

BOARD OF DIRECTORS' MEETING

Minutes of April 26, 2011 Meeting
(FINAL, approved May 31, 2011)

Board Members Present: Dawn R. Jones, Governance Chair; Kevin K. Crum, Vice Governance Chair; David E. Martin, Secretary; Reneé L. Greene, Rose Juriga, Patrick A. McGown, Phillip J. Montgomery, Valerie Riedthaler, Ph.D., Susan Baker Ross, Esq., Jules F. Sauvageot, Robert C. Schwartz, Ph.D., Christine Yuhasz.

Board Members Absent: Gordon Keaton (excused), Linda L. Marcum (excused), David Peter, M.D. (excused)

ADM Board Staff Present: Gerald A. Craig, Executive Director; Joanne Arndt, Mark R. Munetz, M.D., Mary Alice Sonnhalter, Jackie Steward, Fran Rudell

Other Interested Parties Present: Lynda Cassidy, Summit Consumer Peer Support; Darryl Brake, Summit County Community Partnership; Barbara Vassel, Pastoral Counseling; Carol Bowes, Summit County Health District, Chris Richardson, Oriana House, Inc.; Ed Stanford, Interval Brotherhood Home; Mark Trew, Interval Brotherhood Home; Dr. Janice Wade, Akron-UMADAOP

I. Call to Order:

Board Governance Chair (hereafter referred to as "Chair") Dawn Jones called the meeting to order at 5:30 p.m.

II. Attendance and Roll Call

Having knowledge of Board member excused absences, Chair Jones noted member attendance, and stressed that Board members are to contact her directly to report absences.

III. Approve Agenda

Chair Jones instructed the Board to review the agenda for approval as submitted as well as suggestions for items to be added. After review, the agenda was approved as presented, with the inclusion of discussion of the formation of an ad hoc Executive Director Contract Committee, and rearrangement of order of Items VI and VII, per Mr. Craig's request.

IV. Pre-approved Actions Agenda

A. Approval of Minutes

Before approval of minutes, Jerry Craig presented a short update on the Interval Brotherhood Home (IBH) forensic audit recently completed by Meaden & Moore accounting firm. Mr. Craig reported that IBH had been asked to address three recommendations from the audit. Ed Stanford, Interim Executive Director of IBH issued Executive Directives to cover all three items and Mr. Craig indicated the ADM Board is confident in moving forward with the 2011 contract with IBH.

Chair Jones then directed attention to the minutes of the March 29, 2011, Board Meeting.

After review,

A MOTION was made by Rose Juriga, and SECONDED by Reneé Greene,

To approve the Minutes of the March 29, 2011, Board Meeting, as presented.

VOTE: Yes – All

RESOLUTION: 04-11-01

B. Comments from the Public

Ed Stanford, Interim Executive Director of Interval Brotherhood Home, on behalf of their Board of Directors, staff and clients, expressed thanks to the Board for the confidence and support in continuing to supply funding for services to those who need it most at IBH.

V. Ownership Linkage & Accountability

A. Chair's Report

Chair Jones' report was included with ad hoc Policy Governance® committee report to follow.

B. Ad hoc Policy Governance® Committee report

Committee Chair Dawn Jones reported regarding a telephone conference with consultant Eric Craymer and the committee. Mr. Craymer indicated that he felt the Board was on target with what it is doing. Chair Jones then explained the committee's thought process for asking agency directors to make a short presentation to the Board regarding trends and future ideas. An evening community forum was discussed. The purpose of the forum would be to gather information for future agenda development and levy priorities from agencies and/or others in the community who might want to present, including consumer groups and/or individuals. Written comments will also be accepted in lieu of an oral presentation. Presenting agencies and individuals will also be asked to provide a written summary. The Board will be polled for evening availability. The ADM Board staff will research locations and produce notifications.

C. Training/Recruitment Report

Mr. McGown confirmed that the budget had been approved by the Board up to a specific figure. No other items to report at this time.

D. Review Policy 3.5, Board Officers and Elections

Chair Jones explained that Policy 3.5 had been returned to the Policy Governance committee for review and addition of term limits language.

A MOTION was made by Phillip Montgomery, and SECONDED by Reneé Greene

That the ADM Board of Directors approve an addition to Item 1 of Policy 3.5 of the sentence "Officers may not serve in the same office for more than two consecutive years."

VOTE: All – Yes

RESOLUTION: 04-11-02

Committee recommended no other changes to Policy 3.5 at this time.

E. Prospective Board Members

- i. Blakeslee resolution - Susan Baker Ross reported the Summit County Prosecutor’s Office had been contacted for an opinion on the conflict of interest concern with Dr. Blakeslee’s appointment to the Board. Assistant Prosecutor Evans wrote that he had spoken to Dr. Blakeslee about her arrangement with Blick Clinic and her responsibilities, and researched Ohio Revised Code, and stated “it is my opinion that R.C. 340.02 does not prohibit Dr. Blakeslee from joining the ADM Board.”

Chair Jones called for comments or concerns. Mr. Montgomery pointed out that public perception may be an issue with Dr. Blakeslee’s appointment. Ms. Ross shared additional details of Mr. Evans’ report concerning the ethical responsibilities imposed on a public official by R.C. Chapter 102. No other comments or concerns were offered.

A MOTION was made by Jules Sauvageot, and SECONDED by Christine Yuhasz,

That the ADM Board of Directors make a recommendation to the Director of the Ohio Department of Mental Health that Dustin K. Blakeslee, D.O., be appointed to the Board of Directors to fill the vacant position of ODMH/Psychiatrist.

VOTE: All – Yes, OPPOSED – Phillip Montgomery

RESOLUTION: 04-11-03

Dr. Schwartz pointed out language in Policy 3.1, item 4.b. regarding an employee of a member agency. Chair Jones explained that the Policy Governance committee had determined it to not be a problem and recommended no change in language, as it was taken verbatim from Revised Code.

- ii. Board Vacancies - Chair Jones reported that Margaret Halter will be going before the Summit County Council for approval to join the Board as a County appointee. If approved, she will be present at the May board meeting.
- iii. Formation of Nominating Committee – Discussion ensued, with Dr. Riedthaler explaining that part of the Nominating Committee’s duties should be to review applications for possible candidates for vacancies. Chair Jones reiterated that it is the responsibility of the Board to recruit new members and thanked Mr. Montgomery for his recommendation of Ms. Halter.

Added agenda item:

- iv. Chair Jones explained the need for the formation of an ad hoc Executive Director Contract Committee to develop terms of the Executive Director contract. After discussion,

A MOTION was made by Rose Juriga, and SECONDED by Christine Yuhasz

That the ADM Board approve the formation of an ad hoc Executive Director Contract Committee.

Chair Jones called for comments or concerns. Dr. Schwartz questioned the role of the committee. Chair explained that the committee would develop the terms of the contract for the newly appointed Executive Director. With no additional comments, Chair Jones called for a vote.

VOTE: All – Yes

RESOLUTION: 04-11-04

Chair Jones then asked for volunteers for the committee. Christine Yuhasz, Rose Juriga, Kevin Crum, Susan Baker Ross and Chair Jones all volunteered. Chair Jones indicated that the first meeting would be Monday, April 2, at 4:00 p.m., at the Board offices.

F. Review Policy 3.1

Chair Jones explained that Policy 3.1 had been returned to Policy Governance committee for review and recommended change in language of wording in opening paragraph.

A MOTION was made by Christine Yuhasz, and SECONDED by Valerie Riedthaler,

That the ADM Board of Directors approve language change in item (g) of opening paragraph of Policy 3.1 from “proactively rather than reactively” to “proactivity rather than reactivity.”

VOTE: All – Yes

RESOLUTION: 04-11-05

Chair Jones reported that committee also reviewed Item 4.a. regarding attendance and determined that member attendance should comply with Revised Code. She explained that committee had developed language so that any changes in wording to ORC 340 would automatically be updated in policy. Jerry Craig confirmed that this ORC language regarding attendance had just been eliminated in the governor’s budget as introduced, with regard to attendance and then reinstated in the House version.

