

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

**GENERAL MEETING MINUTES  
JANUARY 25, 2017**

**ADAMHS BOARD OF DIRECTORS PRESENT:**

Eugenia Cash, LSW, MSSA, CDCA, Chair	Cassi Handler
David E. Biegel, Ph.D.	Steve Killpack, MS
Reginald C. Blue, Ph.D.	Charlotte Rerko, MSN, RN, BC
Elsie Caraballo	J. Richard Romaniuk, Ph.D.
J. Robert Fowler, Ph.D.	Harvey A. Snider, Esq.
Rev. Benjamin F. Gohlstin, Sr.	Ericka L. Thoms
Pythias D. Jones, M.D.	

**ABSENT:** Mary R. Warr, M.Ed., Anngela Williams

**ADAMHS BOARD STAFF PRESENT:** William M. Denihan, C.E.O., Katie Boland, Frank Brickner, Cheryl Fratalone, John Garrity, Valeria Harper, Myra Henderson, Carol Krajewski, Dave Lambert, Scott Osiecki, Starlette Sizemore-Rice, Maggie Spellman, Diane Taylor

**1. CALL TO ORDER / AUDIENCE INPUT**

Eugenia Cash, Board Chair, called the General Meeting to order at 4:00 p.m. and opened the floor for audience input on agenda items; none received.

**2. APPROVAL OF MINUTES**

The November 30, 2016 General Meeting minutes were approved as submitted.

**3. RECOGNITION OF CLIENT ARTWORK DISPLAY – JANUARY 2017**

Mr. Denihan reported that this month's Artwork Display Program features artwork from **Future Directions**. Future Directions Director, J.J. Comisso, noted that the program's premise is very simple--mental health recovery through art and crafts. Karen, one of the artists, revealed the importance of art in her life as a healthy way to express herself and noted that it makes her feel whole. Katie Boland, External Affairs Officer, shared that this month's display is also in honor of **Joan Weiler**, an artist whose work has been displayed at the ADAMHS Board for many years and who passed away last year. Three of Joan's artwork pieces are displayed this month in her honor. A certificate of participation was awarded to Future Directions for the artwork display this month.

**4. CHAIR'S REPORT**

**Board Appointments: County** – A meeting was held with County officials regarding Board member reappointment terms. Board members whose terms ended on June 30, 2016 have been asked to prepare letters to County Executive Budish requesting re-appointment to Mr. Denihan's attention. Ms. Cash also noted that Ohio Law permits Board members to continue to serve until an appointment or re-appointment is made. Mr. Denihan reiterated the importance of receiving letters from Board members needing reappointment in order to forward them with a recommendation letter to the County for consideration.

Mr. Denihan attended and testified before a recent County Council Meeting (1/24/17) about the Heroin Crisis Partnership Initiative. He reported that County Council approved allocating \$250,000 for the initiative and that County Executive Budish made some very positive remarks about the ADAMHS Board.

**OACBHA 2017 Behavioral Health Conference: Moving Forward in Recovery Oriented Systems of Care** – Ms. Cash shared that the OACBHA Conference was a very worthwhile experience. Our Board was well represented as several break-out sessions were led by Board staff. In each instance, everyone (listed below) did a wonderful job.

- Craig D., a client with an addiction issues, spoke effectively about his recovery experiences.
- CEO Denihan, Scott Osiecki and Carole Ballard presented on the Board's C.I.T. Training Program as it relates to the Department of Justice's Consent Decree.
- Starlette Sizemore-Rice and Scott Osiecki presented on the Board's current Faith-based Initiatives.
- Katie Boland and Tonya Birney presented on the ADAMHS Board's use of Social Media.

Ms. Cash pointed out that all programs presented by our Board were original, innovative programs presented for the first time at an OACBHA Conference. Mr. Denihan agreed that all presentations were excellent and noted further that the Social Media topic, scheduled as a late afternoon session, had the highest participation and attendance of the conference. Mr. Denihan noted that he felt proud to be a part of the ADAMHS Board and that all staff presenters made a very good impression.

**5. FAITH-BASED OUTREACH COMMITTEE REPORT**

On behalf of Mary Warr, Faith-based Outreach Committee Chair, Rev. Gohlstin reported on the meeting held on 01/04/17. The committee reviewed the success of the five agencies/programs funded and the new goals set for this 2017. Committee members were pleased with the enthusiasm of program directors and the progress made to help persons in our community.

