

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

FINANCE & OPERATIONS COMMITTEE MINUTES  
SEPTEMBER 16, 2020

**Committee Members Present:** Sharon Rosenbaum, MBA, Committee Chair, Ashwani Bhardwaj, Erskine Cade, MBA, J. Robert Fowler, Ph.D., Rev. Benjamin F. Gohlstin, Sr., Gwendolyn A. Howard, LSW, MSSA, Steve Killpack, MS, Harvey A. Snider, Esq. / **Absent:** None

**Board Staff Present:** Scott Osiecki, Chief Executive Officer, Christina Bohuslawsky-Brown, Curtis Couch, Erin DiVincenzo, Tami Fischer, Cheryl Fratalonie, Madison Greenspan, Felicia Harrison, Esther Hazlett, Bill Hebble, Myra Henderson, Linda Lamp, Kelli Perk, Vicki Roemer, Allison Schaefer, Starlette Sizemore-Rice, Larry Smith, Jr., Maggie Tolbert

1. **Call to Order**

Ms. Sharon Rosenbaum, Committee Chair, called the meeting to order at 4:00 p.m.

2. **Board Member Attendance Roll Call**

Due to the current public health orders surrounding COVID-19, and the Board's commitment to ensuring the health and safety of our Board members, staff, partners, and stakeholders, the Finance & Operations Committee meeting was held via a Zoom meeting. To assure a quorum, Ms. Linda Lamp, Executive Assistant, completed the Board member attendance roll call.

3. **Approval of Minutes**

The Finance & Operations Committee minutes from July 15, 2020 were approved as submitted.

*[Rev. Benjamin F. Gohlstin, Sr., entered the meeting.]*

4. **Finance Reports – July 2020 and August 2020**

Ms. Felicia Harrison, Chief Financial Officer, reported that during July 2020 the Board spent \$410,757; and that for the first 7 months of 2020 the Board has spent a total of \$2,957,514 that is roughly 49.51% of the total Administrative budget.

In July 2020 the Board received revenues of \$639,671, bringing our total revenue to \$56,382,522 which is approximately 88.50% of our anticipated revenue for the year as a result of receiving our total County allocation in January 2020. Expenditures for July 2020 were \$5,393,677 bringing our total expenses for the first 7 months to \$33,831,048 that is 51.48% of our anticipated expenditures for the calendar year.

Ms. Harrison noted that July is the commencement of the State Fiscal Year (SFY), thus the Board did not have much revenue come in during the month of July.

Ms. Harrison reported that during August 2020 the Board spent \$302,212; and that for the for first 8 months of 2020 the Board has spent a total of \$3,259,726 that is roughly 54.57% of the total Administrative budget. She noted that relative to the timeframe involved via percentage, 67.00% of the year, the administrative budget is under the projected amount by 12.43%.

In August 2020 the Board received revenues of \$2,768,890, bringing our total revenue to \$59,151,412 which is approximately 92.85% of our anticipated revenue for the year. Expenditures for August 2020 were \$1,874,902 bringing our total expenses for the first 8 months to \$35,705,950 that is 54.33% of our anticipated expenditures for the calendar year.

Ms. Harrison noted that the Board's August 2020 expenses were minimal; however, Board staff processed additional expenses that were not processed at the County level. As a result, Board staff will ensure that they are processed during September 2020. (The Financial Reports are attached to the original minutes stored in the Executive Unit.)

*[Mr. Steve Killpack, MS, entered the meeting.]*

*[Due to technical difficulties, Rev. Benjamin F. Gohlstein, Sr., and Gwendolyn A. Howard, LSW, MSSA, did not vote.]*

**Motion to recommend approval of the Board Voucher and Expenditure Reports for July 2020 and August 2020 to the full Board.** MOTION: R. Fowler / SECOND: S. Killpack / AYES: A. Bhardwaj, E. Cade, R. Fowler, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

## 5. Contracts

Ms. Harrison highlighted agenda process sheets for agreements listed below, answered questions, and provided clarification for committee members.

- a) Adult Care Facility (ACF) COVID-19 Appreciation/Incentive - \$31,000

Ms. Harrison reported that the ACF COVID-19 Appreciation/Incentive is for the term of October 1, 2020 through December 31, 2020 in the amount of \$31,000, which is \$1,000 per contracted ACF operator. She noted that the COVID-19 Appreciation/Incentive recognizes the outstanding dedication and perseverance demonstrated by the ACF operators for the work done to ensure the health and safety of clients during the pandemic, including setting aside areas for quarantine if needed.

