



FINANCE & OPERATIONS COMMITTEE

WEDNESDAY, MARCH 15, 2023

4:00 P.M.

2012 West 25th Street • United Bank Building (Sixth Floor) • Ohio Room

Committee Mission Statement: To assist the full Board in fulfilling its fiduciary responsibility by reviewing and overseeing financial and operational aspects of the system.

AGENDA

1. **Call to Order** – Sharon Rosenbaum, MBA, Committee Chair
2. **Public Comment on Agenda Items** – Sharon Rosenbaum, MBA
3. **Approval of Minutes:** February 15, 2023 – Sharon Rosenbaum, MBA
4. **Finance Reports – (Action Requested)** – Felicia Harrison, Chief Financial Officer
 - **Board Voucher & Expenditure Reports – January 2023**
5. **Contracts – (Action Requested)** – Felicia Harrison
 - a) Client Satisfaction Survey
 - Brown Consulting, LTD - \$60,000
 - b) Ohio Department of Mental Health and Addiction Services (OhioMHAS): Psychotropic Drug Reimbursement Program
 - Cuyahoga County Sheriff's Department - \$44,489
 - c) OhioMHAS: Medication-Assisted Treatment (MAT) Reimbursement Program
 - Cuyahoga County Sheriff's Department - \$17,781
 - d) 2023 Problem Gambling and Suicide Prevention Awareness Activities and Campaign – Not to exceed \$125,000
 - Media and Digital Campaign (Spotify, Fox 8, Radio One, La Mega, iHeart, Lamar, Cleveland Jewish News and other local publications) - Not to exceed \$114,000
 - Translation Services, printed materials and promotional items (LanguageLine Solutions, Brothers Printing and other vendors TBD) - \$10,000
 - Problem Gambling Symposium Sponsorship (Recovery Resources at MetroHealth System) - Not to exceed \$1,000
 - e) 2023 Annual Meeting Brunch, Awards Ceremony and Client Art Show
 - Holiday Inn Cleveland South - Not to exceed \$35,000
6. **Identify Consent Agenda** – Sharon Rosenbaum, MBA
7. **New Business**
8. **Follow-up**
9. **Public Comment Period**
10. **Upcoming March and April Board Meetings:**
 - General Meeting: March 22, 2023
 - Faith-based Outreach Committee Meeting: April 5, 2023
 - Nominating Committee Meeting: April 12, 2023
 - Planning & Oversight Committee Meeting: April 12, 2023
 - Finance & Operations Committee Meeting: April 19, 2023
 - General Meeting: April 26, 2023

Finance & Operations Committee

Sharon Rosenbaum, MBA, Committee Chair

Bishara W. Addison, Committee Vice Chair

▫ Ashwani Bhardwaj ▫ J. Robert Fowler, Ph.D. ▫ Sadigoh C. Galloway, MSW, LSW, LICDC-CS
Rev. Benjamin F. Gohlstein, Sr. ▫ Steve Killpack, MS ▫ Harvey A. Snider, Esq.

**ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY
FINANCE & OPERATIONS COMMITTEE MINUTES
FEBRUARY 15, 2023**

Committee Members Present: Sharon Rosenbaum, MBA, Committee Chair, Bishara W. Addison, J. Robert Fowler, Ph.D., Sadigoh C. Galloway, MSW, LSW, LICDC-CS, Rev. Benjamin F. Gohlstin, Sr.

Absent: Ashwani Bhardwaj, Steve Killpack, MS, Harvey A. Snider, Esq.

Board Staff Present: Scott Osiecki, Chief Executive Officer, Danielle Clark, Erin DiVincenzo, Ben Goodwin, Felicia Harrison, Esther Hazlett, Anthony Henderson, Woo Jun, Linda Lamp, Mark Onusko, Beth Pfohl, Clare Rosser, Jessica Saker, Allison Schaefer, Starlette Sizemore, Maggie Tolbert

1. Call to Order

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

2. Public Comment on Agenda Items

No public comment on agenda items was received.

3. Approval of Minutes

The Finance & Operations Committee minutes from January 18, 2023 were approved as submitted.

[Ms. Bishara W. Addison arrived.]

4. Finance Reports – Board Voucher & Expenditure Reports – December 2022

Ms. Felicia Harrison, Chief Financial Officer, reported that the Administrative Budget that was approved for CY2022 was \$7,374,726.62 and for December Actual Year to Date (YTD) 2022, the total administrative expenses were \$6,803,392.37; that is roughly 92% of the total Administrative Budget. As a result, the Board is on track with expenses for 2022. Ms. Harrison highlighted that relative to the Board Voucher Report for December 2022, the last entry for internal adjustment to grant account for \$60,191.42 was due to transferring the funding out of the account to obtain a zero balance in the grant account.

The Funding Source Budget to Actual YTD, December 2022, displays the Board's total revenue budget for administrative operations and grants. The total revenue expected to be received from Federal, State and local levy funds is \$73,548,249; and through the end of December 2022, the Board has received \$76,217,428.71. The bulk of these funds consists of the Board's annual amount from the County levy subsidy of \$43,463,659. Ms. Harrison reported that 104% of the budget has been received.

The Revenues By Source By Month report reflected that in December 2022, the Board received revenues of \$1,886,841.80. As a result, the Total Revenues By Source By Month is \$76,217,428.71.

The ADAMHS Board Budget vs. Actuals for 2022 reflect that December YTD Actual is \$74,631,839.35 that is roughly 88% of the Board's anticipated expenditures for the calendar year. Ms. Harrison noted that the Diversion Center's expenditures are reflected on this report.

Revenue and Expenditures All Accounting Units By Month January through December 2022 includes administrative accounts as well as grant accounts. The total expenditures for December 2022 is \$5,178,803.08; bringing the total expenditures for CY2022 to \$74,631,839.35. This total includes the ADAMHS Board's Administration, Opportunities for Ohioans with Disabilities (OOD) Grant, the State Opioid Response (SOR) Grant and Other Grants.

The Revenues and Expenditures Grants YTD, December 2022 YTD reflects the Grant Accounting Units that include the OOD Grant, Other Grants and SOR Grant. The total expenditures for grants YTD is \$4,484,530.77.

The Diversion Center Revenues and Expenditures YTD December 2022 YTD reflects the total operating expenses is \$5,225,373.16. Total revenue received through the end of December is \$5,227,402.87.

The Cash Flow Report, December 2022 shows the 2020 Actual, 2021 Actual and YTD thru December 2022. This report shows a comparison of the available beginning balance, total available resources, expenditures and available ending balance. The available ending balance through December 2022 is \$43,175,702.58.

Motion to recommend approval of the Board Voucher and Expenditure Reports for December 2022 to the full Board.

MOTION: B. Gohlstin / SECOND: R. Fowler / AYES: B. Addison, R. Fowler, S. Galloway, B. Gohlstin / NAYS: None / ABSTAIN: None / **Motion passed.**

5. Contracts

Ms. Harrison highlighted agenda process sheets for agreements and amendments listed below, answered questions, and provided clarification for the Board of Directors.

- a) Metrics Collection System Renewal
 - WizeHive, Inc. - \$27,850

The ADAMHS 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 in terms of options. 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, staff 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 first year of this solution provided automation to support the entirety of the process significantly reducing the administrative burden currently placed on Board staff. RFPs were submitted directly into the WizeHive system by providers, all while maintaining deadlines that were established by the Board. RFP scoring by staff was also efficiently completed within the system, allowing for simple and straight-forward review by Executive staff. The system ensures the data entered by providers are consistent, complete, and accessible to staff. WizeHive also provides the capability to collect numerous metrics that we have collected through various avenues in the past and currently, such as SurveyMonkey. This provides the Board the added option of keeping this data within one system. This aims to eventually eliminate the labor-intensive paperwork for program metrics replacing it with the direct entry into the system by providers. New scoping of services will allow for providers to directly submit service level assessment metrics (such as the Brief Addiction Monitor, Ohio Scales, and Devereux Adult Resilience Survey (DARS)) to the Board without the use of large file submissions.

The WizeHive system is a cloud-based, software as a service (SAAS) solution focused on the full lifecycle of program contract awards to include posting of program funding opportunities (RFP's), online provider RFP submissions, multi-stage internal RFP reviews, and the collection of program metrics as defined during the RFP submission process. Additionally, a new scope of current services to allow for direct entry of service-level assessment metrics to be entered directly into the system. Board staff recommend to the Board of Directors to approve a renewal contract with WizeHive, Inc. for their cloud-hosted information management system for the term of March 1, 2023 through February 28, 2024 in the amount of \$22,050 and to approve the new scope of service from WizeHive, Inc. to allow for direct entry of service-level metrics in the amount of \$5,800.

- b) Conditional Release Unit Funding
 - Murtis Taylor Human Services System - \$306,769.75

Recovery Resources has historically been the community provider identified by the ADAMHS Board to provide Forensic Monitoring and Conditional Release services. Judges temporarily stopped discharges of Conditional Release Unit (CRU) clients from Northcoast Behavioral Healthcare (NBH) in early 2022 as a result of coordination and communication barriers. Discharges were later resumed. Staffing and ongoing collaboration/coordination served

as a barrier for Recovery Resources in relation to Forensic Monitoring and Conditional Release services. As a result, these services will transition to Murtis Taylor Human Services System (MTHSS) (Resolution No. 23-01-04). MTHSS has a history of working with the forensic population – specifically through the Outpatient Competency Restoration and CARES programs. These funds are in conjunction with state pass through funding for the Forensic Monitor allocation.

The CRU provides intensive community support services for persons found Not Guilty by Reason of Insanity (NGRI) and granted Conditional Release. The CRU works closely with the Forensic Monitor, providing case management and coordination for Conditional Release clients in the community and institutional settings. The CRU also includes a psychiatrist. Board staff recommend to the Board of Directors to approve funding to MTHSS for the CRU for the term of March 1, 2023 through June 30, 2024 in the amount of \$306,769.75.

- c) Sponsorship of *The Impact of Police Use of Force on the Mental Health of the Black Community*
 - Cleveland Community Police Commission (Fiscal Agent: Black Lives Matter) - \$75,000 (\$25,000 for Sponsorship & \$50,000 Pooled Funding for Mental Health Services)

The Cleveland Community Police Commission (CPC) was established to provide community input on police policies to help strengthen relationships between officers and the communities they serve. Better policies will help ensure policing in Cleveland is safe, effective, and that people's civil rights are upheld. The CPC was established in 2015 as part of the terms of the Consent Decree between the City of Cleveland and the U.S. Department of Justice (DOJ). Following an investigation, the DOJ determined there was a pattern of excessive force used by the Cleveland Division of Police (CDP). These findings were documented in the DOJ's findings letter. The Consent Decree outlined the work that needed to be done so CDP policies, practices and procedures comply with Constitutional law.

