executive Session for the purpose of Wage Negotiation.**

MOTION: C. Noble / SECOND: R. Kemm / A roll call vote was taken: AYES: I. Bailey, C. Brown, R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / Motion passed.

Finance & Operations Committee members adjourned to the Cardinal Room to meet in Executive Session. Upon the return of committee members, a motion was made to exit the Executive Session.

Motion to exit the Executive Session. MOTION: M. Warr / SECOND: I. Bailey / A roll call vote was taken: AYES: I. Bailey, P. Brown, R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / Motion passed.

Mr. Denihan wished to make a recommendation relative to a wage increase for staff and shared some background information. He pointed out that all staff members of the ADAMHS Board are dedicated and hardworking individuals. Since the consolidation and especially since the layoffs of July 2011, staff workloads have greatly increased. Upon receiving a request for a wage reopener from the Union, Mr. Denihan, agreed and appointed four members of the Executive Team to meet with the Union representatives to negotiate on his behalf. Mr. Denihan and the Union came to a tentative agreement contingent upon Board of Director approval. It was made clear that given the economic conditions of the day, increases could not be guaranteed.

The rationale for Mr. Denihan's Decision:

- No Increase in Four Years:
 - ADAMHS Board of Cuyahoga County staff has not had a salary increase since July 1, 2008.
- Increase in Job Responsibility:
 - 2009: Due to consolidation total personnel reduced from 101 positions to 64 paid positions
 - 2011: Due to reduction in Board operating budget, 64 paid positions were reduced to 47 paid positions.
 - On both occasions all personnel received more responsibility.
- Increases in Health Insurance:
 - As of January 1, 2012, all County employees, including Board staff, now have health insurance deductibles and co-insurance for the first time. Deductibles are \$250 for single and \$500 for families, and co-insurance is \$1,250 for single and \$3,000 for families.

- Increases at Other Boards:
 - Other ADAMHS Boards around the state and the local Board of Health and Board of Developmental Disabilities have continued to give increases to their staff since 2008.
- Loss of Valuable Personnel:
 - The ADAMHS Board recently lost two very talented employees who separated for more money.
- Within Current Personnel Budget:
 - Total cost to provide bargaining and non-bargaining staff a 3% salary increases from July 1, 2011 through June 30, 2012 is no more than \$104,000.
- Negligible Impact on Board Operating Cost:
 - Board Operating Budget remains at 4% of the total budget.
 - The funding for the increase is available in our operating budget because of:
 - Salary savings from open positions not being filled because of other staff taking on the responsibilities.
 - Savings from laid-off employees not using the budgeted dollar amount for unemployment compensation because they received other jobs.
 - Overall cost savings within the operating budget. Staff has been very frugal in all areas of Board operations.

CEO Recommendation:

1. Provide all staff, both bargaining and non-bargaining, with a 3% increase for 7/1/11 through 6/30/12.
2. Union to actively promote participation of its members in Voluntary Random Drug Testing as part of the ADAMHS Board of Cuyahoga County Drug Free Workplace Policy that management has already participated in since 2010.
3. Approve the Bargaining Unit Contract Addendum to include the 3% salary increase as described above, and provide a 3% salary increase to all Non-bargaining Staff.

Motion to recommend support of salary increases for all ADAMHS Board staff to the full Board.

MOTION: C. Noble / SECOND: M. Warr

Several committee members voiced their appreciation for the quality of work performed by the Board staff.

Question: Will the CEO be included in this recommendation?

Answer: The CEO's salary will not be included.

Question: Where will the money come from for this salary increase?

Answer: The funds will come from the approved salary and fringe benefits budget line item. There is enough money to cover the request, and it will not come from any other source. The administrative costs for the ADAMHS Board will fall in the 4% range and will come from the approved budget amount.

Vote to recommend approval of the Bargaining Unit Contract Addendum to include the 3% salary increase, as described above (from the time period of 7/1/11 through 6/30/12) and provide a 3% salary increase to all Non-bargaining Staff. AYES: I. Bailey, R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / **Motion passed.**

There being no further business, the meeting adjourned at 6:15 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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