



ALCOHOL, DRUG AND MENTAL HEALTH BOARD  
OF FRANKLIN COUNTY  
MEETING MINUTES  
March 31, 2020

Peggy Anderson called the zoom meeting to order at 5:30 p.m.

**Roll Call was taken the following Board of Trustee were present for Quorum:**

**MEMBERS PRESENT:** Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Bipender Jindal, Sharon McCloy-Reichard, Ann Seren, Terree Stevenson, Nathan Wymer

**MEMBERS ABSENT:** Carole Anderson, Karri Dosmann, Mitzi Kirkbride, Jennifer Richardson, Ron Walters

**Peggy Anderson made a motion to approve the meeting minutes on the Agenda:**

**Sharon McCloy-Reichard moved to approve the minutes of the following meetings:**

- February Board Minutes.....February 25, 2020
- March Coordinating Committee Meeting.....March 9, 2020
- March CFAC Summary Meeting.....March 2,2020

**Scott Doran seconded approval of minutes; MOTION CARRIED**

**Roll Call was taken the following Board of Trustees were present for the Approval of Minutes:**

Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Bipender Jindal, Sharon McCloy-Reichard, Ann Seren, Terree Stevenson, Nathan Wymer

Holly Dabelko-Schoeny abstained.

**REPORTS & PRESENTATIONS:**

A. Community Participation

None.

B. Board Chair Report:

Peggy commented the virtual meetings will continue through the next couple of months. She explained the Provider system and community will be changed after this crisis. ADAMH will need to figure out the support needed for the mental health and substance use disorder in order to sustain them.

The Nominating Committee meeting is scheduled for Monday, April 6 at 4:00 p.m. The Audit Committee meeting is scheduled for Tuesday, April 7 at 1:00 p.m. and the By-Laws/Governance Law Committee met on March 25 to revise the ADAMH By-Laws.

CEO Updates:

Erika Clark Jones provided an update on the COVID 19/Coronavirus Pandemic. She explained the last 21 days have been extraordinary and like no other time for many of us, especially the ADAMH Board of Franklin County and the provider agencies that ADAMH supports.

She shared how extremely proud she was of the resilience and determination the ADAMH staff and the agencies in our provider network that remained open for business, although with modified operations, to ensure our community had access to behavioral health services during these uncertain times.

Erika acknowledged ADAMH Senior Team of Dr. Kevin Dixon, Kythryn Carr Harris, Mark Lambert, Dr. Delaney Smith, and Jonathan Thomas. Additionally, she acknowledged Susan Duderstadt and her technology team, Meg Griffing, Mitzi Moody, Tillie Woods, Mackenzie Betts, Leah Hooks and the calm in every storm, Mr. Joe Florenski, without whom our Continuity of Operations planning, and execution would languish.

Erika mentioned a few highlights:

The COOP (Continuity of Operations Plan) is an Internal document that supports our ADAMH functions in the event of an emergency. This plan has been tested and modified for the current pandemic.

- The ADAMH Building at 447 E. Broad St., is closed except for essential staff that are present on site once a week to handle mail and any other essential, building dependent services.
- 100% Telecommuting - All staff continue to work remotely to serve our community and our providers through our revised telecommuting process/policy, that complies with the current state and federally mandated social distancing orders.
- To date, the Technology Division has managed to address help desk tickets and server maintenance remotely, without a major outage, while still focusing on data security.
- Employee Support– Following the guidance of our county partners, we have permitted an additional 80 hours of personal leave for all ADAMH employees for use through December 2020

and encouraged the utilization of telehealth supports offered by UnitedHealthcare (our health care provider).

- Morale & Communications – The leadership team connects with all staff through regular use of the Everbridge message system, virtual team meetings and we support daily motivational emails.
- The leadership team has been meeting daily to troubleshoot and triage situations that arise with our (sometimes hourly) changing environment.
- Operations Continue - To the team's credit, thus far we have been able to complete payroll, meet state audit requirements, sign contracts and process 95% of payment related work virtually.

Erika outlined how externally ADAMH staff has maintained close contact with agencies in our provider network to understand service adjustments and resource needs to support social distancing while continuing to provide prevention, treatment, and recovery supports to those in need across the county.

