

**ALCOHOL, DRUG ADDICTION & MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY**  
**FINANCE & OVERSIGHT COMMITTEE MINUTES**  
**MAY 15, 2024**

**PRESENT:** Bishara W. Addison, Committee Chair, Gregory X. Boehm, M.D., Erskine Cade, MBA, James T. Dixon, J. Robert Fowler, Ph.D., Sadigoh C. Galloway, MSW, LSW, LICDC-CS, Rev. Benjamin F. Gohlstin, Sr., Patricia James-Stewart, M.Ed., LSW, Katie Kern-Pilch, MA, ATR-BC, LPC-S, Steve Killpack, MS, Harvey A. Snider, Esq.

**ABSENT:** Ashwani Bhardwaj, Reginald C. Blue, Ph.D.

**BOARD STAFF PRESENT:** Scott S. Osiecki, Chief Executive Officer, Carole Ballard, Danielle Clark, Vince Crowe, Erin DiVincenzo, Ben Goodwin, Felicia Harrison, Latoya Hunter Hayes, Britany King, Leslie Koblentz, Linda Lamp, Mark Onusko, Jessica Saker, Allison Schaefer, Starlette Sizemore, Maggie Tolbert

**1. CALL TO ORDER**

Ms. Bishara W. Addison, Finance & Oversight Committee Chair, called the meeting to order at 4:01 p.m. Mr. Steve Killpack, MS, read into the record the Committee Mission Statement: *“To ensure the community behavioral health system in Cuyahoga County has effective allocation of resources, transparent financial practices, and well monitored delivery of high-quality mental health, addiction, prevention, treatment and recovery support services that are responsive to the diverse needs of clients, their families, and the community.”*

**2. PUBLIC COMMENT ON AGENDA ITEMS**

No public comment on agenda items was received.

**3. APPROVAL OF MINUTES**

The Finance & Oversight Committee minutes of April 10, 2024 were approved as submitted.

**4. FINANCE REPORTS**

Ms. Felicia Harrison, Chief Financial Officer, stated that the Administrative Budget approved for Calendar Year (CY) 2024 is \$8,388,412. For March Actual Year to Date (YTD) 2024, administrative expenses totaled \$1,836,621.31, approximately 22% of the total Administrative Budget. She pointed out that the expenditures listed in the Board Voucher Report were routine expenses.

The Funding Source Budget to Actual YTD, March 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 March 2024, the Board has received \$16,851,762.40. Ms. Harrison reported that through the end of March 2024, 23% of the budget has been received.

The Revenues By Source By Month report reflect that in March 2024, the Board received revenues of \$8,043,923.30. This total includes the County Subsidy of \$6,833,333.32.

The ADAMHS Board Budget vs. Actual Expenses 2024 YTD reflect that March YTD Actuals is \$21,899,089.52, that is roughly 24% 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 March 2024 is \$7,770,023.70; bringing the total expenditures through the end of March 2024 to \$21,899,089.52.

The Revenues and Expenditures Grants YTD, March 2024 YTD reflects the Grant Accounting Units that include the ADAMHS Department of Justice (DOJ) Grants, Opportunities for Ohioans with Disabilities (OOD) Grant and State Opioid Response (SOR) Grant. The total revenue for grants YTD is \$823,499.52; and total expenditures for grants YTD is \$1,195,139.20. The variance observed is a result of timing discrepancies. Expenses incurred in March and posted in the same month are not requested for reimbursement until a later period.

The Diversion Center Revenues and Expenditures YTD March 2024 reflects a total of \$101,929.91; bringing the total revenue through the end of March 2024 to \$114,112.92 and total operating expenses through the end of March 2024 to \$121,324.88.

Ms. Harrison explained that invoices for the Diversion Center undergo an internal accuracy review, are then sent to Ms. Brandy Carney, the Director of Public Safety & Justice Services, for further review, and subsequently paid.

The Cash Flow Report March 2024 shows the 2022 Actual, 2023 Actual and YTD thru March 2024. This report shows a comparison of the available beginning balance, total available resources, expenditures and available ending balance. The available ending balance through March 2024 is \$34,326,020.43.

