

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

**BOARD MEETING MINUTES**

**Thursday, October 27, 2005**

**TIME AND PLACE OF MEETING:**

The October 2005 Meeting of the Hamilton County Alcohol and Drug Addiction Services Board of Trustees convened on Thursday, October 27, 2005 at 4:00 PM at the ADAS Center, 3009 Burnet Avenue, Cincinnati, OH.

**PRESENT:**

Mr. Bill Baldwin	Judge John O'Connor
Mr. White Bourland	Mr. James Slattery
Mr. H. Richard Duval	Mr. Gerardo Torres
Mr. Patrick Fischer	Dr. Frank Welsh
Ms. Carol Gibbs	Ms. Gwendolyn Womack
Ms. Diana Harris	

**EXCUSED:**

Ms. Mary Allen	Ms. Gina Moore
Mr. LeRoy Birch	Mr. Eric Ruffin
Mr. Robert Cantlon	

**STAFF PRESENT:**

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

**GUESTS:**

Wes Miller, SAMAD	Janice Bishop, The Crossroads Center
Ron Derstadt, CCAT	Margo Spence, First Step Home
Charles Kelly, Recovery Link	David Logan, Prospect House
Dennis LeGendre, Christ Hospital	Alysia Longmire, DPIC
Lawrence Williams, Talbert House	Rudy Smith, DPIC
Joan Wyler, NORCEN	

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**CALL TO ORDER:** Carol Gibbs called the meeting to order at 4:14 PM.

**MINUTES:** Gerry Torres presented the September 20, 2005 Minutes for approval. There being no changes, Torres moved to approve the minutes as mailed. Bourland seconded the motion. The motion carried.

**PUBLIC COMMENT:**

David Logan with Prospect House stated that their third annual golf event will be on Sunday, November 6 at noon at Pebble Creek. He reviewed an article from The Wall Street Journal *Bills to Cut Social Programs move Forward in Senate and House*. This will cut \$10 million out of Medicaid on the federal level, which he said “is robbing Peter to pay Paul”. He asked the Board members to contact anyone they know in Washington.

Margo Spence, First Step Home, thanked the Board and the Staff for the time and energy that went into developing Resolution #06-03. She invited everyone to attend the graduation ceremony at First Step Home on November 10 at 6 PM at Walnut Hills Church on McMilian Avenue (right across the street from Unity Center). Dick Duval will be the guest speaker. She stated that First Step Home has partnered with their catering company and others and would welcome holiday shoppers at their on-line gift store: [www.bloomingrosesstore.com](http://www.bloomingrosesstore.com).

**COMMITTEE REPORTS:**

**A. PROGRAM COMMITTEE:** Diana Harris presented the following resolutions for approval:

**Resolution 05-14R (II) Per Capita Needs** \$13,000 was deducted from First Step Home’s Treatment Federal Per Capita Needs and reallocated in Resolution #06-04, which allowed us to provide \$13,000 to MHAP for SAMI services at the Justice Center. These services are a collaborative effort funded by the Justice Center, Mental Health Board and ADAS. Harris moved to approve Resolution 05-14R(II). Torres seconded the motion. There was no discussion. The motion carried.

**Resolution 06-03 Unspent FY05 Funds** Since this Resolution was reviewed at the Program Committee meeting, the language in the first paragraph has been changed to clarify that we are redistributing funds from FY05. The summary on the back explains the methodology. Harris moved to approve Resolution 06-03. Torres seconded the motion. There was no discussion. The motion carried.

**Resolution 06-04 TANF-MOE** These funds are awarded on the federal fiscal year. This resolution is to allocate funds and allow Board staff to review the providers’ utilization of these funds over a six-month period. Knapp-Brown explained that this replaces the funds that were removed from First Step Home in Resolution 05-14R(II). Harris moved to approve Resolution 06-04. Fischer seconded the motion. There was no discussion. The motion carried.

**B. FINANCE AND FACILITIES COMMITTEE:** Bill Baldwin presented the following financial statements for approval:

**Board Operations Financial Statement Third Month SFY06** Revenues are lagging slightly and expenses are generally on target. He reviewed the column “Request Adjustments on 10/26/05” and stated that the -\$13,000 is salary that will not be expended due to the two open positions. The Vacation Pay increase of \$7,600 accounts for payment to the estate of a deceased employee for unused vacation and sick time. This expense was not anticipated. The \$2,500 is for the Board’s share of the expense of new carpeting for the office. The \$5,000 for Misc Contractual Services is for temporary employees. The Finance Committee

recommends that the statement be approved. Baldwin moved to approve the Board Operations Financial Statement Third Month SFY06. O'Connor seconded the motion. There was no discussion. The motion carried.

**Contract Services Financial Statement Fifteenth Month SFY05** Column K (Sept 2005 Actual) shows additional receipts from Medicaid. There is a negative entry for H&H Indigent Services Levy which is an adjustment entry to that funding source and there is a counter-balancing entry in expenses. Baldwin moved to approve Contract Services Financial Statement Fifteen Month SFY05. There was no discussion. O'Connor seconded the motion. The motion carried.

**Contract Services Financial Statement Third Month SFY06** Last month, we showed an excess of expenses over revenue and this month we are showing an excess of about \$564,000 of revenue over expenses, which makes up for some of the deficit from last month. Some bills have not been paid due to the death of a finance unit employee and they will be paid in due course. Baldwin moved to approve Contract Services Financial Statement Third Month SFY06. O'Connor seconded the motion. There was no discussion. The motion carried. Welsh abstained.

