

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

FINANCE AND OPERATIONS COMMITTEE MINUTES  
JUNE 20, 2012

Committee Chair, Pastor Charles E. Brown, called the Finance & Operations Committee meeting to order at 4 PM.

Committee Members Present: Pastor Charles Brown, Rick Kemm, Rev. Charlotte Still Noble, Harvey Snider, Mary Warr

Board Staff Present: William M. Denihan, C.E.O., Christina Delos-Reyes, M.D., Tami Fischer, Cheryl Fratalone, John Garrity, Ph.D., Carol Krajewski, Michelle Myers, Ralph Piatak, Cassandra Richardson, Starlette Sizemore-Rice., Lynnette Walker

1. APPROVAL OF MINUTES

The Finance & Operations Committee minutes of May 16, 2012, were approved as submitted.

2. ADMINISTRATION / CLINICAL ISSUES

• State Hospital Bed Day Utilization

Through May 2012, the fiscal year-to-date (YTD) actual hospital bed day usage is 22,480 days; the YTD figure is under projection by 5,629 days. Average bed day usage is 66.90 which is 16.78 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. Actual utilization for Central Pharmacy in May 2012 was 82.46% for mental health and 116.67% for AOD methadone. Overall utilization was 83.56%. As the AOD side is over its utilization, alcohol and drug addiction provider agencies will begin to send invoices to the ADAMHS Board to be paid from the set-aside funds (\$10,000.00) to cover the central pharmacy portion of methadone.

3. FINANCE REPORTS

a. Board Voucher and Operating Expenditures Reports for May 2012

Ms. Richardson reviewed the Income Statements, Expenditures Reports, Balance Sheets and Board Vouchers for May 2012 and addressed questions of committee members. The projected Administrative Budget should be at 92.00%; actual utilization stands is 80.91%. Ms. Richardson projects that the Board will be under budget through the end of June. (Financial Reports and Vouchers are attached to minutes stored in the Executive Unit.)

Pastor Brown addressed the expenditures listed for Bradley Manor and Noble Road properties. Ms. Richardson explained that although a resolution was adopted last month to transfer these properties to a non-profit, it has not occurred due to extenuating circumstances; the prior Board does not have members available to sign off on the acceptance. Mr. Denihan noted that efforts were made to meet with someone responsible for Links East to talk about the transfer of the property; however, Board staff learned that there is no one available at this time. Efforts are underway to determine how to legally proceed.

Mr. Snider asked if reimbursement will be received for expenditures for former Bridgeway properties. Mr. Denihan noted that ODMH has given the ADAMHS Board the authority to operate the properties but has not indicated that funds would follow. Ms. Richardson stated, as Bridgeway begins to sell off some of its properties, the Board may see expenses decrease.

In answer to Mr. Snider's inquiry, Mr. Denihan noted that there appears to be some hesitancy by Bridgeway to say that it is going to file Chapter 7 Bankruptcy. ADAMHS Board executives have met with representatives from Key Bank regarding the Board's interest in three specific properties: Roberto Flores House, West 81<sup>st</sup> Street and the Crisis Stabilization Unit.

Motion to recommend approval of Board Vouchers & Expenditures Reports for May 2012 to the full Board.  
MOTION: H. Snider / SECOND: R. Kemm / AYES: R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / Motion passed.

**4. RECOMMENDED PROVIDER FROM REQUEST FOR PROPOSAL (RFP) PROCESS FOR INDEPENDENT PEER REVIEW**

The Board is seeking to implement a comprehensive Independent Peer/Utilization Review to assess the quality, appropriateness and efficacy of Detoxification services within the Cuyahoga County Service Delivery System. The Board posted the Request for Proposal (RFP) announcement extensively, yet because of the highly specialized nature of the work, received only one response. Brown Consulting, LTD. submitted a high quality proposal and has been selected as the vendor.

Board staff recommends awarding a contract for Independent Peer Review of Detoxification services to Brown Consulting, LTD., for the period July 1, 2012 to September 15, 2012 in the amount not to exceed \$14,960.00.