- For our provider network and consumers alike, we have shared information in a number of ways including:
  - Community newsletter via email
  - Dedicated COVID-19 Response Web Page
  - Increased social media presence and platforms
  - Strategic earned/pitched media featuring our Medical Director, Dr. Delaney Smith on 10TV, ABC6, NBC4 and Spectrum News. Dr. Delaney provided advice on managing anxiety, guidance about talking with children about the pandemic and sharing timely community resources, including the continued operation of our crisis lines for youth and adults.
  - Erika and Dr. Kevin Dixon participate in the 2-week running simulcast on all Radio One stations (3) that serve Columbus' Urban Market.
- Specifically, to address provider network needs, ADAMH convenes weekly calls with the network agencies (35-70) participants per call and distributes daily emails to disseminate most recent information from Local, State and Federal agencies. After learning of the challenges of the network, ADAMH has responded with emergency measures that include, but are not limited to, acquisition of Personal Protective Equipment (PPE), Telehealth Support, Cash Flow Needs, and Ease of Client Enrollment. Mark Lambert will provide additional details for a new action for your consideration in today's meeting.
- To stay calibrated to our community's regional response, several members of the senior team participate in emergency community

calls including, but not limited to, OhioMHAS, Ohio Association of Behavioral Health Agencies, County Elected Officials/Franklin County Commissioners, Franklin County Emergency Management Agency/Emergency Operations Center, Columbus Urban League, and Community Shelter Board.

Erika explained that ADAMH does have an opportunity to develop a robust community behavioral health response to this pandemic and future disasters. In the absence of such a plan, the team is working feverishly to determine how to best support the efforts like the Community Shelter Board's Isolation & Quarantine site plan and, if needed, the Franklin County community surge plans, in coordination with EMA and the Central Ohio Trauma System.

In addition to the COVID-19 response and the challenges that it presents, Erika and the ADAMH team continued to focus on 2020's key priority areas including the migration of the SHARES program to a new Enterprise System (action today), defining and passing the Levy, and seeding the capital and operating funds for our community's Crisis Center.

**Peggy Anderson made a motion to amend the agenda to vote on the Action Agenda.**

**Terree Stevenson moved to amend the agenda; Karri Dosmann seconded; MOTION CARRIED.**

Roll Call was taken the following Board of Trustees were present for the Approval of amending the Agenda:

Carole Anderson, Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Karri Dosmann, Bipender Jindal, Sharon McCloy-Reichard, Ann Seren, Terree Stevenson, Nathan Wymer

Carole Anderson and Karri Dosmann recently signed into the Virtual meeting.

*ACTION AGENDA:*

A. Action Agenda

Mark Lambert recommends that the ADAMH Board of Trustees authorize an allocation of the remaining \$230,758 in State Crisis Flex funds available to Franklin County which was recently authorized by OhioMHAS for purchases identified in this action to address immediate and emerging needs associated with the COVID-19 (Coronavirus) pandemic.

This action will authorize ADAMH's CEO (or designee) to expend funds for Personal Protective Equipment (PPE), cleaning/sanitizing supplies and emergency grants to support ADAMH's network of providers in other efforts such as support for operationalizing telehealth.

ADAMH staff will submit to the Trustees a summary expenditure report for all activities associated with this action. The ADAMH Board has engaged a multi-prong approach to address the COVID-19 pandemic with our Provider community. Immediate allowances made include:

1. Allowing Providers to request a two month advance on fee-for-service claim allocations to maintain cash flow
2. Permitting Providers to request two months of anticipated expenses for block grants to maintain cash flow.
3. Authorizing Providers to bill for telehealth services in lieu of in-person engagements
4. Expanding the current billing terms (100 days) in SHARES for 2020 services

In addition, ADAMH is working with Providers to repurpose existing investments to meet the needs of clients in this challenging environment.

This action will give the Board the opportunity to purchase high demand supplies (masks, gloves, sanitizer, etc.) on behalf of Providers via State Procurement and County EMS.

This action will also give the CEO the flexibility to address unforeseen behavioral health community needs.

Peggy Anderson asked are there other sources of funding within ADAMH to assist our provider's through this crisis should the need arise.

Mark Lambert replied ADAMH will asked their providers to repurpose their existing allocations.

**Peggy Anderson made a motion to approve the Emergency Allocation for COVID-19 Response Action:**

**Terree Stevenson moved to approve the Emergency Allocation for COVID-19 Response; Holly Dabelko-Schoeny seconded; MOTION CARRIED.**

Roll Call was taken the following Board of Trustees were present for the Approval of Emergency Allocation for COVID-19 Response:

Carole Anderson, Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Karri Dosmann, Bipender Jindal, Sharon McCloy-Reichard, Ann Seren, Terree Stevenson, Nathan Wymer

B. Financial/Audit Committee Report:

Mark Lambert focused on ADAMH's financial response to the COVID-19 pandemic. He mentioned a couple of items on the Schedule of Revenues,

Expenditures and Changes in Cash Balance on the financial statement in BoardPaq.