A contract has been established with Mr. Marcus Gould to discuss with the five providers what things they do well in order to develop to an information piece to publicize what the Faith-based Outreach initiatives are offering, as well as the goal of reaching other faith communities. Given that newly appointed Committee member, Rev. Brenda Ware-Abrams, has a public television program and offered to provide air time to promote the committee and Board's mission, the committee began to make plans to participate in a 2-hour video presentation.

**6. COMMUNITY RELATIONS & ADVOCACY REPORT**

Harvey Snider, Community Relations & Advocacy Committee Chair, reported on the meeting held on 1/24/17. Mr. Snider thanked Mr. Osiecki and Ms. Boland for the Media and Social Media Reports routinely reported upon at committee meetings. Two major actions recommended for approval by the CR&A Committee are:

- **RESOLUTION NO. 17-01-01**  
**ACCEPTANCE OF 2017 ADVOCACY ACTION AGENDA**

**Motion to approve Resolution No. 17-01-01.** MOTION: H. Snider / SECOND: S. Killpack / AYES: D. Biegel, R. Blue, E. Caraballo, R. Fowler, B. Gohlstin, C. Handler, P. Jones, S. Killpack, C. Rerko, R. Romaniuk, H. Snider, E. Thoms  
NAYS: None / ABSTAIN: None / **Motion passed.**

- **RESOLUTION NO. 17-01-02**  
**SUPPORT OF THE OHIO ASSOCIATION OF COUNTY BEHAVIORAL HEALTH AUTHORITIES (OACBHA)**  
**SFY18/19 BIENNIAL BUDGET PLATFORM**

**Motion to approve Resolution No. 17-01-02.** MOTION: H. Snider / SECOND: D. Biegel / AYES: D. Biegel, R. Blue, E. Caraballo, R. Fowler, B. Gohlstin, C. Handler, P. Jones, S. Killpack, C. Rerko, R. Romaniuk, H. Snider, E. Thoms  
NAYS: None / ABSTAIN: None / **Motion passed.**

**7. PLANNING & OVERSIGHT (P&O) COMMITTEE MEETING**

Steve Killpack, P&O Committee Vice Chair, reported that the committee met on 1/11/17 and addressed three agenda items.

- 1) Linda Torbert, Children's Behavioral Health Administrator, presented a plan to restore funding to the East Cleveland Neighborhood Center for the provision of prevention programming to reduce the onset of alcohol, tobacco and other drugs to approximately 600 children through the use of evidenced based curriculums. The contract has been on hold after the agency went through a transition in leadership and program staff. The request is to reinstate one half of the allocation for a six-month period in 2017 and to authorize a Performance Improvement Plan to begin upon the contract award. Board staff will monitor the program monthly to assure that all services and required certification status remains intact.

- 2) As both Mr. Denihan and Dr. Garrity were participating in the OACHBA Conference in Columbus, Ms. Harper reported on the final two areas: for Mr. Denihan – a comprehensive review of The Heroin Crisis Partnership with the City of Cleveland & Cuyahoga County and the Strategic Plan Update as prepared by Dr. Garrity.
- 3) Future agenda items for P&O Committee meetings include: HIPAA Security Risk Assessment and Lifetime Planning. Committee members concurred with the suggestion to add regular aggregate reports on SHARES (monthly, bi-monthly or quarterly).

**8. FINANCE & OPERATIONS COMMITTEE REPORT**

Ericka Thoms, Finance & Operations Committee Vice Chair, reported that total spending in the Administrative Budget through December 2016 was \$5.2 million--over 5% under the 2016 budget of \$5.5 million. The Board was under budget in all categories with the exception of Contracts. Salaries and Fringe Benefit expenses accounted for nearly \$250,000 of the under spending due to staff vacancies during the year. Contracts were over budget by 3% due to contracting out for some Administrative assistance while there were vacancies as well as additional payments for legal services due to labor negotiations and changes to Job Descriptions.