Therefore,

A MOTION was made by Christine Yuhasz, and SECONDED by Valerie Riedthaler,

That the ADM Board of Directors amend Policy 3.1, Item 4. a., to read:

a. Attendance: Board member attendance shall comply with Ohio Revised Code Chapter 340. Board members shall give notice to the Board Governance Chair of any absences.

VOTE: All – Yes

RESOLUTION: 04-11-06

Chair Jones also reported that committee reviewed Policy 3.1, Item 4.b. and determined language corresponds with ORC 340. No changes were recommended at this time. (see motion below).

With regard to Policy 3.1, Item 4.c., which was returned to committee by the Board at March 29th Board meeting for clarification, committee recommended that Audit Committee review and address issue of any annual financial audit of board operations.

After discussion, a MOTION was made by Chair Jones, and SECONDED by Christine Yuhasz

That the ADM Board of Directors approve Policy 3.1, Items 1, 2, 3 and 4 b., d., e., f., and g., as written, and that the ADM Board of Directors return Item 4.c. to Audit Committee for review.

VOTE: All – Yes

RESOLUTION: 04-11-07

G. Review Policy 3.4, Agenda Planning

After short discussion, Chair Jones requested tabling review until May 31st Board Meeting.

H. Direct Inspection: Policy 3.6, “Board Committee Principles”

Chair Jones reported that Policy Governance committee reviewed per Board request. After full Board review and discussion,

A MOTION was made by Susan Baker Ross, and SECONDED by Christine Yuhasz,

That the ADM Board of Directors amend Policy 3.6, title to “Board Committee Development and Structure,” and amend Policy by the addition of Items 6 thru 11, as follows:

6. **A committee shall be comprised of a minimum of three (3) board members. Committee member attendance requirements shall comply with Ohio Revised Code Chapter 340.**
7. **Committee members shall be appointed by the Board Governance Chair, with consideration being given to Board member committee preferences, if possible. Board Governance Chair has no authority to appoint the Nominating Committee.**
8. **Committee members shall serve a term of two (2) calendar years, with membership to be re-evaluated in October for the following calendar year; the only exception being the Alcohol & Other Drugs Standing Committee, which appointment terms will follow requirements set forth in Ohio Revised Code Chapter 340.**
9. **Each board member will be asked to serve on two (2) committees.**
10. **At the first committee meeting of each calendar year, committee members will elect a Chair for their respective committee.**
11. **Committee members will revisit mission statement each January and return to Board for approval.**

VOTE: All – Yes

RESOLUTION: 04-11-08

Chair Jones called for other questions or comments. Mr. Crum expressed concern with Item 4 of Policy 3.6 that states that “committee members should avoid over-identification with organizational parts rather than the whole” as it relates to discussion of the activities of the Audit Committee and its direction to develop policy regarding the State Audit. A discussion ensued about seeking clarification about the intent of this policy and how to maintain fidelity to Board holism.

A MOTION was made Kevin Crum, and SECONDED by Christine Yuhasz,

That the ADM Board of Directors return Policy 3.6, Item 4, to Policy Governance Committee for clarification by consultant Eric Craymer.

VOTE: All – Yes

RESOLUTION: 04-11-09

I. Direct Inspection: Policy 3.7, “Board Committee Structure”

After discussion, decision was made to table this policy review until May board meeting.

VI. Board Priority Populations and Services

A presentation by Jerry Craig regarding Board Priority Populations dovetailed into Monitoring Report 1.0.

When questioned why the focus of the report was on non-Medicaid services, Mr. Craig explained that the ADM Board discretionary funds are all non-Medicaid. The Board has no ability to control allocations of Medicaid funds. He further provided several handouts that showed board funding by priority population. In response to questions about numbers represented, Mr. Craig stated that he would provide this information for the Board. There was some discussion as well about demonstrating the percentage of contract agency budgets are from ADM vs. other sources.

VII. Assurance of Successful CEO Performance

A. Receipt of Monitoring Reports

i. Policy 1.0, “Global Ends Policy”

Mr. Craig reported there was a question regarding lack of data and questions about discussing only Non-Medicaid funds in policy. He explained that the Board has discretion to move allocations of Non-Medicaid funding only. The Board cannot move any Medicaid funding toward any particular priority population. Dr. Schwartz commented that knowing the level of services Medicaid funds will help the Board to determine where Non-Medicaid funds are needed.

After discussion,

A MOTION was made by Dawn Jones, and SECONDED by Valerie Riedthaler,

That Policy 1.0, “Global Ends Policy,” be found not in compliance with the Monitoring Report, and recommendation made that Policy 1.0 be rescheduled for Board review in May.

VOTE: All – Yes

RESOLUTION: 04-11-10

ii. Policy 2.5, “Financial Conditions and Activities.”

Mr. Craig reported there was a question regarding ambiguity in Monitoring Report comments. Chair Jones called for questions. With none presented,

A MOTION was made by Rose Juriga, and SECONDED by Valerie Riedthaler,

That Policy 2.5, “Financial Conditions and Activities” be found in compliance with the Monitoring Report as presented by Jerry Craig.

VOTE: All – Yes

RESOLUTION: 04-11-11

Mr. Craig stated that there is not sufficient information about the state budget to project the impact either next year or through the levy cycle.

VIII. Board Self-Assessment Against Board Means

Chair Jones called for comments.

Mr. McGown offered that the Board needs to further discuss Ends in the August training meeting.

Chair Jones reminded the Board that this is a learning year for the Board and in general there is good flow at meetings. She again asked Board members to make every effort to review the Monitoring Reports. Dialogue regarding review of Monitoring Reports was suggested. Chair Jones acknowledged that review is a time-intensive task, but Dr. Schwartz also presented the suggestion that Reports are possibly boring. Ms. Ross stated that financials are cumbersome to deal with.

Mr. Craig reported discussion with Butler County Board Director who stated that they receive only five or six evaluations of monitoring reports per month. The possibility of getting response data earlier was discussed. Board members reacted positively to seeing comments of other respondents, which then triggered a re-review of the data presented. Eric Craymer will be contacted to determine if percentage of responses is normal. Discussion ensued regarding documenting compliance more succinctly. Board members appreciated bookmarks in documentation.

Mr. Montgomery would like the Board to be cognizant of adjusting board policies before making decisions that may be in conflict with current policy.

With regard to Policy 1.0, Dr. Schwartz complimented Mr. Craig in his explanation of compliance/non-compliance, recognizing the task involved, and expressed the hope that when the Board revisits Ends policies, it can make them more reasonable and concrete in setting out what the Board wants to accomplish. He felt it may be part of the reason why members are not participating in monitoring reports and compliance. It will also help the Board to do its job if more specific in the future.

IX. Levy sub-committee Report – None at this time.

X. Announcements

Chair Jones reminded Board members of the Urban League Luncheon on May 4, and also announced the Board's participation in Project Homeless Connect, hosted by The Chapel on Fir Hill on May 10th.

Dr. Janice Wade, Akron-UMADAOP, announced "One Love," a walk to be held on May 28th. Dr. Wade also questioned the Board's priority populations and asked if Prevention Services were included as a priority service. Mr. Craig indicated that it was not at this time.

XI. Executive Session

Chair Jones indicated that the Board would need to enter Executive Session.

A MOTION was made by Susan Ross, and SECONDED by Rose Juriga

That the ADM Board of Directors enter into Executive session to discuss a personnel matter and to include Jerry Craig, Jacqueline Steward, and Summit County Assistant Prosecutor Marvin Evans.

Chair Jones called roll for the executive session:

ROLL CALL VOTE:

Patrick McGown – Yes	Kevin Crum – Yes	Valerie Riedthaler, Ph.D. – Yes
Christine Yuhasz – Yes	Dawn Jones – Yes	Susan Baker Ross – Yes
Jules Sauvageot – Yes	David Martin – Yes	Robert Schwartz, Ph.D. – Yes
Rose Juriga – Yes	Phillip Montgomery – Yes	Renee Greene – dismissed early

RESOLUTION: 04-11-12

The regular meeting was adjourned to executive session at 7:27 PM.

The Board returned to open session at 7:50 PM, with no action or recommendations.

XII. Adjournment

There being no further business to come before the Board, Chair Jones adjourned the meeting at 7:51 PM.

