

BOARD OF DIRECTORS' MEETING

Minutes of May 31, 2011 Meeting
(FINAL, as approved June 28, 2011)

Board Members Present: Dawn R. Jones, Governance Chair; Kevin K. Crum, Vice Governance Chair; David E. Martin, Secretary; Reneé L. Greene, Margaret Halter, Ph.D. (newly installed member), Linda L. Marcum, 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: Rose Juriga, Gordon Keaton (excused), David Peter, M.D. (excused)

ADM Board Staff Present: Gerald A. Craig, Executive Director; Mark R. Munetz, M.D., Jackie Steward, Fran Rudell, Benjamin Wilson

Other Interested Parties Present: Lynda Cassidy, Summit Consumer Peer Support; Darryl Brake, Summit County Community Partnership; Rev. Byron Arledge, Pastoral Counseling; Don Finn, Catholic Charities/Summit; Chris Richardson, Oriana House, Inc.; Fred Frese, Ph.D., Recovery Project.

I. Call to Order:

Board Governance Chair (hereafter referred to as "Chair") Dawn Jones called the meeting to order at 6:05 p.m.

Chair Jones introduced Judge Mary Margaret Rowlands, who administered the Oath of Office to new Board Member Margaret (Peggy) Halter, appointee of County Executive Russell M. Pry.

Chair Jones also announced the resignation of Board Member Valerie Riedthaler, Ph.D., effective immediately. On behalf of the Board, she thanked Dr. Riedthaler for her service and support of the Board.

Ms. Jones reported that Dr. Dustin K. Blakeslee had been formally appointed to the Board by the Ohio Department of Mental Health, effective July 1, 2011.

II. Attendance and Roll Call

Having knowledge of Board member excused absences, Chair Jones noted member attendance.

III. Review and 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.

IV. Pre-approved Actions Agenda

A. Approval of Minutes

Chair Jones directed attention to the minutes of the April 26, 2011, Board Meeting.
After review,

A MOTION was made by Phillip Montgomery, and SECONDED by Patrick McGown,

To approve the Minutes of the April 26, 2011, Board Meeting, as presented.

VOTE: Yes – All

RESOLUTION: 05-11-01

B. Comments from the Public - None

V. Ownership Linkage & Accountability

A. Committee Reports

i. Ad hoc Policy Governance®

Committee Chair Dawn Jones reported that Board training will take place on August 30th. The Committee recommended changing the title of the Nominating Committee to make the name more reflective of other duties of the committee with regard to recruitment of new board members. She also announced that the Provider Input Forum for gathering information from agencies is scheduled for June 14th, from 5:30 to 8:30 p.m., at the American Red Cross building. The Board will be holding a series of community forums to gather information from community stakeholders.

ii. Levy Committee

Committee Chair Susan Baker Ross reported that the next meeting of the committee is scheduled for June 23rd at 4:00 p.m. The Committee will develop a charter rather than a mission statement and will establish a timeline and meet with the 501(c)(3) Levy Committee. Ms. Ross inquired whether or not the Board wants the Levy Committee to assimilate the information from the Community Forums. It was suggested that the Board staff could put the information together and the committee would review.

iii. AOD Committee

Committee Chair David Martin reported that the committee had developed a Mission Statement and would be scheduling two additional meetings before the end of the calendar year in accordance with the Revised Code requirements.

iv. Ad hoc Executive Director Contract Committee

Committee Chair Christine Yuhasz reported that the committee had received and reviewed information on the labor market salary survey performed by the Summit County Human Resources Office. Ms. Yuhasz also reported that Susan Baker Ross had been working on a contract, which would be discussed in Executive Session.

v. Audit Committee

Chair Jones indicated that the initial meeting of the Audit Committee had not yet been held but would be scheduled soon.

B. Review Policy 3.3, *Board Members' Code of Conduct* (Item f)

Chair Jones indicated that the Policy Governance committee was working to bring this policy into full compliance, and the remaining issue was the addition of item 2.f. which stated that "Board members will comply with Revised Code chapter 102." After a discussion regarding the contents of Revised Code Chapter 102 (Ohio Ethics Law), and questions about the definition of a "family member" in item 2.b., and a "public contract" in item 6, Policy 3.3 was returned to committee for additional review.