The American Psychiatric Association (APA) recognizes the profoundly negative impact that police brutality on Black males has on their mental health, as well as the mental health of the Black community and encourages initiatives that foster direct collaboration between law enforcement and Black communities to engender trust, cooperation, and understanding. The CPC is dedicated to bringing information and education on the status of Black mental well-being and establish access to treatment and care for the mental health, bodies and souls of the Black community before, during and after traumatic police encounters. Community partners that support the event include: Cleveland City Council; National Congress of Black Women; Greater Cleveland Pastor's Association; Fatherhood Initiative; Cleveland Municipal School District; Akron University; Cleveland State University; National Center for Urban Solutions; Spread the Love Foundation; CEO 360; Angelo Miller Foundation; African American Men's Wellness Agency; Alpha Pi Alpha Fraternity, Delta Alpha Lambda Chapter; Project Lift; Black Lives Matter; Cuyahoga County Community College; Murtis Taylor; WOJU 95.9 Radio; Omega Fraternity; YWCA; Ghetto Therapy; Citizens for a Safer Cleveland, and Serenity Health & Wellness Corporation. Funding is also being requested from: St. Luke's Foundation; HealthComp; Woodruff Foundation; MetroHealth; Cleveland Foundation and the Fowler Foundation.

Sponsorship of *The Impact of Police Use of Force on the Mental Health of the Black Community* aligns with the ADAMHS Board's faith-based and Diversity, Equity and Inclusion (DEI) initiatives and continued work with the Mental Health Response Advisory Committee (MHRAC) and law enforcement to reimagine and reshape our mental health, addiction and recovery network into an equity-based system of inclusion.

The Impact of Police Use of Force on the Mental Health of the Black Community is a series of mini conversations that will be held from March through May 2023 that will culminate in a larger Community Conversation in July 2023, that is being sponsored by the Cleveland Police Commission:

- o March 23, 2023 Conversation Focus: Black Women - You Are My Sister. Hosted By: YWCA Greater Cleveland
- o April 29, 2023 Conversation Focus: Black Men - Real Men Real Talk. Hosted by: Alpha Phi Alpha Fraternity - Delta Alpha Lambda (Cleveland Chapter)
- o May 2023 Conversation Focus: Black Youth - For Our Future. Hosted by: Tri-C

- o July 2023 Combined Large Conversation - The Conversation: How Police Violence and Brutality Impacts the Black Community Conversation. Hosted by Black Lives Matter Cleveland, Citizens for a Safer Cleveland and The Angelo Miller Foundation

This series of conversations will look at the ways in which police policies and practices, including use of force, affects the mental and physical health of Black men, Black women and Black youth. These conversations will focus on presenting data, listening to attendees' lived experiences, and providing resources to develop solutions. Information gathered from this event will be documented, researched and analyzed in a continuing effort to gather more evidence to help inform better police training, practices and policies in Cleveland. These efforts will also be a source of information on how to connect to resources to begin building healthy Black men, and by extension, families and community including the men and women who serve as law enforcement officers. This conversation will aim to look at some of the ways in which police use of force affects the mental and physical health of Black communities and especially Black men including the impact of years of life lost in the community, adverse mental health impact from direct and indirect exposure, and public "safety" as detrimental to public health.

After the Community Conversation and through August 31, 2024, attendees will be able to access mental health counseling and other support at no cost. The CPC is requesting \$25,000 from the ADAMHS Board of Cuyahoga County to serve as a sponsor to defray costs associated with *The Impact of Police Use of Force on the Mental Health of the Black Community*. As a sponsor, the ADAMHS Board of Cuyahoga County will be identified as a sponsor on printed and digital materials, participate in the planning of the Community Conversation, and present a break-out session during the Community Conversation. The Community Conversation is expected to attract 500 individuals and will include continental breakfast, keynote speaker, break-out sessions, lunch, a closing with a local or national talent and comments by the Cleveland CPC. The CPC is also requesting \$50,000 of new pooled funding from the ADAMHS Board of Cuyahoga County to be drawn down to cover the cost of mental health and other related services for attendees through August 31, 2024 – with a referral for continued services as needed. Some of the services may be billable under insurance from provider agencies, while the pooled funding would cover services for the uninsured, as well as services that are not billable under insurance. Board staff recommend to the Board of Directors to approve \$25,000 to serve as a sponsor of *The Impact of Police Use of Force on the Mental Health of the Black Community* to defray costs associated with hosting the event and to approve \$50,000 of new pooled funding to be drawn down to cover the cost of mental health and other related services for attendees through August 31, 2024.

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

6. Contract Amendments

- a) Amendment to Resolution No. 22-07-02, State Opioid Response (SOR) 2.0 Carryover: Harm Reduction Pilot Project – No Cost Term Extension
 - Ohio Department of Health (Kloxxado kits)
 - Ohio Department of Health (Naloxone kits)
 - Brave Technology Coop
 - AEK Illinois Supply Co. (Emergency Cabinet)
 - Area Wide Inc. Naloxone Vending Machines
 - Program Administration (TBD)

The Ohio Department of Mental Health and Addiction Services (OhioMHAS) has offered the Board one-time, SOR 2.0 Carryover funding, to be spent by September 29, 2022 when federal funding for SOR 2.0 ends. Funding must be expended according to SOR funding restrictions, to address Opioid or Stimulant Use disorders. Resolution No. 22-07-02 is being amended to extend the time period for this Harm Reduction Pilot Project based on a No Cost Extension from OhioMHAS.

Harm reduction resources will be purchased during the funding period, to be made available throughout the upcoming months. These include:

- o Overdose reversal kits (Narcan [4 mg] and Kloxxado [8 mg])
- o Naloxone emergency cabinets to be placed in the community for rapid access and bystander rescue
- o Naloxone vending machines to make free kits available to the community as a preventive measure
- o Program administration/maintenance fees to ensure restocking and tracking of kits
- o The Brave app, an alert system for individuals using substances, which enables persons to contact 911 in the event of a medical emergency
- o Overdose sensors and buttons that can be placed in high incidence overdose areas that alert emergency services or bystander rescuers in the event of an overdose.

As many as 24,000 overdose reversal kits will be available and up to 100 individuals per day are expected to utilize the app once localized. This one time funding will be used to make lifesaving harm reduction resources available in places identified as having high levels of overdoses such as medical offices, shelters, stores or other public areas. Board staff recommend to the Board of Directors to amend Resolution No. 22-07-02 to extend the time period of the OhioMHAS SOR 2.0 Carryover funding for the Harm Reduction Pilot Project until September 29, 2023.

- b) Amendment to Resolution No. 22-11-05, State Opioid and Stimulant Response (SOS) Grant, Year 1, Increase in Funding – \$2,709,527.95
- 12 Step Life/Ethel Hardy House - \$56,680
 - Ascent Powered by Sober Grid - \$34,000
 - B. Riley Homes - \$46,761
 - Briermost Foundation - \$42,500
 - Griffin Homes Sober Living, Inc. - \$42,500
 - I'm In Transition Ministries - \$45,344
 - The MetroHealth System - \$79,352
 - Mommy and Me, Too! - \$42,500
 - NORA (Peer Support) - \$42,500
 - NORA (Recovery Housing) - \$77,935
 - Point of Freedom (Peer Support) - \$61,929.95
 - Recovery First-A Better Way - \$48,178
 - Thrive for Change - \$29,757
 - White Butterfly Peer Support (Woodrow) - \$19,270
 - Women of Hope - \$40,200
 - Woodrow Project (Peer Support) - \$18,420.10
 - Woodrow Project (Recovery Housing) - \$39,959

OhioMHAS has received a biannual SOR award from the Substance Abuse and Mental Health Services Administration (SAMHSA). OhioMHAS now refers to this as the SOS grant. OhioMHAS is partnering with local ADAMHS boards to implement treatment and recovery programs that expand access to Medication Assisted Treatment (MAT), as well as access to housing and peer support for those with Opioid Use Disorder (OUD), or a history of opioid overdose or stimulant use disorders. The Ohio SOS 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 OUD and stimulant use disorders. This amount represents the first installment of funding for the federal fiscal year ending September 29, 2023. OhioMHAS intends to award additional funding for the fiscal year to the Boards for SOS in early 2023, following the closeout of SOR 2.0, Year 2.

OhioMHAS has received a No Cost Extension from SAMHSA, enabling the Department to expend its remaining SOR 2.0 funding until September 29, 2023.

- o SOR is now called SOS Response.

OhioMHAS has awarded its remaining SOR 2.0 funding to ADAMHS Boards statewide in order to provide funding equivalent to each Board's original SOR 2.0 award. This amount represents the second installment of funding for the federal fiscal year ending September 29, 2023. The ADAMHS Board has partnered with the providers listed

above to expand access to MAT and recovery support services to persons in Cuyahoga County with OUD and stimulant use disorders. The SOS programs provide direct access to MAT, recovery housing (including housing for women with minor children, people of color and the LGBTQ community), outreach, and peer support for persons struggling with OUD or stimulant disorders. Providers are required to report client-level data using the SAMHSA Government Performance Reporting Act (GPRA) Tool; data collection is monitored by the OhioMHAS evaluation contractor. Clients are interviewed at intake, and six months post intake. Board staff recommend to the Board of Directors to accept additional funding from OhioMHAS in the amount of \$767,786.05 and amend Resolution No. 22-11-05 to approve contract amendments with the providers listed above in the amounts above for their respective SOS programs for the term of September 30, 2022 through September 29, 2023.

- c) Amendment to Resolution No. 22-11-08, Transportation Program
- I'm In Transition Ministries - No New Funding

I'm In Transition Ministries was one of the primary utilizers of Life Long Transportation, LLC's transportation services. I'm In Transition Ministries' Recovery Housing (Ohio Recovery Housing Certified) offers safe, structured, and supportive, drug and alcohol-free housing, equipped with comprehensive care and monitoring. 12-step meetings, evidence-based practices and Recovery Oriented activities are also implemented to meet each client's specific needs. I'm In Transition offers fully furnished and remodeled homes, equipped with full kitchens, laundry facilities, game rooms, work out areas, wi-fi and computer access, air conditioner/heat, and COVID-19 sanitation stations.

This request is to amend the CY2023 Contract for I'm In Transition Ministries to reallocate \$59,355 of \$259,355 from its Recovery Housing program to create a Transportation program in response to the closure of Life Long Transportation, LLC. I'm In Transition Ministries will hire a third-party transportation company to provide transportation services to its Recovery Housing residents to attend appointments, specifically Intensive Outpatient Treatment (IOP). Board staff recommend to the Board of Directors to amend Resolution No. 22-11-08 to I'm In Transition Ministries' CY2023 Contract to reallocate \$59,355 of \$259,355 from its Recovery Housing program to create a Transportation program for the term of January 1, 2023 through December 31, 2023.

- d) Amendment to Resolution No. 20-05-02, Cleveland Division of Police, Department of Justice, Bureau of Justice Assistance (BJA) Co-Responder Project Gap Funding – \$120,000
- FrontLine Service - \$45,000
 - Murtis Taylor Human Services System - \$75,000

Cleveland Police indicated through their data collection that more than half of the clients at St. Vincent Psychiatric Emergency Department are brought in by police.

- o 97% of those who are brought in by police are from the Cleveland Division of Police.

A BJA study indicates that police spend up to 7% of their time responding to crisis calls. Crisis calls disproportionately consume much of an officer's time, and most are not a result of criminal behavior but an emotional crisis in the community. Across the country, police departments report that jails and prisons are the largest de facto mental health facilities in the country.

The City of Cleveland communicated to the ADAMHS Board that it will be using American Rescue Plan Act (ARPA) funding to continue and expand the Co-Responder program at the conclusion of the no cost extension on March 31, 2023.

- o The proposed funding will need to go through the City of Cleveland's legal and legislative process to get a contract to the ADAMHS Board and may not be ready by March 31, 2023.
- o In the event that a contract for the Co-Responder program will not be in place at the conclusion of the no cost extension, the ADAMHS Board will provide gap funding to FrontLine Service and MTHSS to allow the program to continue through June 30, 2023.