Income Statement - Total revenues through December were \$64,767,000; slightly less than the 2016 budget of \$64,809,000. Timing of the receipts accounted for the variance. Total expenses through December were \$67.9 million with the largest category of spending being the Non-Medicaid Service line where payments to the Board’s contracted service providers are made. The budget for Non-Medicaid Services is \$56.5 million; total spending was \$50.7 million. Board staff anticipates nearly the entire amount will be spent in the 1<sup>st</sup> quarter as providers can submit their year-end 2016 claims/invoices during the 1<sup>st</sup> quarter of 2017.

- **RESOLUTION NO. 17-01-03  
ACCEPTING THE REPORT OF THE CHIEF EXECUTIVE OFFICER ON EXPENDITURES AND VOUCHERS PROCESSED FOR PAYMENT DURING NOVEMBER 2016 & DECEMBER 2016**

**Motion to approve Resolution No. 17-01-03.** MOTION: E. Thoms / SECOND: H. Snider / AYES: R. Blue, E. Caraballo, R. Fowler, B. Gohlstin, C. Handler, P. Jones, S. Killpack, C. Rerko, R. Romaniuk, H. Snider, E. Thoms / NAYS: None  
ABSTAIN: D. Biegel / **Motion passed.**

**CONSENT AGENDA** (Resolution Nos.17-01-04 through 17-01-06)

- **RES. NO. 17-01-04: APPROVAL & RATIFICATION OF INTERAGENCY AGREEMENTS - \*Pass Through Items**
  1. \* Cuyahoga County Office of Health and Human Services, Family and Children First Council– Family Centered Services and Support - \$203,948.50 (Contractors: Bellefaire Jewish Children’s Bureau, Positive Education Program)
  2. \* OhioMHAS – Respite Care- \$154,315.00 (Contractor: Positive Education Program)
  3. \* Cuyahoga County Juvenile Court – Project CALM - \$11,561.00 (Contractor: Applewood Centers, Inc.)
- **RES. NO. 17-01-05 - APPROVAL AND RATIFICATION OF SERVICE PROVIDER CONTRACTS**
  1. Cuyahoga County Office of Health and Human Services, Family and Children First Council–Family Centered Services and Support
    - Positive Education Program - \$203,948.50
  2. OhioMHAS – Respite Care
    - Bellefaire Jewish Children’s Bureau
    - Positive Education Program - \$154,315.00
  3. Cuyahoga County Juvenile Court – Project CALM
    - Applewood Centers, Inc. - \$11,561.00
  4. Transitional Housing and Treatment
    - YMCA of Greater Cleveland - \$137,798.00
  5. AOD Prevention Services
    - East Cleveland Neighborhood Center - \$87,305.00

- 6. Inpatient Hospital Admissions for Minors' Agreement - \$50,000.00
  - Fairview Hospital
  - University Hospitals of Cleveland
  - Windsor Laurelwood Center

**Amendments:**

- 1. Amendment to Resolutions 15-11-05 and 16-10-04, Approval of CY2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – AOD Residential Treatment \$78,000.00 Increase
  - Community Assessment and Treatment Services - \$53,000.00 Increase
  - ORCA House, Inc. - \$25,000.00 Increase
- 2. Amendment to Resolutions 16-04-02 and 16-10-04, Pharmaceutical Management and Nursing Services for OhioMHAS Licensed Residential Care Facilities
  - The Visiting Nurse Association, dba VNA Careplus - \$30,000.00 Increase CY 2016 and \$60,000.00 Funding CY 2017
- 3. Amendment to Resolution 15-11-05, Approval of CY2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – MH Outpatient Treatment
  - Ohio Guidestone - \$30,000.00
- 4. Amendment to Resolution 15-11-05, Approval of CY2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – AOD Seasons of Hope
  - Hitchcock Center for Women – Up to \$51,726.00
- 5. Amendment to Resolution 15-11-05, Approval of CY2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – Hoarding Connection
  - Eldercare - \$1,800.00
- 6. Amendment to Resolutions 15-11-05 and 16-10-04, Approval of CY2016 ADAMHS Board Operational Budget and CY2016 – 2017 Service Provider Contracts – Sober Housing
  - Stella Maris - \$7,000.00 Increase

