

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

BOARD MEETING MINUTES

Thursday, September 20, 2005

TIME AND PLACE OF MEETING:

The September 2005 Meeting of the Hamilton County Alcohol and Drug Addiction Services Board of Trustees convened on Thursday, September 20, 2005 at 4:00 PM at the ADAS Center, 3009 Burnet Avenue, Cincinnati, OH.

PRESENT:

Mr. Bill Baldwin	Ms. Carol Gibbs
Mr. LeRoy Birch	Ms. Diana Harris
Mr. White Bourland	Mr. Eric Ruffin
Mr. Robert Cantlon	Mr. Gerardo Torres
Mr. H. Richard Duval	Dr. Frank Welsh
Mr. Patrick Fischer	

EXCUSED:

Ms. Mary Allen	Mr. James Slattery
Judge John O'Connor	Ms. Gwendolyn Womack
Ms. Gina Moore	

STAFF PRESENT:

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

GUESTS:

Janice Bishop, The Crossroads Center	Todd Carson, DPIC
Margo Spence, First Step Home	Earl Siegel, DPIC
Pam McClain, Talbert House	Randy Damron, Alcoholism Council
Dennis LeGendre, Christ Hospital	Lora Jollis, ACT
John Earls, Propect House	Kathy Strouse, TASC
Suella Douglas, ODADAS	Andreana Tartt, Alcoholism Council
Drew Palmiter, ODADAS	Charles Kelly, Recovery Link

CALL TO ORDER: Carol Gibbs called the meeting to order at 4:10 PM.

Carol Gibbs asked for a moment of silence in memory of Marcia Brooks, who was a long term member of the ADAS Staff. Following the period of silence, members of the audience spoke of how Marcia was very encouraging. She was a kind person who helped

work through problems. She will be missed. Sherry-Knapp Brown stated that Marcia was our Fiscal/Human Resources Assistant and our longest serving employee. She worked for the ADAS Board for nearly fifteen years. Her death was a shock to everyone. The ADAS Staff has started a collection for flowers for the funeral and anyone who would like to contribute should see Sherry Knapp-Brown after the meeting.

MINUTES: Gerry Torres presented the June 23, 2005 Minutes for approval. There being no comments or changes, Gerry Torres moved to approve the minutes as mailed. Diana Harris seconded the motion. A vote on the motion found all voting members in favor. Eric Ruffin was not yet present. The motion carried.

PUBLIC COMMENT:

Dr. Earl Siegel (DPIC) stated that DPIC and First Step Home had the opportunity to host the Drug Czar of the United States today and they were able to speak to him about the poison center and their activities. Staff enjoyed meeting with him and his entourage. Dr. Siegel stated that the latest trend is to abuse duster (a product for cleaning a keyboard). Kids think it is compressed air that will get you high and is not dangerous, but the propellant is hydrocarbon and it can cause tragedy. Dr. Knapp-Brown stated that the Alert is in the Board packets.

Pam McChain (Talbert House) stated that many providers had concerns about the hold harmless and indemnification language in the contracts. Talbert House met with the Hamilton County Risk Manager, the Prosecutor, and with their attorney, but they have not yet gotten acceptable language. They are concerned to sign contracts with language that they cannot meet. She stated that when there are major contract changes, they need to get them early enough so that they can work through them and have acceptable language by the time they need to be signed. In response to questions, Sherry Knapp-Brown stated that the contracts were extended to July 31. New contracts for SFY06 were sent out in July and were to be signed and returned by August 12. She explained that there is a requirement that the providers list the ADAS Board, Trustees, and volunteers as co-insured. Some providers agreed and signed, but others were concerned about the insurance clause. Fran Lopomo explained that some of the providers have indicated that they do not want to assume the risk of the actions of the ADAS Board, Staff and volunteers – but the purpose is to protect us from actions of the providers. If a client sues the agency, we do not want them to be able to sue us as the funder of the agency.

COMMITTEE REPORTS:

- A. FINANCE AND FACILITIES COMMITTEE:** Presented by Gerry Torres: **Board Operations Financial Statement through June SFY05** YTD Revenue is \$1.4 million and Expenses are \$1.26 million, which means that we have \$166,000 more in revenue than expenses. Dr. Welsh questioned why the \$166,000 is not out working for the people. Dr. Sherry-Knapp responded that this is the Board Operations Budget and, as in previous years, any surplus will go towards the ADAS Center because it is expensive to maintain and we do not have a revenue source to provide funds for major expenses. Gerry Torres moved to approve the Board

Operations Financial Statement for June SFY05. Dr. Welsh seconded the motion. The motion carried.