Motion to recommend approval of awarding a contract with Brown Consulting, LTD., to the full Board.  
MOTION: H. Snider / SECOND: R. Kemm / AYES: R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / Motion passed.

**5. ACCEPTANCE OF FY2013 BED DAY PARTICIPATION AGREEMENT**

Mr. Denihan reported that the Ohio Department of Mental Health (ODMH) notified Boards of the new FY2013 Hospital Utilization Management Partnership Program developed by the 2014 Hospital Subcommittee. ADAMHSCC will work closely with the ODMH regional psychiatric hospital leadership to help manage board bed day use efficiently and increase community lengths of stay for mental health consumers in our board area. The partnership covers monitoring of civil and forensic stays for consumers admitted to the ODMH regional psychiatric hospital.

For participating in the program, Cuyahoga will receive an initial allocation of at least \$291,762 based on our historic use (civil and forensic) of regional psychiatric hospitals for a three-year bed day average (FY 2009 – FY 2011) of 68,071. By participating, the board shall receive an additional allocation of funds based on our ability to reduce bed day usage below the three-year average at the end of FY 2013. Mr. Denihan noted that what is unknown is the effect of including forensic beds given the lack of control or authority by the Board over forensic beds.

Motion to recommend approval to accept the ADAMHSCC participation in the FY2013 Hospital Utilization Management Partnership Program and the initial allocation amount of \$291,762 to the full Board. MOTION: M. Warr / SECOND: C. Noble / AYES: R. Kemm, C. Noble, H. Snider, M. Warr / NAYS: None / Motion passed.

**6. REQUEST FOR ADVANCE FROM HISPANIC UMADAOP (URBAN MINORITY ALCOHOLISM AND DRUG ABUSE OUTREACH PROGRAM)**

Ms. Richardson provided background information around the request received from Hispanic UMADAOP. On 6/11/12, the Hispanic UMADAOP submitted a follow up letter to Mr. Denihan as a result of a meeting held on 6/08/12. The UMADAOP's Board Chair and Interim Director advised the ADAMHS Board of the need to request an advance against their FY2012 contract agreement due to unexpected delays in re-opening of the Adult Residential Treatment Services at its new location on 2202 Prame Avenue. It was noted that the request for the advance was for Residential Treatment Services and did not include prevention programs.

Hispanic UMADAOP was awarded \$342,752.00 for Adult Residential Treatment Services at the onset of the fiscal year. Board staff worked with the agency to allow for the transfer of funds to do Intensive Outpatient Services. The agency is working to develop rates for this service, the delays in developing this also impacts the ability to draw down on the overall treatment allocation. The agency acknowledged their inability to fully utilize this allocation and has only expended 22.68% or \$77,946.51 of the total fee for service funds available.

**REQUEST FOR ADVANCE FROM HISPANIC UMADAOP** *(Continued)*

Hispanic UMADAOP has acknowledged its inability to meet its financial obligations and inability to meet payroll for June, July and August. The agency has sought acceptance from the board:

1. To temporarily shut down residential treatment operations from June 16, 2012 to July 31, 2012; and
2. Request of an advance in the amount of \$95,000.00 for the following
  - o \$15,000.00 to cover payroll period ending June 15, 2012;
  - o \$30,000.00 for May and June 2012 outstanding payables;
  - o \$30,000.00 for July and August payables; and
  - o \$20,000.00 for seed funds to re-open Treatment Center on August 01, 2012.

Upon receipt of the notice, communication was sent to Hispanic UMADAOP noting their need to comply with Section 11.12 of the Non Medicaid agreement. The initial information received does not meet the requirements set forth in the agreement. Once the Board receives the requested documentation, as outlined within the contract, Board staff will review and make a recommendation to the C.E.O. Consequently, Board staff recommends approval to consider the advance request from Hispanic UMADAOP in the amount of \$95,000.00.

Interim Executive Director, Francisco J. Alfonso, explained that Hispanic UMADAOP is in a desperate situation due to the fact that the residential treatment program was asked to move because the property was being sold. The agency was overly optimistic that it could relocate within 3-4 months. Mr. Alfonso noted that paperwork has been submitted to the city of Cleveland to obtain the necessary permit which is in process.

