

ALCOHOL, DRUG ADDICTION & MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY
FINANCE & OVERSIGHT COMMITTEE MINUTES
MARCH 20, 2024

PRESENT: Bishara W. Addison, Committee Chair, Reginald C. Blue, Ph.D., Erskine Cade, MBA, James T. Dixon, J. Robert Fowler, Ph.D., Patricia James-Stewart, M.Ed., LSW, Katie Kern-Pilch, MA, ATR-BC, LPC-S, Harvey A. Snider, Esq.

ABSENT: Ashwani Bhardwaj, Gregory X. Boehm, M.D., Sadigoh C. Galloway, MSW, LSW, LICDC-CS, Rev. Benjamin F. Gohlstin, Sr., Steve Killpack, MS

BOARD STAFF PRESENT: Scott Osiecki, Chief Executive Officer, Carole Ballard, Danielle Clark, Vince Crowe, Erin DiVincenzo, Ben Goodwin, Felicia Harrison, Myra Henderson, Ian Jameson, Woo Jun, Britany King, Linda Lamp, Nancy Mundy, Mark Onusko, Clare Rosser, Jessica Saker, Allison Schaefer, Starlette Sizemore, Maggie Tolbert

1. CALL TO ORDER

Ms. Katie Kern-Pilch, MA, ATR-BC, LPC-S, Finance & Oversight Committee Vice Chair, called the meeting to order at 4:03 p.m.

2. PUBLIC COMMENT ON AGENDA ITEMS

No public comment on agenda items was received.

3. APPROVAL OF MINUTES

The Finance & Oversight Committee minutes of February 21, 2024 were approved as submitted.

[Ms. Bishara W. Addison arrived to chair of the Finance & Oversight Committee.]

4. PRESENTATION

▪ **Traumatic Loss Response Team (TLRT)**

Ms. Nancy Mundy, Clinical Adult Utilization Review Specialist, introduced Ms. Eileen Zatta, LISW, Program Manager at FrontLine Service. Ms. Zatta shared that TLRT has been providing intensive case management and trauma intervention since the program's inception in 2008. TLRT is designed to provide a crisis response to family members and witnesses impacted by violent loss. They also respond to child fatalities referred by police or the Department of Children and Family Services (DCFS). TLRT will also respond to suicides when referred.

Ms. Zatta reported that since 2020, 1,895 individuals have been referred to TLRT in the aftermath of a tragic death. Since 2021, 394 individuals were served in a group setting after crisis response to schools, businesses, etc., after a traumatic loss. In 2023, 521 individuals were referred to TLRT. TLRT facilitated a face-to-face crisis response within 72 hours for 70% of the individuals referred; only 3% were not offered within 72 hours due to safety.

When called on scene, or to the immediate aftermath of a violent death, FrontLine Service clinicians should be prepared to deal with:

- Notification
- Media intrusion
- Crime scene clean-up
- Essential belongings that are part of the crime scene
- Housing/shelter if home is a crime scene
- Arrangements for children if victim is a parent
- Arrangements for pets
- Obtaining information from investigators

Within the first 48 hours of a violent death, clinicians need to be prepared to assist with:

- Additional notification to significant others, specifically children
- Funeral arrangements (if families want)
- Dealing with a victim's possessions

- Introduction of eligibility requirements for Ohio Victims of Crime Compensation program
- Potential need for risk assessment/evaluation for survivors expressing thoughts of self-harm or harm to others

Ongoing need for assistance in the weeks and months to come may include:

- Assistance with finances and paperwork
- FMLA/leave of absence if unable to return to work
- Ongoing child care arrangements
- Coordination with the Child Welfare system
- Counseling/support group services
- Transportation to appointments
- Support through the criminal justice process
- Assistance with development of victim impact statement
- Obtaining information on final ruling from medical examiner

Psychological First Aid includes:

- Contact and engagement
- Safety and comfort
- Stabilization
- Information gathering: current needs and concerns
- Practical assistance
- Connection with social supports
- Information and coping
- Linkage with collaborative services

Skills for psychological recovery includes:

- Information gathering and prioritizing
- Building problem solving skills
- Promoting positive activities
- Managing reactions
- Promoting helpful thinking
- Rebuilding healthy social connections
- Opportunity to process and share the nature of their loss

Ms. Zatta shared that since 2015, TLRT has sought to address the needs of family members whose cases remain unsolved. A licensed social worker (who is also a co-victim of homicide) is co-located within the Cleveland Homicide Unit. She serves as a liaison to detectives for families awaiting resolution of cases. Significant dates (anniversaries, birthdays, etc.) are acknowledged with calls, as well as check-ins.

