

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

## FINANCE & OPERATIONS COMMITTEE MINUTES

APRIL 21, 2021

**Committee Members Present:** Sharon Rosenbaum, MBA, Committee Chair, Bishara Addison, Ashwani Bhardwaj, J. Robert Fowler, Ph.D., Steve Killpack, MS, Harvey A. Snider, Esq. / Other Board members: Gwendolyn A. Howard, LSW, MSSA

**Absent:** Rev. Benjamin F. Gohlstin, Sr.

**Board Staff Present:** Scott Osiecki, Chief Executive Officer, Christina Bohuslawsky-Brown, Danielle Clark, Curtis Couch, Tami Fischer, Cheryl Fratalonie, Felicia Harrison, Esther Hazlett, Bill Hebble, Myra Henderson, June Hudson, Woo Jun, Linda Lamp, Vicki Roemer, 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 March 17, 2021 were approved as submitted.

### 4. **Finance Report Summary – February 2021**

Ms. Rosenbaum highlighted that Board staff continue to utilize the new reporting format to present the Voucher and Expenditure Reports for February 2021. These reports are generated from QuickBooks with no interpretation; and continue to 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. Rosenbaum commended Ms. Felicia Harrison, Chief Financial Officer, and Ms. Danielle Clark, Director of Finance, for their efforts with this endeavor. She also noted that financials are very simple to read, understand and encompass relevant information for Board analysis and fiduciary responsibility.

Ms. Harrison reported on the Voucher and Expenditure Reports for February 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 four columns, 2021 Budget, February Year To Date (YTD) Actual, Remaining Balance and % of Budget. The first column identifies the actual budget while the second column reflects the amount spent thus far in February. The third column identifies the remaining balance in each of the categories and the last column reflects the percentages expended in each of the categories.

Ms. Harrison reported that relative to the Administrative Budget for the month of February, expenses were \$778,648.78; that is roughly 12% of the total Administrative Budget. She noted that 2 months of the year is roughly 16.67%. As a result, the Board has underspent by 4.67%. Ms. Harrison highlighted that relative to the Administrative Budget, the line item titled Non-County Printing, the Board has expended 224% of this budgeted line item. This is due to the expense associated with the Coping with the Holidays booklet and mailing at the end of Calendar Year 2020.

Ms. Harrison reported that the Board's Voucher Report February 1 through February 28, 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 February 2021 expenses appear normal, except for the printing amount to Vedda Print for the Coping with the Holidays booklet and mailing.

The Funding Source Budget to Actual YTD, February 2021, displays the Board's total revenue budget for administrative and grants. The total revenue expected to receive from Federal, State and local levy funds is \$66,562,351; and through the end of February 2021, the Board has received \$48,016,862.10. The bulk of these funds consists of the Board's annual amount from

the County levy subsidy, which was \$43,463,659, and includes the increase of \$4.1 million from Cuyahoga County starting in 2021. Ms. Harrison reported that 72% of the budget has been received.

The Revenues By Source By Month report reflected that in January 2021, the Board received revenues of \$1,297,905.42 and in February 2021, the Board received revenues of \$46,718,920.68. As a result, the total revenues thus far in 2021 total \$48,016,826.10. Ms. Harrison inquired with committee members as to their preference with seeing future financial documents in a condensed basis or a monthly basis. The consensus was to show monthly, however, after the first quarter, show quarterly then on a monthly basis.

The total expenditure budget does not include the Diversion Center or the Opiate Settlement. Once expenses are incurred for the Diversion Center or the Opiate Settlement, future financial reports will provide separate expenditure budgets for each. The ADAMHS Board Budget vs. Actuals for 2021 reflect that February YTD Actual is \$6,287,680.43 that is roughly 9% of the Board's anticipated expenditures for the calendar year.

