

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

FINANCE & OPERATIONS COMMITTEE MINUTES
JANUARY 20, 2021

Committee Members Present: Sharon Rosenbaum, MBA, Committee Chair, J. Robert Fowler, Ph.D., Rev. Benjamin F. Gohlstin, Sr., Steve Killpack, MS, Harvey A. Snider, Esq.

Absent: Ashwani Bhardwaj

Board Staff Present: Scott Osiecki, Chief Executive Officer, Carole Ballard, Danielle Clark, Curtis Couch, Erin DiVincenzo, Tami Fischer, Cheryl Fratalonie, Felicia Harrison, Esther Hazlett, Bill Hebble, Myra Henderson, Linda Lamp, Kelli Perk, Beth Pfohl, Vicki Roemer, Jessica Saker, Allison Schaefer, Starlette Sizemore-Rice, Larry Smith, Jr., Maggie Tolbert, Beth Zietlow-DeJesus

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 September 16, 2020 were approved as submitted.

4. **Introduction of Director of Finance, Danielle Clark**

Ms. Felicia Harrison, Chief Financial Officer, introduced Ms. Danielle Clark, Director of Finance, and reported that Ms. Clark comes to the Board from the Cuyahoga County Office of Budget and Management, whereby she was a Budget and Planning Administrator for a number of years. Ms. Harrison noted that Ms. Clark was selected as a subject matter expert to assist with the County's new system and troubleshoot issues; and requested Ms. Clark to say a few words. Ms. Clark stated that she is excited to work at the ADAMHS Board.

5. **Finance Reports – November 2020**

Ms. Harrison reported that typically in January the Finance Reports include November and December, however, presently Cuyahoga County has not closed December's books, thus the ADAMHS Board's December reports have not been completed. Ms. Harrison highlighted that she has forwarded an email to the County inquiring around this matter and anticipates this information will be completed by the next scheduled Finance & Operations Committee meeting.

Ms. Harrison reported that during November 2020 the Board spent \$343,021; and that during 11 months of 2020 the Board has spent a total of \$4,586,677 that is roughly 76.78% of the total Administrative budget. Ms. Harrison noted that Cuyahoga County remains behind in processing invoices; and the Board did not incur much hospitalization costs due to sufficient funds at the County level for a hospitalization holiday.

In November 2020, the Board received revenues of \$4,459,310, bringing our total revenue to \$66,728,558. Expenditures for November 2020 were \$4,768,259 bringing our total expenses for the first 11 months to \$50,652,416 that is 77.07% of our anticipated expenditures for the calendar year.

Ms. Harrison noted that staff forwarded a request to the County's Fiscal office for the Board's COVID-19 related fiscal expenses to be expended through the Cares Act funding and \$130,808.88 was approved as Cares Act reimbursable; thus, these expenses will be moved to the Cares Act fund.

Ms. Rosenbaum inquired with staff regarding the \$200,000 in mini-grant funding for the Adult Care Facilities. Ms. Harrison reported that Emerald Development and Economic Network, Inc. (EDEN, Inc.) was selected as the Project Manager and this cost is identified in the Income Statement within the MH Residential Services line item.

Dr. Robert Fowler inquired with Ms. Harrison regarding a \$120 credit to EDEN, inc. for Consumer Operated Services West 117th Refund as identified on the Other Properties financial statement. Ms. Harrison indicated that she would review this line item and respond to Dr. Fowler prior to the General Meeting. (The Financial Reports are attached to the original minutes stored in the Executive Unit.)

Motion to recommend approval of the Board Voucher and Expenditure Reports for November 2020 to the full Board.

MOTION: S. Killpack / SECOND: B. Fowler / AYES: R. Fowler, B. Gohlstin, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

6. Revision of the ADAMHS Board of Cuyahoga County CY2021 Budget

Ms. Harrison reported that Cuyahoga County Council approved the CY2021 Budget update for the County on Resolution No. R2020-0239. This Budget update included a \$4.1 million increase in the Health and Human Services Levy subsidy to the ADAMHS Board. This increases the levy subsidy from \$39,363,659 to \$43,463,659. The increase in levy funding will be used to strengthen crisis response, expand high-quality housing, residential treatment options and recovery housing for special populations, increase crisis beds for children, provide funding for trauma programs and expand suicide prevention efforts in the county.

