

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

FINANCE AND OPERATIONS COMMITTEE MINUTES
APRIL 18, 2012

In the absence of Pastor Charles Brown, Committee Chair, Harvey Snider, Vice Chair, called the Finance & Operations Committee meeting to order at 4:00 p.m. Mr. Kemm 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: Rick Kemm, Harvey Snider, Mary Warr / Absent: Pastor Charles E. Brown, Rev. Charlotte Still Noble

Board Staff Present: Cassandra Richardson, Tami Fischer, John Garrity, Ph.D., Carol Krajewski, Scott Osiecki, Ralph Piatak, Starlette Sizemore-Rice

1. **APPROVAL OF MINUTES**

The Finance & Operations Committee minutes of March 21, 2012, were approved as submitted.

2. **ADMINISTRATION / CLINICAL ISSUES**

• **State Hospital Bed Day Utilization**

Through March 2012, the fiscal year-to-date (YTD) actual hospital bed day usage is 18,443 days; the YTD figure is under projection by 4,582 days. Average bed day usage is 67.07 which is 16.61 under the planned days. (The report is attached to original minutes stored in the Executive Unit.)

• **Central Pharmacy**

An updated Central Pharmacy report was distributed which includes AOD information recently received. Actual utilization for Central Pharmacy in March 2012 was 64.57% for mental health and 95.01% for AOD methadone. Overall utilization was 65.54%. It was noted that the full Board set-aside \$10,000 last month to cover AOD overages.

3. **FINANCE REPORTS**

a. **Board Voucher and Operating Expenditures Reports for March 2012**

Ms. Richardson reviewed the Income Statements, Expenditures Reports, Balance Sheets and Board Vouchers for March 2012 and addressed questions of committee members. (Financial Reports and Vouchers are attached to minutes stored in the Executive Unit.)

Motion to recommend approval of Board Vouchers & Expenditures Reports for March 2012 to the full Board.

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

4. **AUTHORIZATION TO ISSUE REQUEST FOR PROPOSAL (RFP) FOR 2012 INDEPENDENT PEER REVIEW**

Purpose: The Board seeks to implement a comprehensive Independent Peer/Utilization Review as required annually through Ohio Department of Alcohol and Drug Addiction Services (ODADAS) regulations, to assess the quality, appropriateness and efficacy of Detoxification services within the Cuyahoga County Service Delivery System. The term is 6/1/12 to 9/1/12 for an amount not to exceed \$15,000.

Motion to recommend authorization to issue a RFP for 2012 Independent Peer Review to the full Board.

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

5. MEMORANDUM OF UNDERSTANDING (MOU) WITH S.E.I.U. REGARDING BRIDGEWAY TRANSITION PLAN

Ms. Richardson introduced the proposed Memorandum of Understanding between the ADAMHS Board of Cuyahoga County and the Service Employees International Union (S.E.I.U.), District 1199 (WV/OH/KY) to address an emergency emergency situation which, but for the earnest cooperation of the ADAMHS and SEIU, could threaten the health and safety of those receiving services through ADAMHS.

Because there is a union involved with Bridgeway, Inc., this MOU will serve to protect the ADAMHS Board from being liable for any costs related to the individuals being employed since this is a voluntary agreement being entered into with the staff who elect to continue on with the Transition Plan. This agreement is for a 60-day period of time from 4/11/12 and will terminate on 5/31/12. If an extension is needed, further negotiation will occur with S.E.I.U.

Mr. Snider was impressed with the concise document. He noted that it stipulates that all individuals are independent contractors and that it is a temporary arrangement not to extend beyond 60 days, while reserving the right by both the union and our Board to pursue any claim against Bridgeway, Inc. that it may or may have in the future. Mr. Snider strongly supported the proposed Memorandum of Understanding.

Motion to recommend approval of the MOU with S.E.I.U. Regarding Bridgeway Transition Plan to the full Board. MOTION: M. Warr / SECOND: R. Kemm / AYES: R. Kemm, H. Snider, M. Warr / NAYS: 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:

- Cuyahoga County Dept. of Health & Human Services: Ryan White Title 1 Funds
- Notice of Funding Award - Cuyahoga County Corrections Planning Board: Early Intervention and IOP and Aftercare Dual Diagnosed Programming
- Notice of Funding Award – Cuyahoga County Corrections Planning Board: Mentally Disordered Offender Program
- Amendment to Resolution No. 12-02-02, Cuyahoga County Corrections Planning Board: Additional Funds for AOD Residential

b. Service Provider Agreements:

- Catholic Charities Services – Matt Talbot
- ORCA House
- Community Action Against Addiction (CATS)
- Recovery Resources, Inc.
- Notice of Funding Award - Cuyahoga County Corrections Planning Board: Early Intervention and IOP and Aftercare Dual Diagnosed Programming;
 - Community Assessment & Treatment Services (CATS)
 - Catholic Charities Services – Matt Talbot
- Notice of Funding Award – Cuyahoga County Corrections Planning Board: Mentally Disordered Offender Program
 - Recovery Resources
- Catholic Charities Services Corp. - Mental Health Services in Juvenile Detention Center
- ODMH Capital Application and Grant
 - Emerald Development & Economic Network (EDEN), Inc.
- Amendment to Resolution No. 12-02-02 Cuyahoga County Corrections Planning Board: Additional funds for AOD Residential
 - Catholic Charities Services – Matt Talbot
 - ORCA House
 - Community Action Against Addiction (CATS)

Service Provider Agreements (Continued):

- Amendment to Res. No. 12-02-03 Early Childhood Mental Health: Invest in Children allocation
 - Achievement Centers for Children
 - Beech Brook
- c. **Operational Agreement:**
 - C.C. Mitchell: Equipment Replacement for Residential Care Facility, Bradley Manor
- d. **Personal Service Agreement:**
 - Your Bean Counters: Bridgeway Transition Services

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

8. IDENTIFY CONSENT AGENDA ITEMS

Mr. Snider proposed including the approval of Interagency, Service Provider, Operational and Personal Service Agreements into the Consent Agenda format for consideration by the full Board; committee members concurred.

9. OLD/NEW BUSINESS

- Ms. Warr noted that prior to this meeting she had attended a talk on the issue of hoarding at her church, East Mt. Zion, and wished to commend Board staff, Leshia Yarbrough Franklin, Adult Programs Specialist, for her excellent presentation.

10. AUDIENCE INPUT

- Kathy Kazol, Executive Director of EDEN, Inc., thanked Board staff for their extra efforts to bring the grant application quickly forward to the attention of the Finance & Operations Committee. She noted that this is an important piece of the funding for the Emerald Alliance VII Permanent Supported Housing Project that will open approximately a year from now.

There being no further business, the meeting adjourned at 4:35 p.m.

Submitted by: Carol Krajewski, Executive Specialist

*Approved by: Harvey A. Snider, ADAMHS Board Vice Chair
& Finance & Operations Committee member*