XIII. Next Meeting Scheduled: May 31, 2011 – 6:00 PM to 7:30 PM
Akron Metropolitan Housing Authority Multi-Purpose Room
100 West Cedar Street, Akron, Ohio 44307

**Minutes
as approved at 5/31/11
Board Meeting**

s/ _____
David E. Martin, Secretary

**COUNTY OF SUMMIT ALCOHOL, DRUG ADDICTION AND
MENTAL HEALTH SERVICES (ADM) BOARD**

MONITORING REPORT

Ends Policy 1.0 Global Ends

This is my monitoring report on your Ends policy regarding Global Ends, presented in accordance with your monitoring schedule. I certify that the information contained in this report is true.

Gerald A. Craig, Interim Executive Director

4/12/11

Date

This report will monitor the above referenced policy starting at its more detailed provisions and ending with the global provision.

POLICY WORDING

1. People with addictions and/or mental illnesses in Summit County will have a quality of life similar or equal to that of others in Summit County at a cost that reflects a prudent and responsible allocation of resources available to the ADM Board and that is consistent with sustaining a network of providers.

EXECUTIVE DIRECTOR INTERPRETATION

People with addictions and/or mental illnesses is interpreted to mean all such individuals receiving non-Medicaid funded treatment support, prioritizing the following populations as addressed on Page 33 of the current ODMH/ODADAS Community Plan:

Additions:

- Individuals severely medically compromised by their addiction(s) who lack a healthy support system
- IV Drug Users
- Persons with Medicaid Coverage
- Pregnant Women
- Parents or custodians of children at imminent risk of abuse or neglect (beneath pregnant women)
- Those with Poly-addictions (multiple addictions)
- Persons with Co-occurring Disorders (e.g. MH/Addiction)

Mental Illnesses:

- Severe & Persistent Mental Illnesses (Adult designation)
- Severe Emotional Disturbance (Youth designation)
- Persons with Medicaid Coverage
- Persons with Co-occurring disorders (MH/Addiction)

I interpret “Quality of life” to mean the alleviation of medical symptoms of mental illnesses or addictions for which treatment is sought. “Similar or equal to that of others in Summit County” is interpreted to mean that individuals who face the most significant barriers to treatment should have priority access to non-Medicaid treatment supports to improve their ability to benefit from treatment.

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MONITORING REPORT

Ends Policy 1.0 Global Ends

“Reflects a prudent and responsible allocation of resources” is interpreted to mean that funds to purchase non-Medicaid services must be either comparable on a unit rate basis to the five largest metropolitan Boards average unit rate for the service, or, if higher, justifiable in terms of both promised and realized outcomes. “Resources available to the ADM Board” is interpreted to mean the non-Medicaid funds available to purchase services, and board staff resources that are available to assist providers. “Consistent with sustaining a network of providers” is interpreted to mean that the Board should position itself in such a way as to provide gap funding for clients not eligible for Medicaid or Medicare treatment services (e.g. jail inmates) and to provide treatment support services in light of state and federal healthcare reform, without creating a reliance on ADM Board funding for a provider’s survival.

Compliance will be demonstrated when:

- a) Non-Medicaid funding levels are consistent with priority populations as defined above.
- b) The costs for agency services are comparable to the five largest metropolitan Boards. Material deviations from average unit cost by service are justified in terms of promised or realized (using historical data) outcomes.
- c) The Executive Director is able to demonstrate provider funding trends are towards less reliance on Board funding.
- d) A list of services that support treatment is provided, along with the percentage of total non-Medicaid funding spent.

DATA

- a) The funding levels for priority populations in both dollars and as a percentage of the total budget for both addictions and mental health services are attached. This data can be used as a baseline for the Board to determine if these funding expenditures are reflective of Board “ends” and priorities.
- b) The Provider 2011 Budget Application Review form is attached, and copies of completed forms and supporting documentation are available for direct inspection.
- c) Agency funding, as a percentage of ADM vs. other funding is provided in the attached document as a baseline.
- d) A list of services that support treatment is included, and shows dollars spent as well as expenditure on services as a percentage of total non-Medicaid funding spent.

I REPORT NONCOMPLIANCE- Data for a, c, d will be forthcoming. Data for c

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MONITORING REPORT

**Executive limitations Policy 2.5 Financial Condition and Activities
For the Period Ending: February 28, 2011**

This is my monitoring report on your Executive Limitations policy Financial Condition and Activities, presented in accordance with your monitoring schedule. I certify that the information contained in this report is true.

Gerald A. Craig, Interim Executive Director

Date

This report will monitor the above referenced policy starting at its more detailed provisions and ending with the global provision.

POLICY WORDING

1. The Executive Director shall not spend more funds than are available in the fiscal year.

EXECUTIVE DIRECTOR INTERPRETATION

Spend is interpreted to mean accrued operational expenditures. Spend more funds than are available is interpreted to mean that accrued operational expenditures may not exceed the total of accrued revenues recorded in the fiscal year plus the fund balance from the prior fiscal year. Fund balance is further interpreted to be the difference between the total assets and total liabilities, identified in the attached Consolidated Balance Sheet as Total Equity – Fund Balance.

Compliance will be demonstrated when current and former Financial Statements covering this fiscal year demonstrate that total revenues plus any fund balance from the previous year are greater than total expenses for the preceding monitoring period.

DATA

During the two months of 2011, total accrued revenue was \$13,838,276 (a) with total accrued expense of \$11,624,227 (b). The resulting revenue in excess of expenditures \$2,214,049 (c) increased the fund balance from the prior fiscal year from \$24,611,707 to \$26,825,756 (d). The current financial statement is attached.

I REPORT COMPLIANCE

POLICY WORDING

2. The Executive Director shall not indebt the organization for ADM Board administrative operations in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.

EXECUTIVE DIRECTOR INTERPRETATION

**COUNTY OF SUMMIT ALCOHOL, DRUG ADDICTION AND
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MONITORING REPORT

**Executive limitations Policy 2.5 Financial Condition and Activities
For the Period Ending: February 28, 2011**

Shall not indebted the organization in an amount greater than can be repaid within 60 days is interpreted to mean that the Executive Director may not create an obligation for budgeted expenditures that cannot be paid within 60 calendar days of the date of the indebtedness being incurred. Certain, otherwise unencumbered revenues is interpreted to mean funds that are not already obligated for other purposes. ADM Board administrative operations is interpreted to mean all budgeted operational expenses of the ADM Board, to include salaries; fringe benefits; building/equipment rent and utilities; administrative contract personnel; equipment purchase and maintenance; insurance; supplies and postage; telephone, travel, training and seminars and other operating expenses. ADM Board administrative operations are interpreted not to include mental health and addiction provider contract expenses or capital expenses. Repaid is interpreted to mean the expenditure of funds by check to satisfy a debt. Certain revenues are interpreted to mean cash received and deposited in the Summit County treasury or cash reasonably expected to be received prior to the debt coming due. Unencumbered revenues are interpreted to mean cash receipts that do not have a claim against them.

Compliance will be demonstrated when an accounting report generated for any period indicates that all ADM Board administrative obligations for which an accurate invoice or claim were received have been paid in the form of a check issued by the Summit County Fiscal Office within 60 calendar days of indebtedness being incurred. The report will provide the number of invoices processed and the number of invoices paid within 60 calendar days of the invoice date.

DATA

An accounting report for the period 2/1 – 2/28/2011 was produced indicating that all ADM Board administrative obligations for which a complete and accurate invoice or claim were received have been paid within 60 calendar days of invoice receipt. The report is attached.

I REPORT COMPLIANCE

POLICY WORDING

3. The Executive Director shall not allow contractual payments to exceed 30 days.

EXECUTIVE DIRECTOR INTERPRETATION

Contractual payments are interpreted to mean any debt incurred as a result of a fully executed contract for which the goods or services specified in the contract have been provided. Shall not allow contractual payments to exceed 30 days is interpreted to mean that contractual payments will be issued by the Summit County Fiscal Office in the form of a check within 30 calendar days for all contractual obligations for which a complete and accurate invoice or remittance advice (MACSIS claims) have been received.