In September 2022, this Board approved a no cost extension through March 31, 2023 to allow the providers to spend down the remaining funds in the BJA grant. In May 2020, the ADAMHS Board approved contracts with FrontLine

Service and MTHSS for the Co-Responder Program to divert people in crisis to the least restrictive alternative and linkage to services.

- o The Co-Responder Teams operate 40 hours per week, second shift.
- o The Crisis Specialist is paired with a Crisis Intervention Team (CIT) Officer in a single car in order to respond to the calls.
- o The Crisis Specialist in collaboration with the CIT Officer engages and responds to the person's needs, provides assessment and triage to the least restrictive options in the community.
- o The Co-Responder Teams provide follow up on crisis calls from other officers within their assigned police district as well as engage high utilizers of service in order to decrease the need for public safety assistance.
- o Frontline Service is assigned to District 3. MTHSS is assigned to Districts 2 and 4.
- o Crisis Specialists along with CIT Officers work collaboratively with other aspects of public safety such as Emergency Medical Services (EMS) and dispatch in order to reduce the high utilizers of service by providing ongoing monitoring and support.

Board staff recommend to the Board of Directors to amend Resolution No. 20-05-02, Cleveland Division of Police Co-Responder Project, to extend the term of the contracts with both FrontLine Service and MTHSS until June 30, 2023, and add funding to FrontLine Service in the amount of \$45,000 and MTHSS in the amount of \$75,000.

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

7. Identify Consent Agenda

Ms. Rosenbaum recommended including the December 2022 Finance Reports, Contracts and Contract Amendments into the Consent Agenda to be recommended for approval to the full Board.

8. New Business

Ms. Erin DiVincenzo, Director of Prevention and Children's Behavioral Health Programs, reported that Social determinants of health (SDoH) affect a wide range of health risks and outcomes and contribute to health inequities across communities. Poor SDoH are linked to mental and behavioral health issues and impact Substance Use Disorder (SUD) prevention and mental health promotion services across the lifespan. Considering the impact of SDoH when planning for prevention services can improve health outcomes and promote health equity. To provide support to behavioral health boards as they engage in community-based processes as they plan SUD prevention and mental health promotion services and programming, OhioMHAS, Ohio University's Voinovich School of Leadership and Public Service, the Pacific Institute for Research and Evaluation (PIRE), and other key partners are collaborating on the implementation of the Community Collective Impact Model for Change (CCIM4C) 2.0: Addressing Social Determinants of Health in Minority and Underserved Communities Initiative.

YouthMOVE is a national youth-led, youth-driven, chapter-based organization dedicated to improving services and systems that support positive growth and development by uniting the voices of individuals who have lived experience in various systems including mental health, juvenile justice, education, and child welfare. National Alliance on Mental Illness (NAMI) and YouthMOVE are connected at the state level to organize and coordinate state-wide youth initiatives and projects.

Ohio University has allocated funding to provide support to behavioral health boards as they engage in community-based processes to plan SUD prevention and mental health promotion services and programming. The CCIM4C 2.0: Addressing Social Determinants of Health in Minority and Underserved Communities Initiative is funded in a phased approach. Current funding is for Phase 3. Two Co-directors are required to participate, one board staff and one community partner from Recovery Resources. Phase 2 of the initiative resulted in the creation of a Three-year Prevention Plan for Cuyahoga County. The goal is to improve social determinants of health for youth in minority and underserved communities by increasing capacity for youth engagement in behavioral health program development and improving access to behavioral health related prevention and wellness programs. For Phase 3, ADAMHS Board and Recovery Resources Co-directors will implement Year 1 of the plan which ends March 14, 2023. The objective for Year 1 is to plan and develop a youth-led advisory group in Cuyahoga County that will give underserved and minority youth a platform to provide voice on developing meaningful programs and improving access to services and resources. The ADAMHS Board selected NAMI Greater Cleveland to develop and implement a youth-led advisory group

(YouthMOVE Cuyahoga) and complete the marketing component of the project. NAMI Greater Cleveland will work with YouthMOVE Ohio to recruit, train and support disconnected youth with multi system involvement in Cuyahoga County as peer leaders and system advocates for the YouthMOVE Cuyahoga program.

Board staff recommend to the Board of Directors to amend the existing CCIM4C 2.0: Addressing Social Determinants of Health in Minority and Underserved Communities Initiative agreement to identify NAMI Greater Cleveland as the provider for the youth-led advisory group and marketing component of the project and to enter into a contract with NAMI Greater Cleveland in the amount of \$39,559 for the term of January 1, 2022 through March 14, 2023.

Ms. Rosenbaum recommended that the Amendment to Resolution No. 23-01-04, CCIM4C 2.0: Addressing Social Determinants of Health in Minority and Underserved Communities Initiative be included into the Consent Agenda to be recommended for approval to the full Board. All Finance & Operations Committee members present concurred.

Ms. Rosenbaum reminded all in attendance that one of the Board's goals is to schedule and hold one General Meeting per quarter in the community at a service provider location. This arrangement provides the Board of Directors an opportunity to visit and meet provider staff at their facility. As a result, the ADAMHS Board's General Meeting of Wednesday, February 22, 2023, will be held at Front Steps Housing and Services, 2554 West 25th Street, Cleveland, Ohio 44113.

9. Follow-up

No follow-up was received.

10. Public Comment Period

No public comment was received.

11. Upcoming February and March Board Meetings:

- General Meeting: February 22, 2023
- Community Relations & Advocacy Committee Meeting: March 1, 2023
- Nominating Committee Meeting: March 8, 2023
- Planning & Oversight Committee Meeting: March 8, 2023
- Finance & Operations Committee Meeting: March 15, 2023
- General Meeting: March 22, 2023

There being no further business, the meeting adjourned at 4:30 p.m.

Submitted by: Linda Lamp, Executive Assistant

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

Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County
Administrative Budget YTD
January 2023 YTD

	2023 Budget	Janaury Actual YTD	Remaining Balance	% of Budget
ADMINISTRATIVE EXPENSES				
SALARIES				
SALARIES - REGULAR	\$ 1,963,512.00	\$ 155,777.80	\$ 1,807,734.20	8%
SALARIES - PART-TIME	\$ 20,000.00	\$ -	\$ 20,000.00	0%
SALARIES - UNION	\$ 2,238,334.00	\$ 168,756.08	\$ 2,069,577.92	8%
Total SALARIES	\$ 4,221,846.00	\$ 324,533.88	\$ 3,897,312.12	8%
FRINGE BENEFITS				
MEDICARE	\$ 61,217.00	\$ 4,516.69	\$ 56,700.31	7%
RETIRE-OPERS - REGULAR	\$ 612,168.00	\$ 40,256.60	\$ 571,911.40	7%
HOSPITALIZATION	\$ 832,000.00	\$ 66,333.33	\$ 765,666.67	8%
LIFE INSURANCE	\$ -	\$ 20.39	\$ (20.39)	
HEALTH BENEFIT ALLOWANCE	\$ -	\$ 86.00	\$ (86.00)	
Total FRINGE BENEFITS	\$ 1,505,385.00	\$ 111,213.01	\$ 1,394,171.99	7%
COMMODITIES				
OFFICE SUPPLIES	\$ 17,500.00	\$ 7.25	\$ 17,492.75	0%
COPIER SUPPLIES	\$ 20,000.00	\$ 16.00	\$ 19,984.00	0%
FOOD SUPPLIES	\$ 12,500.00	\$ 217.49	\$ 12,282.51	2%
HOUSEKEEPING SUPPLIES	\$ 5,000.00	\$ -	\$ 5,000.00	0%
COMPUTER SUPPLIES	\$ 20,000.00	\$ -	\$ 20,000.00	0%
ELECTRICITY	\$ 72,500.00	\$ 9,015.16	\$ 63,484.84	12%
Total COMMODITIES	\$ 147,500.00	\$ 9,255.90	\$ 138,244.10	6%
CONTRACTS & PROFESSIONAL				
LS/RENT - BUILDING	\$ 450,000.00	\$ 69,547.86	\$ 380,452.14	15%
TUITION REIMBURSEMENT	\$ 7,000.00	\$ -	\$ 7,000.00	0%
CONSULTANT SERVICES	\$ 414,000.00	\$ 22,744.92	\$ 391,255.08	5%
ASGN COUN - PSYCHOLOGICAL	\$ 110,000.00	\$ 15,425.00	\$ 94,575.00	14%
RSK MGMT - LIABILITY	\$ 100,000.00	\$ -	\$ 100,000.00	0%
CONTRACTUAL SERVICES	\$ 252,000.00	\$ 57,872.44	\$ 194,127.56	23%
MAINTENANCE/REPAIR SERVICES	\$ 39,700.00	\$ 252.03	\$ 39,447.97	1%
Total CONTRACTS & PROFESSIONAL	\$ 1,372,700.00	\$ 165,842.25	\$ 1,206,857.75	12%
EQUIPMENT EXPENSE				
NON-CAP EQ - IT SOFTWARE	\$ 50,000.00	\$ 9,410.92	\$ 40,589.08	19%
LEASE/RENTAL FEES	\$ 12,000.00	\$ 1,354.47	\$ 10,645.53	11%
LS/RENT - EQUIPMENT	\$ 40,000.00	\$ 1,173.30	\$ 38,826.70	3%
EQUIPMENT PURCHASE	\$ 78,000.00	\$ 4,582.28	\$ 73,417.72	6%
Total EQUIPMENT EXPENSE	\$ 180,000.00	\$ 16,520.97	\$ 163,479.03	9%
OTHER OPERATING				
TRAINING/CONFERENCES	\$ 12,500.00	\$ -	\$ 12,500.00	0%
MEETINGS	\$ 3,000.00	\$ -	\$ 3,000.00	0%
MEMBERSHIPS/LICENSES	\$ 15,500.00	\$ 1,155.00	\$ 14,345.00	7%
MILEAGE/PARKING	\$ 30,000.00	\$ 846.57	\$ 29,153.43	3%
PUBLICATIONS/SUBSCRIPTIONS	\$ 6,000.00	\$ -	\$ 6,000.00	0%
ADVERTISING	\$ 33,800.00	\$ -	\$ 33,800.00	0%
DEPARTMENTAL PARKING	\$ 4,500.00	\$ 2,260.00	\$ 2,240.00	50%
POSTAGE/MAIL SERVICES	\$ 14,000.00	\$ -	\$ 14,000.00	0%
NON-COUNTY PRINTING	\$ 5,000.00	\$ 32.00	\$ 4,968.00	1%
INDIRECT COSTS	\$ 337,483.00	\$ -	\$ 337,483.00	0%
NON-CONTRACTUAL SERVICES	\$ 1,200.00	\$ 450.00	\$ 750.00	38%
TELEPHONE	\$ 33,000.00	\$ 4,654.50	\$ 28,345.50	14%
TELE - MOBILITY	\$ 12,000.00	\$ 923.09	\$ 11,076.91	8%
DATA COMMUNICATIONS	\$ 25,000.00	\$ 2,036.00	\$ 22,964.00	8%
FISCAL USE ONLY MISC EXPENSE	\$ 120,000.00	\$ 15,364.95	\$ 104,635.05	13%
Total OTHER OPERATING	\$ 652,983.00	\$ 27,722.11	\$ 625,260.89	4%
Total ADMINISTRATIVE EXPENSES	\$ 8,080,414.00	\$ 655,088.12	\$ 7,425,325.88	8%