**ADAS Center Financial Statement Third Month SFY06** This statement does not require action by the Board as it is solely a monthly report of a previously approved contract.. This new report will now be provided each month. Rob Fredericks stated that the Commissioners are requiring us to justify the reserves maintained for capital. We will have to hire a consultant to do a capital needs assessment of the ADAS Center. Knapp-Brown explained that the consultant will assess the building and all of its elements and make determinations as to their life span and the cost to replace or repair them over time, which will be helpful when estimating reserve funds. The assessment needs to be completed as soon as possible and we have been given an estimate of \$30,000 as the cost. Slattery stated that the Commissioners were looking at the reserve fund and saying that we have unspent funds and we should use those funds rather than those we have been receiving from the county tax levies. Knapp-Brown stated that a competitive bid is not required as we are using the company the county has authorized to do the work. Baldwin moved to transfer \$30,000 from the General ADAS Reserves to the ADAS Center Cost Center to be included in a line item under Contract Services and to approve payment of up to \$30,000 for the assessment. Torres seconded the motion and it carried unanimously.

- C. **NOMINATING AND EDUCATION COMMITTEE** This committee will report in Executive Session at the end of the Board meeting regarding candidates for vacant board seats.
- D. **AD-HOC PLANNING COMMITTEE** Slattery reported that the co-chairs of the Committee met with Staff as a quorum was not present and no business could be transacted at the last meeting. They are contacting Committee Members to ensure that there is a quorum at the next meeting. They will do as much work as possible at the next meeting, but they may have to request an extension of time.

**CHAIRPERSON/EXECUTIVE COMMITTEE REPORT:** Gibbs thanked Slattery and Dave Logan of Prospect House for the help they gave to a client of her agency. They helped him get out of Clermont County jail and into a program in Hamilton County.

**CHIEF EXECUTIVE OFFICER'S REPORT** Knapp-Brown summarized her written report (see attached). She asked Carol Biehle to stand to be recognized as ADAS's newest employee. In addition to the written report, Knapp-Brown also shared the following information. She stated that our providers previously decided that it is important to get training on medications used to treat addictions. A planning group came together, led by Larry Williams at Talbert House, and it has now been confirmed that a conference has been scheduled for April 7 at the U.C. Genome Research Center. Board members who are interested in receiving the registration materials, should let Knapp-Brown know. Space is limited to 150 – 200 people. The cost has not yet been determined. She stated that we have purchased a paver in the Serenity Courtyard with the funds collected and everyone is invited to the dedication ceremony. The ceremony will be on November 15 from 11 AM to 12:30 PM at the Alcoholism Council Building on Vernon Place. Hope Taft will be the guest speaker. Knapp-Brown will also be a speaker. She stated that in recognition of this Board's role and importance, the Alcoholism Council donated an additional paver with just our logo on it. Our paver will say *Treatment Works People Recover – Hamilton County ADAS Board*. Knapp-Brown stated that every year we have to go to the county to justify our use of, and request for additional, tax levy funds. We are currently in the process of justifying the funds for calendar year 2006, which has required Rob Fredericks and his staff to work many additional hours. We have hired two temporary accountants to help. One of the main questions has been our reserve funds and we have been working hard to show why this level of reserves is needed. We will bring to the Finance Committee, possibly next month, an official policy for the Board to adopt on reserve funding. Clermont County Board's policy is that 20% of their revenue is available in a reserve fund. Gibbs stated that 20% is normal for a non-profit.

**OTHER BUSINESS** (1) Gibbs stated that everyone received a copy of draft revised bylaws at the last Board Meeting and extra copies are available. She asked if the Board wants to approve them without changes or if an ad hoc committee should look at the bylaws. Knapp-Brown stated that she thinks the bylaws need more work. Gibbs designated an Ad Hoc Bylaws Committee, which Fischer agreed to chair. Baldwin will serve on the Committee and Gibbs may also serve. The committee will bring proposed revised bylaws to the next Board meeting for approval. (2) Duval stated that although there was a lot of difficulty with the paragraph in the contracts about insurance, the providers are very happy with the way it was handled and he wanted to pass this compliment along to the Board and Staff. (3) Gibbs thanked all the Board trustees and Staff who donated money towards the paver in the Alcoholism Council Serenity Courtyard.

**EXECUTIVE SESSION:** Bourland moved to go into Executive Session per Ohio Revised Code 121.22G(1). Slattery seconded the motion and it carried unanimously by a roll call vote.

EXECUTIVE (CLOSED) SESSION

Gibbs moved to come out of Executive Session. Duval seconded the motion and it was approved through roll call by all present to return to public session.

Baldwin moved to recommend Elizabeth Montague Bedinghaus and Lora H. Jollis to the Board of County Commissioners for approval as members of this Board. Torres seconded the motion and it carried unanimously.

**ADJOURNMENT** There being no further business to come before the Board, the meeting was adjourned by unanimous consent at 5:05PM.

Respectfully submitted by

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Gerardo Torres, Secretary

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Date

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Jan Hancock, Recorder

\_\_\_\_\_  
Date

**The next meeting of the Hamilton County Alcohol and Drug Addiction Services Board of Trustees will be on November 17, 2005 at 4:00 PM.**