ADAMH received their semi-annual levy deposit in the beginning of March in the amount of \$29.7 million semi-annual levy deposit. This deposit was very timely to address the pandemic. After ADAMH received the deposit the available cash balance was over \$72 million. Total expenditures through February are 18% of the budget, which aligns closely to what we would expect year to date. The percent realized will be higher than normal for the remainder of the year based on the changes ADAMH has implemented to address COVID-19.

ADAMH Boards Financial Response to COVID-19 are temporary contract changes in order to maintain a healthy cash flow with Providers. This would allow providers to request advances up to two months of their annual fee-for-service claim allocations. This change could advance up to \$6.1 million to providers. As of to date, 6 providers have been granted advances totaling \$2.8 million.

Providers can request block grant payments equal to Year to Date expenses plus up to two months anticipated expense. They can be paid for anticipated expenses through May. As of to date, 12 providers have been paid block grants totaling \$4.1 million.

ADAMH made the following temporary SHARES changes to lessen Provider barriers in submitting claims data.

1. Increase Billing Terms from 100 to 365 days
2. Service Authorizations for select services have been suspended
  - a. All except IDDT/ACT and MST
3. ADAMH has loosened restrictions to enroll clients
  - a. Residency supporting documentation is not required to be submitted in SHARES
  - b. Fast-track financial eligibility updates as clients become unemployed

ADAMH made the following temporary Policy changes to reduce Providers barriers in serving clients.

1. Allow all appropriate services to be rendered by Telehealth/Telemedicine
2. Providers may submit proposals to repurpose existing allocations to meet client needs during pandemic
  - a. Proposals will be evaluated on a case-by-case basis
3. Daily benefit plan limit for Pharmacological Management and Ad Med Somatic is increased from 45 minutes to 1 hour, 15 minutes (3 to 5 units)

*ADAMH addressing possible Long-Term Implications:*

Additional financial needs for providers to maintain cash flow and to support a longer-term telehealth environment. Potential reductions in State-Funding Governor DeWine has asked State agencies to evaluate a potential 20% reduction. Levy Funds may be delayed for our annual payment which is expected to be received in August 2020. Possibly higher property tax delinquencies. ADAMH will continue to monitor and model as the pandemic evolves.

**Peggy Anderson made a motion to approve the Financial & Audit Committee Report.**

**Holly Dabelko-Schoeny moved to approve the Financial & Audit Committee Report; Trudy Bartley seconded; MOTION CARRIED.**

Roll Call was taken the following Board of Trustees were present for the Approval of the Financial & Audit Committee Report:

Carole Anderson, Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Karri Dosmann, Bipender Jindal, Sharon McCloy-Reichard, Ann Seren, Terree Stevenson, Nathan Wymer

*CONSENT AGENDA:*

A. Consent Agenda

Peggy Anderson announced that the items on the *Consent Agenda* were previously reviewed by the Coordinating Committee. She asked if there were any questions or requests to remove the following items *Enterprise System Replacement -Vendor Selection*.

**Peggy Anderson made a motion to approve the action on the Consent Agenda.**

**Terree Stevenson moved to approve the action on the Consent Agenda; Sharon McCloy-Reichard seconded; MOTION CARRIED.**

Roll Call was taken the following Board of Trustees were present for the Approval of the action on the Consent Agenda:

Carole Anderson, Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Karri Dosmann, Bipender Jindal, Sharon McCloy-Reichard, Ann Seren, Terree Stevenson, Nathan Wymer

B. Project Updates:

Peggy mentioned there are project updates provided for your review on the Crisis Center, the Enterprise System Replacement and the Human Services Levy Review Committee. Additional materials related to these projects have been uploaded to BoardPaq in the Library section.

Please let Tikara Robinson know if you have any trouble accessing these documents. We can take any questions on these reports or you can reach out to Tikara if you have any questions that need followed up by a staff member.

**Peggy Anderson made a motion to Adjourn the Board Meeting.**

**Terree Stevenson moved to Adjourn the Board Meeting; Holly Dosmann seconded; MOTION CARRIED.**

Roll Call was taken the following Board of Trustees were present for the Approval of the meeting to be adjourned:

Carole Anderson, Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Karri Dosmann, Bipender Jindal, Sharon McCloy-Reichard, Ann Seren, Terree Stevenson, Nathan Wymer

Meeting adjourned at 6:17 p.m.

The meeting was shared through the ADAMH YouTube Livestream at <https://www.youtube.com/user/ADAMHFranklinCounty/live>.

Recorder: Tikara Robinson

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Peggy Anderson, Chair

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Trudy Bartley, Secretary