

**HAMILTON COUNTY ALCOHOL AND DRUG
ADDICTION SERVICES BOARD**

BOARD MEETING MINUTES

Thursday, January 26, 2006

TIME AND PLACE OF MEETING:

The January 2006 Meeting of the Hamilton County Alcohol and Drug Addiction Services Board of Trustees convened on Thursday, January 26, 2006 at 4:00 PM at the ADAS Center, 3009 Burnet Avenue, Cincinnati, OH.

PRESENT:

Ms. Mary Allen	Ms. Carol Gibbs
Mr. Bill Baldwin	Ms. Diana Harris
Mr. White Bourland	Ms. Gina Moore
Mr. LeRoy Birch (arrived late)	Mr. Eric Ruffin
Mr. Robert Cantlon	Mr. James Slattery
Mr. H. Richard Duval	Dr. Frank Welsh
Mr. Patrick Fischer	Ms. Gwendolyn Womack

EXCUSED:

Mr. Gerardo Torres	Judge John O'Connor
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STAFF PRESENT:

Dr. Sherry Knapp-Brown	Ms. Fran Lopomo
Mr. Rob Fredericks	Ms. Linda Gallagher
Ms. Jan Hancock	Mr. John Roberts

GUESTS:

Wes Miller, SAMAD	Randy Damron, Alcoholism Council
Walter Smitson, Court Clinic	Margo Spence, First Step Home
Charles Kelly, Recovery Link	John Earls, Prospect House
Dennis LeGendre, Christ Hospital	Earl Siegel, DPIC
Pam McClain, Talbert House	Joan Wyler, NORCEN
Janice Bishop, Crossroads	

CALL TO ORDER: Carol Gibbs called the meeting to order at 4:08 PM.

MINUTES: In the absence of the secretary, Gibbs presented the November 17, 2005 Minutes for approval. There being no changes, Bourland moved to approve the minutes as mailed. Allen seconded the motion. There was no discussion. Ruffin was not present. The motion carried.

PUBLIC COMMENT:

Dennis LeGendre with Christ Hospital stated that their Alcohol and Drug Addiction Awareness Walk will be on May 20 and they are looking for sponsors. He invited everyone to attend.

Earl Siegel with DPIC introduced their new pharmacist, Frannie McGowan. He stated that a course in Spanish for Health Care Professionals is being offered at Xavier University and they can customize a beginner course with emphasis on health care terms. He stated that Children's Hospital has purchased computers with mini-satellite disks, with funding through Health and Human Services Homeland Security dollars, which would allow DPIC to go mobile in a disaster or emergency situation.

Janice Bishop stated that Crossroads was eliminated from the expansion grant funding. They are concerned and hope to revisit this decision in their meeting with Staff tomorrow.

Margo Spence with First Step Home stated that they are currently promoting Valentine's Day items at their Bloomingroses website.

COMMITTEE REPORTS:

A. FINANCE AND FACILITIES COMMITTEE: Bill Baldwin stated that the financial statements are in a new and improved format designed by Rob Fredericks. He reviewed the information included on the summary sheet. The Grants Holding Account represents ODADAS money that was not spent in 2002 – 2005. The total \$881,220.66 could be taken back and the money is restricted until ODADAS 2002 – 2005 audits are completed. The audits are anticipated to be done in March. Duval asked for further information about the Grants Holding Account. Knapp-Brown explained that most of the money was received prior to 2002. In 2002 all the funds left in Reserves were rolled over into 2002 and ODADAS has not yet audited 2002 - 2005. We have asked ODADAS to catch up on the audits and they have agreed to put us at the top of their list. Prior to 2001 when MACSIS started, there was not as clear a way to track the funds and staff think money was held back because there were significant penalties if money was owed to Medicaid. There is still the possibility that ODADAS will want some or all of that money back. We have a better handle on things now and towards the end of the year when there are unspent funds, we submit a proposal on how to spend them.