Discussion followed on issues involved since treatment funds are based on fee-for-service arrangement. Ms. Richardson provided a possible scenario once the necessary documentation is received and if the decision is made to advance the requested funds. The agency would receive the \$95,000 to pay their bills. Once the facility is ODADAS certified and they receive their occupancy permit, they can begin to bill. Theoretically, they will bill against the allocation that begins on 7/1/12. The agency would then be required to pay back by the end of the contract cycle which ends on 12/31/12.

Generally, Mr. Denihan noted that advance requests, in the past, have come from agencies that had mismanagement or leadership issues, operating problems, etc. He stated that this case does not fit any of those descriptions. This agency is an exceptional provider of services; the situation was caused by their landlord forcing them to move. Also, the agency was faced with push-back at their new location and it was necessary to get the appropriate codes approved through City Council. The agency must comply with ADAMHS Board rules in order for Board staff to have comfort in bringing back this issue to the full Board.

Discussion followed on criteria/stipulations to include in the motion for reconsideration of an advance request.

**Motion to recommend the consideration of Hispanic UMADAOP's request for an advance:**

- 1) Upon receipt of the required documentation from Hispanic UMADAOP, as stipulated in Section 11.12 of the Non-Medicaid Contract Agreement in a timely manner;
- 2) Upon Board staff review and determination that information is appropriate and meets the satisfaction of Board staff; and,
- 3) Upon acceptance of Hispanic UMADAOP and adherence to the repayment agreement that terminates on December 31, 2012, 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.

**7. CONTRACTS**

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

- a. **Interagency Agreements: Acceptance of Funds**
  - ◇ Cuyahoga County Board of Developmental Disabilities: Shared Services Agreement – Beech Brook
- b. **Service Provider Agreements: Allocation of Funds**
  - ◇ Cuyahoga County Board of Developmental Disabilities: Shared Services Agreement – Beech Brook
  - ◇ Match Funding for Cognitive Behavioral Therapy for Persistent Psychosis: CONNECTIONS: Health-Wellness-Advocacy
  - ◇ Amendment to Resolution 11-09-03(5) ODYS Aftercare Program – Catholic Charities Services
- c. **Operational Agreement:**
  - ◇ Administrative Office Upgrade Maintenance Cleaning Contract – Recovery Resources
- d. **Personal Service Agreements:**
  - ◇ Agreements with Licensed Adult Care Facilities – (identified on agenda process sheet attachment)

Ms. Warr indicated an interest in learning the location of the various Adult Care Facilities. Ms. Michelle Myers, Residential Specialist, explained the referral process for ACF's and offered to provide the information to Ms. Warr following the meeting.

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

**8. IDENTIFY CONSENT AGENDA ITEMS**

Pastor Brown suggested including approval of Finance Reports and Contracts into the Consent Agenda. Committee members were in agreement.

**9. OLD/NEW BUSINESS**

- Mr. Denihan reported on the information recently announced from ODMH Director Plouck regarding the proposed distribution of 505 Community Mental Health funds provided through the \$3 million allocated during the legislative process and Mid-Biennial Review. Out of the \$3 million, ODMH took 2.3 million and allocated it to the four Boards with no 505 funding and distributed the remaining \$819,000 to the other 8 Boards that had a lack of parity.

After the distribution, our Board received \$173,315; that brings our overall Non-Medicaid allocation to \$405,525. The document reflected that the average Non-Medicaid allocation amount for an Ohio resident needing mental health services is \$4.20 per person while the average for a resident living in Cuyahoga County is \$.20/per person.

Mr. Snider proposed conveying to ODMH that the Board of Directors are upset about the disparity of the allocation of resources and recommended that a resolution be written to strongly advocate for parity in the funding of Non-Medicaid dollars and to express the Board of Directors deep concern/dismay about the allocations as they currently stand.

**Motion to authorize the drafting of a resolution in support of parity in allocating Non-Medicaid dollars.**

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

*There being no further business, the meeting adjourned at 5:30 p.m.*

*Submitted by: Carol Krajewski, Executive Specialist*

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