



ALCOHOL, DRUG AND MENTAL HEALTH BOARD  
OF FRANKLIN COUNTY  
MEETING MINUTES  
April 28, 2020

Peggy Anderson called the zoom meeting to order at 5:31 p.m.

Peggy Anderson gave a brief update on the proper protocol when conducting a virtual Board meeting.

**Roll Call was taken and the following Board of Trustees members were present for Quorum:**

*MEMBERS PRESENT:*

Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Karri Dosmann, Sharon McCloy-Reichard, Jennifer Richardson, Ann Seren, Terree Stevenson, Ron Walters, Nathan Wymer

*MEMBERS ABSENT:*

Carole Anderson, Bipender Jindal, Mitzi Kirkbride,

Peggy Anderson asked the Board of Trustees to refer to page 5 of the March Board minutes.

**Peggy requested a change be made to the board minutes from Mark Lambert's reply to her question.**

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

Correct Response - Mark Lambert replied ADAMH will ask their providers to repurpose their existing allocations.

*APPROVAL OF AGENDA  
& MINUTES:*

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

**Terree Stevenson moved to approve the minutes of the following meetings:**

- March Board Minutes.....March 31, 2020
- April CFAC Summary Meeting.....April 6, 2020

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

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

Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Karri Dosmann, Sharon McCloy-Reichard, Jennifer Richardson, Ann Seren, Terree Stevenson, Ron Walters, Nathan Wymer

*REPORTS &  
PRESENTATIONS:*

Community Participation

None.

A. Board Chair Report:

Peggy Anderson gave an update on the three committees that have been actively meeting since our last board meeting. The Agenda has been modified to include a new section called Committee Reports. Peggy Anderson spoke about the pandemic and what short/long term effect it will have on the non-profit organizations. She commented on the ADAMH staff and their hard work during this difficult time.

Peggy Anderson explained the executive committee met to discuss the performance goals for ADAMH CEO. The committee will present this information to the Board of Trustees in May.

B. CEO Updates:

Erika Clark Jones thanked the Board of Trustees for their support and the ADAMH Staff for being agile in this unprecedented time.

Erika Clark Jones conducted one-on-one meetings with all ADAMH staff and Board of Trustee members. Erika began meeting with providers in person until the pandemic occurred. Erika will continue to meet with providers weekly by virtual meetings. She expressed excitement about meeting the CEO providers within the ADAMH network. She looks forward to continuing this process.

Erika Clark Jones explained staff is working on the plan to deactivate the Continuity of Operations Plan (COOP) Phase I will begin effective May 4 with staggered re-opening with ADAMH staff working on building dependency.

Erika Clark Jones asked the Board of Trustees to refer to the agenda in section six called Priority Project Reports (enclosed). This section will be permanent on the agenda moving forward. This topic will address priority projects that ADAMH is currently working on. An update will be provided at each board meeting. The topics will include COVID-19 Response Planning, Enterprise System Replacement, Franklin County Mental Health & Addiction Crisis Center and Human Services Levy.

Erika Clark Jones pointed out a few highlights pertaining to COVID-19. She explained that ADAMH is supporting the Community Shelter Board's isolation quarantine shelters. Several of ADAMH providers reached out to Kythryn Carr Harris with a request for PPE and ADAMH fiscal team has ordered 20,000 PPE. Mitzi Moody and Jonathan Thomas both participate with the Franklin County Emergency Operations Center representing ADAMH

along with other community partners. Mitzi Moody is leading work with Dr. Delaney Smith and Kythryn Carr Harris on developing community response plans including behavioral health components of Franklin County's newly developed Non-acute Mass Fatality Plan.

Erika Clark Jones explained they have held two Human Services Levy Review Committee meetings. Another meeting is scheduled to take place in May and the final report will be submitted in June. She gave an update on the Enterprise System Replacement. Contract negotiations are continuing with the vendor. Franklin County Mental Health & Addictions Crisis Center planning will continue. They received one response from the RFP. The RFP will be re-released and publicized in different areas so additional responses can be received. In response to conversations with the Board of Trustees there is a need for community assessment in Franklin County. The RFP is expected to be released within the next 60 days. Erika thanked all Board of Trustee members who participated in several committee meetings within the last two months.

Peggy Anderson asked for volunteers for the Organizational Assessment Committee.