• **RES. NO. 17-01-05 - APPROVAL AND RATIFICATION OF OPERATIONAL AGREEMENTS**

- 1. Public Art Mural Project
  - Lewis Art - \$35,000.00
- 2. Amendment to Resolution 16-10-05, Approval of Operational Agreements - Strategic Plan
  - Cleveland Airport Marriott – \$3,396.41 Increase

**Motion to approve the Consent Agenda (Resolution Nos. 17-01-04 through 17-01-06).** MOTION: E. Thoms  
 SECOND: B. Gohlstin / AYES: D. Biegel, R. Blue, E. Caraballo, R. Fowler, B. Gohlstin, C. Handler, P. Jones, S. Killpack, C. Rerko, R. Romaniuk, H. Snider, E. Thoms / NAYS: None / ABSTAIN: None / **Motion passed.**

**9. SUCCESSION PLAN SUBCOMMITTEE REPORT**

Rev. Benjamin F. Gohlstin, Sr., Succession Plan Subcommittee Chair, reported that the subcommittee met on 1/09/17. As the Succession Planning Timeline was recently revised, he turned the subject over to the Board Chair for clarification.

Ms. Cash thanked the subcommittee for its preliminary work with BVU: The Center for Nonprofit Excellence. She expressed her appreciation for open communication and the concept of Board members working to harmonize around a common vision. Consequently, she thanked Vice Chair, Dr. Fowler, for his reference to the ADAMHS Board Bylaws that specify that the Executive Committee is the group responsible for beginning the recruitment process to employ a new CEO. Ms. Cash read the revised CEO Succession Planning Timeline (page 2) that was distributed to Board members.

Discussion followed on the statement “CEO position will be advertised internally *and locally.*” Ms. Cash noted that the term refers to Cuyahoga County.

**Board Member Input:**

- Several Board members expressed their opinion that applicants from outside our County should be considered.
- The option to focus locally was based upon additional costs involved with a national search, a potential salary increase, and/or possible reimbursement expenses related to out-of-state applicants.
- Candidates within the state of Ohio should be considered especially as this Board is funded by the state.
- Cuyahoga County residents should be considered primarily and then advertising extended outside of Cuyahoga County, if necessary, after the evaluation period.
- A suggestion was made to change the term “locally” to “externally”.

Dr. Blue moved to amend the Timeline statement on page 2 to read “CEO position will be advertised internally and externally.”  
 Seconded by Rev. Gohlstin. / AYES: D. Biegel, R. Blue, R. Fowler, B. Gohlstin, C. Handler, P. Jones, S. Killpack, C. Rerko, R. Romaniuk, H. Snider, E. Thoms / NAYS: E. Caraballo / ABSTAIN: None / **Motion passed.**

- **RESOLUTION NO. 17-01-07**  
**APPROVAL OF PERSONAL SERVICE AGREEMENT**

**Motion to approve Resolution No. 17-01-07 as amended above.** MOTION: R. Blue / SECOND: B. Gohlstin  
 AYES: D. Biegel, R. Blue, R. Fowler, B. Gohlstin, C. Handler, P. Jones, S. Killpack, C. Rerko, R. Romaniuk, H. Snider, E. Thoms / NAYS: E. Caraballo / ABSTAIN: None / **Motion passed.**

**Proposed Amended Bylaws Language – Written Notice: 1/25/17**

Given the Bylaws stipulation that the Executive Committee has the responsibility for the recruitment process, Ms. Cash introduced the concept of including additional Board members on an ad hoc basis to serve along with Executive Committee members for the sole purpose of participating in the CEO recruitment and hiring process. She explained this revision is being proposed to ensure adequate diversity and representation of the community.

The additional language proposed to Article VIII. Chief Executive Officer, Section 4. Recruitment, Hiring and Compensation of Chief Executive Officer (on page 12) is shown below (in italics) and was distributed to the full Board:

- a. Upon notice of the Chief Executive Officer’s resignation, removal or non-renewal of contract, the Executive Committee shall begin a recruitment process to employ a new Chief Executive Officer. ***So as to ensure adequate representation of the community, the Chair may appoint up to three (3) additional Board Members on an ad hoc basis to serve on the Executive Committee for the sole purpose of participating in the recruitment and hiring of the Chief Executive Officer. Such additional ad hoc members shall vote as members of the Executive Committee only on matters relating to recruitment and employment of the Chief Executive Officer, and their respective appointments to the Executive Committee shall terminate upon the hiring of a new Chief Executive Officer.***