Board Operations Financial Statement through August SFY06 The bottom line is red because it is early in the year, but it will balance out as more revenue comes in. We have \$112,000 for the year and expenses of \$212,800 and need to catch up by about \$100,000. Gerry Torres moved to approve the Board Operations Financial Statement through August SFY06. Dr. Welsh seconded the motion. The motion carried.

Contract Services Financial Statement through June SFY05 We received \$16.4 million in revenue for the year and expended \$16.1 million. We have about a \$300,000 surplus so far this year.

Contract Services Financial Statement Thirteenth Month SFY05, July 2005 Expenses were a little more than revenue, but YTD Actual revenue exceeded expenses by \$260,000.

Contract Services Financial Statement Fourteenth Month SFY05, August 2005 We expended \$17,465,00 for the year. Following general discussion, Gerry Torres moved to approve the SFY05 June, July and August Contract Services Financial Statements. John O'Connor seconded the motion. The motion carried.

Contract Services Financial Statement SFY06, July and August 2005 In July we expended more than we received, but in August we received \$1 million and expended \$657,000, so we caught up. We are still \$289,000 behind on revenue, but that revenue will eventually come in. Following general discussion, Gerry Torres moved to approve the July and August SFY06 Contract Services Financial Statements. John O'Connor seconded the motion. The motion carried.

ADAS Center Financial Statement July and August SFY06 The ADAS Center Financial Statement was pulled out to make it more understandable and to separate it from Contract Services. Gerry Torres reviewed Column B and stated that the budget for the ADAS Center is \$1 million and total expected expenses are \$907,000. There is a correction from the statement distributed earlier. The security line item (row 18) needs to be increased to \$126,497 and the surplus will be a little less. In July we received \$82,700 and spent \$76,900, for a surplus of \$5,800. In response to questions, Dr. Knapp-Brown stated that the statement reflects the mortgage payment of \$40,500 and she believes we have about eight more years to pay. Wes Miller stated that the renovation project is at the state for approval. After it is approved, there will be a bid process run by the state. He expects approval in three to four weeks and bids will take another three to four weeks. He stated that the windows are the most critical issue. Dick Duval commented that heat expenses may go up 71% this winter. Gerry Torres moved to approve the July and August SFY06 ADAS Center Financial Statements. Rob Cantlon seconded the motion. The motion carried.

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

Resolution 05-10-R House Bill 484 What we approved in June was done on projected dollars and this resolution reflects the actual allocation. There is a reduction of \$7,826 from what was projected. Diana Harris moved to approve

Resolution 05-10-R. Rob Cantlon seconded the motion. There was no discussion. The motion carried.

Resolution 05-14-R Per Capita Needs The changes are summarized on the back of the Resolution. Following discussion, Diana Harris moved to approve Resolution 05-14-R. Gerry Torres seconded the motion. John O'Connor stated that he is voting in favor, but he is present but not voting on Prospect House's allocation. The motion carried.

Resolution 05-15-R Women's Medicaid Match The original resolution in June was based on the projected allocation. The board's actual allocation was less thus a revised resolution is presented for board vote. Diana Harris moved to approve Resolution 05-15-R. Dr. Welsh seconded the motion. There was no discussion. The motion carried.

Resolution 05-20-R FAST Diana Harris moved to approve Resolution 05-20-R. Patrick Fischer seconded the motion. There was no discussion. The motion carried.

Resolution 05-21-R Access to Better Care The resolution reflects the full amount of the award letter. The full amount is \$68,666 and none of the \$30,000 previously approved by the board has been utilized. Rob Cantlon commented that we were awaiting indications on how to use the funds. Dr. Sherry Knapp-Brown responded that we are scheduled to receive that guidance in early October. Diana Harris stated that the summary should say that the original resolution reflected \$30,000, which was a partial amount to be used for planning, and the actual award amount was \$68,666.00. Following discussion, Diana Harris moved to approve Resolution 05-21-R. Bill Baldwin seconded the motion. The motion carried.