- Holly Dabelko-Schoeny
- Terree Stevenson
- Nathan Wymer

#### C. Financial/Audit Committee Report:

Mark Lambert highlighted a few items on the financial statements, but he primarily focused on the financial health of ADAMH and our providers during the COVID-19 pandemic.

Mark Lambert mentioned the financial reports begin on page 14 of Boardpaq. The Schedule of Revenues, Expenditures and Changes in Cash Balance through the end of March 31, 2020. We receive the first half of property taxes. The second deposit may be delayed up to 60 days due to the pandemic. The deposit is normally received in August but may be delayed until October. The State reimbursement of rollback property taxes are disbursed in April; however, they will be delayed until May. The second deposit will also be delayed if the property taxes are extended. As of March 31, ADAMH overall cash balance was just over \$65 million. The cash position for April 24 is decreased to \$49 million due to a large portion for cash advances for Block Grant payments. ADAMH will monitor their cash position and fiscal will make the necessary adjustments where needed on a routine basis.

The Comparative Balance Statement under Liabilities, Claims Payable for the Current Year is significantly higher in March \$4.5 million compared to February \$650,000. A large portion of this increase is due to cash advances that occurred in early April for 8 providers for \$4.2 million. Similarly, the Block Grants payable also went up significantly \$5 million compared to \$1.8

million when we allowed providers to request block grant funds that they would need through May 21 for providers for \$5 million.

Mark Lambert explained that ADAMH will have to balance the current needs of our Provider network during this pandemic while maintaining our financial health for the remainder of the cycle through next year.

ADAMH in the short-term is modeling solutions that will give providers an additional measure of financial relief during the pandemic. This may be achieved by converting a portion of each providers allocation into an exempt block grant that can be used by providers to address the on-going challenges of the pandemic.

Mark Lambert shared a few concerns:

- ❖ Timing of levy revenues may be delayed
- ❖ Levy revenue receipts may be less than originally budgeted due to increased delinquencies
- ❖ State may cut up to 20% of ADAMH revenues.
- ❖ If needed, actions that ADAMH may need to take to offset revenue concerns may include:
  - Receive advances against future levy deposits
  - ADAMH could issue a Tax Anticipation Note (TAN)
  - Advocacy with the State to protect state funds earmarked for behavioral healthcare
- ❖ On the expense side, ADAMH may be able to shore up their financial health by:
- ❖ Not filling vacant ADAMH staff positions. We currently have eight vacant positions on our table of organization.
- ❖ Align Provider funding to historical funding levels so that the board is not contractually over-exposed

ADAMH will need to evaluate the impact of a potential recession on our Levy ask for this November.

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

**Scott Doran moved to approve the Financial & Audit Committee Report; Nathan Wymer seconded; MOTION CARRIED.**

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

Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Karri Dosmann, Sharon McCloy-Reichard, Jennifer Richardson, Ann Seren, Terree Stevenson, Ron Walters, Nathan Wymer

#### D. Presentation

Kythryn Carr Harris gave a brief presentation on Residential Care Facilities. She explained that residential care is a setting for services rather than a specific type of treatment. Residential treatment is less medically oriented than inpatient care. It has key features that include providing a range of 24-hour services in a structured living environment for individuals who need support for their mental health or substance use recovery before living on their own. Most residential treatment is provided for limited periods of time with the goal of preparing people to move into the community and to a lower level of care.

Katrina Kerns, CEO; Yolanda Board, Director of Program Development; and Lindsay Cornelius, CFO of North Community Counseling gave an update on the Residential Care Facility currently in the process of being renovated. The renovation is expected to be completed by November.

Nathan Wymer asked if there was an opportunity to collaborate with other business partners that are doing similar work in order to have a bigger impact by working together.

Kythryn Carr Harris replied there are other providers who are interested in providing this level of care in ADAMH's network. There are limits to the size of a facility that ADAMH can create because of the IMD rule. They are limited to 16 beds for the facility. As it relates to partners paying for the facility, Medicaid will not pay for any cost associated with room and board.

Erika Clark Jones replied Medicare is paying for all treatment and ADAMH is paying for the housing.

Trudy Bartley asked about the hospital system being a collaborative partner as far as having beds occupied and not in their particular facilities. She asked if they could be a partner moving forward if Franklin County is under bedded in the region.

Kythryn Carr Harris replied this would be a great opportunity for the Board to explore that option. She explained that larger Medicaid Managed Care Plans and the hospitals could potentially be a partner in this collaboration.