FrontLine Service also hosts Camp Bridges, an annual day-long camp for children who have lost a parent or sibling to homicide or suicide. Camp Hope is a week-long camp for children who have experienced multiple traumas. Survivors of Homicide Group Support Network offers a monthly opportunity for family members of victims to come together for discussion on grief related topics. Following an extensive conversation about TLRT, Ms. Kern-Pilch conveyed appreciation for Ms. Zatta's presentation and praised TLRT staff for their commitment to the program. (The PowerPoint presentation is attached to the original minutes stored in the Executive Unit.)

5. FINANCE REPORTS

Ms. Harrison stated that the Administrative Budget approved for Calendar Year (CY) 2024 amounted to \$8,388,412. For January Actual Year to Date (YTD) 2024, administrative expenses totaled \$632,261.98, approximately 8% of the total Administrative Budget. She highlighted minimal notable expenses on the Board Voucher Report but pointed out several duplicate payments, primarily due to Cuyahoga County's early closure in December, which were reflected as December payments.

The Funding Source Budget to Actual YTD, January 2024, 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 \$72,706,483; and through the end of January 2024, the Board has received \$6,654,852.16. Ms. Harrison reported that through the end of January 2024, 9% of the budget has been received.

The Revenues By Source By Month report reflect that in January 2024, the Board received revenues of \$6,654,852.16; and includes the Board's county levy subsidy of \$3,416,666.66.

The ADAMHS Board Budget vs. Actual Expenses 2024 YTD reflect that January YTD Actuals is \$7,319,655.60, that is roughly 8% of the Board's anticipated expenditures for the calendar year.

The Revenue and Expenditures All Accounting Units By Month reflect that the total expenditures in January 2024 is \$7,319,655.60.

The Revenues and Expenditures Grants YTD, January 2024 YTD reflects the Grant Accounting Units that include the ADAMHS Department of Justice (DOJ) Grants, Opportunities for Ohioans with Disabilities (OOD) Grant, and Other Grants. The total revenue for grants YTD is \$56,982.68; and total expenditures for grants YTD is \$138,863.53. The variance observed is a result of timing discrepancies. Expenses incurred in January and posted in the same month are not requested for reimbursement until a later period.

The Cash Flow Report January 2024 shows the 2022 Actual, 2023 Actual and YTD thru January 2024. This report shows a comparison of the available beginning balance, total available resources, expenditures and available ending balance. The available ending balance through January 2024 is \$38,708,544.11.

Motion to recommend approval of the Board Voucher and Expenditure Reports for January 2024 to the full Board. MOTION: H. Snider / SECOND: R. Blue / AYES: R. Blue, E. Cade, J. Dixon, R. Fowler, P. James-Stewart, K. Kern-Pilch, H. Snider / NAYS: None / ABSTAIN: None / **Motion passed.**

6. CONTRACTS

ADAMHS Board staff highlighted agenda process sheets for agreements listed below, answered questions and provided clarification for Board Directors.

- a) Psychiatric Emergency Department (PED)
 - The MetroHealth System - \$2,813,909.75

Ms. Maggie Tolbert, Assistant Chief Clinical Officer, reported that for decades MetroHealth has provided a vital response to individuals experiencing mental health crises via services at 2500 MetroHealth Drive and satellite sites. In October of 2022, MetroHealth opened a 112-bed behavioral health hospital in Cleveland Heights to assist in addressing the inpatient behavioral health bed shortage. To address the needs of those experiencing behavioral health crisis, MetroHealth will open a PED at the location of their behavioral health hospital in Cleveland Heights. The PED has historically been offered by St. Vincent. In November of 2022, St. Vincent closed inpatient services at their hospital and as a result the PED became Psychiatric Emergency Services (PES), which is currently operated by St. Vincent. The PES at St. Vincent's main campus is no longer viable due to issues with the building and the PES/PED will be move to MetroHealth's Cleveland Heights campus to be operated by MetroHealth effective July 1, 2024.

