

CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD

EXECUTIVE COMMITTEE

January 4, 2006

The Executive Committee was called to order at 1:59 p.m. by Chairperson Bonita Caplan.

Present: Bonita Caplan, John Bazyk, Ann Hull, Ericka Thoms

Absent: Mieko Smith, Mary Warr

Board Staff: William M. Denihan, Chief Executive Officer; Valeria Bledsoe, Chief Operating Officer, Kathryn Burns, Chief Clinical Officer; Scott Osiecki, Director of External Affairs; Tami Fischer, Director of Human Resources; Paulette Baglyos, Audit Compliance Specialist; Ruth Lukehart, Audit Compliance Specialist; Kathleen LoPresti, Performance Improvement Specialist/HIPAA Privacy Officer

1. APPROVAL OF MINUTES

Ms. Caplan moved to approve the Executive Committee meeting minutes from November 2, 2005.

Seconded by Ms. Hull, the minutes were approved as written.

2. BOARD OF GOVERNORS COMMITTEE CHAIRS

Ms. Caplan reported that due to Mr. Sheehan's resignation, Ms. Saltzman has accepted the position as Chair of the Operations & Finance Committee.

3. GALA EVENT

Mr. Denihan reported that the gala event that was scheduled for December has been postponed until Friday, March 3, 2006. Presently, \$55,000. has been raised in commitments and donations for this endeavor. Additionally, five new sponsors have been identified, which should increase this total by at least \$30,000. Mr. Denihan also noted that over the next two to three weeks, the consultant that has been retained by the Board to plan this event, LNE Group, will be focusing on a strong fundraising effort to increase this total. LNE Group will also be forwarding reminder notices, in the form of save this date, to invitees during the first week of February. The scheduled keynote speaker, Mr. Terry Bradshaw, has indicated that he will be able to accommodate our request for this date change.

Mr. Denihan noted that a meeting has been scheduled with LNE Group for Thursday, January 19, 2:00 p.m, in the Cuyahoga Conference Room to discuss additional details regarding this event. He also indicated that LNE Group remains optimistic that the Board will net between \$80,000. to \$120,000.

4. BOARD OF GOVERNORS TRAINING

Ms. Caplan reported that a Board of Governors retreat/training transpired on Wednesday, December 7, 2005, 3:00 p.m. at St. Helena's Parish, 65th & Detroit, to discuss Central Intake. This location was selected to enable the Board of Governors to attend the Services to Adult Care Homes (SACH) Annual Consumers' Holiday party, which commenced at 5:00 p.m. Board of Governors' attendance at this celebration was required for at least one hour to fulfill the Ohio Department of Mental Health's (ODMH's) three hour expectation regarding any Board of Governors' retreats/trainings.

Mr. Denihan reported that as a result of Central Intake, a new position will be created at the Board to accommodate the Non Medicaid, Housing and Vocational arenas. He anticipates that this job description will be posted in the near future.

5. FACILITIES

- **State Hospital**
- **East Side Crisis Center**
- **Board Administrative Offices**

Ms. Caplan reported that due to challenges that remain with scheduling meetings for all parties to be in attendance, the Board has decided to facilitate discussion regarding plans for an East Side Crisis Center, in addition to the Board Administrative Offices. During December, 2005, Mr. Denihan and Ms. Caplan met with an architect to discuss a vision of this location, which could encompass the Midtown Corridor area.

5. FACILITIES (continued)

Ms. Bledsoe reported that during December, Board staff visited the Cuyahoga County Department of Health's new office, which is located in Parma. Ms. Caplan suggested that an additional date be scheduled for a second site visit at this location for those individuals who were unable to attend the first site visit.

6. OLD/NEW BUSINESS

Dr. Burns distributed and reported on the "CCCMHB External Quality Improvement Survey – 1". This survey, which identifies a key to Board staff functions, is anticipated to be forwarded to providers by the end of January for input regarding the Board's Executive, Planning/Operations, Clinical, and Fiscal staff. This survey will also be forwarded to the Board's providers six months from the original date of release, and again one year later. Once trends and patterns are identified, the Board will initiate corrective action to alleviate any future problems.

Mr. Nosek commended Board staff for their ongoing efforts regarding quality improvement.

Mr. Denihan reported that the Board's subsidy level from the Board of Cuyahoga County Commissioners was increased by \$5,590,500. during the fourth quarter of Calendar Year 2005 (middle of FY 2006). This brought the Board's annual base subsidy to \$25,160,500. As a result of this increase, the Board has issued a communication to its providers to allocate \$3,340,000. for "one time special short term projects". These one-time funds may be used for capital improvements, training, information services technology projects, or any other project that would improve the providers' ability to serve our consumers.

The Board will fund 80% of the approved project, with the anticipation that the provider will contribute the remaining 20%. Hence, Provider agencies' request for consideration must demonstrate the following:

- The benefit to consumers stressing the recovery concept.
- How requested funding would continue and/or enhance a project previously funded with one-time dollars.
- A time table of completion.
- Outcomes and deliverables defined as they relate to the requested project.
- Cultural competency.
- Employment for consumers where appropriate.

Furthermore, the Board wishes to maximize the distribution of these funds. As a result, the following criteria have been established:

- Provider agencies are limited to one request for one-time additional funding support. Multiple requests will not be honored.
- A request submitted for on-going operational needs will be rejected.
- Provider agencies must submit details identifying the request, specifics as to what the funding will be used for, and have the ability to provide an actual accounting of the requested funding to demonstrate that the funds were used for their intended purpose.
- Provider agencies will demonstrate their ability to provide the 20% matching funds identified in their request.

Once these proposals for consideration have been received at the Board by 5:00 p.m. on Monday, January 23, 2006, and considered for funding, they will be forwarded to the Board of Governors Operations and Finance Committee meeting on Wednesday, February 15, 2006 for approval. Lastly, full Board approval will occur at the Wednesday, February 22, 2006 General Meeting.

Mr. Denihan reported that two meetings have transpired regarding the Board's engagement with research. Committee members included Dr. Smith; Ms. Caplan; Dr. Friedman, Mental Health Services, Inc.; Dr. Hussey, Kent State University; and several Board employees. As a result of these meetings, a job description will be created and circulated in the near future.

Ms. Hull reported that approximately 90 requests have been received by the Board for the two CCCMHB Board of Governors vacancies. Once the deadline for submission has passed, which is Monday, January 23, Ms. Hull and Ms. Warr will meet to review these applications.

There being no further business to discuss, the meeting was adjourned at 3:08 p.m.

Submitted by: Linda Lamp, Administrative Assistant

Approved by: Bonita W. Caplan, CCCMHB Chairperson