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

## 5. **CONTRACTS**

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

- a) Ohio Department of Mental Health and Addiction Services (OhioMHAS): State Opioid and Stimulant Response (SOS) 3.0 Carryover Funding
  - Ohio Pharmacy Services - \$32,914

Ms. Harrison reported that in State Fiscal Year (SFY) 2024, OhioMHAS is making the state's SOS carryover funds available to Boards, to mitigate the opioid and stimulant crisis. Northern Ohio Recovery Association (NORA) operates a crisis center and hotline from 9:00 a.m. to 1:00 a.m., including a mobile outreach team which makes regular visits to all county neighborhoods. Peer supporters and outreach workers on the team provide referrals for essential needs including medical services, identification (ID) services, food, housing, clothing access, and distribution of harm reduction supplies to adults 18 and older. This carryover funding will be used to purchase and provide 686 naloxone overdose reversal kits to the NORA crisis outreach team. Board staff recommend that the Board Directors accept funding from OhioMHAS and approve the purchase of naloxone overdose reversal kits for \$32,914 for the term of September 30, 2023 through September 29, 2024.

- b) Ohio Association of County Behavioral Health Authorities (OACBHA) FY2025 Membership Dues – \$19,000

Mr. Scott Osiecki, Chief Executive Officer, reported that the membership dues are for OACBHA, which is the statewide organization that represents the interests of Ohio's ADAMHS Boards at the state level. Each member, including the ADAMHS Board, pays annual membership dues to OACBHA to support its operations, advocacy and educational efforts. OACBHA works to provide education, develop policies and seek support for initiatives that will expand and enhance mental health and substance abuse prevention, treatment and recovery support services. OACBHA provides a forum to address statewide issues and provides Boards with a single voice to communicate with a variety of governmental bodies to promote a Recovery Oriented System of Care. The dues remain the same as the previous fiscal year.

OACBHA decisions and actions are guided by compassion and the needs and experiences of people living with mental illness and/or addictions, as well as the desire to improve their quality of life. They advocate for system funding to provide mental health and addiction treatment and recovery services to clients, influence legislation for the best interest of clients and provide educational opportunities for clients, providers and ADAMHS Board Directors and staff. OACBHA offers Culture of Quality Board certification to ensure best practices at the Board level. Board staff recommend that the Board Directors approve the payment to OACBHA for annual membership dues for the term of FY2025 (July 1, 2024 through June 30, 2025) in the amount of \$19,000.

- c) Chief Clinical Officer Consultant
  - Leslie M. Koblentz, M.D., J.D., M.S. - \$180 per hour, not to exceed \$187,200

Mr. Osiecki reported that the Chief Clinical Officer function is required under the Ohio Revised Code (ORC) for the mental health component of the funds rendered to the Board by OhioMHAS. The Board transformed the position of Chief Clinical Officer from a staff position to an independent contractor position in January 2009. Dr. Koblentz is a

psychiatrist with extensive experience in clinical and administrative areas. She brings a unique perspective to the Board, being both a physician and a lawyer. With over 24 years of experience, Dr. Koblentz has dedicated her career to the public mental health system and has collaborated with various systems to ensure that people living with mental illness and substance use disorders receive the best treatment and recovery supports available. Dr. Koblentz has been the Chief Clinical Officer Consultant since May 1, 2019. Dr. Koblentz will provide up to twenty hours of service to the ADAMHS Board each week and will represent the Board on administrative clinical issues, clinical services and inpatient care services. Board staff recommend that the Board Directors approve a contract with Leslie M. Koblentz, M.D., J.D., M.S., to serve as Chief Clinical Officer Consultant of the ADAMHS Board for the term of June 1, 2024 through May 31, 2025 at \$180. per hour, not to exceed \$187,200.

