

**HAMILTON COUNTY ALCOHOL AND DRUG
ADDICTION SERVICES BOARD
BOARD OF TRUSTEES MEETING**

Thursday, April 27, 2006

TIME AND PLACE OF MEETING:

The April 2006 Meeting of the Hamilton County Alcohol and Drug Addiction Services Board of Trustees convened on Thursday, April 27, 2006 at 4:00 PM at the ADAS Center, 3009 Burnet Avenue, Cincinnati, OH.

PRESENT:

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| Ms. Mary Allen | Ms. Diana Harris |
| Mr. William Baldwin | Ms. Gina Moore |
| Mr. White Bourland | Dr. Frank Welsh |
| Mr. H. Richard Duval | Ms. Gwendolyn Womack |
| Ms. Carol Gibbs | |

EXCUSED:

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| Mr. Leroy Birch | Mr. Eric Ruffin |
| Mr. Robert Cantlon | Mr. James Slattery |
| Mr. Patrick Fischer | Mr. Gerardo Torres |
| Judge John O'Connor | |

STAFF PRESENT:

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| Dr. Sherry Knapp-Brown | Ms. Linda Gallagher |
| Mr. Rob Fredericks | Mr. Jeff Vogt |
| Ms. Jan Hancock | Ms. Fran Lopomo |

GUESTS:

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| Wes Miller, SAMAD | Dennis LeGendre, Christ Hospital |
| Janice Bishop, Crossroads | Randy Damron, Alcoholism Council |
| Joan Wyler, Norcen | David Logan, Prospect House |
| Ron Derstadt, CCAT | Margo Spence, First Step Home |
| Pam McClain, Talbert House | Neil Tilow, Talbert House |
| Earl Siegel, DPIC | Walter Smitson, Central Clinic |

CALL TO ORDER: Gibbs called the meeting to order at 4:12 PM.

MINUTES: In the absence of the Secretary, Gibbs presented the March 23, 2006 Minutes for approval. Welsh moved to approve the minutes as written. Moore seconded the motion. There was no discussion. The motion carried.

CHAIRPERSON/EXECUTIVE COMMITTEE REPORT: Baldwin stated that this discussion is being held prior to Public Comment so that the public has the opportunity to comment on the discussion.

(1) Clark, Schaefer, Hackett & Co. Audit Gibbs distributed a draft report on the review done at the ADAS Board on Monday, April 24 by CSH in regard to timeliness of payments and the billing process. In the best case, payment was made 61 days after ADAS pulled the claim and in the worst case payment was made 103 days after the claim was pulled. One of the conclusions was that ADAS spends more time on the front end making sure there are no errors which slows down the process. Gibbs stated that a \$156,000 bill from Crossroads was held up for a long time over a difference of \$7. Gibbs stated that the merger between the ADAS Board and the Mental Health Board will be announced by June 30 and, if the ADAS Board is only going to be here another 30 – 90 days, it is not be reasonable to spend the money to change the payment process. She recommended that bills be paid within 60 days of receipt and that bills be reconciled after they are paid, not before. She stated that the Mental Health Board pays faster than the ADAS Board because they reconcile after the fact. Bourland stated that the Mental Health Board gets funds up front and ADAS gets funds after they are expended. Duval stated that ADAS is fee-for-service and the Mental Health Board is not. Knapp-Brown stated that ADAS will be eliminating CMHC on July 1 and providers will then be able to enter their own billings into the system which will save time. She stated that Talbert House mentioned at the last meeting that they are owed about \$1.2 million, but the Board believes they are owed about \$60,000. Allen questioned why it takes so long to process the payments. Knapp-Brown responded that from October to March payments were slowed significantly due to multiple factors. Things are now back on track. Moore moved to recommend that payments be made within sixty days and that Knapp-Brown take whatever steps are necessary to prevent this situation from happening again. Allen reworded the motion to say that the goal is to process clean claims within sixty days. Allen seconded the motion. Moore asked Knapp-Brown to let the Board know when uncontrollable situations occur. Gibbs emphasized that delayed payments need to stop. Baldwin stated that if there is a problem with a claim, Staff needs to let the provider know immediately. Vogt stated that after July 1, providers will submit an electronic file and ADAS will be out of the loop. If there is a problem with the electronic file, it will be sent back to the provider. Gibbs stated that there needs to be a process of no more than sixty days from pull date to the date the provider gets a check in hand. Bourland stated that the Board needs to address policy and not put a time limit on a physical function which may or may not be realistic. Knapp-Brown stated that there will be a meeting with provider agency directors on May 17 to walk everyone through the timeline, the process, and the factors involved. They will look at the period from October to March, as well as the future in the payment process. She invited the trustees to attend. Bourland moved to table any action until after the May 17 meeting with the directors. Allen seconded the motion and it carried unanimously.