- b) Ohio Department of Mental Health and Addiction Services (OhioMHAS): Whole Child Matters (WCM) Early Childhood Mental Health (ECMH) – Pass Through Funds – \$449,686.33
- Bellefaire Jewish Children's Bureau (JCB)/Applewood (Wingspan) - \$160,762.11
  - OhioGuidestone - \$168,511
  - Positive Education Program (PEP) - \$120,413.22

Ms. Harrison reported that the WCM Early Childhood Mental Health is OhioMHAS pass through state funding for the term of July 1, 2020 through June 30, 2021 in the amount of \$449,686.33 (\$441,906 SFY2021 allocation, in addition to \$7,780.33 carryover funds). The ADAMHS Board will be contracting with 3 provider agencies: Bellefaire JCB/Applewood (Wingspan) in the amount of \$160,762.11, OhioGuidestone in the amount of \$168,511 and Positive Education Program in the amount of \$120,413.22. The goal of the WCH Initiative is to increase access to ECMH services by reducing expulsions and increasing retention in early learning settings. This will be achieved by the expansion of the ECMH Family Focused Consultation model to families as well as pediatric medical home settings, in addition to increasing work-force capacity through statewide trainings. The WCM Initiative is an effort to promote healthy social and emotional development and school readiness among children ages 6, now expanded to age 8 and younger.

- c) Crisis Flex Funding: Children's Crisis and Residential Services – \$604,674.05
- Bellefaire JCB/Applewood (Wingspan) - \$118,514.05 Pooled
  - OhioGuidestone - \$486,160

Ms. Harrison reported that Crisis Flex Funding: Children's Crisis and Residential Services is OhioMHAS Crisis Flex Funds for the term of July 1, 2020 through June 30, 2021 in the amount of \$604,674.05 (\$473,149 SFY2021 allocation, in addition to \$131,525.05 SFY2020 carryover funds). The ADAMHS Board will be contracting with 3 provider agencies: Bellefaire JCB and Applewood in the amount of \$118,514.05 (pooled) and OhioGuidestone in the amount of \$486,160. These funds are for the provision of crisis stabilization residential treatment beds at OhioGuidestone. Additionally, these funds will be used for placements where the cost will be shared with the Department of Children and Family Services (DCFS) and Cuyahoga County Board of Developmental Disabilities across the 3 providers identified above. Target population are youth ages 9 through 18 years who require intensive stabilization, assessment, intervention, and treatment in a residential setting.

- d) Northeast Ohio Collaborative: Withdrawal Management/Detoxification and Crisis Bed Expansion – \$1,150,073
- Windsor Laurelwood - \$62,573
  - Stella Maris - \$150,000

- Lake County ADAMHS Board - \$130,000
- Applewood (Cuyahoga County) - \$200,000
- Applewood (Lorain County) - \$100,000
- Ravenwood - \$237,500
- Silver Maple Recovery Center - \$120,000
- Each ADAMHS Board in NEO Collaborative - \$150,000 Total

Ms. Harrison reported that the Northeast Ohio Collaborative: Withdrawal Management/Detoxification and Crisis Bed Expansion is a continuation of OhioMHAS grant funding for the term of July 1, 2020 through June 30, 2021 in the amount of \$1,150,073 (\$500,000 SFY2021 allocation, in addition to \$650,073 SFY2020 carryover funds). As part of the SFY2018/2019 State Budget, OhioMHAS allocated funding by region to expand the availability of Withdrawal Management/Detoxification and Mental Health Crisis Stabilization services. The Northeast Ohio Regional Collaborative includes the Boards of Cuyahoga, Lorain, Lake, Geauga, Ashtabula and Summit Counties. The ADAMHS Board of Cuyahoga County was selected to serve as the Fiscal Agent for the Withdrawal Management/Detoxification and Mental Health Crisis expansion for the Collaborative.

- e) Opportunities for Ohioans with Disabilities (OOD) Agency – FFY2021 Case Services Contract – \$2,385,964.53
- Jewish Family Service Association (JFSA) - \$338,096.70
  - Recovery Resources - \$432,867.83
  - Pooled Funds Managed by OOD - \$1,615,000

Ms. Harrison stated that the Opportunities for the FFY2021 OOD Case Services Contract is OOD funding and ADAMHS Board match funding for the term of October 1, 2020 through September 30, 2021. The purpose of the OOD contract is to help adults and transitional youth ages 16-22 with mental illness and alcohol/drug dependence obtain and maintain employment. The ADAMHS Board continues to contract with JFSA and Recovery Resources to provide case management activities to clients in need of vocational rehabilitation services. Both agencies have years of experience in providing vocational rehabilitation services to the target population.