- d) Fentanyl Test Strips – Harm Reduction – \$52,461
- BTNX, Inc. (fentanyl test strips) - \$50,000
  - Brothers Printing – fentanyl test strips instructions/inserts - \$2,461

Ms. Starlette Sizemore, Director of Special Projects, reported that at least 447 victims have died from heroin/fentanyl/analog or in combination through November 2023. In 2023, when including cocaine, there were at least 592 fatalities. The driving factor of fatalities continues to be fentanyl mixed with other drugs. The rate of African American deaths involving fentanyl is 38.09% of all victims in December 2023 and over 35.03% for the year. As many as 22 cocaine related deaths occurred in December 2023 with as many as 12 with fentanyl, heroin, or both mixed in. A collaborative approach to supporting harm reduction efforts is needed to help save lives. It is also important that we share harm reduction information all year round. Harm reduction efforts such as education and fentanyl test strip distribution are some ways we hope to reduce the number of fatal overdoses. It is important to note that all our resources inform residents how to connect with care when they are ready for treatment.

Fentanyl test strips will assist with reducing overdose deaths by working with harm reduction partners, grassroot organizations and community businesses to increase access to fentanyl test strips. If each person receives three test strips, more than 37,700 individuals will be reached. Board staff recommend that the Board Directors authorize the purchase of harm reduction supplies not to exceed \$52,461 for the term of January 1, 2024 through December 31, 2024.

**Motion to recommend approval of Contracts (as listed above) to the full Board.** MOTION: B. Gohlstin / SECOND: E. Cade / AYES: G. Boehm, E. Cade, J. Dixon, R. Fowler, S. Galloway, B. Gohlstin, P. James-Stewart, K. Kern-Pilch, S. Killpack, H. Snider / NAYS: None / ABSTAIN: None / **Motion passed.**

## **6. CONTRACT AMENDMENTS**

- a) Amendment to Resolution No. 23-11-07, Recovery Housing Program
- Community Assessment and Treatment Services (CATS) - \$75,000

Ms. Harrison reported that the Board began funding CATS Recovery Housing program in 2022. The CATS Recovery Housing program started by providing 30 beds for men. They have since renovated a section of their building and have added an additional 24 beds. CATS now has a total of 54 Recovery Housing beds, to provide safe, substance-free housing. As a result of the additional beds and targeted outreach, their enrollment has significantly increased, and they have utilized their 2024 funding.

CATS Recovery Housing program provides a safe, sober space for clients to stay while engaged in Substance Use Disorder (SUD) Outpatient Treatment and practice learned recovery skills in the community. CATS Recovery Housing program allows more time for residents to seek employment and permanent housing while focusing on their recovery. The house manager of the CATS Recovery Housing program provides monitoring, motivational enhancement, and coaching. The house manager also conducts weekly house meetings. In addition, residents also have access to peer support services and structured activities. An estimated 72 clients will be served. Board staff recommend that the Board Directors approve a funding increase of \$75,000 for the term of January 1, 2024 through December 31, 2024, to allow more clients to utilize the CATS Recovery Housing program.

- b) Amendment to Resolution No. 24-01-03, Care Response Communications and Community Engagement Consultant  
 - R Strategy Group - \$154,189.99

Care response is a health-first approach that deploys teams of behavioral health professionals and peers with lived experience on mental health crisis calls. Over the past several years, R Strategy Group has worked with the ADAMHS Board, Magnolia Clubhouse, and experts and advocates in Cuyahoga County and across the state and country to move care response forward. Foundations are extremely interested in the work that R Strategy is doing and interested in continuing their financial support, but that support will not be available until early in the second quarter of 2024.

Adding funding in the amount of \$154,189.99 broken down into \$150,000 for consulting work for Care Response Communications and Community Engagement through the end of the year and \$4,189.99 to reimburse R Strategy Group for additional costs associated with Community Engagement Meetings such as facility rental fees, snacks and coffee, residents' cell phone data and robotexts to residents, and extending the contract through December 31, 2024. R Strategy Group anticipated that it would receive \$250,000 from foundations but was only able to secure \$100,000. R Strategy Group will serve as a consultant to assist the ADAMHS Board with communications and community engagement related to the Care Response Pilot in the City of Cleveland in addition to spearheading a Community Advisory Committee. R Strategy Group will work with the ADAMHS Board to: (1) present clear and consistent communications regarding care response; (2) increase the community's knowledge and awareness and get buy-in of care response; and (3) be responsive and adaptable to feedback and lessons learned during the pilot. Board staff recommend that the Board Directors approve a contract amendment for an increase in the amount of \$154,189.99 for a total of \$213,689.99 and extend the term of contract through December 31, 2024.

