

**CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD  
EXECUTIVE COMMITTEE  
February 11, 2005**

Chairperson Bonita Caplan called the meeting to order at 11:00 a.m.

**Present:** John Bazyk, Bonita Caplan, Bill Sheehan, Ann Hull, Mieko Smith, Mary Warr

**Board Staff:** William M. Denihan, Chief Executive Officer, Valeria Harper-Bledsoe, Chief Operating Officer; Kathryn Burns, M.D., Chief Clinical Officer; Cassandra Richardson, Chief Financial Officer; Rose Fini, Director of Risk Management; Mark Jones, Director of Finance; Curtis Couch, MIS Director; Tami Fischer, Director of Human Resources; Terri Oldham, Children's Project Administrator; Kathleen LoPresti, Quality Improvement Specialist; Leisha Yarbrough-Franklin, Compliance Audit Specialist

**1. APPROVAL OF MINUTES:** Mr. Bazyk moved to approve the minutes of January 12, 2005. Seconded by Mr. Sheehan, the minutes were approved as written.

**Follow-up Actions:** All were completed. Review of the County's stance regarding the use of Health & Human Services Levy dollars by The Center for Community Solutions seems to have been put on the back burner. Ms. Fini addressed inquiries generated at last month's committee meeting regarding the NTR Update. National Institutes of Health has some loan repayment options for certain specialties and/or research; however, training grants are not being offered at this time. Mr. Denihan and Ms. Fini met and/or talked with other fundraisers. Ms. Fini provided a preliminary summary of these efforts.

**ACTION:** Ms. Caplan asked that Ms. Fini provide NTR feedback regarding the professional fundraiser to the Governmental & Community Affairs Committee in order to discuss the event further.

**2. UPDATES:**

**a. Union Negotiation** – Mr. Denihan reported that the union negotiation is moving toward fact finding. CCCMHB is currently involved in the SERB selection process to determine the person to facilitate the process.

**b. TANF** – Decision by the County has not yet been made. The CCCMHB is in a good position, when the decision is made, to spend the dollars.

**c. County Budget** – There is a concern that when the CCCMHB receives TANF funds the County may consider these funds part of our overall Budget allocation. Discussion followed on the impact of funding reductions for local budgets, individuals and families in our county. Committee members concurred that there is a need to exert political pressure about the serious repercussions of funding cuts.

**d. State Bed Day Utilization Projection** – Mr. Denihan reported that consideration is being given to the FY2006 bed day utilization projection of 102 beds per day. This would be a 2-bed day increase from FY05 due to the current year's utilization trend and would significantly impact our budget as well.

**e. BOG Retreat** – The retreat date is Saturday, March 5, 2005 from 8:45 a.m. to 3:00 p.m. at One Bratenahl Place. The trainer and facilitator shall be Cheri L. Walter, Executive Director of the Ohio Association of County Behavioral Health Authorities. The training will focus on roles and responsibilities of the Board.

**f. Headquarters Location** – The Chair noted that this issue would be discussed later in the meeting in Executive Session.

**3. TRANSITIONAL YOUNG ADULT REQUEST FOR PROPOSAL (RFP) RECOMMENDATION**

Ms. Terri Oldham, Children's Project Administrator, noted that approval had previously been given to issue an RFP for a Young Adult ACT Team. This program will enhance the continuum of services for young adults by providing intensive community-based programming to allow young adults to return to, or remain in, the community. Ms. Oldham referenced the written material provided which included the RFP memo to agency directors, the Request for Proposal document and subsequent rating sheet.

**3. TRANSITIONAL YOUNG ADULT RFP RECOMMENDATION** (Continued)

The RFP was issued in early December. Seven proposals were received. An eight member review team, appointed by Mr. Denihan, included Board staff, a representative from the 16-22 Workgroup and another system, and two NAMI representatives. The workgroup went through the process to review the proposals.

Ms. Oldham thanked all seven applicants involved in the process. They all had merit and were very competitive. Ms. Oldham expressed her appreciation also for everyone's participation on the review team. As a result of the review process, Beech Brook was selected as the provider to develop and implement an ACT Team for Young Adults/Transitional Youth.

Both Dr. Smith and Mr. Bazyk noted their interest in the evaluation plan. As Chair of the Quality Improvement Committee, Mr. Bazyk suggested that this might be an activity for his committee; committee members concurred. Mr. Bazyk noted that he was very impressed with the RFP process and congratulated Beech Brook representatives present.

**4. OLD BUSINESS**

- March Meeting Schedule (Non-Medicaid Contract Cycle) – Ms. Richardson reported that the Non-Medicaid contract cycle is fast approaching. Since there are five Wednesdays in March, Board staff proposes holding two Committee of the Whole Meetings (3/16 and 3/23) to review the Non-Medicaid contract recommendations. Ms. Richardson noted that Operations & Finance Committee Chair, Bill Sheehan, has graciously offered to attend internal fiscal meetings to facilitate the Non-Medicaid review process. Committee members concurred with the proposed meeting scheduled.
- Recommendation from Program Planning & Policy Committee Chair – Dr. Smith suggested that the Board Chair and C.E.O. send out letters to community stakeholders (to include colleges and universities) expressing the CCCMHB's interest in participating and embracing research activities.
- Paperwork Assessment – The Board Chair addressed a comment made by an agency director that the CCCMHB asks too many reports from providers. Ms. Caplan suggested that perhaps the Board should look at the required reports to determine if they are still warranted. Committee members concurred that the Council of Agency Directors group might be an excellent vehicle for passing on agency concerns to the CCCMHB Board of Governor's committees.

**5. NEW BUSINESS**

Committee members were apprised that several senior CCCMHB directors are scheduled to attend the next SAMHSA conference in Dallas, TX, week of 2/7/05. Committee members agreed to:

- (1) maintain the routine committee cycle for February 2005
- (2) present the Mutual Systems Performance Agreement to the Operations & Finance Committee.

**6. EXECUTIVE SESSION**

A motion was made by Bill Sheehan and seconded by Mary Warr to enter into Executive Session for the purpose of discussing land acquisition issue and a personnel issue. A roll call vote was taken.

**AYES: J. Bazyk, B. Caplan, A. Hull, B. Sheehan, M. Smith, M. Warr NAYS: None / Motion passed.**

Mr. Sheehan moved and Mr. Bazyk seconded a motion to exit the Executive Session. A roll call vote was taken. **AYES: J. Bazyk, B. Caplan, A. Hull, B. Sheehan, M. Smith, M. Warr / Motion passed.**

**A motion was made by Mr. Sheehan to allow the CCCMHB to respond to an RFP regarding a prospective administrative office space. Seconded by Mr. Bazyk, a vote was taken.**

**AYES: J. Bazyk, B. Caplan, A. Hull, B. Sheehan, M. Smith, M. Warr NAYS: None / Motion passed.**

**7. PROPOSED AGENDA ITEMS** - One new item: Request for Proposal for Transitional Young Adults

*There being no further business, the meeting adjourned at 1:20 p.m.*

**Submitted by: Carol Krajewski, Executive Specialist to the Board of Governors**

**Approved by: Bonita W. Caplan, CCCMHB Chairperson**