Resolution 06-01 EPIP Diana Harris stated that the first paragraph should read: "**Whereas**, the Program Committee of the Hamilton County Alcohol and Drug Addiction Services Board has reviewed the request for funding for the **Early Prevention Treatment Project (EPIP)** and recommends approval to the full board". Following discussion, Diana Harris moved to approve Resolution 06-01 with the correction. Patrick Fischer seconded the motion. The motion carried.

Resolution 06-02 Youth Led Prevention This money was previously allocated in the PCN award to the Alcoholism Council and is now being presented separately as is a separate allocation from ODADAS. Diana Harris moved to approve Resolution 06-02. Rob Cantlon seconded the motion. The motion carried.

- C. **NOMINATING AND EDUCATION COMMITTEE:** In the absence of the committee chair, Mary Allen, Sherry Knapp-Brown stated that the Nominating and Education Committee is working on identifying candidates for the two open positions (Eugene Johnson and Deidra Hair). They are both county appointees. Since this Board needs to be representative of the county based on race and gender, the committee is looking for two Caucasian females.

- D. **AD-HOC PLANNING COMMITTEE:** Diana Harris reported that the committee had its initial meeting and reviewed the draft 2006-2007 Strategic Plan. Board members who would like to attend the meetings are welcome and their input is welcome. The Community Plan is available on the website and a copy of the draft

Strategic Plan can be obtained from the Staff. She stated that the meeting schedule for this committee was revised. (Note: The updated Ad-Hoc Planning Committee Meeting Schedule will be sent out).

CHAIRPERSON/EXECUTIVE COMMITTEE REPORT: Carol Gibbs stated that this is her first meeting as Chairperson. She has her own social service agency and occasionally uses the services of our providers. She challenged everyone to work together to increase the number of beds in the community in order to help more people faster. She also challenged the providers and the Board to think out of the box to address the issue that if we are to convince the community that this is an illness, we need an emergency room and we do not have one.

CHIEF EXECUTIVE OFFICER'S REPORT Sherry Knapp-Brown introduced Andreana Tartt, who has been hired as our County SAMI Director. Ms. Tartt greeted the Board and stated that she is impressed with the Hamilton County providers' system. She looks forward to working with everyone. She is housed at the Alcoholism Council RHAC program. Carol Gibbs welcomed her on behalf of the Board.

Sherry Knapp-Brown summarized her written report and reviewed the attachments that were sent out in the packets. She added that while he was in town on September 22, she was able to have a conversation with John Walters, Director of ONCDP ("Drug Czar"), along with Margo Spence and Terry Schoenling from First Step Home and Drew Palmiter from ODADAS, and found him to be knowledgeable, understanding and supportive.

OTHER BUSINESS Sherry Knapp-Brown introduced ODADAS representatives Drew Palmiter, who handles treatment, and Suella Douglas, our regional representative for prevention. Sherry Knapp-Brown advised the Board of the following items: **(1) Board Books** The Board Members have been given replacement materials for the Blue Board books and the Red Board books. Please throw out the old information in the books. If anyone needs a new binder, let a Staff person know. **(2) Alcoholism Council Cornerstone Campaign** Staff has raised some money and, so far, we have \$180 from Board Trustees. We would like to get a good sized paver that would be a permanent way to show recognition of the recovery community and our support. If anyone wishes to contribute, checks should be given to Dr. Knapp-Brown and made payable to: Alcoholism Council Cornerstone Campaign. **(3) Kroger Gift Card Program** We have to take \$5,000 out of the HUD grant we received in order to purchase Homeless Information Management Software. An arrangement was made to make gift cards available that can be used to purchase anything at Kroger's and 2% of what you spend will go to the ADAS Board to help purchase the HMIS software. You get the card from ADAS and then go to Kroger's and put money on it. It is important to get the card from ADAS so that we get credit. Please see Dr. Knapp-Brown for cards.

ADJOURNMENT There being no further business to come before the Board, the meeting was adjourned by unanimous consent at 5:18 PM.

The next meeting of the Hamilton County Alcohol and Drug Addiction Services Board of Trustees will be on October 27, 2005 at 4:00 PM.

Respectfully submitted by

Gerardo Torres, Secretary

Date

Jan Hancock, Recorder

Date