C. Review Policy 3.4, *Agenda Planning*

Chair Jones indicated that the review of Policy 3.4 had been tabled from the April Board meeting. The Board reviewed Items 7, 9, and 10 regarding the Organizational Meeting, Special Meetings and Emergency Meetings and approved language as follows:

“7. Organizational Meeting: The annual Organizational Meeting shall take place during the month of December at a time and place to be designated by the Governance Chair and

announced at the October board meeting. At least five business days prior to the organizational meeting, a written announcement will be forwarded by electronic communication to all, unless a party has requested an alternate method of notification.”

“**9. Special Meetings:** A special meeting of the board may be called by a Board Officer, the Executive Director, or by one-third of the board membership, by serving written notice on all other members of the board of the time, place and purpose of the meeting, as soon as practicable before the date of the meeting. Service of such notice shall be delivered to all by electronic communication, unless a party has requested an alternate method of notification. Notice of the time, place and purpose of any special meetings shall be given twenty-four (24) hours in advance to the news media and any other persons that have requested notification.

“**10. Emergency Meetings:** An emergency meeting of the board may be called by a Board Officer, the Executive Director, or by one-third of the board membership, by serving written notice by electronic communication on all other members of the board of the time, place and single purpose of the meeting, as soon as practicable before the date of the meeting. Simultaneously, notice of the time, place and purpose of any emergency meeting shall be given immediately to the news media as board members are being contacted. An emergency meeting may only be called when the subject matter is of such urgency the *Special Meeting* time parameters cannot be met.”

The Board also approved the addition of Item 11 in its entirety, and the rewording of Item 12 with regard to electronic communication for notices:

“**11.** A Special or Emergency Meeting may only be called if the subject matter requires Board action that must be accomplished prior to the next regularly scheduled Board meeting.”

“**12. Requests for Notice:** Any person, upon request, shall receive reasonable advance notice of the time, place and purpose of any meeting by electronic communication, unless an alternative method of notification has been requested.”

D. Review Policy 3.6, *Board Committee Development & Structure*

Chair Jones stated that she had been in contact with consultant Eric Craymer for clarification of Item 4. Mr. Craymer clarified that members who have an expertise at the committee level are expected to explain to the Board. Committee members are to understand an issue and bring it to the Board with enough detail that the Board feels comfortable. Item was returned to committee for reworking.

E. Review Policy 3.7, *Board Committee Structure*

Chair Jones entertained discussion regarding title change for the Nominating Committee. To encompass the many intended duties of the committee, the Board approved changing the name to “Membership Committee.” The discussion continued with regard to duties of the committee. The Board recommended that responsibility for “recruiting, training, and development of Board members” be added to the Policy.

Board members also discussed the addition of Item 4 to Policy 3.7. Therefore, a MOTION was made by Christine Yuhasz, and SECONDED by Susan Baker Ross,

That the Board approve

a) the change in committee title of the Nominating committee to “Membership Committee;”

b) the addition of duties for the Membership Committee in Item 1. to include “responsible for recruiting, training, and development of Board Members, in addition to

seeking” qualified candidates...; and

c) the inclusion of Item 4. “All other committees will be formed in an ad hoc capacity.”

VOTE: Yes – All

RESOLUTION: 05-11-02

F. Review Policy 3.8, *Cost of Governance*

Chair Jones pointed out that the Policy Governance committee recommended a change of date in Policy 3.8, Item 2, from July 1 to June 1 to align with Board budget submission deadlines.

A MOTION was made by Phillip Montgomery, and SECONDED by Valerie Riedthaler,

That the Board approve changing the date for development of its governance budget to June 1 of each year.

VOTE: Yes – All

RESOLUTION: 05-11-03

G. Review Policy 3.11, *Board Characteristics*

Chair Jones indicated that the Policy Governance committee had reviewed the policy and recommended including Item 7 regarding Independent Contractors. A short discussion ensued.

A MOTION was made by David Martin, and SECONDED by Linda Marcum,

That the Board approve the addition of Item 7 to Policy 3.11, as presented:

“7. Independent Contractors shall not be considered employees of agencies.”