Nathan Wymer added a comment and suggested that the ADAMH Board should revisit this and determine if this fits in the strategic plan moving forward.

#### *NEW BUSINESS:*

##### A. New Data Governance Policies

**Peggy Anderson made a motion to approve the New Data Governance Policies**

**Terree Stevenson moved to approve the New Data Governance Policies; Trudy Bartley seconded; MOTION CARRIED.**

Roll Call was taken and the following Board of Trustees members were present to Approve the New Data Governance Policies:

Peggy Anderson, Trudy Bartley, Holly Dabelko-Schoeny, Scott Doran, Karri Dosmann, Sharon McCloy-Reichard, Jennifer Richardson, Ann Seren, Terree Stevenson, Ron Walters, Nathan Wymer.

*OLD BUSINESS:*

A. Old Business:

Peggy Anderson asked Mark Lambert to give an update on Emergency Allocation Response to COVID-19

Mark Lambert gave brief update on Emergency Allocation for COVID-19 Response. In April the Board of Trustees approved an action in the amount of \$230,758 in State Crisis Flex funds to address immediate and emerging needs associated with the COVID-19 pandemic.

Potential expenditures include Personal Protective Equipment (PPE), cleaning/sanitizing supplies and emergency grants to support ADAMH's providers.

ADAMH has put the following measures in place:

- ❖ ADAMH notified our provider network to inform them about the reimbursement in the amount of \$7,500 for PPE and cleaning supply expenses.
  - Two providers have requested reimbursements, and one request is pending
  - ADAMH anticipates additional providers submitting reimbursements once PPE and supplies are obtained.
- ❖ Ordered PPE and cleaning supplies from the County EMS on behalf of five Providers
- ❖ Purchased 130 boxes of gloves from Board Association that were distributed to providers
- ❖ Ordered 8,000 masks from Franklin County administration
- ❖ Ordered 10,000 surgical masks from Ohio Association of County Behavioral Health Authorities and delivery should occur sometime in May.

*COMMITTEE REPORTS:*

A. Audit Committee

Nathan Wymer asked Mark Lambert to give an update on where ADAMH is on the State Audit.

Mark Lambert explained the Annual Audit is scheduled to be completed next month. All of the cash-basis work and the journal entries are complete.

Full-accrual financial statements have been drafted and submitted to the Auditor of State for review and also to the County Auditor to be included in the Comprehensive Annual Financial Report.

Additional work needs to be completed to finalize the financial statement notes and complete the management discussion and analysis.

The next Audit Committee meeting is scheduled in June to review the final 2019 Audit.

Nathan Wymer mentioned there was a discussion about whether ADAMH should have an Audit Committee or a separate Finance Committee. A recommendation will be made to the board to have separate committees.

#### B. By-Laws/Governance Review Committee

Scott Doran explained the committee has done a substantial amount of work reviewing the ADAMH By-Laws. He mentioned the by-laws need to conform to the Ohio Revised Code Chapter 340 authorizing legislature for the ADAMH Boards. He explained they are reviewing the layout of the committee structure of ADAMH and the expectations for the committees.

#### C. Nominating Committee

Scott Doran explained there have been discussions to determine the expectations of the Nominating Committee. He explained they would like the Nominating Committee to take part in recruiting Board of Trustee members to serve on the ADAMH Board. They would like to ensure that ADAMH maintains a full Board. They would also like the committee members to be actively involved in identifying potential Board Officers who may be interested in serving on the board.

#### *PRIORITY PROJECT REPORTS (ENCLOSED):*

##### A. Priority Projects Reports (Enclosed)

Peggy Anderson explained that updates about ongoing projects can be found under Priority Project Reports enclosed in your board packet and in the Library in BoardPaq.

These reports will not have a verbal report on these issues. She explained that Board members can ask a question during the meeting as needed or ask that a staff member follow up with you directly or at the next board meeting.

#### *ADJOURNMENT:*

##### A. Adjournment.

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

**Nathan Wymer moved to Adjourn the Board meeting; Ann Seren seconded; MOTION CARRIED.**

Roll Call was taken and the following Board of Trustees members were present to Approve the Adjournment of the meeting:

Peggy Anderson, Holly Dabelko-Schoeny, Scott Doran, Karri Dosmann, Sharon McCloy-Reichard, Jennifer Richardson, Ann Seren, Terree Stevenson, Ron Walters, Nathan Wymer

Meeting adjourned at 7:13 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