

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY
PLANNING & OVERSIGHT (P&O) COMMITTEE MINUTES
OCTOBER 8, 2014**

Dr. J. Robert Fowler, Committee Chair, called the meeting to order at 3:45 p.m.

Committee Members Present: Reginald C. Blue, Ph.D., Eugenia Cash, LSW, MSSA, CDCA, J. Robert Fowler, Ph.D.; Pythias D. Jones, M.D., Katie Kern-Pilch, MA, ATR-BC, LPC-S, Steve Killpack, MS, Mary Step, Ph.D., Mary Warr, M.Ed. / Others: Charlotte Rerko / **Absent:** Elsie Caraballo, Anngela Williams

Board Staff Present: William M. Denihan, C.E.O., Carole Ballard, Frank Brickner, Danei Chavez, Michael Doud, Craig Fallon, Tami Fischer, Cheryl Fratalone, John Garrity, Ph.D., Valeria Harper, Carol Krajewski, Linda Lamp, Scott Osiecki, Linda Torbert

1. APPROVAL OF MINUTES

The Planning and Oversight Committee minutes of September 10, 2014, were approved as submitted.

2. DISCUSSION: AGENDA PROCESS SHEET DRAFT

Committee members reviewed the new Agenda Process Sheet (APS) draft, formulated by Board staff in response to a request made at the recent Board Training/Retreat in September. Board members appreciated the new format that revised or included new information in the categories of: 1) previous Committee reviews of information, 2) Funding Sources, 3) Service Description, 4) Number of individuals to be served, 5) Client & System Impact, and 6) previous year's performance. Input was received; comments were favorable about the new format.

- Dr. Step & Ms. Warr appreciated that new forms were utilized for all agenda items to evaluate their usage.
- Dr. Fowler suggested that specific metrics be included in the Client & System Impact section, in Requests for Proposals and in new provider agency contracts. Mr. Denihan concurred and noted that this recommendation will become an action step for staff.
- Mr. Denihan explained that the yellow discussion draft represents a Provider Agency Presentation Worksheet to be used as a working tool by Board staff and agency representatives when preparing for presentations to the ADAMHS Board's Committees and General Meetings.
- Mr. Denihan noted that we will learn by doing and suggested that the Board consider this a flexible APS format that can be revised as needed.
- Ms. Warr advocated for including on the APS whether the program/project had met its goal.

The Committee Chair suggested tabling the discussion until later in the meeting once all APS's had been reviewed.

3. CHILDREN'S MOBILE CRISIS TEAM PILOT UPDATE

Linda Torbert, Children's Project Administrator, introduced Susan Neff, Director of FrontLine Services, and Jeff Ross, Chief Clinical Officer. Ms. Torbert referenced the APS that addressed questions previously asked about the use of funding and the number of staff to be hired. This project will increase the existing number of staff (4 crisis intervention specialists and a program manager) to 7.6 positions by adding 2.6 crisis intervention specialists. Funding will also be available to pay for one additional crisis stabilization bed at Bellefaire Jewish Children's Bureau.

Committee input:

- For pilot programs, Dr. Step suggested that data summary information (i.e. from monthly process evaluation meetings with providers and key stakeholders) might prove helpful for committee members.
- Mr. Killpack noted his interest in obtaining a quarterly or bi-annual update about approved, funded programs. Mr. Denihan noted that he will work with staff on a process to make follow-up reports to Board members. .
- The point of contact for questions from Board members is Mr. Denihan.

Motion to approve the allocation of \$66,325.00 to FrontLine Services, Inc. and \$50,000.00 to Bellefaire Jewish Children's Bureau to enhance crisis services within the children's system issuance to the Finance & Operations Committee. MOTION: P. Jones / SECOND: S. Killpack / AYES: R. Blue, P. Jones, K. Kern-Pilch, S. Killpack, M. Step, M. Warr / NAYS: None / **Motion passed.**

3. REQUEST TO ISSUE REQUEST FOR PROPOSAL FOR EARLY CHILDHOOD MENTAL HEALTH SERVICES

Early Childhood Mental Health (ECMH) services are delivered with a keen awareness of the significance of early brain development and the adverse effects of trauma, abuse, neglect, and other negative experiences that impact healthy emotional development. Early intervention services for children ages birth to six (6) address early emotional, social and behavioral development which ensure that our community's children are prepared for a successful start academically and socially. Currently, the ADAMHS Board contracts with five providers, Achievement Centers for Children, Applewood Centers, Beech Brook, Ohio Guidestone and Positive Education Program that provide the services identified above.

Ms. Torbert explained that it is the request of Invest in Children (IIC) for the ADAMHS Board to spearhead the release of a RFP to vet additional ECMH service providers to increase capacity, as well as procure additional evidenced based practices to add in the service delivery efforts for this vulnerable population.

