

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY  
FINANCE AND OPERATIONS COMMITTEE MINUTES  
JULY 18, 2012**

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

**Committee Members Present:** Pastor Charles E. Brown, Rick A. Kemm, MNO, Harvey A. Snider, Esq., Mary R. Warr, M.Ed.

**Board Staff Present:** William M. Denihan, C.E.O., Tami Fischer, Cheryl Fratalone, Carol Krajewski, Ralph Piatak, Cassandra Richardson, Starlette Sizemore-Rice., Linda Torbert

**1. APPROVAL OF MINUTES**

The Finance & Operations Committee minutes of June 20, 2012, were approved as submitted. Pastor Brown noted that he would be out of town the week of the General Meeting; consequently, he enlisted the help of a committee member to give the summary report. Ms. Warr accepted the responsibility.

**2. ADMINISTRATION / CLINICAL ISSUES**

• **State Hospital Bed Day Utilization**

Through June 2012, the fiscal year-to-date (YTD) actual hospital bed day usage is 24,117 days; the YTD figure is under projection by 6,512 days. Average bed day usage was 65.89 which is 17.79 under the planned days. (The report is attached to original minutes stored in the Executive Unit.)

• **Central Pharmacy**

Ms. Richardson highlighted the Central Pharmacy report for June 2012. Actual utilization for Central Pharmacy during this time period was 89.52% for mental health and 128.71% for AOD methadone. Overall utilization was 90.77%. As the AOD side is over its utilization, alcohol and drug addiction provider agencies will 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.

Pastor Brown inquired about the status of CAAA (Community Action Against Addiction). Ms. Richardson noted that Board staff presented the audit reports to agency staff in June. CAAA is required to submit a corrective action plan by 7/25/12. A discussion about CAAA is scheduled for the Planning & Oversight Committee meeting in September.

**3. FINANCE REPORTS**

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

Ms. Richardson reviewed the Income Statements, Expenditures Reports, Balance Sheets and Board Vouchers for June 2012 and addressed questions of committee members.

At the close of FY12, the actual utilization of the Administrative Budget stands is 89.09%. Ms. Richardson explained that Board staff budgeted high for unemployment compensation in preparation for last year's layoffs; however, as expenses did not materialize as anticipated, funds were left over in the Administrative Budget that will be carried over into FY13. Ms. Richardson projected the use of those dollars for the July through December budget extension to support the service provider contracts. (Financial Reports and Vouchers are attached to minutes stored in the Executive Unit.)

Discussion followed on the continued responsibilities for the Bridgeway properties. As yet, Bridgeway has not filed for bankruptcy. Board staff has received the County appraisals for the three properties it is interested in acquiring; however, the bank wishes to obtain its own appraisals prior to negotiations. Mr. Denihan noted that the Board is still in a holding pattern with the bank.

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

#### **4. OVERVIEW OF LIABILITY INSURANCE POLICIES**

Mr. William E. Brancovsky, Executive Vice President of the Oswald Companies, distributed a handout entitled the Summary of Insurance that enumerated the annual insurance coverages for the ADAMHS Board that renewed on 6/30/12. The line of coverages for the Board include: Property, General Liability, Crime, Inland Marine (computer coverage), commercial auto, umbrella, Directors & Officers Liability, Entity Liability, and Employment Practices Liability. (The Summary of Insurance report is attached to original minutes stored in the Executive Unit.)

Mr. Brancovsky addressed questions of committee members and explained that the annual cost of our policies increased significantly (by approximately \$39,000) due to the need to insure the additional Bridgeway properties. He assured the committee that as Bridgeway properties are sold, the respective insurance coverage & cost would be removed from the policy.

Mr. Snider suggested to the Finance & Operations Committee Chair, that the Board consider increasing the Directors & Officers Liability coverage. Mr. Snider asked Mr. Denihan if the Board intends to request ODMH to assist with the additional expenses incurred in the Bridgeway transition. Mr. Denihan reported that he spoke with Director Plouck about this reimbursement request; however, there has been no action to date; the issue is still pending.