**COUNTY OF SUMMIT ALCOHOL, DRUG ADDICTION AND
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MONITORING REPORT

Executive limitations Policy 2.5 Financial Condition and Activities

For the Period Ending: February 28, 2011

Compliance will be demonstrated when an accounting report generated for any period indicates that all agency contractual obligations for which an accurate invoice or claim were received have been paid in the form of a check issued by the Summit County Fiscal Office within 30 calendar days of invoice receipt. The report will provide the number of invoices processed and the number of invoices paid within 30 calendar days of the invoice date.

DATA

An accounting report for the period 2/1 – 2/28/2011 was produced indicating that all agency contractual obligations for which a complete and accurate invoice or remittance advice (MACSIS claims) were received have been paid within 30 calendar days of invoice receipt. The report is attached.

I REPORT COMPLIANCE

POLICY WORDING

4. The Executive Director shall not use or shift any Board restricted reserves.

EXECUTIVE DIRECTOR INTERPRETATION

Board restricted reserves is interpreted as a capital reserve account or reserve balance account established by the Board pursuant to Rev. Code §5705.221. Shall not use or shift any Board restricted reserves is interpreted to mean that restrictive reserves created as a result of a Board resolution may not be expended or moved to other categories of revenue without the Board authorizing said expenditure or shifting.

Compliance will be demonstrated when existing (if any) Board restricted reserves are shown to be used only for the purpose for which they are restricted.

DATA

There are no Board restricted reserves established. The current balance sheet is attached.

I REPORT COMPLIANCE

POLICY WORDING

5. The Executive Director shall not allow payroll obligations to be unsettled or untimely.

EXECUTIVE DIRECTOR INTERPRETATION

**COUNTY OF SUMMIT ALCOHOL, DRUG ADDICTION AND
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MONITORING REPORT

**Executive limitations Policy 2.5 Financial Condition and Activities
For the Period Ending: February 28, 2011**

Payroll obligations are interpreted to mean all wages, salaries, payroll taxes and fringe benefits payments that are due to employees of the Board, including but not limited to wages, workers compensation premiums, health and life insurance premiums, Medicare payments, Public Employees Retirement System payments and Unemployment Compensation. Unsettled is interpreted to mean unpaid or not maintained with the funds required. Untimely is interpreted to mean wages and salaries that are not paid within the week after the bi-weekly pay period when the work has been performed and documented by the employee through the time and attendance system or the obligation is not paid in accordance with contractual or legal requirements.

Compliance will be demonstrated when a Budget Status report (a) produced by the County of Summit shows that payroll obligations are met. A pay period report (b) will be produced to show payment within five days of the pay period ending. Delayed payments for salary adjustments will have sufficient documentation to demonstrate that the delay was based on prudence, not negligence.

DATA

- A. All payroll obligations have been paid by the County of Summit as indicated on the attached Budget Status report.
- B. Direct deposits or paychecks are issued within five days after the pay period closes. A report of the pay periods and payment dates is attached.

I REPORT COMPLIANCE

POLICY WORDING

- 6. The Executive Director shall not allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

EXECUTIVE DIRECTOR INTERPRETATION

Tax payment is interpreted to mean assessments paid on Board owned property. As a public entity, the Board is exempt from most tax payments. Government ordered payments is interpreted to mean payments requested by local (e.g., Summit County Board of Elections), state (e.g., Ohio Department of Mental Health or Ohio Department of Alcohol & Drug Addiction Services) or federal (e.g., Substance Abuse and Mental Health Services Administration) government. Filing is interpreted to mean fiscal reports that must be filed with various governmental agencies, primarily the Ohio Department of Mental Health and Ohio Department of Alcohol and Drug Addiction Services. To be overdue is interpreted to mean fiscal reports that are past due according to the schedule established (including any valid extensions that may be granted) by the governmental

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MONITORING REPORT

**Executive limitations Policy 2.5 Financial Condition and Activities
For the Period Ending: February 28, 2011**

agencies requiring the reports. Inaccurately filed is interpreted to mean that the payments or reports have material errors or are materially incomplete.

Compliance will be demonstrated via a report of assessments (a) and other government ordered payments (b) indicating the invoice date, due date and check issued date show that obligations are met in a timely fashion. A listing of financial reporting required during the period (c) indicating the report required, due date and submission date to show that filing has occurred within requirements.

DATA

- A. The report of local assessment invoices is attached.
- B. The report of government ordered payments is attached.
- C. The report of financial reporting filed is attached.

I REPORT COMPLIANCE

POLICY WORDING

- 7. The Executive Director shall not make a single purchase or commitment for non-routine ADM Board administrative expenses of greater than 15% of the non-payroll and facility budget. Splitting orders to avoid this limit is not acceptable.

EXECUTIVE DIRECTOR INTERPRETATION

A single purchase is interpreted to mean goods or services purchased from a single requisition or purchase order. A single commitment is interpreted to mean a signed agreement or contract to purchase goods or services. Non-routine ADM Board administrative expenses is interpreted to mean expenses that are not routinely paid on a schedule basis (e.g., weekly, monthly, quarterly, annually) from the ADM Board administration budget. Greater than 15% of the non-payroll and facility budget is interpreted to mean 15% of the difference between the total ADM Board administrative budget and the budget for wages and salaries, fringe benefits, facility leases, utilities and building security.

Compliance will be demonstrated via a report of all invoices paid indicating only single commitments that exceeded the threshold for the year.

DATA

For 2011 this calculation is $\$2,818,865 - \$2,476,735 = \$342,130 \times 15\% = \$51,319$.

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MONITORING REPORT

**Executive limitations Policy 2.5 Financial Condition and Activities
For the Period Ending: February 28, 2011**

Attached is a report for the period 2/1 – 2/28/2011 that indicated there were no single commitments exceeding the threshold.

I REPORT COMPLIANCE

POLICY WORDING

8. The Executive Director shall not acquire, encumber or dispose of real property.

EXECUTIVE DIRECTOR INTERPRETATION

Acquire, encumber or dispose of real property is interpreted to mean any transaction involving real property (land and buildings) on behalf of the ADM Board.

Compliance will be demonstrated via a report of ADM owned real property based on Summit County tax records comparing the current inventory of real property to the prior year end inventory of real property.

DATA

No real property has been acquired or disposed. The inventory of real property is attached.

I REPORT COMPLIANCE

POLICY WORDING

9. The Executive Director shall not allow receivables to go uncollected beyond a reasonable period of time without aggressively pursuing their collection.

EXECUTIVE DIRECTOR INTERPRETATION

Receivable is interpreted to mean cash, goods, or services owed to the ADM Board by an individual or organization. Go uncollected beyond a reasonable period of time is interpreted to mean beyond 90 calendar days without a payment. Aggressively pursuing their collection is interpreted to mean various legal methods used to force the debtor to pay their obligation. (e.g. attachment of property, garnishment of salary, seeking court action).

Compliance will be demonstrated via a report of the balance sheet detailed accounts receivable where payments have not been made within 90 calendar days.

**COUNTY OF SUMMIT ALCOHOL, DRUG ADDICTION AND
MENTAL HEALTH SERVICES (ADM) BOARD**

MONITORING REPORT

Executive limitations Policy 2.5 Financial Condition and Activities

For the Period Ending: February 28, 2011

DATA

A report of accounts receivable indicating the last payment posting date is attached. All are prior to 90 calendar days.

I REPORT COMPLIANCE

POLICY WORDING

The Executive Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies with respect to the actual, ongoing financial condition and activities.

EXECUTIVE DIRECTOR INTERPRETATION

Fiscal jeopardy is interpreted to mean putting the ADM board at risk or exposure to being unable to meet financial obligations for the current fiscal year and throughout the levy cycle. Material deviation of actual expenditures from Board priorities established in Ends policies means greater than 10% in dollar amounts (more than \$300,000) without offsetting revenue or fund balance.

Compliance will be demonstrated with a report of projected cash flow (a) over the levy cycle indicates that the cash balance at the end of the levy cycle is at least sixty days of operating expense and a report of expenditures are aligned with Board priorities (b).