Motion to approve the issuance of a Request for Proposal for Early Childhood Mental Health Services to the Finance & Operations Committee. MOTION: M. Step / SECOND: P. Jones / AYES: R. Blue, P. Jones, K. Kern-Pilch, S. Killpack, M. Step, M. Warr / NAYS: None / **Motion passed.**

4. EAST CLEVELAND PREVENTION

Danei Chavez, Prevention Planning Specialist, noted that the ADAMHS Board funds The East Cleveland Neighborhood Center (ECNC) for an evidenced based program for middle & high school students to aid youth identifying the harmful effects of alcohol & drug use, inclusive of HIV prevention skills, by changing attitudes and behaviors, as well as conducting an after-school & summer program focusing on drug-free activities.

Within the past three years, ECNC has significantly increased its efforts to outreach within the City of East Cleveland and other adjoining districts to provide a continuum of prevention services in various service venues. The tremendous efforts above left the agency with an unanticipated deficit within the third quarter of the calendar year. As such, additional funding would enable ECNC to maintain community partnerships and more importantly avoid program interruption. Ms. Chavez addressed questions and concerns posed by committee members.

Motion to approve the allocation of additional funds to East Cleveland Neighborhood Center to the Finance & Operations Committee. MOTION: M. Step / SECOND: R. Blue / AYES: R. Blue, P. Jones, K. Kern-Pilch, S. Killpack, M. Step, M. Warr / NAYS: None / **Motion passed.**

5. COORDINATION OF PRISON REFERRALS

Carole Ballard, Forensic Specialist, highlighted two initiatives of the ADAMHS Board and delineated the responsibilities of FrontLine Services as the liaison and gatekeeper for persons coming out of prisons and of Treatments Alternatives to Street Crime (TASC) to provide jail assessments to the court ordered population with substance abuse concerns.

Ms. Ballard reported that currently we are coordinating prison referrals from 34 prisons throughout Ohio. FrontLine Services serves as the gatekeeper for those referrals. The agency receives and reviews referrals and facilitates them to our provider network. FrontLine has a 24-hour/day, 7 day/week capability that can address offenders release on any particular day. FrontLine provides a monthly spreadsheet and has maintained this quality system for the past 10 years. We wish to formalize this relationship in terms of clearly identifying them as the gatekeeper. The funding amount of \$66,325.00 will also help to hire an additional full-time equivalent (FTE) to help with mobile outreach efforts for those persons coming out of prison.

Treatment Alternatives to Street Crime is a locally based program facilitated by the Corrections Planning Board of Cuyahoga County. TASC generally provides court-ordered drug and alcohol assessments for those persons in the County Jail. The funding amount of \$50,000 will provide an additional FTE in the County Jail who will conduct those assessments, give those recommendations to the juror and coordinate referrals to the probation officer. TASC will also provide a monthly report log to the ADAMHS Board.

Motion to approve the allocation of \$66,325.00 to FrontLine Services, Inc. for the coordination of prisons and to allocation \$50,000.00 to Cuyahoga County Corrections Planning Board for coordination and linkage of jail assessments to the Finance & Operations Committee. MOTION: K. Kern-Pilch / SECOND: M. Step / AYES: R. Blue, P. Jones, K. Kern-Pilch, S. Killpack, M. Step, M. Warr / NAYS: None / **Motion passed.**

6. VRP3 CONTRACT

Michael Doud, Adult Behavioral Health Services Administrator, noted that Board staff recommends approval to accept an award from Opportunities for Ohioans with Disabilities (OOD) for a two-year contract for the VRP3 Recovery to Work project in the amount of \$6,237,127.55, which includes the OOD funding amount of \$5,020,288.29, which includes a deduction of 20% for OOD administrative costs, and the ADAMHS Board match totaling \$1,216,839.26.

Approval for the proposed distribution of the OOD funding of \$5,020,288.29 funds is listed below:

- Jewish Family Services Association in the amount of \$733,553.96;
- Recovery Resources in the amount of \$786,734.33; and
- Pooled fund managed by OOD for case services budgeted costs in the amount of \$3,500,000.00 to be paid directly to provider agencies.

The funding provided supports the following full-time equivalent (FTE) staffing:

- o Case Coordinators – 7 FTE's (3 JFSA, 4 Recovery Resources)
- o Supervisors – 1.12 FTE's (0.5 JFSA, 0.62 Recovery Resources)
- o Support Staff – 1.75 FTE's (0.5 JFSA, 1.25 Recovery Resources)
- o Total Staffing - 9.87 FTE's (4.0 JFSA, 5.87 Recovery Resources)

Motion to enter into a contract with Opportunities for Ohioans with Disabilities (OOD) for VRP-3 Case Services Contract in the amount of \$5,020,288.29 to the Finance & Operations Committee.