Services provided at the MetroHealth PED will include crisis stabilization, 23-hour observation, assessment, and discharge planning. The PED will offer 24/7 access, which is critical for the patient population being served. In this setting, patients will have access to a psychiatrist or licensed practitioner around the clock, as well as nurses, patient care nurse assistants, and behavioral health patient safety associates to ensure the safety of all. The PED will offer an environment that is conducive to harm reduction, including non-moveable furniture and metal detectors. MetroHealth will partner with other providers, such as FrontLine Service, to deliver appropriate levels of treatment. Through these partnerships, the team reduces unnecessary admission to inpatient units such as Northcoast Behavioral Healthcare (NBH). Funding includes costs for 4.5 weeks of onboarding for staff of the PED. An estimated 3,000 clients will be served. Board staff is recommending that the Board Directors enter into an agreement with The MetroHealth System for

the term of July 1, 2024 through December 31, 2024 in the amount of \$2,813,909.75, in which \$2,425,929.17 is to operate the PED and \$387,980.57 is for onboarding costs for PED staff.

- b) Ohio Department of Mental Health and Addiction Services (OhioMHAS): Behavioral Health Drug Reimbursement Program – \$96,161
- Cuyahoga County Sheriff's Department - \$75,034
 - Oriana House Community Based Correctional Facility (CBCF) - \$21,127

Ms. Harrison reported that the ADAMHS Board of Cuyahoga County received notification from OhioMHAS relative to the award granted to the Cuyahoga County Sheriff's Office and Oriana House CBCF for the reimbursement of funds expensed for medications during the first half of state fiscal year 2024. OhioMHAS combined the Psychotropic Reimbursement program and the Medication Assisted Treatment (MAT) Reimbursement program into one allocation and renamed this initiative the Behavioral Health Drug Reimbursement program. These funds cover the cost of medications distributed to inmates in the Cuyahoga County jail by the Sheriff's Department and residents of the Community Based Correctional Facility (CBCF) operated by Oriana House. Board staff is recommending that the Board Directors accept the amount of \$96,161 from OhioMHAS to be distributed to the Cuyahoga County Sheriff's Department and Oriana House as pass-through funds for the period July 1, 2023 through December 31, 2023 for various medications.

Ms. Kern-Pilch asked about the individuals responsible for administering medication at both the Cuyahoga County jail and the CBCF. In response, Ms. Tolbert stated that the dispensing of medication is carried out by staff from the Cuyahoga County Sheriff's office and the CBCF.

Motion to recommend approval of the PED with The MetroHealth System for the term of July 1, 2024 through December 31, 2024 in the amount of \$2,813,909.75, in which \$2,425,929.17 is to operate the PED and \$387,980.57 is for onboarding costs for PED staff to the full Board. MOTION: P. James-Stewart / SECOND: K. Kern-Pilch / AYES: R. Blue, E. Cade, R. Fowler, P. James-Stewart, K. Kern-Pilch, H. Snider / NAYS: None / ABSTAIN: J. Dixon / **Motion passed.**

Notation: Mr. James Dixon abstained due to a business related conflict.

Motion to recommend accepting the amount of \$96,161 from OhioMHAS to be distributed to the Cuyahoga County Sheriff's Department and Oriana House as pass-through funds for the period July 1, 2023 through December 31, 2023 for various medications to the full Board. MOTION: R. Fowler / SECOND: H. Snider / AYES: R. Blue, E. Cade, J. Dixon, R. Fowler, P. James-Stewart, K. Kern-Pilch, H. Snider / NAYS: None / ABSTAIN: None / **Motion passed.**

7. IDENTIFY CONSENT AGENDA

Ms. Addison proposed that the January Board Voucher and Expenditure Reports and one Contract, OhioMHAS Behavioral Health Drug Reimbursement program, which amounts to \$96,161, be included in the Consent Agenda for recommendation to the full Board. This includes \$75,034 for the Cuyahoga County Sheriff's Department and \$21,127 for Oriana House CBCF. She noted that Mr. Dixon opted to abstain from voting on the contract regarding the PED with The MetroHealth System, totaling \$2,813,909.75. Consequently, the PED will be voted on separately outside the consent agenda.

8. PROBATIONARY PERIOD REVIEW FOR NEW PROGRAMS

Mr. Jun mentioned that Board staff has recently completed a two-month probationary assessment of new programs. In CY2024, the ADAMHS Board introduced two new programs: EmpowerHer for Moms, managed by Northern Ohio Recovery Association (NORA), and ORCA House Step-up/Step-down Class 1 Residential Facility, managed by Signature Health.

Mr. Jun shared a summary of the Probationary policy. The ADAMHS Board puts all new programs on a six-month probationary period to ensure success of new programs. This is especially true of new providers who do not know how the ADAMHS Board conducts business, such as billing, program reporting requirements, outcomes reporting, etc. This policy allows the ADAMHS Board to more frequently monitor new programs and provide technical assistance, if needed, and/or put new programs on a Corrective

Action Plan (CAP). At the end of the probationary period, Board staff have the option to remove the probationary status, extend the probationary period or recommend terminating the program.