DATA:

- A. The cash flow projection report is attached.**
- B. The Board has not established priorities in its Global Ends Policy, so there can be no such report generated at this time.**

I REPORT COMPLIANCE

County of Summit
Alcohol, Drug Addiction and Mental Health Services Board

Consolidated Statement of Income and Expense
Period Ending: February 28, 2011

	February 2011	Activity YTD	Budget YTD	Variance	February 2010	Prior YTD Actual 2010	Budget - Annual 2011
<u>Revenue</u>							
County Levy	\$3,189,342	\$6,378,684	\$6,378,684	\$0	\$3,192,902	\$6,385,804	\$38,272,102
Federal Medicaid	1,225,010	3,921,004	\$3,839,581	81,423	2,351,229	4,651,614	23,037,486
Federal ODADAS	222,225	507,111	569,769	-62,658	288,657	577,074	3,418,616
Federal ODMH	85,079	182,092	163,738	18,354	80,479	150,465	982,427
Federal Other	36,865	109,130	60,226	48,904	30,639	60,285	361,356
Local Non-Levy	48,513	100,894	115,618	-14,724	48,953	94,746	693,708
State ODADAS	195,251	637,580	276,260	361,321	149,711	299,424	1,657,557
State ODMH	1,000,891	2,001,781	1,709,489	292,292	963,871	2,119,085	10,256,932
Total Revenue	\$6,003,176	\$13,838,276 a	\$13,113,364	\$724,912	\$7,106,441	\$14,338,497	\$78,680,184
<u>Expenditures</u>							
Administration - Board	\$173,582	\$357,211	\$469,811	-\$112,600	\$176,036	\$358,419	\$2,818,865
Akron Community Development Assn.	15,666	15,666	15,667	-1	0	0	\$94,000
Akron Health Department	-5,282	-5,302	0	-5,302	61,507	130,949	0
Akron UMADAOP	107,459	230,250	217,596	12,654	267,855	379,686	1,305,578
Blick Clinic	65,864	236,065	291,919	-55,854	147,548	304,049	1,751,515
Child Guidance & Family Solutions	459,782	1,273,191	1,570,001	-296,810	1,220,794	2,067,456	9,420,007
Choices	22,798	45,597	45,597	1	22,798	45,597	273,579
Community Health Center	511,136	1,145,549	1,078,348	67,201	466,296	1,048,938	6,470,090
Community Support Network Summit	76,907	76,907	0	76,907	185,366	202,222	0
Community Support Services	830,509	2,346,526	2,565,976	-219,450	1,169,161	2,355,751	15,395,857
East Akron Community House	4,313	8,626	8,627	-1	4,314	8,627	51,761
Edwin Shaw Rehab	1,718	55,593	99,072	-43,479	40,159	75,392	594,430
Interval Brotherhood Home	354,262	598,095	487,667	110,429	262,200	565,565	2,925,999
Mature Services	-31,776	36,413	108,278	-71,865	36,155	100,643	649,668
Medicaid Only Contracts	683,315	1,758,742	1,810,049	-51,307	1,160,261	1,995,885	10,860,295
Medicaid Out of County	142,562	665,489	897,065	-231,576	470,269	910,942	5,382,388
Non-Medicaid Out of County	727	727	7,939	-7,212	484	3,450	47,636
Oriana House	-43,593	438,277	539,347	-101,070	269,264	757,873	3,236,081
Other Programs and Professional Allocations	240,820	372,573	637,645	-265,072	114,927	197,951	3,825,872
Portage Path Behavioral Health	442,445	1,487,267	1,694,550	-207,283	1,200,047	2,157,370	10,167,300
Psycho-Diagnostic Clinic	31,709	63,418	63,418	0	0	96,103	380,509
Summit County Health District	65,281	130,869	135,227	-4,358	0	0	811,360
Summit County Sheriff DARE	7,242	14,484	14,483	1	0	21,725	86,900
Summit Psychological Associates	21,473	131,385	141,118	-9,733	64,985	139,337	846,708
Tarry House	63,865	140,609	153,489	-12,880	78,132	165,611	920,933
Total Expenditures	\$4,242,784	\$11,624,227 b	\$13,052,889	-\$1,428,662	\$7,418,558	\$14,089,541	\$78,317,331
Revenue in Excess (Deficit) of Expenditures		\$2,214,049 c				\$248,956	\$362,853
Fund Balance at Prior Year End		\$24,611,707				\$12,709,984	
Fund Balance Year to Date		\$26,825,756 d				\$12,958,940	

Monitoring Report: Executive Limitation Financial Condition Report of Administrative Operations 2.5.2

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Invoice Count</u>
Total by Category				Advertising & Printing		771.40	2
Total by Category				Building/Equipment Rent & Utilities		16,782.67	5
Total by Category				Contract Personnel		2,240.00	1
Total by Category				Equipment Purchase & Maintenance		2,141.92	6
Total by Category				Insurance		549.30	2
Total by Category				Other Operating Expenses		70.00	1
Total by Category				Supplies and Postage		839.68	10
Total by Category				Telephone		540.81	2
Total by Category				Travel, Training & Seminars		5,129.71	24
Total for Period						<u>\$29,065.49</u>	<u>48</u>

Number of Unduplicated Checks **41**

Number of Payments within 60 days of invoice date 48

Number of Payments Greater than 60 days of invoice date 0

Monitoring Report: Executive Limitation Financial Condition Report of Contractual Payments 2.5.3

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>VendInv</u>	<u>Description</u>
Total by Vendor					ADRIEL SCHOOL INC.	148.05	1	
Total by Vendor					AKRON UMADAOP INC	9,792.11	1	
Total by Vendor					APPLEWOOD CENTERS INC	585.00	2	
Total by Vendor					AT&T ADVERTISING	42.00	1	
Total by Vendor					BEECH BROOK FAMILY CENTER	26,380.02	3	
Total by Vendor					BELLEFAIRE JEWISH CHILDREN'S BUREAU	14,584.28	2	
Total by Vendor					BEREA CHILDREN'S HOME	34,797.22	3	
Total by Vendor					BHC BELMONT PINES HOSPITAL	4,251.80	1	
Total by Vendor					BHC FOX RUN HOSPITAL, INC.	4,561.80	2	
Total by Vendor					BLICK CLINIC INC.	8,797.92	1	
Total by Vendor					CATHOLIC CHARITIES SERVICES CUYOHOGA	816.50	1	
Total by Vendor					CENTER FOR BEHAVIORAL HEALTH, INC.	278.38	1	

Monitoring Report: Executive Limitation Financial Condition Report of Contractual Payments 2.5.3

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>VendInv</u>	<u>Description</u>
Total by Vendor					CENTER FOR FAMILIES AND CHILDREN	446.71	1	
Total by Vendor					CENTER FOR MARKETING & OPINION RESEARCH	7,050.00	1	
Total by Vendor					CENTURY HEALTH	42.17	1	
Total by Vendor					CHILD AND ADOLESCENT BEHAVIORAL HEALTH	4,476.57	2	
Total by Vendor					CHILD GUIDANCE & FAMILY SOLUTIONS	390,866.54	7	
Total by Vendor					CHILDREN'S HOSPITAL MEDICAL CENTER	96,944.24	3	
Total by Vendor					CHOICES	22,798.25	1	
Total by Vendor					CHRISTIAN CHILDREN'S HOME OF OHIO	8,872.31	2	
Total by Vendor					CHURCHILL COUNSELING SERVICES	309.99	2	
Total by Vendor					CITY OF AKRON (HEALTH DEPT.)	51,825.03	1	
Total by Vendor					CLEVELAND CHRISTIAN HOME	24,981.26	2	
Total by Vendor					COLEMAN PROFESSIONAL CENTER	55,013.50	4	

Monitoring Report: Executive Limitation Financial Condition Report of Contractual Payments 2.5.3

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>VendInv</u>	<u>Description</u>
Total by Vendor					COLUMBIANA COUNTY MENTAL HEALTH CENTER	90.00	1	
Total by Vendor					COMMUNITY BEHAVIORAL HEALTH CENTER	2,265.90	1	
Total by Vendor					COMMUNITY HEALTH CENTER	615,809.05	3	
Total by Vendor					COMMUNITY MENTAL HEALTH CARE INC.	1,831.07	1	
Total by Vendor					COMMUNITY MENTAL HEALTH CENTER OF WARREN	337.50	2	
Total by Vendor					COMMUNITY SERVICES OF STARK COUNTY	760.70	1	
Total by Vendor					COMMUNITY SUPPORT SERVICES	1,446,188.00	5	
Total by Vendor					COMPASS RECOVERY CENTER LLC	23.45	1	
Total by Vendor					COMPREHENSIVE PSYCHIATRY GROUP, INC.	90.00	1	
Total by Vendor					CORNELL ABRAXAS	140,583.13	1	
Total by Vendor					COUNSELING CENTER OF WAYNE & HOLMES	521.09	2	
Total by Vendor					CRISIS INTERVENTION CENTER	577.98	2	