Baldwin presented the following financial statements for approval:

All Provider Services Summary Statement Revenues for the month of November were \$1,231,455 and Expenses were \$576,073, for an excess of \$655,382. Revenues for the month of December were \$1,900,607 and Expenses were \$2,269,894, for a deficit of \$369,287. We are running at about 50% Welsh moved to approve the All Provider Services Summary Statement SFY06: 07/01/05 – 06/30/06. Cantlon seconded the motion. There was no discussion. The motion carried unanimously.

Board Admin Financial Statement Baldwin stated that the county cut ADAS levy funds by the amount budgeted for Board Admin. We have taken draws on the

levies up through December, but there will not be any further draws on those funds. Revenue for the month of November was \$271,698.16 and Expenses were \$86,738.30 for an excess of \$184,959.86. Revenue for the month of December was \$194,148.82 and Expenses were \$129,063.46 for an excess of \$65,085.36. There is an adjustment entry of (\$352,680.00) under Per Capita which corresponds to the entry under Column I that was an error. Duval questioned who will suffer from the cuts in the levies. Baldwin responded that when we run out of Board Admin money, we will use unrestricted funds from the Reserve Account. After that, we will have to ask the county for help. Fredericks and Knapp-Brown are looking at where they can cut costs. Knapp-Brown stated that the budget at the beginning of the year was very lean and it is a difficult year in which to cut costs. Following general discussion, Moore moved to approve the Board Admin Financial Statement SFY06: 07/01/05 – 06/30/06. Welsh seconded the motion. There was no discussion. The motion carried unanimously.

ADAS Center Financial Statement Baldwin stated that this statement is informational and does not require action by the Board.

Policy on Reserve Funds Baldwin stated that the Finance & Facilities Committee has determined that we should have a written policy on reserves. Knapp-Brown and Fredericks looked at what other ADAS boards within the state are doing and many of them have written policy statements addressing risk. He presented for approval Policy No. 30-14, Financial Risk Management, which includes a reserve of 12.5% of annual expense obligations. He noted that some boards have up to 20%. He stated that the recommendation is to adopt a written policy and then address risk financing and amend the language in the future to cover money we might need based on the physical needs assessment of the ADAS Center. That information was not available when the policy was drafted. Following general discussion, Baldwin moved to adopt Policy Number 30-14, Financial Risk Management, effective January 26, 2006. Bourland seconded the motion. There was no discussion. The motion carried unanimously.

- B. PROGRAM COMMITTEE** Harris reviewed the handout *Application Process SFY 2007*, which lists the events leading up to the Program Committee's day of interacting with all of the providers on April 11. All trustees are invited to participate. She stated that one of the programs selected by ODADAS to receive a SFY06 ODADAS Exemplary Prevention Award was the KUUMBA Summer Enrichment Program at the Alcoholism Council. They will receive one-time funding of \$500. She congratulated the Alcoholism Council and Cameron Foster who was interviewed and recognized for the program.

Resolution 06-05 Health and Hospital Levy – Indigent Care (HHIC) Lopomo explained that these funds are available for medically indigent uninsured individuals who reside in Hamilton County. The evaluation team recommends funding five of the seven proposals received in response to the RFP that went out in November. Alcoholism Council and Crossroads Center previously received HHIC funds, but will not in CY2006, thus staff recommend allocation of one-time funds to each agency to assist with transitioning clients out of the funding source. All of the proposals received a lower amount than requested because we did not have the full amount available that was anticipated and we received more proposals than we had money available to fund. The resolution is for a 23-month period because we are moving to a calendar year basis starting February 1, 2006 through December 31,

2007. We did not receive any proposals for intensive case management services, but we have set aside approximately \$68,000 (not included in the resolution), because we are in the decision making process about how to award those funds. Following general discussion, Bourland moved to approve Resolution 06-05. Cantlon seconded the motion. There was no discussion. The motion carried.