As the Bylaws stipulate 21-days written notice prior to 2/3 affirmative vote of the full Board membership, the vote will be scheduled for the February General Meeting. The Chair indicated her intention, upon approval of the Bylaws amendment, to appoint two (2) additional Board members for this purpose—Elsie Caraballo and Steve Killpack. Both individuals were receptive to the prospective appointment. Discussion followed on the tight timeline for the CEO Search. Ms. Thoms suggested that the anticipated ad hoc members be permitted to attend the BVU Training sessions prior to their potential appointment next month as non-voting members. The full Board concurred with this suggestion. (The proposed Bylaws amendment document is attached to the original minutes in the Executive Unit.)

**10. CHIEF EXECUTIVE OFFICER’S REPORT** - CEO Denihan highlighted issues from the CEO Headliners dated 01/25/17.

- **County Executive Budish’s Heroin Partnership Strategy/Plan for Increased Beds** – As reported earlier in the meeting, Mr. Denihan noted his appreciation for the collaborative partnership with the County to tackle this crisis situation.

- **Quick Response/Heroin** – CEO Denihan described the evolution of a partnership for a Quick Response Protocol Pilot Program with the Cleveland Division of Police Narcotics Unit and the Cuyahoga County Sheriff’s Office to implement a new 24-hour pilot program to help individuals revived from a heroin/fentanyl overdose with Naloxone get into detox and treatment following stabilization. The pilot period is 12-months with reviews to be held every two months.

Dr. Jones noted that beds go very quickly and asked if there ambulatory treatment tools and support available. CEO Denihan noted that there is a continuum of care; after detox, there is emergency residential treatment and a third tier of longer term Sober Beds. Dr. Jones asked if there might be a way to coordinate with the Cleveland VA Medical Center. Mr. Denihan was receptive and asked Dr. Jones to assist in contemplating this idea further.

- **Strategic Plan Update** – Board staff is very pleased with the work of the RAMA Consulting Group and its direction. The keys areas of focus are: Needs Assessment Findings, Recovery Oriented System of Care, Community Input on Heroin and the Role of the Board in the Changing Environment. A follow-up Strategic Planning Committee meeting was held with Board members and Executive staff on Monday, January 9<sup>th</sup> where they affirmed the Board’s Mission and Vision as being valid with language added to emphasize Continuity of Care and the Recovery Oriented System of Care. Moving forward the Board’s Executive Staff will meet to refine the action steps. A draft for the Board of Directors is anticipated during the March meeting cycle.

Mr. Denihan highlighted the importance of the Community Addiction Meetings that provide an opportunity to receive input from families who have lost a loved one to addiction, family members who have a loved one struggling with addiction, individuals in recovery and advocacy groups. He noted that Cuyahoga County Councilpersons, Dale Miller and Yvonne M. Conwell, Chairperson of the Health, Human Services & Aging Committee, were in attendance at the recent community meeting last Monday. Mr. Denihan encouraged all Board members to consider attending one of the future Community Addiction Meetings usually scheduled for Monday evenings.

- **Personnel Updates** - The Board continues to interview for vacant positions. Mr. Denihan reported that Ms. Judy Jackson-Winston, long-time Clients Rights Officer at the Board, recently resigned to accept a position as Magistrate for the Domestic Relations Court. The Board is currently involved in Union Negotiations.
- **Paperless Agenda packets** – During the February meeting cycle, the Board will begin a trial period of exclusively using tablets instead of paper agenda packets in an effort to utilize technology and reduce the cost of copying and mailing meeting agenda packets.
- Mr. Denihan thanked Board members for their attendance, their consideration and efforts around the Succession Planning process and CEO Search.

**10. OLD/NEW BUSINESS**

- On behalf of the Board, Mr. Snider and Ms. Cash congratulated Mr. Denihan on being honored with the Outstanding Alumni for Public Service Award by Cleveland State University on 1/17/17.

**11. AUDIENCE INPUT** - None

***There being no further business, the meeting was adjourned at 5:35 p.m.***

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

***Approved by:*** \_\_\_\_\_  
***Eugenia Cash, LSW, MSSA, CDCA, Board Chair, ADAMHS Board of Cuyahoga County***