

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

Thursday, May 25, 2006

TIME AND PLACE OF MEETING:

The May 2006 Meeting of the Hamilton County Alcohol and Drug Addiction Services Board of Trustees convened on Thursday, May 25, 2006 at 3:30 PM at ACT, Inc., 1005 Walnut Street, Cincinnati, OH.

PRESENT:

Ms. Mary Allen	Mr. Patrick Fischer
Mr. William Baldwin	Ms. Carol Gibbs
Mr. Leroy Birch	Ms. Diana Harris
Mr. Robert Cantlon	Mr. James Slattery
Mr. H. Richard Duval	Dr. Frank Welsh

EXCUSED:

Mr. White Bourland	Mr. Eric Ruffin
Ms. Gina Moore	Mr. Gerardo Torres
Judge John O'Connor	Ms. Gwendolyn Womack

STAFF PRESENT:

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

GUESTS:

Wes Miller, SAMAD	Dennis LeGendre, Christ Hospital
Janice Bishop, Crossroads	Nan F. Richardson, Alcoholism Council
Joan Wyler, Norcen	David Logan, Prospect House
Sandra Kuehn, CCAT	Margo Spence, First Step Home
Neil Tilow, Talbert House	Bobbye Gregory, Central Clinic
Earl Siegel, DPIC	Charles Kelly, Recovery Link
Terry Schoenling, First Step Home	

CALL TO ORDER: Gibbs called the meeting to order at 3:34 PM.

MINUTES: In the absence of the Secretary, Gibbs presented the April 13 and April 27, 2006 Minutes for approval. Slattery moved to approve the minutes as written. Baldwin seconded the motion. There was no discussion. The motion carried.

PUBLIC COMMENT:

Sandra Kuehn with CCAT questioned the allocation of State Per Capita General Revenue dollars in the resolution received in their packet. Gibbs responded that the money is not yet “real” dollars and there will be an opportunity for adjustment of the 3%. Neil Tilow stated that if there is 3% additional state per capita money, he would like to see an increase to the organizations.

Neil Tilow with Talbert House stated that they do not have a formal report regarding the audit of Talbert House receivables yet, but it is clear that the figure he gave at the last meeting was high. He expects to have a summary report next week. He will send the report to Gibbs and she will distribute it to the Board. Allen stated that at the end of the audit, Knapp-Brown, ADAS Staff and Talbert House should meet and make sure everyone is on the same page.

Earl Siegel with DPIC stated that deaths from heroin tainted with fentanyl continue and it is a growing epidemic. There is not a good network for mental health or substance abuse agencies to get the information out and he asked everyone to spread the word. Information is available on the website at e prevention.org.

COMMITTEE REPORTS:

- A. FINANCE AND FACILITIES COMMITTEE:** Baldwin reviewed the Consolidated Financial Statement. Total Expenses for April were \$15,155,885 and Total Revenue was \$16,050,728 for a net excess of \$894,843. The temporary accountant has completed the reconciliation and there will be 50 – 60 journal entries to the Grants Holding Account and the Reserve Account. Hamilton County auditors are not available to reconcile the journal entries at this time due to their own audit. There will be about \$400,000 in deductions to the Grants Holding Account and \$100,000 - \$200,000 in deductions to the Reserve Account. Baldwin presented the following financial statements for approval.
- All Provider Services Summary Statement** Baldwin stated that Revenues were \$1,433,876 and Expenses were \$1,472,913 for a deficit of \$39,037. YTD Revenue is \$14,036,967 and Expenses are \$13,257,879 for an excess of \$779,088.
- Board Admin Financial Statement** Total Revenue for April was \$288 and Expenses were \$87,622 for a net deficit of \$87,334. The highlighted boxes in Per Capita are adjusted figures as the entries were made on the accrual basis and should have been on the cash basis.
- Following discussion, Baldwin moved to approve the financial statements as presented. Cantlon seconded the motion. The motion carried.
- 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 April was \$82,636 and Expenses were \$106,255 for a net deficit of \$23,619. Gas & Electric shows a deficit of \$44,033. Unbudgeted Expense shows a deficit of \$37,466 for repairs. Going forward, we will budget a greater amount for ongoing repairs at the ADAS center. The Misc. Contract Services boxes highlighted in yellow relate to the THB Thermotech Building Assessment. Duval asked Wes Miller to comment on the remodeling. Wes Miller stated that the work began on May 15 and they have a year to do the entire job. There will be a 3 – 5 month lead time on the windows. The elevator and alarm system should be done by Christmas. In response to confidentiality concerns expressed by Duval, Miller stated that the