Ms. Harrison also reported that the ADAMHS Board of Cuyahoga County was selected by the County Executive's Office for the establishment and oversight of a temporary Cuyahoga County Assessment and Diversion Center (CCADC), a call-in line for law enforcement, and the expansion of CIT Training. Cuyahoga County Council approved the selection and made an award totaling \$9,223,735.95 over two years to the ADAMHS Board on Resolution No. R2020-0265. The increased funding from the levy and for the CCADC will have a direct impact on the quality of life for the residents of Cuyahoga County living with a mental illness and/or substance abuse issue.

Ms. Harrison stated that the following documents: Calendar Year 2021 ADAMHS Board – Total Budget Summary, Projected Revenues, Calendar Year 2021 Recommended Administrative Budget and Calendar Year 2021 Funding Recommendations by Service were revised to reflect the increase in the Health and Human Services Levy Subsidy and Diversion Center Funding.

Motion to recommend acceptance of the increase in Health and Human Services Levy Subsidy and Diversion Center Funding and approval of the revised budget attached to the Agenda Process Sheet (APS) and uses of funding identified in the APS to the full Board. MOTION: B. Gohlstin / SECOND: H. Snider / AYES: R. Fowler, B. Gohlstin, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / **Motion passed.**

7. Contracts

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

- a) Cuyahoga County Assessment and Diversion Center - \$9,223,735.95
 - Oriana House - \$7,154,387.95
 - FrontLine Service - \$556,672

Ms. Harrison reported that the ADAMHS Board will contract with Oriana House and FrontLine Service for the term of December 8, 2020 through December 31, 2022. The cost breakdown is as follows: \$7,154,387.95 to Oriana House; \$512,676 to ADAMHS Board for Crisis Intervention Team (CIT) Training; 556,672 to FrontLine Service and \$1,000,000 for facility improvements,

Ms. Harrison reported that Cuyahoga County released an RFP (RQ48968) with the primary goal of implementing and managing crisis intervention training for local law enforcement entities, providing a call-in help line for law enforcement officers and the establishment of the CCADC. The ADAMHS Board of Cuyahoga County, in partnership with Oriana House and FrontLine Service, responded to the County's RFP. The ADAMHS Board of Cuyahoga County was selected by the County Executive's Office as the entity to establish and oversee the

CCADC. Cuyahoga County Council approved the selection and made an award totaling \$9,223,735.95 to the ADAMHS Board on Resolution No. R2020-0265.

The ADAMHS Board of Cuyahoga County has entered a two-year contract with Cuyahoga County for services and programs that will be provided onsite at the CCADC located at 1804 E. 55th Street – a building owned by Oriana House, a 24/7/365 call-in line for officers, and the provision of Crisis Intervention Team (CIT) training, refresher courses and dispatch training available to all law enforcement departments in Cuyahoga County. The ADAMHS Board of Cuyahoga County will enter into two-year contracts with Oriana House to operate the CCADC and with FrontLine Service to operate the 24/7/365 call-in line for officers.

On-site services at the CCADC will include a total of 50 acute-care beds for persons with Serious Mental Illness (SMI), persons with SMI with Co-occurring Substance Abuse (SMI/SA) and/or persons with Substance Abuse/Addiction (SA/A), with an expected average stay of 5-7 days per individual, but up to 9 days if necessary. Detoxification services and client stabilization are some of the main focuses of the on-site care. Oriana House will provide 24/7 staffing at the CCADC for assessment, detox, referral, and linkage/re-linkage to aftercare services. FrontLine Service will operate the 24/7/365 call-in line for officers, which will serve as the first point of contact for law enforcement and will assist officers with de-escalation, initial assessment and recommendation for officer to transport the individuals to the CCADC.

The ADAMHS Board will provide 40-Hour CIT training twice per month beginning in February 2021; 8-Hour Crisis Intervention Refresher Training once a month beginning in January 2021 and 8-Hour Dispatch Training once a month through December 31, 2022.