Ms. Warr inquired about the status of former Bridgeway clients in these properties. Mr. Denihan stated that he has not received any complaints and that Board staff is also monitoring the activities at staffed residential properties. Improvements have been made to the properties including the installation of new air conditioners. Mr. Denihan assured the committee that this question is the basis of everything the Board is doing during this transition.

#### **5. STATE ALLOCATION FUNDING**

Ms. Richardson introduced the ODMH/ODADAS State Fiscal Year (SFY) 2013 Allocations:

- **ODMH & ODADAS Allocation Analysis** – The total award for SFY 2013 is \$9,942,914 representing an increase of \$214,156 from the SFY2012 total allocation level of \$9,728,758. Overall, the percentage increase from FY2012 to FY2013 is 2.20%.
- **ODADAS Pass-Thru Allocation/Award** for SFY2013 is \$2,846,169 which represents a decrease of \$164,877 from SFY 2012. Overall, the percentage reduction from FY2012 to FY2013 is 5.48%
- The document referenced is attached to the original minutes stored in the Executive Unit.

#### **6. S.H.A.R.E.S./C.O.G. UPDATE**

Ms. Richardson highlighted the document entitled, Council of Governments (C.O.G.) and Shared Health and Recovery Enterprise System (S.H.A.R.E.S.) that provided background information as a result of Resolution No. 11-06-05 granting the ADAMHSCC to participate along with Hamilton and Franklin County ADAMHS Boards to participate in the development and release of a Request for Proposal (RFP) to replace the MACSIS system utilized by ODMH and ODADAS.

- **S.H.A.R.E.S. Update** - Ms. Richardson referenced the timeline for the RFP submission/process from vendors. Based upon submissions, the field was narrowed down to three vendors; it was noted that one of the three vendors is from Ohio. Vendor presentations were scheduled for July 12 & 13 and July 19 & 20. Committee members will review the information and determine the recommended finalist. The committee shall make a recommendation to the C.O.G. in September with anticipated implementation in January 2013.
- **C.O.G. Update** –Each of the three participating Boards have reviewed and approved the proposed C.O.G. Bylaws; however, the C.O.G. has not met in several months in order to officially adopt them. Once the Bylaws are in place, the C.O.G. will be able to approve the recommendations of the committee on the selection and negotiation of the contract with the selected vendor.

Mr. Snider noted his displeasure with the pattern of cancelling meetings and asked the record to indicate that both he and Mr. Denihan were available for all of the previously scheduled meetings and cleared their entire day to travel to Columbus. The requests for cancelation of C.O.G. meetings originated from the other county counterparts. Mr. Denihan agreed and noted that he would pass along their concerns.

## 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

- ODMH – Notice of Sub Award (NOSA) for Early Childhood Mental Health - Guidestone
- ODMH: Forensic Center & Monitoring Funding – Court Psychiatric Clinic, Recovery Resources
- ODMH: Project Assistance in Transition from Homelessness (PATH) - Mental Health Services
- ODMH: STOP Gap Funding – Recovery Resources
- ODADAS – Ohio Department of Youth Services (ODYS) Aftercare Program Funds
- ODADAS: Youth Led Prevention - Recovery Resources
- ODADAS – Pass Thru Grants – *(see list on agenda process sheet)*
- ODRC: Assertive Community Treatment Grant – Recovery Resources
- Ohio Rehabilitation Services Commission (ORSC): Reentry Peer Employment Project
- Memorandum of Understanding (MOU) with Cuyahoga County Board of Developmental Disabilities (CCBDD) and Catholic Charities Services/Parmadale

### b. Service Provider Agreements: Allocation of Funds

- ODMH: Notice of Sub Award (NOSA) for Early Childhood Mental Health  
- Guidestone
- ODMH: Forensic Center Funding  
- Court Psychiatric Clinic
- ODMH: Forensic Monitoring  
- Recovery Resources
- ODMH: Project Assistance in Transition from Homelessness (P.A.T.H.)  
- Mental Health Services
- Ohio Department of Alcohol and Drug Addiction Services (ODADAS) – Youth Led Prevention  
- Recovery Resources
- ODADAS Pass Thru Grants - *(See list on agenda process sheet)*
- Ohio Department of Rehabilitation & Corrections: Assertive Community Treatment Grant  
- Recovery Resources
- Ohio Rehabilitation Services Commission (ORSC): Reentry Peer Employment Project  
- Recovery Resources  
- Catholic Charities  
- Future Directions  
- Living Miracles  
- Life Exchange Centers
- Memorandum of Understanding (MOU) with Cuyahoga County Board of Developmental Disabilities (CCBDD): Catholic Charities Services/Parmadale
- New Provider Medicaid Contract – Acceptance Recovery Center (ARC2Recovery)
- Amendment to Resolution No. 12-05-11(a) Approval of Service Provider Contracts – FY2012 Extension of Funds to December 31, 2012