BOARD VOUCHER REPORT
1/1/2023 THROUGH 1/31/2023

<u>Description</u>	<u>Vendor Name</u>	<u>Amount</u>
OFFICE SUPPLIES	W B MASON CO INC	\$ 7.25
COPIER SUPPLIES	DEX IMAGING LLC	\$ 7.00
COPIER SUPPLIES	DEX IMAGING LLC	\$ 9.00
FOOD SUPPLIES	DAVE'S SUPERMARKET INC	\$ 64.99
FOOD SUPPLIES	QUENCH USA INC	\$ 119.90
FOOD SUPPLIES	DAVE'S SUPERMARKET INC	\$ 32.60
ELECTRICITY	UNITED TWENTY FIFTH BLDG	\$ 4,911.64
ELECTRICITY	UNITED TWENTY FIFTH BLDG	\$ 4,103.52
Commodities		\$ 9,255.90
LS/RENT - BUILDING	UNITED TWENTY FIFTH BLDG	\$ 34,773.93
LS/RENT - BUILDING	UNITED TWENTY FIFTH BLDG	\$ 34,773.93
CONSULTANT SERVICES	LESLIE M KOBLENTZ	\$ 2,940.00
CONSULTANT SERVICES	LESLIE M KOBLENTZ	\$ 2,940.00
CONSULTANT SERVICES	LESLIE M KOBLENTZ	\$ 2,940.00
CONSULTANT SERVICES	LESLIE M KOBLENTZ	\$ 2,940.00
CONSULTANT SERVICES	HAYNES KESSLER MYERS	\$ 2,164.92
CONSULTANT SERVICES	LESLIE M KOBLENTZ	\$ 2,940.00
CONSULTANT SERVICES	LESLIE M KOBLENTZ	\$ 2,940.00
CONSULTANT SERVICES	LESLIE M KOBLENTZ	\$ 2,940.00
ASGN COUN - PSYCHOLOGICAL	STEVE W CANFIL	\$ 900.00
ASGN COUN - PSYCHOLOGICAL	STEVE W CANFIL	\$ 800.00
ASGN COUN - PSYCHOLOGICAL	SCOTT JOSEPH FRIEDMAN	\$ 700.00
ASGN COUN - PSYCHOLOGICAL	PAUL M FRIEDMAN	\$ 1,600.00
ASGN COUN - PSYCHOLOGICAL	PAUL M FRIEDMAN	\$ 1,300.00
ASGN COUN - PSYCHOLOGICAL	SCOTT JOSEPH FRIEDMAN	\$ 700.00
ASGN COUN - PSYCHOLOGICAL	SCOTT JOSEPH FRIEDMAN	\$ 1,300.00
ASGN COUN - PSYCHOLOGICAL	PAUL M FRIEDMAN	\$ 2,300.00
ASGN COUN - PSYCHOLOGICAL	TED S FRIEDMAN	\$ 400.00
ASGN COUN - PSYCHOLOGICAL	RONALD C BALBIER	\$ 700.00
ASGN COUN - PSYCHOLOGICAL	SCOTT JOSEPH FRIEDMAN	\$ 200.00
ASGN COUN - PSYCHOLOGICAL	PAUL M FRIEDMAN	\$ 2,500.00
ASGN COUN - PSYCHOLOGICAL	SCOTT JOSEPH FRIEDMAN	\$ 400.00
ASGN COUN - PSYCHOLOGICAL	STEVE W CANFIL	\$ 700.00
ASGN COUN - PSYCHOLOGICAL	RONALD C BALBIER	\$ 700.00
ASGN COUN - PSYCHOLOGICAL	J MICHAEL EVANS	\$ 225.00
CONTRACTUAL SERVICES	RICE EDUCATION CONSULTING	\$ 18,075.00
CONTRACTUAL SERVICES	RICE EDUCATION CONSULTING	\$ 18,075.00
CONTRACTUAL SERVICES	IRON MOUNTAIN INFORMATION	\$ 5,480.50
CONTRACTUAL SERVICES	IRON MOUNTAIN INFORMATION	\$ 292.12
CONTRACTUAL SERVICES	WILLO SECURITY INC	\$ 2,692.47

BOARD VOUCHER REPORT
1/1/2023 THROUGH 1/31/2023

<u>Description</u>	<u>Vendor Name</u>	<u>Amount</u>
CONTRACTUAL SERVICES	WILLO SECURITY INC	\$ 2,353.18
CONTRACTUAL SERVICES	WILLO SECURITY INC	\$ 3,677.52
CONTRACTUAL SERVICES	IRON MOUNTAIN INFORMATION	\$ 894.61
CONTRACTUAL SERVICES	IMPACT SOLUTIONS EAP	\$ 300.00
CONTRACTUAL SERVICES	WILLO SECURITY INC	\$ 1,930.21
CONTRACTUAL SERVICES	WILLO SECURITY INC	\$ 4,033.33
CONTRACTUAL SERVICES	MOOD MEDIA	\$ 68.50
MAINTENANCE/REPAIR SERVICES	UNIFIRST CORPORATION	\$ 252.03
Contracts & Professional Services		\$ 165,842.25
NON-CAP EQ - IT SOFTWARE	NET ACTIVITY INC	\$ 3,766.51
NON-CAP EQ - IT SOFTWARE	NET ACTIVITY INC	\$ 1,400.00
NON-CAP EQ - IT SOFTWARE	NET ACTIVITY INC	\$ 4,244.41
LEASE/RENTAL FEES	PITNEY BOWES GLOBAL FINANCIAL	\$ 1,354.47
LS/RENT - EQUIPMENT	DE LAGE LADEN FINANCIAL	\$ 1,173.30
EQUIPMENT PURCHASE	DEX IMAGING LLC	\$ 1,774.63
EQUIPMENT PURCHASE	CTR SYSTEMS EMPLOYEE	\$ 185.76
EQUIPMENT PURCHASE	DC GROUP INC	\$ 1,758.50
EQUIPMENT PURCHASE	DEX IMAGING LLC	\$ 853.68
EQUIPMENT PURCHASE	DEX IMAGING LLC	\$ 9.71
Equipment Purchase		\$ 16,520.97
MEMBERSHIPS/LICENSES	KAPLAN EARLY LEARNING	\$ 1,155.00
MILEAGE/PARKING	DOUGLAS P NICHOLS	\$ 50.00
MILEAGE/PARKING	REGINA R SPICER	\$ 217.75
MILEAGE/PARKING	OLIVIA ABDLRASUL	\$ 27.50
MILEAGE/PARKING	MAGGIE TOLBERT	\$ 142.50
MILEAGE/PARKING	BRITANY KING	\$ 11.25
MILEAGE/PARKING	CARMEN GANDARILLA	\$ 86.88
MILEAGE/PARKING	JOICELYN RENEE WEEMS	\$ 119.56
MILEAGE/PARKING	JOICELYN RENEE WEEMS	\$ 149.63
MILEAGE/PARKING	MICHAELE A SMITH	\$ 41.50
DEPARTMENTAL PARKING	SEP 2022 PARKING PASSES	\$ 250.00
DEPARTMENTAL PARKING	OCT 2022 PARKING PASSES	\$ 250.00
DEPARTMENTAL PARKING	NOV 2022 PARKING PASSES	\$ 250.00
DEPARTMENTAL PARKING	DEC 2022 PARKING PASSES	\$ 250.00
DEPARTMENTAL PARKING	2023 PARKING KEY CARDS	\$ 1,260.00
NON-COUNTY PRINTING	SETTA TROPHY INC	\$ 32.00
NON-CONTRACTUAL SERVICES	PAUL L MARTIN	\$ 450.00
TELEPHONE	DAVISSA TELEPHONE SYS	\$ 2,699.11
TELEPHONE	CHARTER COMMUNICATION	\$ 109.59

**BOARD VOUCHER REPORT
1/1/2023 THROUGH 1/31/2023**

<u>Description</u>	<u>Vendor Name</u>	<u>Amount</u>
TELE - MOBILITY	VERIZON WIRELESS SERVICE	\$ 1,845.80
TELE - MOBILITY	VERIZON WIRELESS SERVICE	\$ 923.09
DATA COMMUNICATIONS	OHIO STATE UNIVERSITY	\$ 725.00
DATA COMMUNICATIONS	AGILE NETWORK BUILDER	\$ 586.00
DATA COMMUNICATIONS	OHIO STATE UNIVERSITY	\$ 725.00
FISCAL USE ONLY MISC EXPENSE	FIFTH THIRD BANK NEO	\$ 13,864.95
FISCAL USE ONLY MISC EXPENSE	HAYWOOD COUNSELING	\$ 1,500.00
Other Operating		\$ 27,722.11
January Voucher Total		\$ 219,341.23

Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County
Funding Source Budget to Actual YTD
January 2023 YTD

	2023 Budget	Janaury YTD Actuals	Remaining Balance	% of Budget
ADAMHS ADMINISTRATION	\$ -	\$ 26,533.25	\$ (26,533.25)	
AOD Continuum of Care	\$ 586,004.00	\$ 146,501.00	\$ 439,503.00	25%
AOD Per Capita Prevention	\$ 119,995.00	\$ 23,798.75	\$ 96,196.25	20%
AOD Recovery Housing	\$ 45,900.00	\$ -	\$ 45,900.00	0%
ATP	\$ 300,000.00	\$ 75,000.00	\$ 225,000.00	25%
Casino Gambling Prevention	\$ 207,607.00	\$ 103,803.75	\$ 103,803.25	50%
Casino Gambling Treatment	\$ 207,608.00	\$ -	\$ 207,608.00	0%
Community Investments	\$ 1,825,781.00	\$ 368,300.25	\$ 1,457,480.75	20%
Community Investments - ADAMHS Boards	\$ 50,000.00	\$ -	\$ 50,000.00	0%
Community Investments -Continuum of Care	\$ 34,765.00	\$ -	\$ 34,765.00	0%
Community Transition Program	\$ 750,000.00	\$ 187,500.00	\$ 562,500.00	25%
Corrections Planning Board	\$ 1,500,000.00	\$ 36,899.27	\$ 1,463,100.73	2%
County Subsidy	\$ 43,463,659.00	\$ -	\$ 43,463,659.00	0%
Criminal Justice Forensic Center & Monitoring	\$ 259,608.00	\$ 64,902.00	\$ 194,706.00	25%
Crisis Funds	\$ 512,641.00	\$ -	\$ 512,641.00	0%
Early Childhood (Invest in Children)	\$ 821,241.00	\$ -	\$ 821,241.00	0%
Early Childhood Mental Health Counseling	\$ 441,906.00	\$ -	\$ 441,906.00	0%
Mental Health Block Grant	\$ 848,814.00	\$ 209,953.50	\$ 638,860.50	25%
Miscellaneous	\$ 1,000,000.00	\$ 69,878.25	\$ 930,121.75	7%
Multi-System Adult (MSA) Program	\$ 340,677.00	\$ -	\$ 340,677.00	0%
Northeast Ohio Collaborative Funding	\$ 1,541,738.00	\$ -	\$ 1,541,738.00	0%
ODRC (ACT)	\$ 275,000.00	\$ 38,047.70	\$ 236,952.30	14%
Overdose to Action Grant (Board of Health)	\$ 84,782.00	\$ -	\$ 84,782.00	0%
PATH	\$ 338,339.00	\$ -	\$ 338,339.00	0%
SAMHSA Emergency COVID-19	\$ 438,212.00	\$ -	\$ 438,212.00	0%
SAPT Direct Grants - Gambling (Recovery Res.)	\$ 75,000.00	\$ 6,250.00	\$ 68,750.00	8%
SAPT Direct Grants - TASC (Court of Common Pleas.)	\$ 137,910.00	\$ 34,477.50	\$ 103,432.50	25%
SAPT Direct Grants - Therapeutic Comm (CATS)	\$ 98,551.00	\$ -	\$ 98,551.00	0%
SAPT Pass Through	\$ 2,071,868.00	\$ 155,373.17	\$ 1,916,494.83	7%
SAPT Prevention	\$ 1,382,871.00	\$ 345,717.75	\$ 1,037,153.25	25%
SAPT System of Care/DYS Aftercare	\$ 215,796.00	\$ 34,636.83	\$ 181,159.17	16%
SAPT Treatment	\$ 3,509,071.00	\$ 877,267.75	\$ 2,631,803.25	25%
Specialized Docket Support-Drug Courts	\$ 535,000.00	\$ -	\$ 535,000.00	0%
System of Care State Funds	\$ 405,524.00	\$ 101,381.00	\$ 304,143.00	25%
Title XX	\$ 804,265.00	\$ -	\$ 804,265.00	0%
Total ADAMHS ADMINISTRATION	\$ 65,230,133.00	\$ 2,906,221.72	\$ 62,323,911.28	4%
ADAMHS DOJ GRANTS				
CIP Grant	\$ 283,047.00	\$ 10,658.40	\$ 272,388.60	4%
COSSAP Grant	\$ 1,006,794.00	\$ 19,236.06	\$ 987,557.94	2%
Total ADAMHS DOJ GRANTS	\$ 1,289,841.00	\$ 29,894.46	\$ 1,259,946.54	2%
DIVERSION CENTER	\$ 4,363,012.00	\$ -	\$ 4,363,012.00	0%
OOD GRANT	\$ 443,303.00	\$ -	\$ 443,303.00	0%
OTHER GRANTS				
SAMHSA Early Diversion Grant	\$ 330,000.00	\$ -	\$ 330,000.00	0%
Total OTHER GRANTS	\$ 330,000.00	\$ -	\$ 330,000.00	0%
SOR GRANT	\$ 2,709,000.00	\$ -	\$ 2,709,000.00	0%
TOTAL	\$ 74,365,289.00	\$ 2,936,116.18	\$ 71,429,172.82	4%

Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County

Revenues By Source By Month

January 2023

	Jan 2023	Feb 2023	Mar 2023	Q2 - 2023	Q3-2023	Q4 - 2023	Total
ADAMHS ADMINISTRATION	\$ 26,533.25						\$ 26,533.25
AOD Continuum of Care	\$ 146,501.00						\$ 146,501.00
AOD Per Capita Prevention	\$ 23,798.75						\$ 23,798.75
ATP	\$ 75,000.00						\$ 75,000.00
Casino Gambling Prevention	\$ 103,803.75						\$ 103,803.75
Community Investments	\$ 368,300.25						\$ 368,300.25
Community Transition Program	\$ 187,500.00						\$ 187,500.00
Corrections Planning Board	\$ 36,899.27						\$ 36,899.27
Criminal Justice Forensic Center & Monitoring	\$ 64,902.00						\$ 64,902.00
Mental Health Block Grant	\$ 209,953.50						\$ 209,953.50
Miscellaneous	\$ 69,878.25						\$ 69,878.25
ODRC (ACT)	\$ 38,047.70						\$ 38,047.70
SAPT Direct Grants - Gambling (Recovery Res.)	\$ 6,250.00						\$ 6,250.00
SAPT Direct Grants - TASC (Court of Common Pleas.)	\$ 34,477.50						\$ 34,477.50
SAPT Pass Through	\$ 155,373.17						\$ 155,373.17
SAPT Prevention	\$ 345,717.75						\$ 345,717.75
SAPT System of Care/DYS Aftercare	\$ 34,636.83						\$ 34,636.83
SAPT Treatment	\$ 877,267.75						\$ 877,267.75
System of Care State Funds	\$ 101,381.00						\$ 101,381.00
Total ADAMHS ADMINISTRATION	\$ 2,906,221.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,906,221.72
ADAMHS DOJ GRANTS							
CIP Grant	\$ 10,658.40						\$ 10,658.40
COSSAP Grant	\$ 19,236.06						\$ 19,236.06
Total ADAMHS DOJ GRANTS	\$ 29,894.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,894.46
TOTAL	\$ 2,936,116.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,936,116.18

Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County
Budget vs. Actual Expenses 2023 YTD
January 2023 YTD

	January YTD			% of Budget
	2023 Budget	Actuals	Remaining Balance	
JAIL DIVERSION GRANT	\$ 330,000.00	\$ 60,810.65	\$ 269,189.35	18%
CIP GRANT	\$ 283,047.00	\$ 10,658.40	\$ 272,388.60	4%
COSSAP GRANT	\$ 486,703.00	\$ 19,236.06	\$ 467,466.94	4%
ENHANCED DATA GRANT	\$ 520,091.00	\$ -	\$ 520,091.00	0%
DIVERSION CENTER	\$ 4,363,012.00	\$ -	\$ 4,363,012.00	0%
OOD - CASE SVCS CONTRACT	\$ 443,303.00	\$ 74,252.51	\$ 369,050.49	17%
SOR GRANT	\$ 2,709,000.00	\$ -	\$ 2,709,000.00	0%
ADMINISTRATIVE EXPENSES	\$ 8,080,414.00	\$ 655,088.12	\$ 7,425,325.88	8%
ADULT & FAMILY CARE SERVICES	\$ 562,241.00	\$ 31,929.46	\$ 530,311.54	6%
COORDINATION/EVALUATION SERVICES	\$ 1,163,692.00	\$ 10,586.20	\$ 1,153,105.80	1%
CRISIS CARE/INTERVENTION	\$ 17,757,846.00	\$ 1,195,690.23	\$ 16,562,155.77	7%
DETOXIFICATION	\$ 1,886,400.00	\$ 50,441.21	\$ 1,835,958.79	3%
EARLY CHILDHOOD MENTAL HEALTH	\$ 2,084,388.00	\$ 168,127.75	\$ 1,916,260.25	8%
EMPLOYMENT SERVICES	\$ 1,647,306.00	\$ 108,577.11	\$ 1,538,728.89	7%
FAITH-BASED SERVICES	\$ 463,897.00	\$ 10,962.61	\$ 452,934.39	2%
HEALTH MGT INFORMATION SYS	\$ 175,000.00	\$ -	\$ 175,000.00	0%
JUSTICE RELATED SERVICES	\$ 5,156,602.00	\$ 415,842.92	\$ 4,740,759.08	8%
MH - OUTPATIENT TREATMENT	\$ 4,051,516.00	\$ 142,503.70	\$ 3,909,012.30	4%
OTHER OBLIGATED FUNDS	\$ 5,001,017.00	\$ -	\$ 5,001,017.00	0%
OTHER SERVICES	\$ 2,830,068.00	\$ 281,815.86	\$ 2,548,252.14	10%
PASS-THRU PROGRAMS	\$ 3,019,240.00	\$ 294,905.10	\$ 2,724,334.90	10%
PREVENTION SERVICES - MH	\$ 760,813.00	\$ 84,094.97	\$ 676,718.03	11%
PREVENTION SERVICES - SUD	\$ 2,121,166.00	\$ 190,584.39	\$ 1,930,581.61	9%
BOARD PROPERTY EXPENSES	\$ 250,000.00	\$ 33,024.21	\$ 216,975.79	13%
PSYCHIATRIC SERVICES	\$ 914,290.00	\$ -	\$ 914,290.00	0%
RECOVERY SUPPORTS	\$ 835,317.00	\$ 43,019.33	\$ 792,297.67	5%
RECOVERY SUPPORTS - ART THERAPY	\$ 207,520.00	\$ 9,072.72	\$ 198,447.28	4%
RECOVERY SUPPORTS - PEER SUPPORT	\$ 2,903,232.00	\$ 342,220.01	\$ 2,561,011.99	12%
RESIDENTIAL ASST PROG (RAP)	\$ 2,500,000.00	\$ 73,263.22	\$ 2,426,736.78	3%
RESIDENTIAL TREATMENT HOUSING-MH	\$ 8,734,312.00	\$ 1,099,250.03	\$ 7,635,061.97	13%
RESIDENTIAL TREATMENT HOUSING-SUD	\$ 3,678,692.00	\$ 185,608.62	\$ 3,493,083.38	5%
SCHOOL BASED SERVICES	\$ 869,151.00	\$ 17,096.58	\$ 852,054.42	2%
SOBER RECOVERY BEDS	\$ 2,228,925.00	\$ 193,525.22	\$ 2,035,399.78	9%
SOR CRISIS GRANT	\$ 818,626.00	\$ -	\$ 818,626.00	0%
SUD - OUTPATIENT TREATMENT	\$ 2,960,274.00	\$ 201,670.81	\$ 2,758,603.19	7%
TOTAL	\$ 92,797,101.00	\$ 6,003,858.00	\$ 86,793,243.00	6%

Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County Revenue and Expenditures All Accounting Units By Month

January 2023

	Jan 2023	Feb 2023	Mar 2023	Q2 - 2023	Q3 - 2023	Q4 - 2023	Total
Revenue							
OFFICE/CONF ROOM RENTAL	\$ 1,671.38						\$ 1,671.38
FEDERAL GRANT REVENUE	\$ 1,694,443.46						\$ 1,694,443.46
STATE GRANT REVENUE	\$ 1,170,795.20						\$ 1,170,795.20
LOCAL MUNI NON-GRANT REVENUE	\$ 62,570.39						\$ 62,570.39
REFUNDS & REIMBURSEMENT REV	\$ 6,635.75						\$ 6,635.75
Total Revenue	\$ 2,936,116.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,936,116.18
Expenditures							
OPERATING EXPENSES							
SALARIES							
SALARIES - REGULAR	\$ 155,777.80						\$ 155,777.80
SALARIES - UNION	\$ 168,756.08						\$ 168,756.08
Total SALARIES	\$ 324,533.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 324,533.88
FRINGE BENEFITS							
MEDICARE	\$ 4,516.69						\$ 4,516.69
RETIRE-OPERS - REGULAR	\$ 40,256.60						\$ 40,256.60
HOSPITALIZATION	\$ 66,333.33						\$ 66,333.33
LIFE INSURANCE	\$ 20.39						\$ 20.39
HEALTH BENEFIT ALLOWANCE	\$ 86.00						\$ 86.00
Total FRINGE BENEFITS	\$ 111,213.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,213.01
COMMODITIES							
OFFICE SUPPLIES	\$ 7.25						\$ 7.25
COPIER SUPPLIES	\$ 16.00						\$ 16.00
FOOD SUPPLIES	\$ 217.49						\$ 217.49
WATER	\$ 2,493.64						\$ 2,493.64
SEWER	\$ 5,055.31						\$ 5,055.31
ELECTRICITY	\$ 11,031.70						\$ 11,031.70
NATURAL GAS	\$ 4,429.62						\$ 4,429.62
REFUSE COLLECTION	\$ 4,146.92						\$ 4,146.92
Total COMMODITIES	\$ 27,397.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,397.93
CONTRACTS & PROFESSIONAL							
LS/RENT - BUILDING	\$ 69,547.86						\$ 69,547.86
CONSULTANT SERVICES	\$ 22,744.92						\$ 22,744.92
ASGN COUN - PSYCHOLOGICAL	\$ 15,425.00						\$ 15,425.00
JUDICIAL SERVICES	\$ 22,350.00						\$ 22,350.00
CONTRACTUAL SERVICES	\$ 281,066.91						\$ 281,066.91
MAINTENANCE/REPAIR SERVICES	\$ 14,100.11						\$ 14,100.11
Total CONTRACTS & PROFESSIONAL	\$ 425,234.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,234.80
EQUIPMENT EXPENSE							
NON-CAP EQ - IT SOFTWARE	\$ 9,410.92						\$ 9,410.92
LEASE/RENTAL FEES	\$ 1,354.47						\$ 1,354.47
LS/RENT - EQUIPMENT	\$ 1,173.30						\$ 1,173.30
EQUIPMENT PURCHASE	\$ 4,582.28						\$ 4,582.28
Total EQUIPMENT EXPENSE	\$ 16,520.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,520.97
OTHER OPERATING							
MEETINGS	\$ 1,155.00						\$ 1,155.00
MEMBERSHIPS/LICENSES	\$ 846.57						\$ 846.57
MILEAGE/PARKING	\$ 124,621.21						\$ 124,621.21
ADVERTISING	\$ 2,260.00						\$ 2,260.00
DEPARTMENTAL PARKING	\$ 8,147.28						\$ 8,147.28
NON-COUNTY PRINTING	\$ 450.00						\$ 450.00
TELEPHONE	\$ 5,688.60						\$ 5,688.60

**Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County
Revenue and Expenditures All Accounting Units By Month**

January 2023

	Jan 2023	Feb 2023	Mar 2023	Q2 - 2023	Q3 - 2023	Q4 - 2023	Total
TELE - MOBILITY	\$ 1,012.06						\$ 1,012.06
DATA COMMUNICATIONS	\$ 2,036.00						\$ 2,036.00
FISCAL USE ONLY MISC EXPENSE	\$ 15,364.95						\$ 15,364.95
Total OTHER OPERATING	\$ 161,581.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,581.67
Total 1 ADMINISTRATIVE EXPENSES	\$ 1,066,482.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,066,482.26
PROVIDER DIRECT SERVICES							
BEHAVIORAL HEALTH	\$ 2,368,099.86						\$ 2,368,099.86
BEH HLTH - RESIDENTIAL	\$ 1,355,371.96						\$ 1,355,371.96
BEH HLTH - FAMILY SUPPORT	\$ 233,040.02						\$ 233,040.02
CLIENT PREVENTION SERVICES	\$ 152,191.32						\$ 152,191.32
CLIENT TREATMENT SERVICES	\$ 748,108.69						\$ 748,108.69
Total PROVIDER DIRECT SERVICES	\$ 4,856,811.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,856,811.85
OTHER SERVICES							
HOUSING ASSISTANCE	\$ 80,563.89						\$ 80,563.89
Total 19 OTHER SERVICES	\$ 80,563.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,563.89
Total Expenditures	\$ 6,003,858.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,003,858.00

Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County

Revenues and Expenditures Grants YTD

January 2023

	Total ADAMHS DOJ GRANTS	OOD GRANT	Total OTHER GRANTS	TOTAL
Revenue				
FEDERAL GRANT REVENUE	\$ 29,894.46	\$ -	\$ -	\$ 29,894.46
Total Revenue	\$ 29,894.46	\$ -	\$ -	\$ 29,894.46
Expenditures				
OPERATING EXPENSES				
CONTRACTS & PROFESSIONAL				
CONTRACTUAL SERVICES	\$ 29,894.46	\$ 74,252.51	\$ 60,810.65	\$ 164,957.62
Total CONTRACTS & PROFESSIONAL	\$ 29,894.46	\$ 74,252.51	\$ 60,810.65	\$ 164,957.62
Total OPERATING EXPENSES	\$ 29,894.46	\$ 74,252.51	\$ 60,810.65	\$ 164,957.62
Total Expenditures	\$ 29,894.46	\$ 74,252.51	\$ 60,810.65	\$ 164,957.62

Alcohol, Drug Addiction & Mental Health Services Board of Cuyahoga County
2023 Cash Flow Report
JANUARY 2023

	2021 Actual	2022 Actual	YTD thru January 2023
AVAILABLE BEGINNING BALANCE	\$ 29,174,459.62	\$ 41,590,113.22	\$ 43,175,702.58
REVENUES			
Office/Conf Room Rental	\$ 20,056.56	\$ 20,056.56	\$ 1,671.38
Federal Grant revenue	\$ 15,142,265.32	\$ 15,772,095.84	\$ 1,694,443.46
State Grant Revenue	\$ 9,462,828.56	\$ 8,519,893.41	\$ 1,170,795.20
Local Gov't Revenue	\$ 3,344,158.99	\$ 5,227,402.87	\$ -
Local Muni Non-Grant Revenue	\$ 2,788,599.12	\$ 2,656,987.76	\$ 62,570.39
Refunds & Reimbursement Revenue	\$ 114,789.30	\$ 467,141.85	\$ 6,635.75
Fiscal Use Only - Misc Revenue	\$ -	\$ 30,000.00	\$ -
Trans In - Transfer	\$ -	\$ 60,191.42	\$ -
Trans In - Subsidy	\$ 43,463,659.00	\$ 43,463,659.00	\$ -
TOTAL REVENUE	\$ 74,336,356.85	\$ 76,217,428.71	\$ 2,936,116.18
TOTAL AVAILABLE RESOURCES	\$ 103,510,816.47	\$ 117,807,541.93	\$ 46,111,818.76
EXPENDITURES			
Operating Expenses	\$ 6,731,663.06	\$ 8,083,883.39	\$ 901,524.64
Diversion Center	\$ -	\$ 5,225,373.16	\$ -
ADAMHS Board Grants	\$ -	\$ 4,484,530.77	\$ 164,957.62
Provider Direct Services	\$ 53,885,506.24	\$ 55,528,939.30	\$ 4,856,811.85
Other Services	\$ 1,303,533.95	\$ 1,309,112.73	\$ 80,563.89
TOTAL EXPENDITURES	\$ 61,920,703.25	\$ 74,631,839.35	\$ 6,003,858.00
AVAILABLE ENDING BALANCE	\$ 41,590,113.22	\$ 43,175,702.58	\$ 40,107,960.76

***Operating expenses included the Diversion Center and ADAMHS Board grants until 2022.*



CONTRACTS

**Finance & Operations Committee
March 15, 2023**



Agenda Process Sheet
Date: March 15, 2023

- Community Relations & Advocacy Committee
- Planning & Oversight Committee
- Committee of the Whole
- Faith-Based Outreach Committee
- Finance & Operations Committee
- General Meeting

Topic: Client Satisfaction Survey

Contractual Parties: Brown Consulting, LTD

Term: March 1, 2023 through December 31, 2023

Funding Source(s): ADAMHS Board

Amount: \$60,000

- New Program**
- Continuing Program**
- Expanding Program**
- Other:** Evaluation

Service Description:

- Brown Consulting, LTD, will design and administer a survey to clients of the ADAMHS Board of Cuyahoga County’s provider network. The survey will gather needed data that will be useful to the Board in informing future planning of the mental health, addiction, prevention and recovery service delivery system within Cuyahoga County.
- The 2023 survey will be an independent measurement of a representative sample of individuals served through the provider network and will provide baseline data.
- In addition to designing and conducting the survey in 2023, Brown Consulting will provide the ADAMHS Board with all templates, documents, tools and processes utilized to gather data for this report so the process can be replicated in-house or by other vendors if desired for future years.
- *See the included proposal for additional details.*

Background Information:

- NOTE: During the February 22, 2023 General Meeting, the ADAMHS Board of Directors voted to approve the Chief Executive Officer to enter into a contract with Brown Consulting for \$60,000 so that the project timeline could move forward during the month of March, with the caveat that complete information and timeline will be brought before the Board during the March meeting cycle for ratification.
- In the 2021-2025 ADAMHS Board Strategic Plan, the Board identified conducting an annual, independent client feedback and satisfaction survey as a priority action under “Goal 2: Measuring Impact.”
- The survey is also a priority in the ADAMHS Board Diversity, Equity and Inclusion (DEI) Strategic Implementation Plan, as a way to formalize client feedback in decision-making, and evaluate cultural responsiveness of providers and services.
- Brown Consulting, LTD, is an Ohio-based firm that specializes in the behavioral healthcare industry, and is certified as both a Women-Owned (WBE) and Veteran-Friendly Business Enterprise (VBE).

- Brown Consulting has conducted independent peer reviews in the ADAMHS Board provider network in the past and is a trusted research partner for the Board.

Number of Individuals to be served:

- ADAMHS Board staff will work with Brown Consulting to determine a representative sample of clients to be surveyed, based on provider agency size, type, level of care, etc., as well as annual number of clients served.

Funding Use:

- Funds will be used to engage Brown Consulting, LTD, to design and administer the 2023 Client Satisfaction Survey for the ADAMHS Board of Cuyahoga County, and provide templates, documents, tools and processes to replicate the survey in the future.

Client & System Impact:

- Consulting services will result in a Client Satisfaction Survey that will elevate client voice in the continuation and development of quality behavioral health and recovery services.

<p>Metrics <i>(How will goals be measured)</i></p>	<ul style="list-style-type: none"> • Successful completion of the following objectives: <ul style="list-style-type: none"> ○ Develop a survey tool to determine the areas of focus, need, cultural responsiveness, and patterns of utilization within the local provider network. ○ Ensure proper sampling size for each level of care, demographic, etc. to include accessibility of survey to all parties. ○ Identify all advocacy groups and include the groups in survey sample (i.e., client advocacy / education, etc.). ○ Identify the perception of clients concerning current service delivery system capabilities and future needs through survey tool responses. ○ Compile all data from various platforms to ensure Board’s goal is met regarding sampling size from clients county-wide. ○ Present report of all data and findings to the Board.
<p>Evaluation/ Outcome Data <i>(Actual results from program)</i></p>	<ul style="list-style-type: none"> • N/A

Recommendation to Board of Directors from Board Staff and/or from Board Committee(s):

- To ratify the contract between the ADAMHS Board and Brown Consulting in the amount of \$60,000 to design, administer and report findings of a Client Satisfaction Survey.
- Approved by the Planning & Oversight Committee on March 8, 2023.

PROPOSAL FOR CLIENT SATISFACTION SURVEY

prepared for

ADAMHS BOARD OF CUYAHOGA COUNTY

Cleveland, Ohio

Clare Rosser, Chief of Strategic Initiatives

prepared by

BROWN CONSULTING, LTD

121 N. Erie Street
Toledo, Ohio 43604
(419) 241-8547
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February 2023

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PREFACE

Since 1987, Brown Consulting has provided Behavioral Services Research, Planning, Consultative and Management Services for hundreds of organizations throughout the United States. Utilizing the combined expertise of senior staff and associates, all consulting and training services are customized to the special needs of each assignment. Brown Consulting, Ltd. brings a rich diversity to all assignments. Providing a full range of training, planning, management and consultative services, Brown Consulting, Ltd. pursues only those projects and assignments in which it can make a significant and meaningful contribution to the needs of our clients. Benefits of this approach have been an extremely high level of satisfaction among clients.