- C. NOMINATING AND EDUCATION COMMITTEE** Allen reported that the two people who were going to join the ADAS Board were ineligible because they serve on the Lighthouse Board. They were given the option of serving on the ADAS Board or the Lighthouse Board, and they chose to stay on the Lighthouse Board. The Committee sent the two previously approved names (Bedinghaus and Jollis) to the county and hopes that the Commissioners will appoint them at their next meeting. The Committee is not currently looking for additional Board trustees at this time, but has talked about the possibility of adding one or two trustees to the Board. She stated that Welsh suggested the topic of *Medication Treatments and Drug Services* for the annual board training session. The Committee recommends having the training in April at the Boathouse.
- D. AD-HOC PLANNING COMMITTEE** Harris reported that the Committee had a final meeting and the trustees have received copies of the CY06-07 Strategic Plan Performance Goals and Objectives. Welsh asked if there is a plan to review the goals every three months or so to see if we are on track. Harris responded that timelines have been incorporated into the goals and there are specific dates related to some of the actions. There will be quarterly reporting throughout the year. Following general discussion, Baldwin moved to adopt the CY06-07 Strategic Plan. Allen seconded the motion. There was no discussion. The motion carried. Harris thanked the Committee members, Staff, and Gene Johnson for their work on this Committee. Knapp-Brown thanked the trustees for their guidance.
- E. ADAS BOARD BYLAWS REVISION** Fischer reviewed the proposed changes to the Bylaws which were shown in red. He recommended approval with the correction of three typos: Article Three, Section 5, *trsutee* should be *trustee*; Article Four, Section 2 *office* in line 5 should be *officer*; and *last* in line 6 should be *later*. Duval moved to approve the ADAS Board Bylaws with the corrections noted. Welsh seconded the motion. There was no discussion. The motion carried.

CHAIRPERSON/EXECUTIVE COMMITTEE REPORT: No report.

CHIEF EXECUTIVE OFFICER'S REPORT Knapp-Brown summarized her written report. She asked John Roberts to stand and be recognized as the newest member of the ADAS Staff. Roberts joined the Staff on January 3 as Coordinator of Evaluation Services. She stated that the ADAS levy fund appropriation decreased by \$236,541 on January 1. The reduction is from both levies (Indigent Care and Drake). The county is reviewing our request for Indigent Care Levy Funds for next year. The \$1.5 million we receive each year from the Drake Levy for Drug Court is scheduled to expire in three years and the Commissioners have said that the levy will not be renewed. There is no plan in place for how Drug Court will continue without levy money. She stated that we are going to have to put together a very strong case and convince the Commissioners, the Tax Levy Review Committee, and the consulting group to keep drug and alcohol as

services funded by the county. She stated that Juvenile Court is going to lose \$1 million in Reclaim funds and our collaborative RFP is on hold. Knapp-Brown sent an email to the trustees regarding training on the Policy Governance Model on February 16 and about the Medication Assisted Addiction Treatment Conference on April 7. Slattery will be on a panel that will respond to some of the information presented on April 7. The conference is expected to sell out quickly. Gibbs stated that the annual Board training will be based on this topic. ADAS Board will pay the registration fee for the conference for trustees, but asks that you attend the full day. Trustees should let Knapp-Brown know as soon as possible if they are interested in attending the conference on April 7 or the training on February 16. Knapp-Brown stated that the trustees received in their packets updated copies of ORC Chapter 340 to replace the copy in their Blue Books.

OTHER BUSINESS Executive Session Bourland moved, seconded by Slattery and it was voted through roll call by all present that the Board go into Executive Session per ORC 121.22G(1). Following Executive Session, it was moved by Baldwin and seconded by Bourland through roll call vote by all present to return to public session.

Baldwin moved to approve the CEO's evaluation and goals but to approve no salary increase for SFY2006. Bourland seconded the motion. Trustees stated that the CEO evaluation was positive and the failure to approve a salary increase was not to be interpreted as dissatisfaction but was solely due to financial concerns. The motion carried. Baldwin moved to not approve the CEO contract changes that were requested. Bourland seconded the motion. The motion carried.

Baldwin moved to direct the CEO to freeze all pay increases for ADAS employees in the SFY2007 budget due to financial concerns. Bourland seconded the motion. There was no discussion. The motion carried.

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

Respectfully submitted by

Carol Gibbs, Chair

Date

Jan Hancock, Recorder

Date

The next meeting of the Hamilton County Alcohol and Drug Addiction Services Board of Trustees will be on February 23, 2006 at 4:00 PM.