- c) Amendment to Resolution No. 23-09-05, Outpatient Competency Restoration Education Allocation  
 - Murtis Taylor Human Services System - \$52,000

Outpatient Competency Restoration is designed for people with a mental health disorder or co-occurring psychiatric and SUD who are found incompetent to stand trial and are court-ordered to participate in competency restoration treatment. Senate Bill 2, which was signed into law by Governor DeWine on April 27, 2021, aims to improve access to and increase the quality of mental healthcare in Ohio by making reforms to Ohio's competency restoration procedure to allow nonviolent offenders to receive competency restoration treatment in outpatient settings, rather than in the state psychiatric hospital. Allowing outpatient restoration treatment will help to ensure that state psychiatric hospital beds remain available for Ohioans suffering from serious mental illness.

Staff of the Murtis Taylor Human Services System will meet with individuals involved in nonviolent offenses found incompetent to stand trial by the court to provide legal education as part of the Outpatient Competency Restoration process. Staff will meet for one to two hours each week with the individuals for no more than two months to ensure that the clients understand the charges, legal representation and actions of the court. Based on the most recent available number of admissions to Northcoast Behavioral Healthcare, it is estimated that 35 individuals would be eligible for Outpatient Competency Restoration per year. Board staff recommend that the Board Directors accept additional funding from OhioMHAS for the Outpatient Competency Restoration program in the amount of \$52,000 for SFY24 (July 1, 2023 through June 30, 2024) and to continue to contract with Murtis Taylor Human Services System to provide the educational component of the Outpatient Competency Restoration process.

- d) Amendment to Resolution No. 23-11-07, Property Management for Consumer Operated Services  
 - Emerald Development and Economic Network (EDEN), Inc. - \$106,420

These funds will increase funding for the Property Management for Consumer Operated Services program by \$106,420, bringing the total to \$175,222, thereby increasing EDEN's CY2024 allocation to \$4,091,590. The funding will be used at Future Directions, located at 2070 West 117th Street in Cleveland Ohio, for waterproofing the basement due to water leakage, which is causing electrical issues.

As part of the EDEN CY2024 Contract, EDEN provides property management for the property, allowing it to be used as a Consumer Operated Service site by Future Directions. EDEN completes any work orders necessary to maintain the

property and carry out required repairs. EDEN issued a Request for Proposal to remediate the water leak into the basement and perform waterproofing, and the lowest responsive bid was \$106,420. Board staff recommend that the Board Directors approve a contract amendment for an increase in the amount of \$106,420 to the Property Management Consumer Operated Services program for a total of \$175,222, which makes the CY2024 Contract \$4,091,590, for the term of January 1, 2024 through December 31, 2024.

- e) Amendment to Resolution No. 23-06-02, Community Needs Assessment – \$113,719.20
- RAMA Consulting - \$108,457
  - Holiday Inn Cleveland South - \$5,262.20

The ADAMHS Board conducts a Community Needs Assessment every three to five years, to ensure the local public system for mental health, addiction and recovery services continues to adapt to ever-changing and high-intensity demands, and that constrained resources are allocated appropriately. The assessments assist the Board in identifying areas of greatest need for client services for planning, funding, evaluating, and advocacy purposes. OhioMHAS, as well as general evaluation standards, suggest that local Boards conduct a thorough Needs Assessment approximately every five years. The last ADAMHS Board Community Needs Assessment was completed on May 15, 2020, using data collected primarily from 2019. Board staff request a Needs Assessment based primarily on 2023 data, to provide the most up-to-date insights on emerging trends and continuing needs.

