

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

FINANCE AND OPERATIONS COMMITTEE MINUTES
OCTOBER 17, 2012

Committee Chair, Pastor Charles E. Brown, called the Finance & Operations Committee meeting to order at 4 PM and explained that there were no minutes for approval since the Finance & Operations Committee did not meet in September in lieu of a September Committee of the Whole meeting.

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

Board Staff Present: William Denihan, C.E.O., Cassandra Richardson, Tami Fischer, Valeria Harper, Carol Krajewski, Michelle Myers, Scott Osiecki

1. ADMINISTRATION / CLINICAL ISSUES

▪ **State Hospital Bed Day Utilization**

Regarding the new FY13 Report Format from Columbus, Ms. Richardson noted that Cuyahoga County has a projected daily level (3-year bed day average) of 58 civil beds and 129 forensic beds. Through the end of September, the Board was under its projection for civil bed days by 20 days and was at capacity for our forensic bed days at 129. We are doing extremely well in managing our civil and forensic bed days. (The report is attached to original minutes stored in the Executive Unit.)

▪ **Central Pharmacy**

Ms. Richardson distributed a revised report which reflected the September figures for Central Pharmacy recently received from Columbus. Ms. Richardson noted that the report includes information for both August and September. Year-to-date actual utilization for Central Pharmacy during this time period was 17.53% for mental health and 29.95% for AOD methadone. Overall utilization was 17.98%; the projected amount being 25%.

2. 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 September 2012 and addressed questions of committee members. The projected Administrative Budget Extension (July 1-December 31, 2012) through September is 50% and actual utilization stands at 45.97%. Ms. Richardson noted that the Board is within budget for all categories. Discussion followed on page 7 expenditures regarding Bradley Manor, Noble Road and Bridgeway properties. Mr. Denihan noted that Community Care Network (CCN) has hired a realtor to coordinate the sale of the Bridgeway properties. (The Financial Report document is attached to original minutes stored in the Executive Unit.)

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

3. ISSUANCE OF REQUEST FOR PROPOSAL FOR FISCAL AND ADMINISTRATIVE OVERSIGHT OF FAMILY CENTERED SERVICES AND SUPPORT (FCSS) GRANT DOLLARS

Ms. Richardson reported that the Family Centered Services and Support (FCSS) funds are grant dollars earmarked for local boards to provide wraparound services for youth as defined by the Service Coordination Mechanism monitored by Family and Children First Council (FCFC) of Cuyahoga County. Funds are to be utilized for community-based services which promote stability and well-being of children and families for non-clinical ancillary supports such as in-home visits, parent support groups, parent education, mentoring, respite care (including summer camp), transportation, social/recreational activities, etc. The overall goal is to promote emotional stability for children and families ages 0-21 by assisting with the maintenance of their behavioral health issues/symptoms, which will optimally improve their respective communities.

ISSUANCE OF REQUEST FOR PROPOSAL FOR FISCAL AND ADMINISTRATIVE OVERSIGHT OF FAMILY CENTERED SERVICES AND SUPPORT (FCSS) GRANT DOLLARS *(Continued)*

Upon notice of funding, the ADAMHS Board was requested to issue a Request for Proposal (RFP) in effort to adhere to the local government's guideline to bi-annually review contracts for transparency and equitability among vendors and service providers. Thus, ADAMHS Board staff will compose an RFP to aid in the aforementioned request as proposed in the timeline below:

Board staff recommends authorizing the issuance of a Request for Proposal (RFP) to solicit applications from ADAMHS Board contracted behavioral health care agencies for the monitoring and fiscal oversight of the Family Centered Services Support (FCSS) dollars from January 1, 2013 through June 30, 2013.

Motion to recommend authorization to issue a Request for Proposal for Fiscal and Administrative Oversight of FCSS Grant Dollars to the full Board. MOTION: H. Snider / SECOND: M. Warr / AYES: C. Brown, H. Snider, M. Warr / NAYS: None / **Motion passed.**

4. 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 – Family & Children First Council: Family Centered Services & Support Program
- b. **Service Provider Agreements: Allocation of Funds**
 - Amendment to Resolution No. 12-05-11(a) Approval of Service Provider Contracts – FY2012 Extension of Funds to December 31, 2012: Family Centered Supporting Services (FCSS) Funding - Positive Education Program
 - Amendment to Resolution No. 12-05-11(a) Approval of Service Provider Contracts – FY2012 Extension of Funds to 12/31/12: Lutheran Metropolitan Ministries – Services to Adult Care Homes
 - Amendment to Resolution No. 12-07-09(4) Approval/Ratification of Provider Contracts – FY2012 Extension of Funds to December 31, 2012: Community Assessment & Treatment Services (CATS)
 - Amendment to Resolution No. 12-09-07(5) Approval of Service Provider Contracts – Allocation for Funding for H.U.D. Legal Services Property Transition: E.D.E.N., Inc.
- c. **Operational Agreements:**
 - SHI: Three-Year Renewal of select Microsoft Software
 - CDWG: One-Year APC Maintenance Renewal

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

5. IDENTIFY CONSENT AGENDA ITEMS

The committee agreed to include approval of all contracts into the Consent Agenda format.

6. OLD/NEW BUSINESS – None

There being no further business, the meeting adjourned at 4:25 p.m.

Submitted by: Carol Krajewski, Executive Specialist

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