



MINUTES

ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD FOR MONTGOMERY COUNTY July 24, 2013

Present:	Stan Eichenauer, Chair	Staff:	Andrea Doolittle
	Judy Cook		Jewell Good
	Jeff Daniel		Andrea Hoff
	Gretchen Foley		Marion Jackson
	Lou Fries		Helen Jones-Kelley
	Jacquelyn Jackson		Jayne Jones-Smith
	Edmund Moore		Barb Miller
	Paul Porcino		Su-Ann Newport
	Anthony Whitmore		Dr. Peirson
	Clarence Williams		Ann Stevens
			Lynn Voisard

CALL TO ORDER

Stan Eichenauer, Chair, with a quorum present, called the meeting to order at 5:35 pm in the offices of the Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County, 409 E. Monument Avenue, Ste. 102, Dayton Ohio

WELCOME AND INTRODUCTION OF GUESTS

Director Jones-Kelley introduced the guests.

APPROVAL OF MINUTES

13-034 Stan Eichenauer announced that with no additions or corrections, the minutes from the June 26, 2013 Board Meeting stand approved as distributed.

PRESENTATION:

S. Eichenauer shared that Hemphill & Associates, a Columbus auditing firm was hired by ADAMHS to conduct a detailed review of seven (7) contract providers that receive more than \$1M dollars in public funding.

The objective was to identify to what extent best practice management standards are being used in the recording and reporting of financial transactions. In addition, to determine the extent of compliance with various funding sources including the Human Services Levy. Best practice may seem like a business buzzword, but good operating practices can result in superior strategic management, especially when public monies are at stake. We are confident the opportunities for improvement noted in the performance review report can evolve to make these organizations even better and offer a more comprehensive and efficient social services system.

ADAMHS Board and administration is committed to ensuring quality services are delivered to the citizens of Montgomery County. Our priority has always been and remains accountability. It would be unfair to ask these agencies to do something we have not done in quite some time, so at the recommendation of our Executive Director, we have requested the State auditor to conduct an audit of ADAMHS to ensure the Board is operating under best practice standards.

J. Hemphill, stated the review period was for eighteen (18) months from 7/1/2011 – 12/31/2012. The review included the review of procedures and related controls in the following areas:

- A) Cash Management
- B) Cash Receipts
- C) Cash Disbursements
- D) Fixed Asset management
- E) Grants Management/Contract Compliance
- F) Unit of Service Documentation
- G) Purchasing/Procurement

Any deficiencies noted will be documented in a report that identifies findings and related recommendations for improvement. Exit meetings have been conducted with all seven (7) providers, which agency management staff and provider board members were invited to attend. At the exit meeting the seven (7) areas of review were discussed, improvement suggested, documentation shared, along with reasons for the suggested improvement. A corrective action plan was requested from each provider, where necessary.

The final report will be completed Friday, July 26, 2013 and available for distribution on Monday, July 29, 2013.

ADAMHS staff will monitor the corrective action plans and report to the board on a regular basis.

CONSENT AGENDA

Executive Committee – Stan Eichenauer

S. Eichenauer, Chair provided the report from the meeting on July 17, 2013. Question was asked if any items needed to be removed. There were no items to be removed.

G. Foley moved and L. Fries seconded that the Alcohol Drug Addiction and Mental Health Services Board for Montgomery. Motions carried. Abstentions on file.

- 13-035 Fund and contract with Samaritan Behavioral Health, Inc. for an amount not to exceed \$532,000 for the period August 1, 2013 through June 30, 2014 to support a Medication Assisted Treatment Services Pilot Project (specifically, the administration of Suboxone and Subutex) and Naloxone Community Distribution Program, called Project DAWN. Further, the Executive Director is authorized to sign any documents necessary to execute this process.
- 13-036 Fund and contract with the Dayton Municipal Court – Access II Program in the amount of \$59,339 for the period July 1, 2013-June 30, 2014. Further that the Executive Director is authorized to sign any documents necessary to execute this process.
- 13-037 Fund and contract with the Dayton Municipal Court – Forensic Program in the amount of \$19,500 for the period July 1, 2013 – December 31, 2013. Further that the Executive Director is authorized to sign any documents necessary to execute this process.
- 13-038 Authorize the Executive Director to sign the Agreement with Four County (Defiance-Fulton-Henry-Williams) to provide MACSIS Management Information Services and claims processing services at the rate of \$2,500 per month to a maximum of \$15,000 for the time period July 1, 2013 – December 31, 2013. Further that the Executive Director is authorized to sign any document necessary to execute this process.

REPORTS:

CHAIRPERSON

Executive Committee will meet Wednesday, August 14, 2013; all other August meetings are suspended until September.

EXECUTIVE DIRECTOR REPORT

Director Jones-Kelley provided the following report:

1. Budget bill approved and signed. A meeting is scheduled on Thursday with Director Plouck and her finance team. Staff will be able to learn specifically what is ahead for Montgomery County ADAMHS. We will continue to receive the hotspot funding that has allowed collaboration with Butler County for Alma's Place. We will have more precise information as we bring our budget to you at our planning retreat in the fall and how we will move forward.
2. Mid-cycle Human Service Levy Review – Responses are due to HSL Council this week. Meeting has been scheduled for Monday, August 12 to discuss the next two years of funding from the Levy
3. At your places, please find the 2012 Annual Report. Thank you to Ann Stevens and staff for all of their hard work in preparing the final document. A copy will be placed on the ADAMHS and County websites.
4. ADAMHS staff are moving forward and planning for Detox and Medicated Assisted Treatment by working with partners at SBHI to deploy these services into the community.
5. Work continues on the Second Change Initiative; received a call from the State to see if there was anything we needed. Staff will be attending SBIRT Motivational Training on Friday, which will be used in this initiative.
6. The Auditor of State has been contacted in regards to completion of our independent audit. Board members will be invited to attend the entrance meeting and funding for this will be from Levy dollars.
7. A new position, Special Assistant to the Executive Director, will be posted within the next week. One of the responsibilities of this position will be the lead on the Independent Audit, Fixed Asset Management and other duties as assigned.

COMMENTS BY BOARD MEMBERS

J. Jackson applauded the Board and Executive Director on taking the lead and doing what they have asked others by conducting an independent audit review to ensure that best practice management standards are being used and that the Board is in compliance with various funding sources.

COMMENTS BY GUESTS

V. McDaniel, Executive Director Project C.U.R.E, complimented ADAMHS board and staff as the performance audit came at a good time with the recent changes in leadership at C.U.R.E. The review allowed C.U.R.E to take a critical look at their process. Learned a lot and have implemented 95% of the recommendations.

M. Malloy-Kidder shared that the NAMI Walk is scheduled for Saturday, October 12, 2013. ADAMHS will be a sponsor again this year.

ADJOURNMENT

With no further business the meeting was adjourned.

Stan Eichenauer, Chair

Prepared by Lynn Voisard, Executive Administrative Assistant