This funding will add \$512.20 to the Community Needs Assessment for the Stakeholder Summit to be held at the Holiday Inn Cleveland South in Independence on Thursday, June 6, 2024, and reallocating \$4,750 from RAMA Consulting to Holiday Inn Cleveland to allow the ADAMHS Board to pay Holiday Inn Cleveland South directly for the costs of the Stakeholder Summit to take advantage of the ADAMHS Board's tax-exempt status. RAMA Consulting will conduct a Community Needs Assessment to inform funding and program priorities for the ADAMHS Board. The Community Needs Assessment will include a review of existing and publicly available data to assess county demographic trends, service usage statistics, state and federal policy influences, benchmarking data, etc.; stakeholder interviews, surveys and focus groups; working groups; and a final report presented to the ADAMHS Board of Directors. Board staff recommend that the Board Directors amend Resolution No. 23-06-02 to add \$512.20 to the Community Needs Assessment for the Stakeholder Summit, transfer \$4,750 from RAMA Consulting to Holiday Inn Cleveland South, and approve a contract amendment with RAMA Consulting for \$108,457 and a contract with Holiday Inn Cleveland South for \$5,262.20 for the term of September 1, 2023 through December 31, 2024.

Mr. Harvey Snider inquired about the invitees for the Stakeholder Summit. Mr. Osiecki clarified that representatives from partner agencies, such as representatives from Cuyahoga County, faith-based organizations, provider agencies, hospital systems and community members, will attend. He noted that Board Directors and staff are requested not to attend to ensure a free and open dialogue, as recommended by RAMA Consulting. The room has a capacity of 200, and currently, 60 individuals have registered for the summit.

**Motion to recommend approval of Contract Amendments (as listed above) to the full Board.** MOTION: B. Gohlstin / SECOND: E. Cade / AYES: G. Boehm, E. Cade, J. Dixon, R. Fowler, S. Galloway, B. Gohlstin, P. James-Stewart, K. Kern-Pilch, S. Killpack, H. Snider / NAYS: None / ABSTAIN: None / **Motion passed.**

## **7. IDENTIFY CONSENT AGENDA**

Ms. Addison recommended including the March Board Voucher and Expenditure Reports (Finance Reports), Contracts and Contract Amendments be included in the Consent Agenda for recommendation to the full Board.

## **8. BEHAVIORAL HEALTH CRISIS CENTER UPDATE**

Mr. Osiecki provided an update on the Behavioral Health Crisis Center, which is planned for The MetroHealth System's main campus on West 25th Street in Cleveland, Ohio. He mentioned that ongoing discussions between Board staff and The MetroHealth System are continuing regarding contract negotiations for both the Behavioral Health Crisis Center and the Psychiatric Emergency Department. He shared that a meeting is scheduled for Monday, May 20, 2024, with OhioMHAS representatives to discuss funding from the American Rescue Plan Act (ARPA). On Tuesday, May 21, 2024, Board staff will meet with representatives of the court system at the Psychiatric Emergency Department in Cleveland Heights to ensure clarity on the civil commitment process. Finally,

Board staff will meet with representatives of The MetroHealth System to discuss these matters in detail. A more comprehensive update will be provided at the General Meeting.

#### **9. CARE RESPONSE PILOT PROGRAM UPDATE**

Mr. Osiecki reported that the Care Response Pilot program is progressing well. He mentioned that FrontLine Service is in the process of hiring staff and has made some excellent selections. R. Strategy is finalizing a report based on the community engagement meetings, and once it is received, Board staff will share it with the Board Directors. Board staff continue to meet biweekly with FrontLine Service and R Strategy to ensure the program's advancement. The next steps include advertising the program in zip codes 44102 and 44105, with the goal of launching the Care Response Pilot program by the end of summer.

Ms. Addison noted that she has seen significant promotion for the program and is pleased with the media attention the Care Response Pilot program is receiving.

Dr. Robert Fowler inquired about the staffing progress for the Care Response Pilot program. Ms. Maggie Tolbert, Assistant Chief Clinical Officer, provided an update, stating that two Program Managers, who are clinicians, have been hired and began their roles the previous week. Notably, one of the Program Managers was promoted internally. She explained that there will be five teams, each comprising a clinical professional and a peer. FrontLine Service is finalizing some clinician positions and has scheduled interviews for five or six peers.