### c. Operational Agreements:

- Cuyahoga County Local Opiate Task Force Conference – September 28, 2012
- Women's Center for Greater Cleveland's Annual Event, *run, jane, run* (August 10-12, 2012)
- Marriott Cleveland Airport: Roads to Recovery Conference – September 16, 2013
- Holiday Inn Cleve. Airport: Pearson Education & Trainers – Prevention Education Series
- Provantage – Annual Software License
- C.C. Mitchell – Replace Air Conditioning Units at former Bridgeway properties
- SHI, AVVENIRE Solutions, Warrick Communications - Video Conferencing & Telephone Bridge

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

#### **8. IDENTIFY CONSENT AGENDA ITEMS**

The committee agreed upon including approval of all contracts into the Consent Agenda format.

#### **9. STRATEGIC PLAN UPDATES – FINANCE, INFORMATION TECHNOLOGY & HUMAN RELATIONS**

Committee members were encouraged to contact Board staff with any questions. It was noted that all Strategic Plan updates would be distributed to all Board members.

#### **10. OLD/NEW BUSINESS**

- Mr. Denihan reported that the Ohio Association of County Behavioral Health Authorities (OACBHA) intends to hold a conference call on 6/20/12 to go over a resolution in support of a letter to ODMH Director on the great disparity in the distribution of 505 dollars and to inquire about the department's plan for the future. Other organizations such as the Council of Agency Directors, NAMI and Cuyahoga County Judges are all supportive of this effort.

#### **11. AUDIENCE INPUT**

- Don Davies, Treasurer of the AOD Directors Association, stated that the association appreciates the efforts of the ADAMHS Board around the distribution of state and federal allocations and its analysis of the systemic Non-Medicaid cuts. The association feels that it is important for all to work in a united front to address the various funding levels needed.
- Greg Uhland, Executive Director of ORCA House, noted that budget reductions over the years have lost ORCA House close to 20% of its funding.
- Steve Morse, of Recovery Resources and the Council of Agency Director (CAD), announced that representatives of NAMI and CAD will participate in a teleconference on 6/19/12 to draft a letter in support of the 505 issue and their concern about the average resident allocation for Cuyahoga County and asked for suggestions. Mr. Denihan thanked him for this consideration and support. Mr. Denihan recognizes that the issue at hand was not created by this administration alone; consequently, he is interested in what will happen in the future. Since Ohio is grossly underfunded for behavioral health needs, it needs to be presented as a state-wide issue highlighting the five counties that are tremendously underfunded.
- Mr. Snider reported that he recently attended a Diamond Advisory Group meeting at University Hospitals having to do with a recent \$50 million grant from the Harrington Fund. After the announcement, an individual, other than Mr. Snider, asked if the funds could be considered for areas other than the usual ones--cardiovascular or cancer research—in order to focus on behavioral health needs. The director of the program answered, "yes." This event caused Mr. Snider to realize that the behavioral health system needs to become a part/recipient of philanthropic grants. As the ADAMHS Board's new Chair, Mr. Snider intends to focus on this concept and goal.
- Ms. Maureen Dee, Catholic Charities Executive Director, agreed with Mr. Snider's remarks and addressed the issue of integrated health and behavioral health. She has learned that some hospitals are beginning to think about hiring their own behavioral health specialists while our system has a whole network of experienced people who have the capability of partnering with them. Ms. Warr echoed the concept of collaboration.

*There being no further business, the meeting adjourned at 5:25 p.m.*

**Submitted by:** Carol Krajewski, Executive Specialist

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