

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

FINANCE & OPERATIONS COMMITTEE MINUTES

MARCH 17, 2021

Committee Members Present: Sharon Rosenbaum, MBA, Committee Chair, Bishara Addison, Ashwani Bhardwaj, J. Robert Fowler, Ph.D., Steve Killpack, MS / Other Board members: Jena Olsen, Rev. Max M. Rodas, MA

Absent: Rev. Benjamin F. Gohlstin, Sr., Harvey A. Snider, Esq.

Board Staff Present: Scott Osiecki, Chief Executive Officer, Joseph Arnett, Carole Ballard, Christina Bohuslawsky-Brown, Danielle Clark, Curtis Couch, Tami Fischer, Cheryl Fratalone, Felicia Harrison, Esther Hazlett, Bill Hebble, Myra Henderson, Charde' Hollins, June Hudson, Woo Jun, Linda Lamp, Beth Pfohl, Clare Rosser, Jessica Saker, Allison Schaefer, Starlette Sizemore-Rice, 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 February 17, 2021 were approved as submitted.

4. **Finance Report Summary – January 2021**

Ms. Rosenbaum highlighted that a new reporting format is being utilized to present the Voucher and Expenditure Reports for January 2021. These reports are generated from QuickBooks with no interpretation; and will be reviewed and changed on a routine basis until the reports display a format that encompasses all information relative to what was presented in past Voucher and Expenditure Reports.

Ms. Felicia Harrison, Chief Financial Officer, reported on the Voucher and Expenditure Reports for January 2021. She stated that the Administrative Budget is very similar in content to what has been presented in the past and is broken down into three columns, Budget, Total Actual and Remaining. The first column identifies the actual budget while the second column reflects the amount spent thus far in January and the last column identifies the remaining balance in each of the categories. Ms. Harrison noted that she was requested to show an additional column reflecting percentages expended in each of the categories, which will be reflected in next month's report.

Ms. Harrison reported that relative to the Administrative Budget for the month of January, expenses were \$374,737.48. Ms. Rosenbaum requested a formatting change relative to the three column headers to reflect Budget 2021, January 2021, and Balance.

Ms. Harrison reported that the Board's Voucher Report January 1 through January 31, 2021, was not accessed from QuickBooks, but rather the County's System and was reformatted to show the vouchers expended in the Administrative Budget; and is similar to what has been received in the past. She reported that the January 2021 expenses appear a little low; as the County did not start processing until mid-January and are still having significant delays with what is being processed through their system.

Expenditures for All Accounting Units for January 2021 is a new document that varies from previous Financial Reports. This document includes administrative expenses as well as provider direct services. The total expenditures for January 2021 were \$1,540,785.70; and includes the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Administration, Opportunities for Ohioans with Disabilities (OOD) Grant and Other Grants.

Discussion was had regarding comparison data and/or percentages being reflected in addition to the financial data. As a result, committee members requested to see multiple months of financial documentation for a comparison analysis. Ms. Harrison reported that if staff are not able to alter this specific report, they will review various reports in QuickBooks to identify a report to reflect multiple months. Due to committee input relative to the Finance Report, Ms. Harrison stated that the February Board Voucher & Expenditures Reports may look a little different.

Committee members also inquired with Ms. Harrison regarding the negative figures shown in two columns. Ms. Harrison reported that these negative figures are shown as a credit; and represent funds that were returned to the ADAMHS Board.

January 2021, the Board received revenues of \$1,297,905.42; and is inclusive of the total ADAMHS administration of \$929,248.29 and the State Opioid Response (SOR) Grant of \$368,657.13. Ms. Harrison noted that due to varying monthly revenues, this report will change from month to month. The Opioid Settlement Expenditures for Quarter 1 – 2021 were \$184,700; bringing the total Opioid Expenditures to \$3,966,745 and is 38% of the budgeted amount of \$10,501,207. Ms. Harrison reported that St. Vincent only utilized 27% of their budget; and could have been COVID-19 related, but they had a really late start and had hiring issues as well. Thrive only utilized 33% of their budget; and was due to difficult circumstances regarding accessibility with additional emergency departments.

Mr. Scott Osiecki, Chief Executive Officer, provided an update regarding Thrive's ability to commence services virtually and then gain accessibility to all University Hospital's emergency departments. He also highlighted that through a partnership with Briermost Foundation, Thrive has been able to gain access to Cleveland Clinic's emergency departments. (The Finance Reports are attached to the original minutes stored in the Executive Unit.)