INTRODUCTION

In February 2023, Rhonda Weber, President, Brown Consulting, Ltd, discussed with Ms. Clare Rosser, Chief of Strategic Initiatives, ADAMHS Board of Cuyahoga County, Cleveland, Ohio, the organization's desire to develop, design and deliver a county-wide client satisfaction survey in both English and Spanish to gain input from clients as it relates to the current service delivery network and use the data from the survey as a baseline for future planning needs of the ADAMHS Board of Cuyahoga County.

As a result of this discussion, Brown Consulting, Ltd. believes the ADAMHS Board of Cuyahoga County can best be served through the development of a short-term consultative arrangement that would provide the full range of expertise necessary to the successful completion of the project. The proposal for consultation includes components and tasks not specifically discussed as necessary ingredients to the planning process. These efforts are incorporated based on the experience of Brown Consulting, Ltd. because their inclusion will significantly contribute to a



successful development and delivery of the survey to clients while gathering the data / input necessary to gain needed input from persons served within the ADAMHS Board of Cuyahoga County's service delivery network.

PROJECT GOAL AND OBJECTIVE

The purpose of this proposal is to outline an approach that will result in the successful development and delivery of a client satisfaction survey to the clients of the ADAMHS Board of Cuyahoga County's provider network that will measure the effectiveness of the services and programs in this provider network. The survey design and delivery process will culminate in a report of findings to be utilized by the Board to inform its future needs as it relates to its service delivery network. The primary goal for the project is listed below, followed by the project objectives. Specific tasks to complete each objective are identified in the methodology section of this proposal.

PROJECT GOAL

Design and deliver a survey to the clients of the ADAMHS Board of Cuyahoga County's provider network to gather needed data that will be useful to the Board in informing the future planning of the service delivery system within Cuyahoga County.

- Objective 1:** Develop a survey tool to determine the areas of focus, patterns of utilization within the local environment and drive client input.
- Objective 2:** Assist client in creating a sample of those to be surveyed to ensure proper sampling size for each level of care, demographic, etc. to include accessibility of survey to all parties.
- Objective 3:** Identify all advocacy groups and include in survey sample (i.e., client advocacy / education, etc.).
- Objective 4:** Identify the perception of clients concerning current service delivery system capabilities and future needs through survey tool responses.
- Objective 5:** Compile all data from various platforms to ensure Board's goal is met regarding sampling size from clients county-wide.
- Objective 6:** Present Report of all data / findings to the Board.

PROJECT APPROACH

In order to achieve the primary goal and objectives defined for this project, the following approach will be utilized by Brown Consulting, Ltd. The project will be completed over the course of eight (8) months (March 2023 – October 2023) or as otherwise scheduled by client.

PHASE I — PROJECT PLANNING

- Collaborate with client to ensure the development of the survey embodies all aspects of area to be included (i.e., agency size, agency type, level of care, etc.).
- Discuss project schedule, identify stakeholder participants, and confirm deliverables.
- Develop survey tool to include all areas meaningful to the desired client outcomes/ report for this project.

PHASE II – SURVEY DELIVERY

- Complete delivery of survey to all identified client groups (i.e., client advocacy, education advocacy, etc.)
- Client will provide the needed database of those to be surveyed. Brown Consulting will utilize the following platforms in the order listed below to gather responses from clients:
 - Electronic (email / text) – developed survey will be delivered to client sampling via email and / or text.
 - Direct mail – delivered to advocacy listing.
 - Interviews / phone calls – to those clients that may not respond to other platforms.

PHASE III — DEVELOPMENT OF REPORT /PRESENTATION OF FINDINGS

Using the results of the survey, Brown Consulting will:

- Compile all data from the various platforms utilized to deliver the survey to clients.
- Present Survey Report Findings to ADAMHS Board of Cuyahoga County's Governing Body.
- Provide client with all templates / documents, tools and the processes utilized to gather data for this report so the process can be replicated in-house if desired.
- Provide ADAMHS Board of Cuyahoga County with twenty-one (21) bound copies and an electronic copy of the Survey Report.



PROJECT EXECUTION

The following sequence to tasks will be necessary to the successful update of the Strategic Plan. Also indicated are the timing and projected person-days necessary to accomplish each task.

METHODOLOGY

TASKS		Completion Schedule
#1	PROJECT PLANNING Develop and design a client satisfaction survey tool to be delivered in both English and Spanish formats to the database of clients provided by ADAMHS Board. Discuss project schedule and deliverables.	March-April
#2	SURVEY DELIVERY Survey will be delivered via email, text, direct mail, or phone interviews (as needed for those that do not respond to electronic surveys)	May - August
#3	COMPILATION OF DATA Consultants to compile all data from the various survey platforms to use for creation of report of findings.	September
#4	PRESENTATION OF SURVEY RESULTS Consultant to present to Board's Governing Authority the results of the survey's findings.	October

PROJECT TEAM

Alyssa Putman, Lead Consultant, Brown Consulting, Ltd. Mrs. Putman earned her Bachelor's in Psychology, Master's in Healthcare Administration and Master's in Business Administration degrees from the University of Saint Francis in Fort Wayne, Indiana and a Graduate Certificate in Accounting from Southern New Hampshire University. Mrs. Putman has over 9 years of operational management experience in behavioral healthcare including administrating and supervising mental health and addiction services in both the inpatient and outpatient levels of care. Mrs. Putman has also been involved and responsible for start-up behavioral health programs in



additional to expansion of program size and service lines for both distinct part units and freestanding psychiatric units. Mrs. Putman has had direct oversight and responsibilities for accreditation preparation and ongoing regulatory compliance with CMS, TJC, DNV, HFAP, CARF and various state licensure bodies, program planning and development, performance improvement, staff development, completion of organizational assessments, feasibility analysis, and facilitation of organizational strategic planning.

Mr. Joe Dildine, Brown Consulting, Ltd. Mr. Dildine has over 30 years of managerial and supervisory experience in both clinical and non-clinical environments. His experience includes strategic planning, program development and evaluation, and operations management in both residential and outpatient settings. He is an independently Licensed Professional Clinical Counselor with Supervisory Endorsement (LPCC-S) in the State of Ohio. He earned his Bachelor of Science in Business and Management ('86) from the University of Maryland and Master of Science in Counseling and Human Development ('94) from Troy State University.

Ms. Karen R. Trail, Consultant, Brown Consulting, Ltd. Mrs. Trail has over twenty (20) years of experience in the behavioral health community with over fourteen years as a mental health clinician and crisis interventionist working with both adults and adolescents. She holds a Bachelor of Social Work from the University of Toledo (2000) and Licensed Social Worker (LSW) since 2001. Karen holds a Master's in Counseling from Spring Arbor University (2006) and has worked in the criminal justice system for over nineteen years conducting investigations, training department staff, supervising and communicating court orders, etc. She currently serves as Chief Probation Officer in the Oregon Probation Department.



PROJECT COSTS

The total cost for the project as proposed shall be \$60,000.00. The projected number of consulting days to complete this project is forty (40) days. Brown Consulting, Ltd. will commit five (5) consulting days per month for the project's duration (March – October). This fee is inclusive of all expenses to be incurred with this project (correspondence, mailing, survey tools, travel, lodging, quality Xeroxing, etc.).

BILLING

Unless otherwise agreed, one invoice for 50% of the amount due for services (\$30,000.00) will be submitted to begin the project, and a final invoice for 50% of the amount for services provided (\$30,000.00) will be submitted at the project's completion. Payments are due fifteen (15) days from invoice date.

NO HIRE

The client agrees not to solicit for employment or employ any Brown Consulting, Ltd. consultant assigned to work on this engagement for two years after the client's engagement is completed.

CLIENT RESPONSIBILITY

The client will be responsible for making available all information necessary to Brown Consulting to move the project forward in a timely manner (i.e., scheduling of key personnel, current documents, etc., needed to move project forward). If information is not received from client as needed to complete the project, Brown Consulting, Ltd. cannot be held responsible for not meeting deadlines submitted within this proposal for services.

Brown Consulting will not be held responsible for any changes in client's scheduling once project is underway. Unless agreed upon by both parties, invoicing of the project will be submitted to client as stated within this proposal and client will be responsible for timely submission of payments.



TIMING AND AVAILABILITY

The proposed project will be completed as stated within this proposal with an end date of October 31, 2023. Brown Consulting, Ltd. is prepared to begin the project within three (3) weeks or as otherwise scheduled.

BENEFITS OF CONTRACT

There are major benefits to be realized in a relationship with Brown Consulting, Ltd. for these services.

1. **Awareness and Appreciation.** Ohio-based specialists in non-profit governmental behavioral healthcare, Brown Consulting, Ltd. maintains a strong awareness and appreciation for the financial, operational, policy and service challenges facing community planning boards and service delivery systems within the State of Ohio.
2. **Familiarity.** Brown Consulting, Ltd. maintains an appreciation for the planning and funding challenges faced by the ADAMHS Board of Cuyahoga County and Boards throughout the state.
3. **Experience and Expertise.** Brown Consulting, Ltd. has a proven track record and expertise in providing a full range of consultative services. Senior staff and associates offer more than 200 years combined professional experience in the field of behavioral healthcare. Clients include a range of non-profit and governmental organizations. Approximately 80% of client base represents non-profit and governmental organizations.
4. **Customized Services.** Unlike many consulting groups, Brown Consulting, Ltd. does not use a "cookie cutter" approach to the completion of its projects. All services are customized to meet the special needs of our clients, resulting in a high level of satisfaction among our clients.
5. **Interactive Approach.** Brown Consulting, Ltd. strives to ensure each client's needs are fully addressed through a "spirit" of cooperation, communication, and mutual respect.

SUMMARY

In summary, Brown Consulting, Ltd. believes this proposal addresses the major components and objectives necessary to the development, design and delivery of the client satisfaction survey as well as the reporting of those findings to the ADAMHS Board of Cuyahoga County. Brown Consulting, Ltd. would welcome the opportunity to partner with the Board and its stakeholders to ensure the successful completion of this project.



ADAMHS BOARD OF CUYAHOGA COUNTY

CLIENT SATISFACTION SURVEY PROJECT

CONTRACT ACCEPTANCE

My signature indicates acceptance of this proposal and is your permission to begin execution of this project.

Rhonda Weber, President
Brown Consulting, Ltd.

Signature

Title
ADAMHS Board of Cuyahoga County

Date

Visit our website at www.danbrownconsulting.com for a listing of our clients.

RETURN FAX TO:

Brown Consulting, Ltd.

121 N. Erie Street Toledo, Ohio 43604

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(419) 241-8547

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Agenda Process Sheet
Date: March 15, 2023

- | | |
|--|---|
| <input type="checkbox"/> Community Relations & Advocacy Committee | <input type="checkbox"/> Faith-Based Outreach Committee |
| <input type="checkbox"/> Planning & Oversight Committee | <input checked="" type="checkbox"/> Finance & Operations Committee |
| <input type="checkbox"/> Committee of the Whole | <input type="checkbox"/> General Meeting |

Topic: Acceptance of OhioMHAS Grant Funding for Psychotropic Drug Reimbursement

Contractual Parties: Cuyahoga County Sheriff's Department

Term: Reimbursement Period: July 1, 2022 – December 31, 2022

Funding Source(s): OhioMHAS Psychotropic Drug Grant Funds

Amount: \$44,489

- New Program** **Continuing Program** **Expanding Program** **Other Pass-Through Funds**

Service Description:

- Reimbursement of costs for psychotropic medications distributed to inmates in the Cuyahoga County jails by the Sheriff's Department.