Major facility improvements, including HVAC, carpeting, paint, furniture and ADA and COVID-19 related modifications, are being provided and monitored through the Cuyahoga County Public Works Department. Any furniture will be the property of Cuyahoga County and may be moved to a permanent CCADC when/if established. Oriana House will contract with University Hospitals for psychiatrists/doctors from University Hospitals. Residents from the ADAMHS Board of Cuyahoga County funded Psychiatric Academic Liaison Program will also be utilized.

Mr. Scott Osiecki, Chief Executive Officer, reported that the Board will also have some expenses related to the expanded CIT training beyond the funding that was provided to the Board for the hiring of the Training Officers and the Administrative Assistant. He stated that the Board was just informed of the cost; thereby staff is requesting Board approval to enter into a contract with Traumatic Players of Cleveland for the role playing exercises that will be provided in-person two times a month during the CIT 40-hour training. The cost will be about \$19,800 for the 11-months of the training. Also, the Board is requesting to utilize Cuyahoga Community College's Scenario Village for the roll playing. The cost for this request is about \$40,000. An Agenda Process Sheet will be provided to the Board at the General Meeting.

Motion to recommend approval to contract with Traumatic Players of Cleveland in an amount not to exceed \$20,000 for the use of "actors" for in-person role playing exercises twice per month from February 1, 2021 through December 31, 2021, as part of the 40-hour CIT training; and contract with Cuyahoga Community College in an amount up to \$40,000 for the use of its Scenario Village and Virtra Simulator for in-person role playing exercises twice per month from February 1, 2021 through December 31, 2021, as part of the 40-hour CIT training to the full Board. MOTION: B. Gohlstin / SECOND: H. Snider / AYES: R. Fowler, B. Gohlstin, S. Killpack, S. Rosenbaum, H. Snider / NAYS: None / Motion passed.

b) Applewood Crisis Stabilization Beds – \$600,000

Ms. Harrison stated that the term of the agreement with Applewood Centers, Inc. is January 1, 2021 through December 31, 2021 in the amount of \$600,000 for the provision of four (4) additional Crisis Stabilization Beds for youth ages 11 through 18 years identified as being in an acute mental health crisis and require brief periods of stabilization, assessment, intervention, and treatment in a residential setting. Youth may have co-occurring issues and require services responsive to cognitive, emotional, and behavioral challenges. Services are needs-driven,

offering flexible stays from 24 hours up to 90 days. The environment is safe, and highly supervised which facilitates intensive, individualized, short-term 24/7 therapeutic services for emergency mental health and co-occurring substance abuse needs. Stays are designed to divert youth from psychiatric hospitalization. Services are evidence-based and include Cognitive Behavioral Therapy and Dialectical Behavior Therapy led by a multidisciplinary treatment team including dually trained and licensed mental health/AOD clinicians, child and adolescent psychiatrists, psychologists, social workers, counselors.

- c) Parole Assertive Community Treatment (PACT)
 - Recovery Resources - \$275,000

Ms. Harrison reported that the funds in the amount of \$275,000 are pass through state dollars from the Ohio Department of Rehabilitation and Corrections (ODRC) for the PACT Program to Recovery Resources for the term of July 1, 2020 through June 30, 2021. The PACT Program operated by Recovery Resources provides comprehensive community treatment for mentally ill individuals being released from Prison on Parole or Post Release Control. The PACT Program maintains an active caseload for up to 50 people at any given time. The program provides intensive community support services, assistance with housing and other supports. A designated Officer from Adult Parole Authority (APA) is assigned to the Team in order to assist and support the team.

- d) Phone System Replacement/Upgrade
 - Davissa Telephone Systems, Inc. - \$84,667

The Board will contract with Davissa Telephone Systems, Inc. for the term of February 1, 2021 through January 31, 2024 in the amount of \$84,667. The Board currently utilizes an on-premise, Mitel phone system that is 10+ years old. Despite receiving software upgrades over the years, the current system still lags in features commonly found in modern phone systems. Additionally, the software that underpins the system's voicemail and faxes runs on obsolete hardware that requires replacement.