Motion to recommend approval of the Board Voucher and Expenditure Reports for January 2021 to the full Board.

MOTION: R. Fowler / SECOND: S. Killpack / AYES: B. Addison, A. Bhardwaj, R. Fowler, S. Killpack / 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) Specialized Docket Support – Payroll Subsidy
 - Cuyahoga County Juvenile Court's Family Drug Court - \$30,000

The Specialized Docket Support – Payroll Subsidy is with the contractual party of Cuyahoga County Juvenile Court's Family Drug Court in the amount of \$30,000 for the term of July 1, 2020 through June 30, 2021. As part of the State of Ohio State Fiscal Year (SFY) 2016-2017 biennial budget, the Ohio Legislature appropriated funds to the Ohio Department of Mental Health and Addiction Services (OhioMHAS) to assist specialized dockets with their operational costs in an effort to increase and expand these programs statewide. In State Fiscal Years 2017 and 2018, The Department pushed the funds directly to the courts in one lump payment per Court. The Department allocated these funds to ADAMH/CMH Boards beginning with SFY 2019. These funds assist Cuyahoga County Juvenile Court's Family Drug Court to effectively manage addicted offenders in the community, thereby reducing commitments to the prison system.

Historically, over 95% of reported expenditures were for payroll costs. However, feedback received from these courts was a desire to have more flexibility for the use of these funds. Therefore, allowable expenses now include behavioral health treatment services, Medication-Assisted Treatment (MAT) medications, urinalysis, and recovery supports.

- b) State Opioid Response (SOR) 1.0 No Cost Extension Grant
 - MetroHealth System - \$535,757.96

OhioMHAS had funds remaining from its initial SOR 1.0 award from the Substance Abuse and Mental Health Services Administration (SAMHSA). This is being referred to as the SOR 1.0 No Cost Extension (NCE). The NCE

period ends on September 29, 2021. The Ohio SOR 1.0 Project focuses on building a community system of care (prevention, early intervention, treatment, and recovery support) that emphasizes service integration between physical health, emergency health care, behavioral health care, criminal justice, and child welfare for persons with Opioid Use Disorder (OUD). OhioMHAS is partnering with local ADAMHS boards to implement treatment and recovery programs that expand access to MAT, as well as access to housing and peer support for those with OUD, or a history of opioid overdose.

The Board has partnered with MetroHealth to expand access to MAT and recovery support services to persons in Cuyahoga County jail with OUD. The Ohio's SOR programs are designed provide direct access to MAT, housing and outreach and peer support for persons struggling with OUD. The provider is required to report client-level data using the SAMHSA Government Performance Reporting Act (GPRA) Tool; data collection is monitored by the OhioMHAS SOR evaluation contractor. Clients are interviewed at intake, and six months post intake.

- c) The Devereux Student Strengths Assessment (DESSA) Tool
- Aperture Education Services - \$11,250

The ADAMHS Board purchased the DESSA in 2016 as a means to measure performance outcomes for the school-based initiative and subsequently, the alcohol and other drug prevention agencies. During CY 2019, due to the success of the web-based system, the Faith-based agencies were included as part of the program to measure the performance. The DESSA MINI instrument, while effective at measuring social emotional learning, does not provide the detail needed for monitoring Board funded Substance Use Disorder prevention programs. For 2021, SUD prevention service providers will be monitored using an instrument developed in-house so the number of licenses needed for 2021 has been reduced.

The DESSA is a web-based set of instruments that consists of strength-based assessment components for school-age children. There are four instrument versions in use with two instruments designed for children in kindergarten through 8th grade and two instruments designed for high school age children. For each grade range of students there is a short screening instrument with eight questions (DESSA-mini) and a comprehensive instrument with 72 questions (full DESSA) for use with children who demonstrate the need for additional social-emotional training. The web-based system allows unlimited screenings per child, assessments and access to strategies per license/student for 12 months.

- d) OhioMHAS: Psychotropic Drug Grant Funds
- Cuyahoga County Sheriff's Department - \$36,877

The ADAMHS Board received notification from OhioMHAS and the Cuyahoga County Sheriff's Department relative to the award granted to the Cuyahoga County Sheriff's Office for the reimbursement of funds expended for Psychotropic medications in the jail. The reimbursement period is from July 1, 2020 through December 31, 2020 in the amount of \$36,877.