people working in the building will have to sign the standard confidentiality form. Their employees make sure that clients are kept as far away as possible from the workers and they are never alone in a room with clients.

FY07 Board Administration Budget (Draft) Baldwin stated that at the last meeting, the trustees were given a draft of the FY07 Board Admin Budget to review. He is now presenting the final version. He compared the FY06 budget to the proposed budget. The additional \$39,705 in lines 19 and 29 is primarily due to filling a staff position and it is offset by a reduction in Misc. Contractual Services (line 52) since we no longer have the temporary staff. Allen questioned the % of Board Admin to ADAS revenue. Fredericks responded that Board Admin is 7.4% of the proposed FY07 budget. Knapp-Brown stated that for ODADAS funds the guideline is 7% - 9%. Allen questioned how to cut costs so that there is no increase in Administration Costs. Fischer suggested cutting \$10,755 and making it a flat budget. Gibbs reviewed the discussion she had with the Finance Committee in regard to cutting costs for employee compensation, training, conferences, workshops, travel, and computer software/licenses. Baldwin recommended sending out the newsletter less frequently. Allen suggested trustees pay their own costs for Board training. Knapp-Brown said we just did a provider retreat so could consider skipping this in FY07. Following further discussion, Baldwin stated that the FY07 Board Administration Budget will be tabled until the next meeting and at that time Staff will come back with a budget that shows no increase from the FY06 actual budget to the FY07 proposed budget.

FY07 Contract Services Budget Baldwin asked the trustees to review the FY07 Contract Services Budget and e-mail any questions to Fredericks. A final draft will be presented for approval at the next meeting.

- B. PROGRAM COMMITTEE** Harris stated that the trustees received a revised packet of resolutions with a summary explanation of the modifications that were made. She asked if there were any questions. Fischer noted a typo on Resolution 06-13 and the total will be corrected to \$2,006,559.00. Following discussion, Harris moved to accept Resolutions 06-08 through 06-22 as presented and 06-13 as amended. Duval seconded the motion and it carried unanimously.
- C. NOMINATING AND EDUCATION COMMITTEE** Allen stated that there will be a ballot for the election of officers at the June meeting. Any trustees interested in being nominated for an officer position should contact her prior to the next meeting.

CHIEF EXECUTIVE OFFICER'S REPORT In the interest of time, Knapp-Brown asked the trustees to review the CEO Report that was sent out in the packet and the addendum which was distributed today. She offered to answer any questions. She apologized for the statement she made at the last Board meeting regarding the amount owed by ADAS to Talbert House. She subsequently learned the amount she stated was claims in pipeline but there are other items being processed internally, and money owed from the first half of FY06. She discussed these items with Neil Tilow last week.

OTHER BUSINESS Duval stated that he visited Prospect House and passed around copies of a letter he received from David Logan.

EXECUTIVE SESSION: Gibbs moved, seconded by Baldwin, and it was voted through roll call vote by all present to go into Executive Session. Everyone except the

trustees left the meeting at this time. Following Executive Session, Slattery moved, seconded by Allen, and it was voted through roll call vote by all present to return to public session.

ADJOURNMENT There being no further business to come before the Board, Slattery moved, seconded by Baldwin, that the meeting be adjourned. The meeting adjourned by unanimous consent at 4:50 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 13, 2006 at 9:00 AM.