Monitoring Report: Executive Limitation Financial Condition Report of Contractual Payments 2.5.3

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>VendInv</u>	<u>Description</u>
Total by Vendor					CUYAHOGA COUNTY ADAMHS BOARD	515.95	1	
Total by Vendor					CYO AND COMMUNITY SERVICES	6,330.27	1	
Total by Vendor					D&E COUNSELING CENTER	1,244.16	1	
Total by Vendor					DIAMOND PHARMACY SERVICES	41,658.55	1	
Total by Vendor					EAST AKRON COMMUNITY HOUSE	8,466.38	1	
Total by Vendor					EDWIN SHAW REHAB	23,726.66	2	
Total by Vendor					FAMILY AND COMMUNITY SERVICES OF PORTAGE	957.24	1	
Total by Vendor					FIRELANDS COUNSELING AND RECOVERY SERVIC	602.49	1	
Total by Vendor					FRIENDS OF THE SUMMIT DD	400.00	1	
Total by Vendor					GREENLEAF FAMILY CENTER	18,340.57	11	
Total by Vendor					GROWTH MANAGEMENT CONSULTING, INC.	4,341.73	1	
Total by Vendor					HARBOR BEHAVIORAL HEALTHCARE	1,706.66	2	

Monitoring Report: Executive Limitation Financial Condition Report of Contractual Payments 2.5.3

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>VendInv</u>	<u>Description</u>
Total by Vendor					HEALTH RECOVERY SERVICES, INC.	33,994.38	3	
Total by Vendor					HOMES FOR KIDS OF OHIO INC.	1,598.04	2	
Total by Vendor					ILLINOIS MENTOR	6,384.81	2	
Total by Vendor					INTERNATIONAL INSTITUTE OF AKRON INC.	181.00	2	
Total by Vendor					INTERVAL BROTHERHOOD HOME	212,852.00	1	
Total by Vendor					JEFFERSON BEHAVIORAL HEALTH SYSTEM	2,122.30	1	
Total by Vendor					JEWISH FAMILY SERVICE ASSOC.	1,124.96	2	
Total by Vendor					KASTNER, WESTMAN & WILKINS	355.20	2	
Total by Vendor					KEYSTONE RICHLAND CENTER, LLC	9,765.49	2	
Total by Vendor					KLEIN'S PHARMACY	545.92	1	
Total by Vendor					L&H HOME CARE	4,142.75	1	
Total by Vendor					L&P SERVICES, INC	419.72	2	

Monitoring Report: Executive Limitation Financial Condition Report of Contractual Payments 2.5.3

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>VendInv</u>	<u>Description</u>
Total by Vendor					LABORATORY CORPORATION OF AMERICA	1,001.25	1	
Total by Vendor					LUTHERAN SOCIAL SERVICES	1,721.59	1	
Total by Vendor					MATURE SERVICES	25,281.78	1	
Total by Vendor					MENTAL HEALTH SERVICES FOR HOMELESS	1,186.56	2	
Total by Vendor					MERIDIAN SERVICES INC.	8,508.15	2	
Total by Vendor					METROHEALTH SYSTEM	90.00	1	
Total by Vendor					MUZAK LLC	148.00	2	
Total by Vendor					NATIONAL YOUTH ADVOCATE PROGRAM, INC.	767.88	1	
Total by Vendor					NEOUCOM	275.00	1	
Total by Vendor					NEW DIRECTION	1,589.96	2	
Total by Vendor					NORTH COAST COMMUNITY HOMES	10,951.99	4	
Total by Vendor					NORTH EAST OHIO HEALTH SERVICES	3,006.16	2	

Monitoring Report: Executive Limitation Financial Condition Report of Contractual Payments 2.5.3

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>VendInv</u>	<u>Description</u>
Total by Vendor					NORTH POINT CONSULTING & BH SERVICES	16,276.25	1	
Total by Vendor					NORTHEAST OHIO BEHAVIORAL HEALTH	14,864.85	2	
Total by Vendor					OHIO DEPT. OF MENTAL HEALTH	15,391.08	2	
Total by Vendor					ORIANA HOUSE INC.	363,040.35	5	
Total by Vendor					PASTORAL COUNSELING SERVICE	833,484.44	3	
Total by Vendor					PATHWAY CARING FOR CHILDREN	7,268.15	2	
Total by Vendor					PATHWAYS INC. 10085	191.97	1	
Total by Vendor					PHOENIX RISING BEHAVIORAL HEALTH	640.97	2	
Total by Vendor					POLICE COMMUNITY DIALOGUE	200.00	1	
Total by Vendor					PORTAGE PATH BEHAVIORAL HEALTH	317,335.96	4	
Total by Vendor					POSITIVE EDUCATION PROGRAM	10,147.20	2	
Total by Vendor					PSYCARE INC.	90.00	1	

Monitoring Report: Executive Limitation Financial Condition Report of Contractual Payments 2.5.3

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>VendInv</u>	<u>Description</u>
Total by Vendor					PUBLIC RELATIONS SOCIETY AKRON CHAPTER	250.00	1	
Total by Vendor					QUEST RECOVERY SERVICES	501.80	2	
Total by Vendor					RAKESH RANJAN, MD	50,765.32	3	
Total by Vendor					RAVENWOOD MENTAL HEALTH CENTER	106.65	1	
Total by Vendor					RECOVERY RESOURCES INC.	2,752.84	2	
Total by Vendor					SHAKER CLINIC	1,726.10	2	
Total by Vendor					SIGNATURE HEALTH INC.	3,398.53	2	
Total by Vendor					SIX COUNTY INC.	925.38	1	
Total by Vendor					SOLUTIONS BEHAVIORAL HEALTHCARE	549.25	3	
Total by Vendor					SPECIALIZED ALTERNATIVES FAMILY & YOUTH	3,616.78	2	
Total by Vendor					ST. PAUL AME CHURCH	225.00	1	
Total by Vendor					SUMMIT COUNTY CHILDRENS SERVICES	25.00	1	

Monitoring Report: Executive Limitation Financial Condition Report of Contractual Payments 2.5.3

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>VendInv</u>	<u>Description</u>
Total by Vendor					SUMMIT COUNTY FISCAL TREASURER DIVISION	3,865.54	5	
Total by Vendor					SUMMIT COUNTY HEALTH DEPT.	17,307.10	2	
Total by Vendor					SUMMIT COUNTY JUVENILE COURT	11,568.96	1	
Total by Vendor					SUMMIT COUNTY, OH (PSYCHO-DIAGNOSTIC)	31,709.00	1	
Total by Vendor					SUMMIT COUNTY, OH (SHERIFF'S OFFICE)	7,241.67	1	
Total by Vendor					SUMMIT PSYCHOLOGICAL ASSOCIATES	57,420.14	8	
Total by Vendor					TARRY HOUSE INC.	30,491.46	1	
Total by Vendor					TCN BEHAVIORAL HEALTH SERVICES, INC.	21.33	1	
Total by Vendor					THE BAIR FOUNDATION	2,099.70	2	
Total by Vendor					THOMPSONS CHILD AND ADOLESCENT SERV. INC	394.80	1	
Total by Vendor					TOWNHALL II	1,660.47	1	
Total by Vendor					TRIAD COMMUNICATIONS	2,920.00	2	

Monitoring Report: Executive Limitation Financial Condition Report of Contractual Payments 2.5.3