- f) Renewal of Online Mental Health Screening
- MindWise Innovations (formerly Screening for Mental Health, Inc.) - \$1,200

Ms. Harrison reported that the renewal of Online Mental Health Screening with MindWise Innovations is for the term of September 15, 2020 to September 15, 2021 in the amount of \$1,200. MindWise Innovations (formerly Screening for Mental Health, Inc.) provides large-scale mental health screening for the public, innovative mental health and substance abuse resources, and links individuals in need with quality treatment options. The ADAMHS Board's programs, offered online and in-person, educate, raise awareness, and screen individuals for common mental and behavioral health disorders, and suicide. The screenings are offered in Spanish and English.

*[Due to the correction of technical difficulties, Gwendolyn A. Howard, LSW, MSSA, voted; and Rev. Benjamin F. Gohlstin left the meeting.]*

**Motion to recommend approval of Contracts (as listed above) to the full Board.** MOTION: R. Fowler / SECOND: S. Killpack / AYES: A. Bhardwaj, E. Cade, R. Fowler, G. Howard, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

## 6. Contract Amendments

- a) Amendment to Resolution No. 19-11-08, Emerald Development and Economic Network, Inc. (EDEN, Inc.) – \$200,000 Increase

The Amendment to Resolution No. 19-11-08, Emerald Development and Economic Network, Inc. (EDEN, Inc.) is for the Residential Assistance Program (RAP) Mini-grants for property updates for the term of July 15, 2020 through December 31, 2020 in the amount of \$200,000. The ADAMHS Board will contract with EDEN, Inc. to provide project management services for the mini-grants to provide quality and cost-efficient utilization of the

\$200,000 in mini-grant funds previously approved by the ADAMHS Board on February 26, 2020, Resolution No. 20-02-05. EDEN, Inc. will charge a flat 8% fee for its project management services.

- b) Amendment to Resolution No. 19-11-08, Briermost Foundation and Sober Living Cleveland Governing Board Merger – Up to \$6,666.70

The Briermost Foundation and Sober Living Cleveland Governing Board Merger is for the term of September 1, 2020 through December 31, 2020 in the amount up to \$6,666.70, which is the balance of the Sober Living Cleveland contract.

- c) Amendment to Resolution No. 19-09-06, OhioMHAS: Addiction Treatment Program (ATP) – Pass Through Funds – \$805,012.35 Pooled
- Catholic Charities-Matt Talbot for Men and Women
  - Cleveland Treatment Center
  - Community Assessment and Treatment Services (CATS)
  - Hitchcock Center for Women
  - MetroHealth System
  - Moore Counseling
  - Recovery Resources
  - The Salvation Army
  - Stella Maris
  - Cuyahoga County Treatment Alternatives to Street Crime (TASC)

The Amendment to Resolution No. 19-09-06, OhioMHAS ATP Pass Through Funds is for the term of July 1, 2020 through June 30, 2021 in the amount of \$805,012.35 carryover funds with the contractual parties listed above. The ATP provides treatment and recovery support services to individuals who are eligible to participate in Medication-assisted treatment (MAT) Drug Court as a result of their dependence on opioids, alcohol, or both. Clients will receive Substance Use Disorder (SUD) treatment and recovery support services, as necessary. Clients will be enrolled by Drug Court staff and services will be provided by ADAMHS Board contracted agencies certified by OhioMHAS. The ADAMHS Board will act as a fiscal agent to draw down funds in the OhioMHAS grant system and pass the funds to the contracted providers for services rendered.

- d) Amendment to Resolution No. 20-07-03, OhioMHAS: Behavioral Health/Criminal Justice (BH/CJ) Linkages Program
- Recovery Resources - \$88,719.53 Increase

Ms. Harrison reported that Amendment to Resolution No. 20-07-03, OhioMHAS: BH/CJ Linkages Program is for the term of July 1, 2020 through June 30, 2021. Recovery Resources received BH/CJ funding for SFY20 to provide services to inmates in the Community Based Correctional Facility (CBCF) diagnosed with Severe Mental Illness (SMI), SUD, or co-occurring disorders. This program and funding will continue in SFY2021. In addition to the SFY21 allocation of \$83,333, OhioMHAS approved carryover funds in the amount of \$88,719.53 for the BH/CJ Linkages Program.