In order to implement this policy, Board staff developed the "Probationary Period Review for New Programs" form. Numerous departments give feedback with the review such as Programing, Clinical, Compliance, Finance, etc. In the reviews, Board staff are checking for things like any changes to the intended scope, staffing, attendance of meetings, timely submission of reports, communication, conflict of interest, and invoicing to ensure the new program is generally on track. Board staff are also documenting any technical assistance given and any CAP. Finally, Board staff provide a recommendation.

For the two-month review, if a new program is making sufficient progress, Board staff will continue the monitoring process. If the new program is not making sufficient progress, Board staff will notify the Provider's Chief Executive Officer/Executive Director regarding the areas the new program needs improvement in; along with a copy of the Review. For the five-month review, Board staff can remove the probationary status, extend probation or recommend termination of the new program to the Board of Directors. For the eight-month review, Board staff can remove the probationary status, or recommend termination of the new program to the Board of Directors.

Mr. Jun noted that as the ADAMHS Board adopted its DEI Strategic Implementation Plan, the Board added a DEI element to the review. In the review, Board staff added a DEI statement, "The Provider is implementing this program with a strong commitment to diversity, equity and inclusion. If staff think that a new program is generally on track with DEI, they are checking the agree box. If staff think that a new program is generally not on track with DEI, they are checking the disagree box. Some of the things that may be reviewed in terms of DEI are things like the projected client demographics versus actual client demographics and a review of the Provider's DEI policy; and making sure that there are action items related to its policy like DEI trainings or other educational opportunities, reaching out to underserved populations and minority candidates for hire.

The findings from the Board's examination over two months are outlined below:

- Both of the recently introduced programs have commenced well and have shown sufficient progress.
- As of Thursday, February 29, 2024, NORA's EmpowerHer for Moms' CAP indicates the necessity to initiate invoicing. Additionally, Signature Health's ORCA House Step-up/Step-down Class 1 Residential Facility's CAP highlights the importance of completing OhioMHAS certification for Class 1 Residential Facility and commencing client intake.

Mr. Jun mentioned that Signature Health received technical support concerning the ORCA House Step-up/Step-down Class 1 Residential Facility. This assistance encompassed various aspects such as posting job vacancies on the ADAMHS Board's website, providing feedback on their referral form and staffing reports, aiding in collaboration and planning for OhioMHAS surveys, guidance on obtaining the ADAMHS Board Community Resident Certificate, and assistance with preparation for marketing.

Furthermore, NORA received technical assistance regarding EmpowerHer for Moms. This support was extended by Mr. John Coleman, the Board's Facility Inspector, who conducted an on-site visit to oversee the smooth progress of the property renovation. Mr. Jun responded to questions from the Board Directors. (The PowerPoint presentation is attached to the original minutes stored in the Executive Unit.)

Ms. Addison praised the staff for their dedication and hard work in relation to these two new programs. Mr. Scott Osiecki, Chief Executive Officer, stated that these programs are a valuable addition to our system.

9. BEHAVIORAL HEALTH CRISIS CENTER UPDATE

Mr. Osiecki provided an update on the Behavioral Health Crisis Center, stating that Board staff are in continued discussions with The MetroHealth System. The next steps involve ensuring the program aligns with the new location, situated next to the main campus. He noted that staff have been diligently working via Zoom and telephone calls to ensure progress. Mr. Derrick Jordan, Vice President of Operations at The MetroHealth System, mentioned they have engaged an architect and have scheduled a design plan meeting for Thursday, March 28, 2024, to delve deeper into the appearance of the additional location. Mr. Osiecki responded to questions from the Board Directors.

10. NEW BUSINESS

No new business was received

11. FOLLOW-UP

No follow-up was received.

12. PUBLIC COMMENT PERIOD

No public comment was received.

13. UPCOMING MARCH AND APRIL BOARD MEETINGS:

- General Meeting: March 27, 2024
- Faith-based Outreach Committee Meeting: April 3, 2024
- Nominating Committee Meeting: April 10, 2024
- Finance & Oversight Committee Meeting: April 10, 2024
- General Meeting: April 17, 2024 at Northern Ohio Recovery Association (NORA), 1400 E 55th Street, Cleveland, Ohio 44103

There being no further business, the meeting adjourned at 5:12 p.m.

Submitted by: *Linda Lamp, Executive Assistant*

Approved by: *Bishara W. Addison, Finance & Oversight Committee Chair*