- e) Sponsorships:
- Milestones Autism Conference, June 16–17, 2021 – (\$1,700 Sponsor)

Milestones Autism Resources puts on the yearly "Milestones National Autism Conference." Milestones aims to improve the lives of individuals on the autism spectrum by educating, coaching and connecting the autism community with evidence-based information. Since the conference started in 2003, it has grown into a major national event attracting over 1,000 professionals, parents and individuals with ASD (Autism Spectrum Disorder) who come from across the country to get cutting-edge information, networking opportunities and Continuing education units (CEUs). The event featured 93 workshop sessions; 140 speakers from across the United States; prominent keynote speakers; CEUs in 12 disciplines; sessions in Spanish; a virtual sponsor and exhibitor expo; and networking to meet fellow attendees and speakers. The "Milestones National Autism Conference" will be held virtually June 16- 17, 2021.

Staff is recommending the \$1,700 Sponsorship Package, which provide scholarships for approximately ten clients/parents/family members and two professional staff at the ADAMHS Board; and provides the Board with the following benefits:

- Dedicated, customized page in the Conference Expo Hall
- Waiting Room Video Intro
- 1 Social media mention
- Logo included on pre-conference emails
- Full Page color ad in Digital Program Book
- Sponsor logo and link on Conference web page throughout 2021

- Cleveland International Film Festival, April 7–20, 2021 – (\$2,000 Sponsor)

The Cleveland International Film Festival (CIFF) promotes artistically and culturally significant film arts through education and exhibition to enrich the life of the community and is in its 45th year. The 2021 CIFF will take place virtually April 7-20, 2021, through streaming on clevelandfilm.org. This year, ADAMHS Board staff recommends waiting to choose a film to sponsor until all films have been selected by mid-March. This will ensure the film most relevant to the ADAMHS Board's work is selected to sponsor. If there is no film that is a good fit, the ADAMHS Board will not sponsor a film.

ADAMHS Board staff is also recommending the \$2,000 Film Sponsorship again this year and includes the following benefits:

- Presenting Sponsorship of CIFF45 Streams film
- Logo or name on screen prior to start of sponsored film
- Logo or name will appear with other sponsors on trailer that precedes all CIFF45 films
- Logo or name placement on all CIFF broadcast e-mails
- Logo or name on CIFF website sponsor page
- Logo or name on festival annual report
- 2 CIFF45 Virtual Opening Night tickets
- 2 CIFF45 Virtual Closing Awards Ceremony tickets
- 10 CIFF45 vouchers for individual virtual screenings
- \$1 discount code for distribution to company stakeholders
- Access to CIFF45 Programmers Picks event
- Depending on film chosen, a live streamed interview with the director about film topic

- Greater Cleveland NAMIWalks, September 11, 2021 – (\$2,500 Sponsor)

NAMI Greater Cleveland's NAMIWalks will celebrate its 19th anniversary in Greater Cleveland on Saturday, September 11, 2021, at Edgewater Park (Kite Field). This year's theme is Mental Health for All and will be held in-person following social distancing and COVID-19 guidelines. Over the past 19 years, NAMIWalks has raised funds for NAMI Greater Cleveland to continue and expand educational, advocacy and support programs for individuals living with mental illness and their families. In addition, NAMIWalks raises the public's awareness of mental illnesses and helps to eliminate stigma.

Staff is recommending serving as a \$2,500 Silver Sponsor again this year. As a Silver Sponsor the ADAMHS Board will receive the following benefits:

- Social Media Shout Out
- Logo displayed on website
- Logo printed on Walk t-shirts.
- Display table (if allowed at time of event)

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

6. Identify Consent Agenda

Ms. Rosenbaum recommended including the January 2021 Finance Reports and Contracts into the Consent Agenda to be recommended for approval to the full Board.

7. New Business - None

8. Upcoming March and April Board Meetings:

- General Meeting: March 24, 2021
- Faith-based Outreach Committee Meeting: April 7, 2021
- Nominating Committee Meeting: April 14, 2021
- Planning & Oversight Committee Meeting: April 14, 2021
- Finance & Operations Committee Meeting: April 24, 2021
- General Meeting: April 28, 2021

There being no further business, the meeting adjourned at 4:40 p.m.

Submitted by: Linda Lamp, Executive Assistant

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