The new phone system will enhance the ability of staff to communicate with the community, clients, providers, and each other. For staff that are working remotely, call back delays to the public will be reduced because calls bound for their desk phones can be redirected to their remote computing device or mobile phone.

Mr. Harvey Snider inquired with staff as to the process utilized for the telephone system vendor selection. Mr. Curtis Couch, Chief Technology & Data Analytics Officer, noted that a number of vendors were screened by the Information Technology (IT) Department, 6 vendors demonstrated for IT, and 3 vendors provided test systems for Board staff review. He reported that the recommended vendor satisfies all required and desirable features, selected by both IT and non-IT Board staff as their preferred vendor. Additionally, Mr. Osiecki reported that the recommended vendor represents the lowest and best pricing for a solution that satisfies the full complement of the Board's requirements with pricing consistent with other finalists.

Mr. Snider indicated that future contracts of this nature contain details regarding vendor selection and cost.

- e) Metrics Collection System
 - WizeHive, Inc. - \$35,000

Ms. Harrison reported that the contract with WizeHive, Inc. is for the term of February 1, 2021 through January 31, 2021 in the amount of \$35,000. The 1 year cost includes an annual subscription of \$20,000 and an initial implementation fee of \$15,000.

The Board awards funding to approximately 200 programs annually through a Request for Proposals (RFP) process. The review process involves handling copious numbers of documents and data and is extremely time consuming to conduct. Currently, automation support for the process is extremely limited. Beyond the simple

mechanics of accepting and confirming providers' RFP submissions, managing the volume of files and data requires extreme care to ensure the integrity of the RFP submissions are maintained.

After the RFP review and selection process is complete, another labor-intensive process begins to collect contractually defined program metrics as identified in the providers' contract Attachment 1's. On a routine basis, typically monthly, Program Officers monitor dedicated email accounts and verify that providers have submitted requisite metrics data in a timely manner. If data has been submitted on time and in the correct format, it is then manually copied into spreadsheets.

The proposed solution provides automation to support the entirety of the process significantly reducing the administrative burden currently placed on Board staff. RFP submissions and routine reporting metric data are entered directly into the system by providers via a web browser interface. The system ensures the data entered by providers are consistent, complete, and accessible to staff. The system handles all routine reminder communications with providers, whether that be upcoming or late notices. The real-time status of all provider data submissions and interaction with the system will be available to staff through customizable dashboards. Similarly, the Board's internal RFP review process will leverage the systems collected data, automated process flows, reminders, and real-time status updates to manage the process from submission to final review.

Mr. Steve Killpack stated that this is a great step, in that the Board manages so many contracts; and inquired as to how this information will translate for future Agenda Process Sheets. Mr. Osiecki responded by noting that this process will enable the Board to collect additional information relative to the identified annual calendar year budget information for Board member review.

Dr. Fowler stated that this instrument will not help to establish metrics but measure the results of contract performance against those metrics. Mr. Couch reported that while it does not define metrics, it certainly alters one's focus and thought process. Mr. Osiecki added that Dr. Fowler participated in various vendor demonstrations and vendor selection.

- f) Federal Emergency Management Agency (FEMA) Crisis Counseling Assistance and Training Program (CCP) Immediate Services Program (ISP)
 - Bellefaire Jewish Children's Bureau - \$49,476.91

The FEMA CCP ISP contract is for the term of July 29, 2020 through September 25, 2020 in the amount of \$49,476.91 with Bellefaire Jewish Children's Bureau. The ISP is a CCP grant program that provides disaster relief assistance for up to 60 days after a major disaster declaration. The CCP is a short-term disaster relief grant for states, U.S. territories, and federally recognized tribes. CCP grants are awarded after a presidential disaster declaration. CCP funding supports community-based outreach, counseling, and other mental health services to survivors of natural and human-caused disasters. The focus of the ISP is to provide high-intensity, low-volume individual services to persons and special populations directly affected by COVID-19.