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>VendInv</u>	<u>Description</u>
Total by Vendor					TRILLIUM FAMILY SOLUTIONS	261.43	1	
Total by Vendor					TRILOGY INTEGRATED RESOURCES	1,400.00	2	
Total by Vendor					TWELVE OF OHIO, INC.	1,617.38	1	
Total by Vendor					URBAN OUNCE OF PREVENTION SERVICES INC	54,970.84	3	
Total by Vendor					VALLEY COUNSELING SERVICES	126.52	1	
Total by Vendor					VIAQUEST BEHAVIORAL HEALTH OF OH	9,563.22	2	
Total by Vendor					VILLAGE NETWORK	47,052.75	3	
Total by Vendor					VISTING NURSE ASSOCIATION OF CLEVELAND	295.22	1	
Total by Vendor					YOUNGSTOWN COMMITTEE ON ALCOHOLISM INC.	96.24	1	
Total by Vendor					ZEPF COMMUNITY CENTER	654.92	1	
Total for Period						\$5,340,557.63	221	

Number of Unduplicated Checks **208**

Number of Payments within 30 days of invoice date

221

Number of Payments Greater than 30 days of invoice date 0

County of Summit
Alcohol, Drug Addiction & Mental Health Services Board

Consolidated Balance Sheet
Period Ending: February 28, 2011

	2/28/11	2/28/10
<u>Assets</u>		
Cash in Bank	\$26,961,817	\$14,297,051
Accounts Receivable	13,328,223	15,170,727
Accounts Receivable - Cost/POS Settlements	0	0
Prepaid Expense	0	0
Agency Advances	0	0
Total Assets	\$40,290,040	\$29,467,778
<u>Liabilities</u>		
Accounts Payable	\$11,764,502	\$14,896,525
Accounts Payable - Cost/POS Settlements	0	0
Accrued Payroll	62,803	54,808
Accrued Compensatory Time Payable	13,237	13,742
Accrued Sick Leave Payable	147,604	187,595
Accrued Vacation Payable	221,317	231,157
Accrued Medicare Payable	892	773
Accrued Workers Compensation Payable	25,774	23,766
Accrued Health Insurance Payable	0	0
Accrued Life Insurance Payable	0	0
Accrued Public Employees Retirement System Payable	8,793	7,673
Unearned Income	1,219,362	1,092,799
Accrued Unemployment Payable	0	0
Total Liabilities:	\$13,464,284	\$16,508,838
<u>Equity - Fund Balance</u>		
Fund Balance Prior Year End	\$24,611,707	\$12,709,984
Current Year Net Income or Loss	2,214,049	248,956
Total Equity - Fund Balance:	\$26,825,756	\$12,958,940
Total Liabilities and Fund Balance:	\$40,290,040	\$29,467,778

Goal - Days Cash on Hand	60
Actual Days Cash on Hand	126
Variance	66

Monitoring Report: Executive Limitation Financial Condition Payroll Obligations 2.5.5a

COAS: S Summit County Chart
 FUND: 20704 Alcohol, Drug & Mental Health
 PRED ORG: X05017 ADAM Board
 ORG: 5335 Alcohol, Drug & Mental Health Bd

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
11003	General Property Tax-Real Estate	.00	.00	12,053.90	.00	-12,053.90	U
TOTAL	Taxes	.00	.00	12,053.90	.00	-12,053.90	
13271	Grants-State-Non Federal Funds	.00	1,860,650.51	10,019,489.90	.00	-10,019,489.90	U
13362	Other State Shared Taxes	.00	.00	.00	.00	.00	U
TOTAL	Intergovernmental	.00	1,860,650.51	10,019,489.90	.00	-10,019,489.90	
17062	Other Refund/Reimbursement	.00	43,563.73	43,613.73	.00	-43,613.73	U
17522	Rental/Lease of Real Property	.00	61,333.32	61,333.32	.00	-61,333.32	U
TOTAL	All Other Revenue	.00	104,897.05	104,947.05	.00	-104,947.05	
20501	Personal Services-Payroll-Pool Budg	1,710,519.00	.00	.00	.00	1,710,519.00	U
20504	Salaries-Employees	.00	113,629.00	190,816.79	.00	-190,816.79	U
TOTAL	Personal Services - Salaries	1,710,519.00	113,629.00	190,816.79	*****	1,519,702.21	
25501	Employee Benefits-Pool Budget	571,140.00	.00	.00	.00	571,140.00	U
25509	Hospital Waiver	.00	100.00	200.00	.00	-200.00	U
25542	PERS	.00	15,908.04	25,354.04	.00	-25,354.04	U
25592	Medicare	.00	1,611.19	2,556.20	.00	-2,556.20	U
25701	MMO - PPO Advantage	.00	4,678.66	9,010.42	.00	-9,010.42	U
25707	MMO - PPO Plus	.00	8,455.52	16,346.34	.00	-16,346.34	U
25708	County Provided Life Insurance	.00	25.20	49.20	.00	-49.20	U
37999	Taxable Meal Reimbursement	.00	6.99	32.43	.00	-32.43	U
TOTAL	Personal Services - Benefits	571,140.00	30,785.60	53,548.63	.00	517,591.37	
27102	Professional Services	76,180.00	2,240.00	6,870.00	52,760.00	16,550.00	U
TOTAL	Professional Services	76,180.00	2,240.00	6,870.00	52,760.00	16,550.00	
30501	Supplies-Pool Budget	46,800.00	.00	.00	.00	46,800.00	U
30503	Office Supplies	.00	75.90	354.90	.00	-354.90	U
30508	Computer Supplies	.00	43.06	43.06	1,211.39	-1,254.45	U
TOTAL	Supplies	46,800.00	118.96	397.96	1,211.39	45,190.65	
37501	Travel & Expense-Pool Budget	91,248.00	.00	.00	.00	91,248.00	U
37656	Travel & Exp	.00	1,509.32	1,509.32	4,092.43	-5,601.75	U

2011 Pay Period Schedule

	<u>Pay No.</u>	<u>Start</u>	<u>End</u>	<u>Pay Date</u>
January	1	12/20/2010	1/2/2011	1/7/2011
	2	1/3/2011	1/16/2011	1/21/2011
February	3	1/17/2011	1/30/2011	2/4/2011
	4	1/31/2011	2/13/2011	2/18/2011

Monitoring Report: Executive Limitation Financial Condition Report of Assessment Invoices 2.5.6a

Check Register for Account Number: 3345000547080

Year: 2011

Period Ending: 2/28/2011

<u>CheckNum</u>	<u>Check Date</u>	<u>PO Number</u>	<u>Seq</u>	<u>Description</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account Number</u>
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Total

Total Assessments

All Invoices paid before due date.

Monitoring Report: Executive Limitation Financial Condition Report of Government Invoices 2.5.6b

Check Register for Account Number: 3223000547017

Year: 2011

Period Ending: 2/28/2011

<u>CheckNum</u>	<u>Check Date</u>	<u>PO Number</u>	<u>Seq</u>	<u>Description</u>	<u>Invoice</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account Number</u>
OHIO DEPT OF ALCOHOL & DRUG ADDICTION				OHIO15000A				
0053087493	1/28/2011	A177600011	001	FFP REVERSAL Q1 SFY2011 #39	1STQSFY11	2/25/2011	1,984.57	3223000547017
0053087493	1/28/2011	A177600011	002	ARRA REVERSAL Q1 SFY2011 #39	1STQSFY11	2/25/2011	298.37	4223000547017
Total OHIO DEPT OF ALCOHOL & DRUG ADDICTION							\$2,282.94	
OHIO DEPT. OF MENTAL HEALTH				OHIO22000A				
0053091645	2/16/2011	A178000011	002	ARRA REVERSAL Q1 SFY2011 #38	38TH 1FY11	3/21/2011	1,859.59	4212000547017
0053091645	2/16/2011	A178000011	001	FFP REVERSAL Q1 SFY2011 #38	38TH 1FY11	3/21/2011	13,510.16	3212000547017
Total OHIO DEPT. OF MENTAL HEALTH							\$15,369.75	
Total Government							\$17,652.69	

All invoices paid before due date.