Ms. Tolbert mentioned that FrontLine Service staff expressed satisfaction with the quality of candidates, attributing it to the Board's assistance with salaries. They are on track to have two teams ready. The Program Managers are currently working on developing policies, procedures, communication protocols, and training. Ms. Carole Ballard, Director of Education and Training, has offered to assist with this training. Additionally, they have a list of trainings that all FrontLine Service staff receive, but these teams will undergo additional training based on community feedback. The two Program Managers will participate in interviews with the individuals they will be supervising.

Ms. Katie Kern-Pilch asked about the physical location of the Care Response Pilot program. Ms. Tolbert explained that while staff will be based at FrontLine Service, the teams themselves will be mobile, operating 24/7 in zip codes 44102 and 44105. Community advertisements will advise individuals to contact 988 instead of 911.

Ms. Tolbert emphasized that the crucial aspect of retaining this staff lies in integrating milieu therapy and safety measures into the program. Ms. Sadigoh C. Galloway expressed her admiration for the efforts being made to ensure that clinicians and peers receive the necessary support.

#### **10. NEW BUSINESS**

Dr. Fowler inquired about the status of the senior management at OACBHA. Mr. Osiecki responded that Cheri L. Walter, MA, LICDC, Chief Executive Officer, will be retiring on Sunday, June 30, 2024. He mentioned that he was part of the selection committee for the new Chief Executive Officer, and Ms. Liz Henrich, Associate Chief Executive Officer, who has been with OACBHA for over 20 years, was chosen for the position.

Mr. Osiecki introduced Ms. Latoya Hunter Hayes, who joined the Board as the new Chief of External Affairs on Monday, April 29, 2024. With over 15 years of extensive experience in managing traditional and digital media strategies across public, private, and non-profit sectors, Ms. Hunter Hayes brings a wealth of expertise to the Board. Previously, she held key leadership positions within the Cleveland Department of Public Utilities and the City of Cleveland Mayor's Office of Communications. In her role, Ms. Hunter Hayes oversees the Board's public relations, media relations, social media, community engagement, faith-based initiatives, and special projects. Additionally, she provides supervision to Mr. Ian Jameson and Ms. Jocelyn Weems, External Affairs Officers, along with Ms. Sizemore.

Mr. Osiecki conveyed that last week, access to Medicaid information for all Boards was unexpectedly terminated. He explained that this data is essential for verifying eligibility and county residency. He expressed concern over the lack of communication from OhioMHAS or the Ohio Department of Medicaid (ODM) regarding this development. Consequently, OACBHA has reached out to both OhioMHAS and ODM, holding special meetings to seek clarification. Additionally, OACBHA staff have engaged with policy staff in the Governor's office. In the meantime, OhioMHAS Director Cornyn sent correspondence to Boards addressing the issue

and indicating that alternative methods for obtaining this information from ODM are being explored. However, Boards are asserting that the proposed alternatives are inadequate for fulfilling this task accurately.

Mr. Osiecki mentioned that amid the clarification process, ODM has reinstated access to Medicaid information, effective for a duration of 90 days starting from Friday, May 10, 2024. Ms. Harrison emphasized the importance for Board staff to verify Medicaid eligibility to ensure that services are being appropriately funded with the Board's limited resources.

Mr. Harvey Snider proposed consulting the Ohio Attorney General to obtain an opinion on this matter. Mr. Osiecki stated that OACBHA and the Executive Team have considered various options, including hiring consultants or attorneys specializing in Medicaid and ORC. Mr. Osiecki shared that a process has been established, with the initial step being a meeting with the directors of OhioMHAS and ODM to seek clarification on the issue. Mr. Osiecki reported that additional updates will be forthcoming.

Ms. Kern-Pilch asked the Board staff to present a report on the Cuyahoga County Diversion Center soon. Mr. Osiecki mentioned that a presentation on this topic will take place during the upcoming General Meeting.

**11. FOLLOW-UP**

No follow-up was received.

**12. PUBLIC COMMENT PERIOD**

No public comment was received.

**13. UPCOMING MAY AND JUNE BOARD MEETINGS:**

- General Meeting: May 22, 2024
- Faith-based Outreach Committee Meeting: June 5, 2024
- Nominating Committee Meeting: June 12, 2024
- Finance & Oversight Committee Meeting: June 12, 2024
- General Meeting: June 26, 2024

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

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

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