MOTION: S. Killpack SECOND: M. Step / AYES: R. Blue, P. Jones, K. Kern-Pilch, S. Killpack, M. Step, M. Warr NAYS: None / **Motion passed.**

7. INDEPENDENT EVALUATION CONTRACTS

Dr. John Garrity, Director of QI/Evaluation & Research, noted that the ADAMHS Board voted previously to set aside funds to sponsor independent evaluations; therefore, he highlighted the 3 separate contracts being proposed, the goals and reporting frequency.

Committee Input:

- Based upon input regarding the Independent Evaluation of School-Based Mental Health Services, agreement was reached to add to the performance measures: an analysis of school attendance, grades, and juvenile court avoidance.
- Dr. Fowler noted his interest in receiving reports on the evaluators to assess how effective they were in meeting the criteria delineated in the Request for Proposals.
- Dr. Step advocated for including some methodological details regarding the evaluation expectations in future Agenda Process Sheets.

Motion to recommend approval of awarding to the Finance & Operations Committee:

- **The School Based Mental Health Services Evaluation contract in the amount of \$49,194.19 to Case Western Reserve University;**
- **The Employment & Vocational Services Evaluation contract in the amount of \$24,250.00 to Brown Consulting;**
- **The Independent Peer Review and Evaluation of Mental Health Services Records to Brown Consulting in the amount of \$46,080.00.**

MOTION: S. Killpack / SECOND: M. Step / AYES: R. Blue, P. Jones, K. Kern-Pilch, S. Killpack, M. Step, M. Warr
 NAYS: None / **Motion passed.**

8. SHARES UPDATE

Dr. Garrity noted that there has been an extraordinary amount of work by staff of the three Boards to give information to the vendor, InfoMC. There has been a great deal of forward movement in these areas; however, the software designer is dragging its feet on contract expectations and target dates.

Mr. Denihan reported that the COG (Council of Governments) is not seeing progress with the project. InfoMC is proposing that everything should go "live" on 6/30/15. Mr. Denihan provided a chronological sketch of the COG's frustrations with this project. The COG has decided to look into a number of legal options available at the end of the week and will meet again on 10/16/14 to consider next steps. Dr. Fowler suggested the concept of enlisting a software consultant as well. Mr. Denihan noted that an attorney who has expertise in this area has been asked initially to look into the matter.

RE: Continuation of APS Discussion – Dr. Fowler suggested that this issue be tabled until other committees have had an opportunity to review the new APS format.

9. NOVEMBER MEETING FORMAT

Mr. Denihan introduced the concept of revising the normal Board meeting cycle in November in order to concentrate on the Calendar Year 2015 Base Budget Recommendations and Funding Priorities. He proposed that standing committees--Community Relations & Advocacy, Planning & Oversight & the Finance & Operations Committees—not meet in November. **The only meetings scheduled for ALL Board members in November would be:**

1) Committee of the Whole Meeting = November 12, 2014 – 4:00 PM

Purpose: To present for review the following items (no action required at this meeting)

- CY2015 Core Budget
- New or Continuing programs from the Mid-Biennium Review (\$2.3 million – 3 programs)
- New or Continuing programs from the \$1.3 million one-time funds (from the \$1.8 million 72-hour crisis)

The overall Budget Manual will include the following sections:

- Process for Recommendation for Funding
- Setting of Priorities
- State of Funding
- Provider Outcomes
- Funding Recommendations
- Program Provider Detail

2) General Meeting = November 19, 2014 – 4:00 PM

- Discuss and vote on all fiscal items presented. The process used will be similar to that utilized last January and February.

Committee Members Input regarding Budget Review Process

- Dr. Step wished to have a key for abbreviations
- Fiscal Management of the provider – to assure that they are being good stewards of the funding.

10. NEW BUSINESS

- Copies of the final draft of the FY2014 Clients Rights Report, prepared by Consumer Relations Specialist, Craig Fallon, and Clients Rights Officer, Judy Jackson-Winston were distributed to Committee members. The report contains data regarding grievances, complaints and inquiries filed directly with the ADAMHS Board and also system-wide data for the categories listed. Committee members were directed to review the report and come prepared to the next P&O Committee meeting with any questions, comments and/or concerns regarding particular findings.

11. FUTURE TOPICS FOR PLANNING & OVERSIGHT COMMITTEE

Dr. Fowler suggested that Program Updates/Feedback be considered a top priority in the identification of future topics for the P&O Committee.

On-Going Updates:

- SHARES

Dates – Yet to Be Determined:

- Gambling
- Integration of Physical Health and Behavioral Health
- Gate Keeper Function for Admissions into Northcoast Behavioral Healthcare
- Transitional Young Adult Programs
- Urban Gardens
- Temporary Help Agency
- Westside Clubhouse
- County Council / County Executive 2015 Budget
- Update on County Employment Partnership

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There being no further business, the meeting adjourned at 5:45 p.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: J. Robert Fowler, Ph.D., Planning & Oversight Committee Chair