

**CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD  
EXECUTIVE COMMITTEE  
October 13, 2004**

Chairperson Bonita Caplan called the meeting to order at 3:00 p.m.

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

**Board Staff:** William M. Denihan, Chief Executive Officer, Cassandra Richardson, Chief Financial Officer, Valeria Harper-Bledsoe, Chief Operating Officer; Kathryn Burns, M.D., Chief Clinical Officer; Rose Fini, Director of Risk Management; Scott Osiecki, Director of External Affairs, Mark Jones, Director of Finance, Tami Fischer, Director of Human Resources; Michelle Myers, Residential Specialist; Michael Doud, Residential Project Administrator; Kathleen LoPresti, Quality Improvement Specialist

**1. APPROVAL OF MINUTES:** Mr. Sheehan moved to approve the minutes of September 8, 2004. Seconded by Mr. Bazyk, the minutes were approved as written. All follow-up actions were completed.

**2. BOARD OF GOVERNOR RECRUITMENT UPDATE**

Although three appointment vacancies remain (two state slots and one county slot), Ms. Hull reported the following positive comments:

- The individual contacted by Mr. Denihan is interested in Board membership and plans to attend the November General Meeting as an audience member.
- ODMH has responded in writing to the residency requirement question and has approved the request for a residency waiver for the specific state vacancy slot referenced.

Discussion followed on the process outlined in the Recruitment of Board Members Policy Statement.

**ACTIONS:**

- Forward the Policy Statement "Recruitment of Board Members" to the Program Planning & Policy Committee for review and revision.
- Hold Executive Session at General Meeting to discuss prospective individuals to recommend for Board membership to the respective appointing authorities.
- Schedule a meeting with Joyce Daniels, NAMI Interim Director, to discuss the possibility of tapping into NAMI organization for potential Board members with corporate expertise and/or networking capabilities.

**3. STRATEGIC PLAN PROCESS UPDATE**

Upon review of the Strategic Plan Implementation matrix, it was noted that the C.E.O. and Board Chair need to schedule an appointment to review strategic plan strategies assigned to them. Executive Committee members who attended the Legislative Reception held by MHAC expressed their favorable experiences and communication exchanges at the reception with many public officials.

**ACTION:** Send a note to Joan Englund, MHAC Executive Director, thanking her and MHAC staff for the excellent Legislative event held on October 8, 2004.

**4. RFP PROCESS FOR ADULT CARE FACILITIES**

Ms. Fini reported that the Board had previously approved a Request for Proposal to identify Adult Care Facilities (ACF's) which will be capable of receiving mental health residents who receive Wrap Around Program funds and that have been recommended by the RFP Committee after careful and thorough review process.

Ms. Michelle Myers, Residential Specialist, explained the RFP process and the steps taken to acquaint adult care operators with the process. The RFP's were issued on 6/17/04; the deadline for submission was 8/10/04. A committee was formed to review and rate the proposals submitted; membership included several Board staff members, B. J. Brown, SACH Director, and Quita Thompson. Sixty-four proposals were received. Of those, two were not licensed and, therefore, were not eligible. Forty-One homes have been selected as preferred homes. Board staff recommends to the Executive Committee that contracts be awarded to the homes identified on the list attached to the agenda process sheet.

#### **4. RFP PROCESS FOR ADULT CARE FACILITIES**, (Continued)

Ms. Fini circulated to Executive Committee members a copy of the RFP, which was quite lengthy, as well as a copy of the rating sheet utilized. Ms. Fini recognized Board staff, Craig Fallon, Consumer Relations Specialist, and Kathleen LoPresti, Quality Improvement Specialist, for their efforts in helping to review all of the ACF submissions.

Ms. Myers answered questions from committee members. It was reported that this effort will help to lift the entire Adult Care Facility system, to have a more effective flow of clients moving through the system in line with the Recovery philosophy and also to educate the ACF operators and staff around the type of skills can be learned in the home to assist with the Recovery process.

**ACTION:** Ms. Warr requested a map to indicate where the ACF homes are located.

#### **Motion to recommend approval of select Adult Care Facilities to the full Board.**

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

#### **5. NON-TRADITIONAL REVENUE UPDATE**

Mr. Denihan reported that Board staff is looking into the possibility of engaging a consultant to assist in fundraising in a significant way. As funding from the state and county is dwindling for non-Medicaid services, other sources of revenue shall be sought from the private sector. Mr. Denihan assured that efforts are being made to look at fundraising events that will not compete with those of service providers. A meeting was held with one prospective consultant; other individuals will also be considered; more specifics to follow.

#### **6. OLD BUSINESS**

- **Location** – Ms. Caplan noted that efforts have begun to revisit a location suggestion made by Dr. Lenkoski.
- **Lease Agreement, 1400 West 25<sup>th</sup> Street** - As a result of negotiations with the CCCMHB's current landlord, Mr. Denihan noted that improvements have been made in the parking lot and the painting of common facility areas is also scheduled.
- **Union Negotiation** - Mr. Denihan noted that the situation is currently at a point of impasse. A meeting has been scheduled for 10/21/04 to sit down with the mediator.
- **County FY05 Budget** – The County has advised that the FY05 budget for the CCCMHB will be \$17.5 million which is less by the 1.5 million (one-time funding). The County has made several presentations about the seriousness of the economic environment and has alerted their agencies to submit budgets that are 4.3% less than this current year. Noting the loss of the \$1.5 from last year, Board staff figure that this represents a 7.9% cut for the Board; consequently, this is not consistent with a 4.3% cut for other county agencies. The first Administrative Hearing is scheduled for Monday, 10/25/04.
- **TANF** – Mr. Denihan reported that, unfortunately, the TANF fund discussion with the County has stretched over a six month period. No movement yet to report.
- **State Budget** – Based upon a recent meeting on state funding, Mr. Denihan reported that the state's funding situation is even more grim than the county's financial status.

**7. NEW BUSINESS**

- **2005 Recovery Conference** – The tentative date is October 5, 6, and 7, 2005. Mr. Osiecki and Ms. Lester will attend a National Recovery Conference to glean information and tips on planning a conference; they are also looking for a potential annual meeting speaker.
- **Agency Visitations for Board of Governors** - Mr. Denihan and Ms. Krajewski, Executive Specialist, were asked to work on scheduling BOG agency visits for the coming months.
- **BOG Retreat**
  - 1) Consider holding a BOG retreat in winter months (perhaps January or February) to include potential new Board members
  - 2) Begin to brainstorm about retreat content and potential training opportunity.
- **ACF Holiday Party** - BOG members expressed their interest in the date for the Holiday Party for consumers residing in Adult Care Facilities. It was noted that no date has been set due to the difficulty in finding a facility large enough to accommodate 300-400 individuals with an adequate kitchen. Mr. Denihan suggested that Grays Armory as a possible location.
- **Proposed November Meeting Schedule Changes:**
  - November 3<sup>rd</sup> = Governmental & Community Affairs Com – at 12:00 Noon
  - November 3<sup>rd</sup> = Executive Committee – 1:30 p.m.
  - November 10<sup>th</sup> = Program Planning & Policy Committee – 1:30 p.m.
  - November 10<sup>th</sup> = Quality Improvement Committee – 2:15 p.m.

*There being no further business, the meeting adjourned at 4:30 p.m.*

**Submitted by: Carol Krajewski, Executive Specialist to the Board of Governors**  
**Approved by: Bonita W. Caplan, CCCMHB Chairperson**