(2) Howard, Wershbaile Report (HWCO) for Tax Levy Review Committee (TLRC). Gibbs distributed copies of the HWCO consultant report regarding a review of the ADAS Board. She stated that the TLRC met April 25 and had a lot of questions, but no one was there from the ADAS Board. There were four concerns on page 2 which were discussed, and the consultants stated that they have still not gotten any response from ADAS. Knapp-Brown stated ADAS was not informed the TLRC was meeting on April 25 and has expended much time to answer the consultant's questions over the past few months.

Chris Finney informed Gibbs that the consultants did an analysis of a financial report given to them by ADAS, and then ADAS took it back and gave them another financial report and they had to redo the analysis, for which they are going to bill ADAS. Fredericks explained that the auditors collected the data and put it into a master spreadsheet on a calendar year basis, but ADAS is on the fiscal year and the auditors made the choice of changing the numbers to the fiscal year format. Allen stated that the ADAS Board should not pay for that. The Board agreed. Gibbs reviewed the TLRC's questions on Pages 10, 16, and 17 of the review and stated that the information is needed to determine how much money ADAS will receive from the Indigent Care Levy.

PUBLIC COMMENT:

David Logan with Prospect House stated that there will be a symposium on Poverty, Welfare and Religion on May 6. Flyers are on the table. Lunch will be provided.

Earl Siegel stated that DPIC was privileged to have Dr. Frank Welsh visit them. He stated that Partnership for a Drug Free America is starting a new media campaign about inhalant abuse. There is an urgent alert about deaths from tainted heroin in New Jersey and Ohio.

Neil Tilow stated that Talbert House believes they are owed \$1.2 million, not \$60,000. He requested the Board's permission to use Clark, Schaefer, Hackett & Co., at Talbert House's expense, to reconcile the difference. They will then submit a report back to this Board. He stated that the Prompt Payment Laws require payment within 30 days. He stated that they should be paid interest starting on day 31 per the federal and state requirements. He stated that Talbert House will not pay any more rent at the ADAS Center until this issue is resolved. He stated that providers not being paid on a timely basis has been a long-term problem. Pam McClain with Talbert House stated that the reconciliation of what ADAS owes to Talbert House is not just from October to February, it goes back years.

Margo Spence with First Step Home stated that the timeliness of payments has improved over the past couple of months, but they are still behind over \$190,000 and would appreciate payment. She stated that there are flyers on the table about their Mothers' Day flower and gift sale. Duval stated that First Step Home is having difficulty matching the checks they receive to the payments. Spence agreed and stated that even their accounting firm cannot match up the checks to the invoices. Gay Vincent has come out to their site to help them, but their finance people are still having a difficult time. Gibbs stated that all of the provider agencies and the auditors have made that complaint. Jeff Vogt stated that a disk is mailed out to the agencies at the beginning of each month containing the claims database (all claim lines pulled from CHMC that went through MACSIS) and information on funding sources and those that will run out. Spence stated that they get the information, but it is almost impossible to match up the invoices and the checks. Allen suggested a training session. Tilow stated that someone from ADAS should come out and show them how to do it with real data.

Janice Bishop from Crossroads stated that 18 months ago they had to go to the extent of not paying their rent because they were not receiving any payments. ADAS is their major funder. She asked ADAS Staff and the Board to be more responsive when there is an issue with a payment.

Baldwin moved to get a memo from the Prosecutor's Office in regard to the Prompt Payment Laws and what sources are subject to Prompt Payment Laws and to approve Talbert House's request to have Clark, Schaefer, Hackett & Co. audit the disparity between Talbert House and ADAS, at Talbert House's expense, as promptly as possible. Allen added to the motion that ADAS Staff will be ready, willing, able and available to help during that period of time. Bourland seconded the motion. The motion carried.

COMMITTEE REPORTS:

- A. FINANCE AND FACILITIES COMMITTEE:** Baldwin reviewed the Consolidated Financial Statement. Total Expenses for March were \$13,471,842 and Total Revenue was \$14,760,769. The Grants Holding Account and the Reserve Account are the same as last month. The Accountemps' final report is due at the end of the week and those numbers will likely change next month. Gibbs stated that Clark, Schaefer, Hackett & Co. said there is \$1.5 million as opposed to \$881,221 in the Grants Holding Account. Baldwin asked Fredericks to address why CSH said there is more in reserves than is shown on the financial statements. Fredericks responded that \$1.5 million is what the Budget Analyst originally thought we had, but we have reimbursed ODADAS over \$350,000. Baldwin presented the following financial statements for approval.
- All Provider Services Summary Statement** Baldwin stated that Revenues were \$1,554,387 and Expenses were \$2,972,257. We were ahead on revenues and waiting for expenses to catch up, which has now occurred. The YTD excess of \$818,124 will diminish to zero by the end of the year.
- Board Admin Financial Statement** Total Revenue for March was \$189,137 and Expenses were \$133,162 and there is a surplus for the month of \$55,975. YTD we are still ahead, but by the end of the year we will probably get behind and have to go into the Reserve Account because of levy cuts.
- ADAS Center Financial Statement** This statement is informational only and does not require action by the Board. Baldwin stated that Revenue for the month of March was \$82,714 and Expenses were \$80,064. We are slightly ahead YTD. Almost \$1.7 million worth of work funded by the state will be done at the ADAS Center, including doors, windows, elevators, concrete work, fire alarm system, etc. Following discussion, Welsh moved to approve the financial statements as presented. Duval seconded the motion. The motion carried.
- FY07 Board Administration Budget (Draft)** Baldwin asked the Trustees to look at the draft and direct any questions or comments to him prior to when the Finance & Facilities Committee meets on May 24. The Budget is expected to be presented for approval at the next Board meeting. Gibbs asked to see original budget, actual cost, and proposed budget next to each other on one sheet.
- B. PROGRAM COMMITTEE** Harris stated that the Committee met with the provider agencies on April 11 and the meeting went well. She thanked the provider agencies, ADAS Staff and the Trustees who participated. She stated that the Program Committee will submit draft resolutions for FY07 funding to the Board at the next meeting. The Program Committee members are visiting provider agencies.
- C. NOMINATING AND EDUCATION COMMITTEE** Allen stated that the Annual Training Session was held last night. It was a good meeting and everyone learned a lot. She asked the trustees to contact her with nominations for officers for

next year. Knapp-Brown stated that a ballot will be sent out ahead of the meeting and a vote will be taken at the May or June Board meeting.

CHIEF EXECUTIVE OFFICER'S REPORT Knapp-Brown stated that the treats and certificates provided to trustees are for National Volunteer Week to recognize the service of the trustees. She stated that the Alcohol and Drug Awareness Walk is scheduled for May 20 at 10 AM and she encouraged people to make a pledge and to walk if they can. Checks should be made out to ADAA Walk. All of the funds raised will be split among the ADAS funded agencies that are part of this collaborative fund raiser. The ODADAS Stakeholder Assistance Review has been completed, but we do not have the report yet. The next meeting of the Tax Levy Review Committee is scheduled for May 25 at 4:30 PM, which conflicts with our Board meeting. ADAS has been asked to make a presentation. Gibbs rescheduled the May Board meeting to 3:30 PM on May 25 at ACT (1005 Walnut Street) and from there the Board will go to the TLRC meeting. Knapp-Brown stated that the TLRC will hold a public hearing on June 13 at 4:30 PM on the Indigent Care Levy and the Program Committee Meeting on that date may have to be rescheduled. She will attend and encourages the trustees to attend also. She stated that at the last Board meeting there was concern about a provider and the ADAS Board submitting applications for the same grant and concern about competition. She has since met with the agency directors and they have established a procedure whereby the ADAS Board will only apply for grants available to government entities or boards – the only exception would be if no providers are applying and the grant would be valuable for the system. If providers change their mind, the ADAS Board will back away. Providers have agreed to share information with each other on all of the grants they are applying for and they understand that at times they could be competing with each other. The ADAS Board will continue to share grant information with the providers. Knapp-Brown was on Channel 5 on April 9 and on Cincinnati Matters (Channel 19) on April 22 talking about ADAS Board services, how the levy supports ADAS systems and services, and about RHAC and other services. She is tentatively scheduled to appear on a news program and a radio program. She stated that the Culture of Quality Peer Certification has been finalized and standards have been issued and endorsed by ODADAS, ODMH and the State Auditor. Fran Lopomo was part of the development and planning teams and will serve as a reviewer. Our Board was reviewed in a mock survey and we are planning to seek full certification in FY07. She has e-mailed the Behavioral Health Handbook to the trustees. Contact her with any questions. On Saturday, April 29 the Citizens' Health Care Working Group is holding a public hearing from 8:30 AM to 3:30 PM at the convention center. They will provide parking and food. She encouraged everyone to attend.

ADJOURNMENT There being no further business to come before the Board, Bourland moved, seconded by Baldwin, that the meeting be adjourned. The meeting adjourned by unanimous consent at 5:40 PM.

Respectfully submitted by

Gerardo Torres, Secretary

Date

Jan Hancock, Recorder

Date

The next meeting of the Hamilton County Alcohol and Drug Addiction Services Board of Trustees will be on June 22, 2006 at 4:00 PM.