- e) Amendment to Resolution No. 19-11-08, Cuyahoga County Domestic Relations Court – \$15,000 Increase

The Amendment to Resolution No. 19-11-08, Cuyahoga County Domestic Relations Court is for the term of January 1, 2020 through December 31, 2020 in the amount of a \$15,000 increase. The Families First Program combines judicial supervision with identification and treatment of parents involved in contested divorce proceedings and experiencing substance use and mental health issues. The focus of the program is to improve the co-parent relationship. The program aims to reach agreements regarding parenting and to assist participants in maintaining and/or improving these agreements, as well as increased parenting time, via reaching treatment goals. The program started in January of 2019 and has had 28 participants. Six families have successfully graduated the program so far. The Cuyahoga County Domestic Relations Court requested an additional \$15,000 for the Families

First Program for 2020 to fully cover program expenses. A portion of the 2020 allocation covered 2019 expenses due to the payment processing cut-offs at the end of 2019.

- f) Amendment to Resolution No. 20-07-03, OhioMHAS: K-12 Prevention Education Initiatives – Reallocation of \$10,000

The K-12 Prevention Education Initiatives is for the term of January 1, 2020 through June 30, 2021 with the contractual parties of Beech Brook and Cleveland Rape Crisis Center for a reallocation of \$10,000. Resolution No. 20-07-03 for K-12 Prevention Education Initiatives reported Cleveland Rape Crisis Center as the only grant partner for the Bedford City School District (BCSD) in the amount of \$36,591.80. It was discovered that Beech Brook is also one of the providers in BCSD with an award amount of \$10,000. As a result, an amendment is needed to add Beech Brook as a BCSD partner through this grant in the amount of \$10,000.

- g) Amendment to Resolution No. 19-11-08, Recovery Resources Employment Services – \$197,933 Increase

Ms. Harrison reported that the Recovery Resources Employment Services is for the term of August 1, 2020 through December 31, 2020 in the amount of \$197,933. Recovery Resources is seeking an increase in funding for their CY2020 employment services contract, which would restore their CY2020 funding allocation to \$897,933. In CY2019 Recovery Resources Employment Services contract was \$897,933. In CY2020 Recovery Resources Employment Services contract was reduced to \$700,000 due to discrepancies in Great Office Solution Helper (GOSH) billings although employment services were provided. ADAMHS Board met with Recovery Resources about restoring the funding if the agency billed at the expected level for the first 6 months of the year and could demonstrate that services were provided at that level.

- h) Amendment to Resolution No. 20-04-06, Consulting Contract for Financial System Transition – \$5,000 Increase

The Consulting Contract for Financial System Transition is with the contractual party of Mr. Mark C. Sullivan for the term of March 1, 2020 through December 31, 2020 in the amount of a \$5,000 increase. This consulting contract is to transition the ADAMHS Board financial data from the obsolete financial system (FundWare) into QuickBooks. During the process of reconfiguring financial information to coincide with the County's new system, the County's Fiscal Office contacted the ADAMHS Board to change the way information is transmitted to the new system. This change affected the transition project and it was determined that it is necessary to extend the time period of the project and to amend processes.

- i) Amendment to Resolution No. 19-11-08, Bellefaire JCB Crisis Beds – \$156,584 Increase

Amendment to Resolution No. 19-11-08, Bellefaire JCB Crisis Beds is for the term of September 1, 2020 through December 31, 2020 in the increased amount of \$156,584. This increased funding will ensure adequate access for families in Cuyahoga County. The ADAMHS Board currently funds 3 crisis beds and is adding 3 children's crisis beds through Bellefaire JCB. This will increase the capacity by 3 more beds. The children's crisis beds are alternatives to hospitalization and out of home placement in the event of an immediate crisis. Such short-term services allow the youth to return to the community, thereby remaining engaged in the activities critical to recovery.

**Motion to recommend approval of Contract Amendments (as listed above) to the full Board.** MOTION: R. Fowler / SECOND: S. Killpack / AYES: A. Bhardwaj, E. Cade, R. Fowler, G. Howard, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

## **7. Identify Consent Agenda**

Ms. Rosenbaum recommended including the July 2020 and August 2020 Finance Reports, Contracts and Contract Amendments into the Consent Agenda to be recommended for approval to the full Board.

**8. New Business**

Mr. Snider inquired with Mr. Osiecki regarding an update at the General Meeting around the provision of services during COVID-19 by ADAMHS Board provider agencies and organizations whereby individuals are not able to attend in-person services. Mr. Osiecki noted that he will be providing this report at the General Meeting, however he highlighted that that provider agencies are facilitating services during COVID-19 via telehealth and other means.

*There being no further business, the meeting adjourned at 4:41 p.m.*

*Submitted by: Linda Lamp, Executive Assistant*

*Approved by: Sharon Rosenbaum, MBA, Finance & Operations Committee Chair*