Revenue and Expenditures All Accounting Units By Month January – February 2021 includes administrative accounts as well as grant accounts. The total expenditures for February 2021 is \$4,746,894.73; and includes the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Administration, Opportunities for Ohioans with Disabilities (OOD) Grant and Other Grants. The total expenditures through the end of February 2021 is \$6,287,680.43.

The Revenues and Expenditures Grants YTD, February YTD reflects the Grant Accounting Units that include the OOD Grant, Other Grants and State Opioid Response (SOR) Grant. Committee members requested that this document include Federal Grants in the title. The total revenues and expenditures for grants YTD is \$402,876.11.

The Cash Flow Report, February 2021, shows the 2019 Actual, 2020 Actual, January 2021 and February 2021. This report shows a comparison of the available beginning balance, total available resources, expenditures and available ending balance. The available ending balance through February 2021 is \$70,903,605.29 and includes the County levy funds, which will be spent down throughout the remainder of 2021.

**Motion to recommend approval of the Board Voucher and Expenditure Reports for February 2021 to the full Board.**  
MOTION: H. Snider / SECOND: R. Fowler / AYES: B. Addison, A. Bhardwaj, R. Fowler, S. Killpack, H. Snider / NAYS: None / **Motion passed.**

## **5. Contracts**

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

- a) Youth Wellness Summit 2021
  - Effective Leadership Academy (ELA) - \$71,188

SAMHSA Healthy Transitions grant is designed to improve access to treatment and support services for youth and young adults, ages 16-25, who have a serious emotional disturbance (SED) or a serious mental illness (SMI) to assist transitioning out of child serving systems to adult serving systems and maximize their potential to assume adult roles, responsibilities and lead full, productive lives. ELA provides students and professionals with custom designed and interactive programs which focus on the development and enhancement of critical soft-skills and give youth the social and emotional tools they need to succeed in the 21st Century. A growing number of studies link social competency to one's likelihood of success. The soft-skills (success) that ELA teaches, such as time management, goal-setting, and outside-the-box thinking lay the groundwork for resilience, future employment, productivity and achievement.

ELA will hold a two-day weekend in person/virtual Youth Wellness Summit in Cuyahoga County in September 2021 for students that age from high school juniors and seniors to 25 years of age. During the Summit, students will experience college tours and networking, keynote speakers, partner presentations and a community wellness pitch competition for youth led organizations. Key to the development of the event will be a youth steering

committee, which will meet once per month in advance of the Summit (May to September) to decide speakers, session topics and to help plan the event. Their voice will be essential in planning the event, and all youth members of the committee will be compensated for their time. ELA will host a virtual leadership development series to prepare students with essential leadership skills and provide information about the Youth Wellness Summit and how to apply for the Wellness Pitch Competition, which will allow students to deliver a pitch in a "Ted Talk Style" with cash prizes to advance the implementation of the wellness initiative.

- b) Chief Clinical Officer Consultant  
 - Leslie M. Koblentz, M.D., J.D., M.S. - \$140 per hour

The Chief Clinical Officer function is required under the Ohio Revised Code (ORC) for the mental health component of the funds rendered to the Board by the State of Ohio Department of Mental Health & Addiction Services (OhioMHAS). The Board transformed the position of Chief Clinical Officer from a staff position to an independent contractor position in January 2009. Dr. Leslie M. Koblentz is a psychiatrist with extensive experience in clinical and administrative areas. She brings a unique perspective to the Board, being both a physician and a lawyer. With over 20 years of experience, Dr. Koblentz has dedicated her career to the public mental health system and has collaborated with various systems to ensure that people living with mental illness and substance use disorders receive the best treatment and recovery supports available. Dr. Koblentz has been the Chief Clinical Officer Consultant since May 1, 2019. Dr. Koblentz will provide up to twenty hours of service to the ADAMHS Board each week.

Dr. Koblentz will serve as the Chief Clinical Officer Consultant for the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County. Dr. Koblentz will represent the ADAMHS Board on administrative clinical issues, clinical services and inpatient care services.