Monitoring Report: Executive Limitation Financial Condition Financial Reporting Filed 2.5.6c**2011**

Report Name	Requester	Due date	Submission Date
FIS-040 SFY2010	ODMH	1/4/2011	1/4/2011
Capital Asset Schedule at 12/31/2010	County of Summit	2/7/2011	1/10/2011
Comprehensive Annual Financial Reporting	County of Summit	2/7/2011	2/3/2011
Federal Single Audit Report	County of Summit	2/11/2011	2/7/2011

Monitoring Report: Executive Limitation Financial Condition Report of Single Commitments Non Routine Administrative Expenses 2.5.7

Starting Date: 2/1/2011

Ending Date: 2/28/2011

<u>Month</u>	<u>Month Name</u>	<u>Year</u>	<u>CheckNum</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Invoice Count</u>
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Total by Category

Number of Single Commitments > \$51,319

0

Monitoring Report: Executive Limitation Financial Condition Real Property 2.5.8

The following property was owned by the ADM Board at 12/31/2010 and continues to be owned at 2/28/2011

Parcel Number	Location	Description
67-01053	640 Wolf Ledges Pkwy	Community Support Services
67-01096	150 Cross St.	Community Support Services
68-60418	468 N. Howard St.	ADM Crisis Center
68-60911	486 N. Howard St.	ADM Crisis Center Parking Lot
68-61007	117 Edgerton Rd.	Community Support Services

No real property has been acquired or disposed during the reporting period.

Monitoring Report: Executive Limitation Financial Condition Accounts Receivable Payments 2.5.9

Period Ending: January 31, 2011

Account Description	Account Number	Balance	Last Posting Date
A/R - 5AU ODMH STATE	3110000110200	\$115,216.00	1/31/2011
A/R - EARLY CHILDHOOD MH ODMH	3120000110200	19,276.00	1/31/2011
A/R - TITLE XX	3200000110200	31,661.00	1/31/2011
A/R - MH MEDICAID	3210000110200	5,271,046.87	1/31/2011
A/R - AOD MEDICAID	3220000110200	1,007,308.78	1/31/2011
A/R - WOMEN'S FEDERAL	3230000110200	72,465.00	1/31/2011
A/R - LEVY	3340000110200	3,189,557.19	1/31/2011
A/R - HOMELESS	3360000110200	45,726.00	1/31/2011
A/R - UMADAOP	3370000110200	12,314.00	1/31/2011
A/R - CCOE JAIL DIVERSION	3380000110200	15,833.00	1/31/2011
A/R - FEDERAL PCN TREATMENT ODADAS	3460000110200	140,582.00	1/31/2011
A/R - RES TRAIN	3750000110200	8,814.24	1/31/2011
A/R - ORSC	3760000110200	72,264.47	1/31/2011
A/R - PREVENTION SERVICES	3910000110200	2,797.00	1/31/2011
A/R - UNDERAGE DRINK	3990000110200	2,438.00	1/31/2011
A/R - OTHER REFUNDS/REIM	4010000110200	64,745.61	1/31/2011
A/R - RENT REVENUE	4020000110200	30,666.66	1/31/2011
A/R - MH ARRA FFP MEDICAID	4210000110200	272,877.17	1/31/2011
A/R - AOD ARRA FFP MEDICAID	4220000110200	46,158.73	1/31/2011
A/R - FEDERAL PCN PREVENTION ODADAS	4460000110200	48,885.00	1/31/2011
A/R - CIRCLE FOR RECOV FED ODADAS	4490000110200	4,867.00	1/31/2011
A/R - YOUTH LED PREV FEDERAL	4770000110200	538.00	1/31/2011
ACCOUNTS RECEIVABLE		\$10,476,038	

All accounts receivable have had payments posted within 90 days.

Summit County Alcohol, Drug Addiction and Mental Health Services Board

Cash Balance Budget Projection

Levy Period: 2009 - 2014

<u>Revenue Receipts</u>	2009 Actual	2010 Actual	2011 Budget	2012 Budget	2013 Budget	2014 Budget
FEDERAL						
1. ODADAS	\$ 3,557,802	\$ 2,593,921	\$ 3,342,178	\$ 3,265,740	\$ 3,265,740	\$ 3,265,740
2. ODMH	1,159,864	1,070,016	982,427	982,427	982,427	982,427
Subtotal ODADAS & ODMH	<u>\$ 4,717,666</u>	<u>\$ 3,663,937</u>	<u>\$ 4,324,605</u>	<u>\$ 4,248,167</u>	<u>\$ 4,248,167</u>	<u>\$ 4,248,167</u>
3. Medicaid	\$ 22,031,129	\$ 24,315,203	\$ 23,393,886	24,219,161	24,461,352	24,705,966
4. Other Federal	391,715	369,340	676,576	676,576	676,576	676,576
Subtotal Federal	<u>\$ 27,140,510</u>	<u>\$ 28,348,480</u>	<u>\$ 28,395,067</u>	<u>\$ 29,143,904</u>	<u>\$ 29,386,095</u>	<u>\$ 29,630,709</u>
STATE						
1. ODADAS	\$ 1,977,071	\$ 1,809,902	\$ 1,657,557	\$ 1,473,384	\$ 1,399,715	\$ 1,399,715
2. ODMH	12,186,345	13,255,839	10,256,932	8,427,033	7,933,917	7,858,565
Subtotal ODADAS & ODMH	<u>\$ 14,163,416</u>	<u>\$ 15,065,741</u>	<u>\$ 11,914,489</u>	<u>\$ 9,900,417</u>	<u>\$ 9,333,632</u>	<u>\$ 9,258,280</u>
3. Other State	-	-	-	-	-	-
Subtotal State	<u>\$ 14,163,416</u>	<u>\$ 15,065,741</u>	<u>\$ 11,914,489</u>	<u>\$ 9,900,417</u>	<u>\$ 9,333,632</u>	<u>\$ 9,258,280</u>
Local (Non-Levy)	\$ 561,889	\$ 630,015	\$ 693,708	\$ 693,708	\$ 693,708	\$ 693,708
Operating Levy	\$ 40,059,347	\$ 39,480,780	\$ 38,272,102	\$ 37,414,408	\$ 37,054,853	\$ 36,695,297
Total Revenue Receipts	<u>81,925,162</u>	<u>83,525,016</u>	<u>79,275,366</u>	<u>77,152,437</u>	<u>76,468,289</u>	<u>76,277,994</u>
Expenditures:						
Agency/Out of County/Medicad Only	\$ 65,723,713	\$ 68,605,953	\$ 73,470,688	\$ 74,363,761	\$ 74,745,646	\$ 75,131,350
Other contracts and allocations	1,451,763	1,780,369	3,183,099	3,214,930	3,247,079	3,279,550
Other Administration	466,069	504,780	537,207	542,579	548,005	553,485
Salary and Fringe	2,075,711	2,056,415	2,281,658	2,349,731	2,419,166	2,489,989
Total Expenditures	<u>\$ 69,717,256</u>	<u>\$ 72,947,517</u>	<u>\$ 79,472,652</u>	<u>\$ 80,471,001</u>	<u>\$ 80,959,896</u>	<u>\$ 81,454,374</u>
Net Cash Income or <Loss>	<u>\$ 12,207,906</u>	<u>\$ 10,577,499</u>	<u>\$ (197,286)</u>	<u>\$ (3,318,564)</u>	<u>\$ (4,491,607)</u>	<u>\$ (5,176,380)</u>
Cash Balance:						
Operating Cash Balance Beginning	\$ 5,539,846	\$ 17,747,752	\$ 28,325,251	\$ 27,890,108	\$ 24,334,468	\$ 19,638,743
Net Cash Income or <Loss>	\$ 12,207,906	\$ 10,577,499	\$ (197,286)	\$ (3,318,564)	\$ (4,491,607)	\$ (5,176,380)
Debt Service ADM Crisis Center			\$ 237,857	\$ 237,076	\$ 204,118	\$ 204,720
Ending Cash Balance	<u>\$ 17,747,752</u>	<u>\$ 28,325,251</u>	<u>\$ 27,890,108</u>	<u>\$ 24,334,468</u>	<u>\$ 19,638,743</u>	<u>\$ 14,257,643</u>
60 Day Reserve Requirement	\$ 11,619,543	\$ 12,157,920	\$ 13,245,442	\$ 13,411,833	\$ 13,493,316	\$ 13,575,729
Variance	\$ 6,128,209	\$ 16,167,332	\$ 14,644,666	\$ 10,922,634	\$ 6,145,427	\$ 681,914

This financial forecast presents to the best of management's knowledge and belief, the ADM Board's expected results of operations for the forecast period. Accordingly, the forecast reflects management's judgment as of 3/28/2011, the date of the forecast, of the expected conditions and its expected course of action. There will usually be differences between forecasted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.