The Ohio Department of Mental Health and Addiction Services (OhioMHAS) submitted a proposal on behalf of Ohio and negotiated with FEMA for the state's award. The ISP FEMA grant was awarded to the State of Ohio, June 3, 2020 in the amount of \$466,500. The grant period began May 1, 2020 and was scheduled to end June 29, 2020. The department submitted a carryover request that extended the ending date of the ISP grant to September 25, 2020.

Bellefaire was chosen to receive an allocation for licensed therapists to provide telehealth services to current and newly enrolled clients across Cuyahoga County. Outreach and crisis staff provided individuals with information and education about typical reactions, coping strategies, and available disaster-related resources. The Board submitted a request to OhioMHAS to enable Bellefaire to continue this work, with additional funding, until September 25, 2020. This work was especially important in helping children and families navigate the start of a new school year under pandemic restrictions.

- g) OhioMHAS: Match Funding to Ohio Development Services Agency (ODSA) – Pass Through Funding
 - YWCA Greater Cleveland - \$50,000

Ms. Harrison reported that OhioMHAS awarded match funding for the ODSA Supportive Housing Program. The ADAMHS Board will distribute funding to the YWCA Greater Cleveland in the amount of \$50,000 for the term of January 1, 2021 through June 30, 2021. The ODSA's Supportive Housing Program (SHP) provides grants to organizations that operate transitional housing projects designed to move homeless individuals to permanent housing and/or long-term permanent supportive housing for homeless individuals with disabilities. Funds are awarded by ODSA to eligible transitional housing and permanent supportive housing providers on a competitive basis. Grantees must provide at least one dollar in public or private resources for every two dollars in SHP funds. OhioMHAS is providing a portion of the required match funding for successful applicants in the ODSA SHP Grant. OhioMHAS passes those funds through county Boards to the agencies chosen for funding by ODSA. YWCA Greater Cleveland has been awarded \$244,300 by ODSA for the Nurturing Independence Program and Cogswell House. OhioMHAS is contributing \$50,000 to YWCA Greater Cleveland's required match. All OhioMHAS funds must be expended no later than June 30, 2021.

- h) Cuyahoga County NaloxBox Initiative – \$75,000
 - NaloxBox
 - MetroHealth
 - Marketing Partners to be Determined

The Cuyahoga County NaloxBox Initiative is for the term of January 28, 2021 through December 31, 2021 in the amount of \$75,000. Although a lot of focus has been placed on the pandemic, we are still living within the opioid epidemic and we continue efforts to save as many lives as possible. Overdose deaths are on par to exceed 600 this year, most related to fentanyl in multiple substances including cocaine, methamphetamine, pressed pills that imitate prescription medication such as Percocet, Oxycodone and Xanax. Harm reduction efforts such as fentanyl test strip distribution and increasing access to Naloxone are two ways we hope to reduce the number of fatal overdoses.

The ADAMHS Board will purchase and install 100 NaloxBoxes in various private/public areas where high number of overdoses are reported, as well as marketing and print materials and media buys for community outreach. MetroHealth's Project DAWN has agreed to supply and bear the cost of Naloxone for use in the NaloxBoxes. This funding will include administration costs, including the salary for a part-time Project DAWN Assistant who will be responsible for filling/inventorying Naloxone and monitoring supply and expiration dates of Naloxone in the NaloxBoxes, in addition to scheduling education/training sessions for administering Naloxone (as necessary), and maintaining records and reporting out on NaloxBox utilization.

- i) WOJU 95.9 FM Radio Partnership Proposal
 - Burten, Bell, Carr Development, Inc.- \$20,000

Ms. Harrison stated that the WOJU 95.9 FM Radio Partnership Proposal is for the term of January 28, 2021 through January 31, 2022 in the amount of \$20,000 with Burten, Bell, Carr Development, Inc. WOJU 95.9 FM "Our Voices United". Burten, Bell, Carr Community Radio Station is a 501(c)(3) non-profit community radio station that is two years old. Core values include WOJU 95.9 FM commitment to inclusion, outreach, education, transparency, accuracy and accountability. WOJU staff focus efforts on building quality on-air programming relevant to the needs and interest of the community. The General Manager, Jae Williams, said, "Our goal is to build a partnership that can help change lives in our community and with the ADAMHS Board, also help save lives." This is a 52-week proposal that is estimated to reach an audience of 20,000 individuals per week or 1,040,000 over the course of the year for broadcast alone. Additional exposure will be garnered through events and website views.