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

## 6. Contract Amendments

- a) Amendment to Resolution No. 20-11-07, Housing Assistance Program (HAP) Funding  
 - Emerald Development and Economic Network, Inc. (EDEN) - \$500,000

Since 1991, EDEN has been providing housing options and assistance for people living with mental illness. EDEN is the housing development agency charged with expanding affordable housing opportunities for individuals with disabilities. EDEN owns and manages over 200 units of scattered-site housing for individuals and families that have a member with a mental illness, owns and manages 667 units of Permanent Supportive Housing for chronically homeless individuals with an additional 71 units in development. These projects have excellent outcomes, in that EDEN maintains approximately 98% occupancy. EDEN also administers rental assistance for over 2,800 households per month, focusing mainly on persons with disabilities and individuals that are homeless. This includes single individuals, families and people re-entering our community from institutions. Additionally, EDEN is the primary provider of the Rapid Re-Housing Program (time limited rental assistance) in Cuyahoga County.

Ms. Harrison reported that the Board is amending EDEN's CY2021 contract for HAP from \$745,665 to \$1,245,665. This increase will help reduce EDEN's HAP waiting list, which is currently 792 individuals, through the addition of 70 households. HAP is a rental assistance program for clients who live with mental illness. HAP allows the clients in the program to choose where they want to live in Cuyahoga County. The clients pay 30% of their adjusted income toward rent and utilities. HAP is a temporary (2+ years) housing subsidy with private landlords: singles, duplexes, multi-family, and apartment buildings. Participants should move on to a more permanent housing subsidy after 2 years, such as the Housing Choice Voucher Program (HCVP/Gateway). Eligibility guidelines include households that meet Federal low-income guidelines, a household member with a documented mental illness, whereby the member of the household living with the mental illness must be linked with services through

an ADAMHS board provider agency.

- b) Amendment to Resolution No. 20-10-03, Addiction Treatment Program (ATP) – Court Administrative Funds  
- Cuyahoga County Common Pleas Drug Court - \$5,600 Increase

In July 2020, OhioMHAS approved \$22,477.36 for this Court, based on the number of ATP clients served in the previous fiscal year. In January 2021, a new Judge was certified, and OhioMHAS authorized additional administrative funds for this Court. The funds are intended to assist courts in serving more clients and covering staff time for collaboration with other agencies involved in the ATP, notifying Managed Care Plans, paperwork, and other responsibilities related to serving ATP clients.

The ADAMHS Board has received authorization from OhioMHAS to make an additional lump sum payment of administrative funds to the Cuyahoga County Common Pleas Drug Court. This authorization was granted after the acceptance of Judge Nancy R. McDonnell's Common Pleas Drug Court Docket into the ATP. It is estimated up to 215 clients may receive ATP services through these Courts in SFY21 and per OhioMHAS, these funds may be utilized at the court's discretion.

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

#### **7. Identify Consent Agenda**

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

#### **8. New Business**

Ms. Harrison reported that staff will be bringing forth an item next month regarding Children's Residential Services to address some staffing issues provider agencies are having. She indicated that a meeting is scheduled with the Children's Residential provider agencies to determine how the Board could assist with meeting residential program needs.

Mr. Scott Osiecki, Chief Executive Officer, elaborated on the Children's Residential Services matter and shared that a staffing crisis exists at the Children's Residential provider agencies; and reported that one provider agency is 40 staff members down. After some research, it was determined that the average pay for staff is \$12 per hour, which make it hard for these agencies to attract and retain staff.

#### **9. Upcoming April and May Board Meetings:**

- General Meeting: April 28, 2021
- Community Relations & Advocacy Committee Meeting: May 5, 2021
- Annual Meeting: May 10, 2021
- Planning & Oversight Committee Meeting: May 12, 2021
- Finance & Operations Committee Meeting: May 19, 2021
- General Meeting: May 26, 2021

***There being no further business, the meeting adjourned at 4:46 p.m.***

***Submitted by: Linda Lamp, Executive Assistant***

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