Background Information:

- The ADAMHS Board of Cuyahoga County 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 expensed for Psychotropic medications in the jail.

Number of Individuals to be Served:

- 15,619 doses of medication

Funding Use:

- Covers the cost of psychotropic medication dispensed by the Cuyahoga County Sheriff's Department in the jail for the period of July 1, 2022 – December 31, 2022.

Client & System Impact: N/A

Metrics <i>(How will goals be measured)</i>	<ul style="list-style-type: none"> • Number of doses of medication administered • Amount of reimbursement for psychotropic medications
Evaluation/ Outcome Data <i>(Actual results from program)</i>	July 1, 2022 – December 31, 2022 Reimbursement: <ul style="list-style-type: none"> • Doses of Medication – 14,313 • Amount of Reimbursement - \$23,972

Recommendation to Board of Directors from Board Staff and/or from Board Committee(s):

- Acceptance of \$44,489 from OhioMHAS to be distributed to the Cuyahoga County Sheriff's Department as pass-through funds for the period July 1, 2022 to December 31, 2022 for Psychotropic Medication.



Agenda Process Sheet
Date: March 15, 2023

- | | |
|--|---|
| <input type="checkbox"/> Community Relations & Advocacy Committee | <input type="checkbox"/> Faith-Based Outreach Committee |
| <input type="checkbox"/> Planning & Oversight Committee | <input checked="" type="checkbox"/> Finance & Operations Committee |
| <input type="checkbox"/> Committee of the Whole | <input type="checkbox"/> General Meeting |

Topic: Acceptance of OhioMHAS Grant Funding for Medication-Assisted Treatment (MAT) Reimbursement Program

Contractual Parties: Cuyahoga County Sheriff's Department

Term: Reimbursement Period: July 1, 2022 – December 31, 2022

Funding Source(s): OhioMHAS MAT Grant Funds

Amount: \$17,781

- New Program** **Continuing Program** **Expanding Program** **Other Pass-Through Funds**

Service Description:

- Reimbursement of costs for medications distributed to inmates in the Cuyahoga County jails by the Sheriff's Department.

Background Information:

- The ADAMHS Board of Cuyahoga County 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 expensed for MAT in the jail.

Number of Individuals to be Served:

- 2,937 doses of medication

Funding Use:

- Covers the cost of MAT by the Cuyahoga County Sheriff's Department in the jail for the period of July 1, 2022 – December 31, 2022.

Client & System Impact: N/A

Metrics <i>(How will goals be measured)</i>	<ul style="list-style-type: none"> • Number of doses of medication administered • Amount of reimbursement for MAT to inmates
Evaluation/ Outcome Data <i>(Actual results from program)</i>	January 1, 2022 – June 30, 2022 Reimbursement <ul style="list-style-type: none"> • Doses of Medication - 3,755 • Amount of Reimbursement - \$9,305

Recommendation to Board of Directors from Board Staff and/or from Board Committee(s):

- Acceptance of \$17,781 from OhioMHAS to be distributed to the Cuyahoga County Sheriff's Department as pass-through funds for the period July 1, 2022 to December 31, 2022 for the MAT Reimbursement Program.



Agenda Process Sheet

Date: March 15, 2023

- Community Relations & Advocacy Committee**
- Planning & Oversight Committee**
- Committee of the Whole**
- Faith-Based Outreach Committee**
- Finance & Operations Committee**
- General Meeting**

Topic: 2023 Problem Gambling and Suicide Prevention Awareness Activities and Campaign

Contractual Parties: Media and Digital Campaign (Spotify, Fox 8, Radio One, La Mega, iHeart, Lamar, Cleveland Jewish News and other local publications) – Not to exceed \$114,000
 Translation Services, printed materials and promotional items (LanguageLine Solutions, Brothers Printing and other vendors TBD) - \$10,000
 Problem Gambling Symposium Sponsorship (Recovery Resources at MetroHealth System) – Not to exceed \$1,000

Term: March 31, 2023 – December 31, 2023

Funding Source(s): ADAMHS Board Operating Budget

Amount: Not to exceed \$125,000

- New Program**
- Continuing Program**
- Expanding Program**
- Other Awareness Campaign**

Service Description:

- 2023 Problem Gambling and Suicide Prevention Awareness Activities and Campaign

Background Information:

- While most can safely and responsibly gamble, the existence of individuals negatively impacted by gambling cannot be denied. Ohio's statewide survey showed that nearly one in 10 Ohioans who gamble are currently experiencing or are at risk of developing a gambling problem; roughly one in five pathological gamblers attempt suicide, a rate higher than that of any other addiction disorder.
- The Cuyahoga County Problem Gambling coalition advocates for individuals who are negatively impacted by gambling and works with The Problem Gambling Network of Ohio to ensure any gambling expansion includes consumer protections to mitigate harm and funding for prevention, intervention, and treatment services.
- At the beginning of 2023, online sports betting was launched in Ohio and our local community was being exposed to massive advertising campaigns. Problem gambling experts know that there will be an increase in individuals who are negatively affected by gambling and online sports betting because of the increase that was seen in other states that launched similar sports betting.
- To help combat an increase of individuals with gambling disorders and create education related to safe betting practices and how to connect with treatment, Ohio for Responsible Gambling worked with Origo Branding to develop the Ohio Problem Gambling Helpline and a multi-media prevention campaign specifically targeting sports betting. The campaign is called "Pause Before You Play" and is part of the greater "Get Set Before You Bet" problem gambling awareness campaign.

- Calls to the Problem Gambling helpline have doubled (to 1,500 calls) since the launch of sports betting in January, with the largest jump in calls coming from individuals ages 18-34.
- ADAMHS Board staff collaborated with the local Problem Gambling Coalition to connect with Origo and develop a partnership to localize the “Pause Before You Play” campaign and target demographics of individuals at-risk for problem gambling in Cuyahoga County.
- An estimated 137,237 Cuyahoga County adult residents can be categorized as low-risk, moderate-risk, or problem gamblers, which is 13.9% of the general adult population; statewide, the percentage is 10.3% of the general adult population.
- Men (17.6%), particularly African American males (19.5%), are at higher risk than women for problem gambling.
- Individuals ages 25-44 (16.8%) are at the highest risk for problem gambling, followed by younger adults ages 18-24 (15.4%)
- A collaborative approach is needed to help save lives and connect individuals in need to treatment. It is also necessary to educate treatment providers about problem gambling. The Board and partners propose:
 - **Awareness Campaign:** Utilize the statewide “Pause Before You Play” campaign to target local at-risk populations through a multi-media campaign.
 - Work with Origo to localize the campaign with Cuyahoga County resources and our branding.
 - Purchase digital, streaming, social media, radio, television, print, transit and billboard ads for the localized “Pause Before You Play” campaign and help promote the Problem Gambling Symposium with paid social media, digital, streaming, radio and print ads.
 - Purchase printed materials and promotional items and pay for translation of any materials related to the campaign.
 - **Support the Cuyahoga County Problem Gambling Symposium** that will be hosted on June 16 at Tri-C Corporate College to **increase treatment provider education** about problem gambling. The ADAMHS Board will sponsor this symposium in the amount of \$1,000.
- It is important to note that all of the resources inform residents how to connect with care when they are ready for treatment.

Number of Individuals to be Served:

- **Awareness Campaign:** Based on estimated impressions, hundreds of thousands of individuals will be exposed to the campaign, with millions of impressions.
- **Problem Gambling Symposium (June 16 at Tri-C Corporate College):** The Problem Gambling Coalition hopes to train hundreds of individuals and local treatment providers through the symposium.

Funding Use:

- Expand awareness and education related to problem gambling and suicide prevention.

Client & System Impact:

- Increase knowledge about problem gambling to help prevent suicide deaths related to online sports betting.

Program/Service Goals:

- Work with the Problem Gambling Coalition to educate the community about gambling disorders, preparation for safer betting practices and preventing suicide attempts and fatalities related to problem gambling.

Metrics <i>(How will goals be measured)</i>	Measure awareness campaign impressions and link clicks. Translate and distribute printed materials and promotional items. Ensure sponsorship benefits for the Symposium are achieved, number of attendees at symposium.
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Evaluation/ Outcome Data <i>(Actual results from program)</i>	N/A new campaign
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Recommendation to Board of Directors from Board Staff and/or from Board Committee(s):

- Board staff recommends authorization of the 2023 Problem Gambling and Suicide Prevention Awareness Activities and Campaign and allowing the CEO to enter into multiple vendor contracts not to exceed \$125,000.
- Approved by the Community Relations & Advocacy Committee on March 1, 2023.



Agenda Process Sheet
Date: March 15, 2023

- Community Relations & Advocacy Committee**
- Planning & Oversight Committee**
- Committee of the Whole**
- Faith-Based Outreach Committee**
- Finance & Operations Committee**
- General Meeting**

Topic: 2023 Annual Meeting Brunch, Awards Ceremony and Client Art Show

Contractual Parties: Holiday Inn Cleveland South
6001 Rockside Road
Independence, OH 44131

Term: March 31, 2023 – June 30, 2023

Funding Source(s): ADAMHS Board Operating Budget

Amount: Contract not to exceed \$35,000

- New Program**
- Continuing Program**
- Expanding Program**
- Other Awareness Campaign**

Service Description:

- 2023 Annual Meeting Brunch, Awards Ceremony and Client Art Show to be held on May 15 at the Holiday Inn in Independence

Background Information:

- The Annual Meeting has traditionally attracted between 350 and 500 guests and is held during May, which is Mental Health Awareness Month.
- The ADAMHS Board sells tickets to the event to defray the cost of the food and service charge. The contract we enter into will not exceed \$35,000 and the cost to the Board should be less than \$10,000.
- The last two Annual Meetings were held at the Cleveland Marriott East.
- The Holiday Inn in Independence offers a centrally located space with free self-parking and easy highway and bus access and can easily hold up to 500 guests.

Number of Individuals to be Served:

- Between 350 and 500 people.

Funding Use:

- To defray the cost of the Annual Meeting expenses not covered by ticket sales.

Client & System Impact:

- During the Annual Meeting, the Board provides a yearly update to the community and acknowledges exceptional accomplishments in the community through the presentation of awards to clients, family members, legislators and professionals. It also showcases client art.

Metrics <i>(How will goals be measured)</i>	<ul style="list-style-type: none"> • Number of people in attendance at the Annual Meeting. • Total cost to the Board after ticket sales.
Evaluation/ Outcome Data <i>(Actual results from program)</i>	<ul style="list-style-type: none"> • Approximately 300 people attended the 2022 Annual Meeting for which registration was limited due to COVID concerns. • \$8,030 amount was raised through ticket sales • Marriott Cleveland East Cost was \$11,273 • Awards and honoree video cost \$4,892 • Total cost to the Board \$8,135

Recommendation to Board of Directors from Board Staff and/or from Board Committee(s):

- Board staff recommends authorization of the 2023 Annual Meeting Brunch, Award Ceremony and Client Art Show on Monday, May 15, 2023, allowing the CEO to contract with Holiday Inn Cleveland South in an amount not to exceed \$35,000.
- Approved by the Community Relations & Advocacy Committee on March 1, 2023.