This partnership aligns with objectives from Strategy 6.2 in the Strategic Plan to: 1) Seek new and/or strengthen opportunities to collaborate with community groups and organizations; 2) Build a grassroots system to support and

disseminate Behavioral Health information to the community; and 3) Create relationships with influencers to better communicate the work and impact of the ADAMHS Board.

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

8. Contract Amendments

- a) Amendment to Resolution No. 20-04-02, Cuyahoga County Opioid Crisis Mitigation Plan: Phase One
 - Stella Maris - \$1,061,354.16 Reallocation

The Amendment to Resolution No. 20-04-02, Cuyahoga County Opioid Crisis Mitigation Plan: Phase One is for the term of March 1, 2020 through February 28, 2022 with Stella Maris in the amount of \$1,061,354.16 for the reallocation of Opioid Settlement funds. The ADAMHS Board contracted with Stella Maris in May through the Cuyahoga County Opioid Crisis Mitigation Plan: Phase One, to provide Residential Treatment services and Intensive Outpatient Program/Partial Hospitalization/Medication Assisted Treatment to individuals ages 18 and over who have been diagnosed and or impacted by Opioid Use Disorder or related issues. Approved Resolution No. 20-04-02.

Stella Maris has requested to amend their Cuyahoga County Opioid Crisis Mitigation Plan: Phase One contract by shifting the Opioid Settlement funding from the IOP/PHP/MAT budgetary line item (originally \$1,273,625) into the Residential programming budgetary line item (originally \$2,496,016). The rationale is that most of the IOP/PHP/MAT clients can be paid by Medicaid, therefore they will be shifting these clients to Medicaid funding. This will help stretch the Opioid Settlement funds and better ensure they are being used where they are most needed. The remaining amount in the IOP/PHP/MAT category is \$1,061,354.16 which is the amount that will be added to the Residential Treatment category. That will bring the Residential Treatment category to \$3,557,370.16 (\$2,496,016 + \$1,061,354.16).

- b) Amendment to Resolution No. 20-10-03, Brenda Glass Multipurpose Trauma Center – \$68,000 Increase

The Amendment to Resolution No. 20-10-03, Brenda Glass Multipurpose Trauma Center is for the term of January 1, 2021 through April 30, 2021 with Brenda Glass Multipurpose Trauma Center in the amount of \$68,000. Ms. Harrison reported that the need for safe shelter has always been a vital part of recovery for the population they serve and most often this need goes unmet. Ms. Glass's original funding request to the Board to fund the Brenda Glass Multipurpose Trauma Center did not include the cost of safe shelter, as she was seeking funding from the Saint Luke's Foundation, the Cleveland Foundation, and other sources. Unfortunately, the organizations denied her request. Ms. Glass plans to reapply once the regular grant cycles open in 2021.

- c) Amendment to Resolution No. 20-09-04, Consulting Contract for Financial System Transition
 - Mark C. Sullivan – Term Extension

The Amendment to Resolution No. 20-09-04, Consulting Contract for Financial System Transition is for the term of March 1, 2020 through June 30, 2021 with Mark C. Sullivan for a term extension. The Cuyahoga County fiscal office transitioned to a new financial system in February which stressed the importance of the need for an updated financial system for the ADAMHS Board. 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 we determined that it is necessary to extend the time period of the project and to amend processes.

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

9. Identify Consent Agenda

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

10. New Business - None

11. Upcoming January and February Board Meetings:

- General Meeting: January 27, 2021
- Faith-based Outreach Committee Meeting: February 3, 2021
- Planning & Oversight Committee Meeting: February 10, 2021
- Finance & Operations Committee Meeting: February 17, 2021
- General Meeting: February 24, 2021

There being no further business, the meeting adjourned at 4:49 p.m.

Submitted by: Linda Lamp, Executive Assistant

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