VOTE: Yes – All

RESOLUTION: 05-11-04

H. Direct Inspection

i. Policy 3.8, *Cost of Governance*

Due to Agenda time constraints, the Board TABLED the full review of Policy 3.8 until the June board meeting.

ii. Policy 3.12, *Expense Reimbursement*

Due to Agenda time constraints, the Board TABLED the review of Policy 3.12 until the June board meeting.

I. Review Berroteran proposal

Due to Agenda time constraints, the Board TABLED the review of Berroteran proposal until the June Board meeting.

VI. Assurance of Successful CEO Performance

A. Receipt of Monitoring Reports

Ms. Jones directed attention to the Evaluation Forms for each Policy.

i. Policy 2.10, *Communication and Support to the Board*

After a short discussion regarding interpretation and comments received,

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

That Policy 2.10, *Communication and Support to the Board*, be found in compliance

with the Monitoring Report as presented by Jerry Craig.

VOTE: Yes – All

RESOLUTION: 05-11-05

ii. Policy 2.5, *Financial Conditions and Activities*

After review and short discussion,

A MOTION was made by David Martin, 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: Yes – all

RESOLUTION: 05-11-06

iii. Policy 1.0, *Global Ends*

Mr. Craig stated that it has been a challenge to show compliance with this policy because it is so vague.

Dr. Schwartz indicated that the policy is so global that it is difficult to figure out how to show compliance to the Board and suggested that the ad hoc Policy Governance committee may need to make it more concrete. Mr. McGown, a member of the committee, added that it would be good to have the review done by the full Board. Mr. Crum agreed and suggested that it would be important to be an agenda item for the full Board in August, at the Board training.

After further discussion, a MOTION was made by Susan Baker Ross, and SECONDED by Christine Yuhasz,

That Policy 1.0, *Global Ends*, be found in compliance with data provided by Jerry Craig.

Chair Jones called for comments. Mr. Craig clarified that he is not merely seeking affirmation of compliance, but a clarification of the policy.

VOTE: All – Yes, OPPOSED – Phillip Montgomery, Patrick McGown and
Robert Schwartz

RESOLUTION: 05-11-07

VII. Board Self-Assessment against Board Means

Chair Jones reported that consultant Eric Craymer felt the Board was not taking its fiduciary responsibility seriously in that only eight members had reviewed the Monitoring Reports. Ms. Jones again called for any concerns with formatting and/or procedures. Mr. Craig offered to review the process with any Board members needing instruction or assistance.

VIII. Announcements

Chair Jones reminded board members of the Provider Input Forum to be held on June 14th, 5:30 to 8:30 p.m., at the American Red Cross building.

She also announced the 4th Annual Summit County Worksite Wellness Conference to be held on September 29th. Jackie Steward indicated she had information on the conference and would make it available to the Board.

IX. Executive Session

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

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

That the ADM Board of Directors enter into Executive session to consider the appointment and compensation of a public employee.

Chair Jones called roll for the executive session:

ROLL CALL VOTE:

Reneé Greene – Yes	Susan Baker Ross – Yes	Patrick McGown – Yes
Linda Marcum – Yes	Jules Sauvageot – Yes	Kevin Crum – Yes
Dawn Jones – Yes	David Martin – Yes	Valerie Riedthaler – Yes
Phillip Montgomery – Yes	Robert Schwartz – Yes	Margaret Halter – Yes
Christine Yuhasz – Yes		

RESOLUTION: 05-11-08

The regular meeting was adjourned to executive session at 7:20 PM.

The Board returned to open session at 8:15 PM. Chair Jones called for comments.

A MOTION was made by Kevin Crum, and SECONDED by David Martin,

That the Board of Directors authorize the ad hoc Executive Director Contract Committee to negotiate an employment contract with the Executive Director.

VOTE: Yes – all

RESOLUTION: 05-11-09

X. Adjournment

There being no further business to come before the Board, Chair Jones adjourned the meeting at 8:17 PM.

XI. Next Meeting Scheduled: Tuesday, June 28, 2011 – 5:30 PM

Akron Metropolitan Housing Authority Multi-Purpose Room
100 West Cedar Street, Akron, Ohio 44307

**Minutes
as approved at June 28, 2011
Board Meeting**

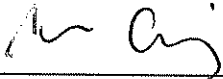
s/ _____
David E. Martin, Secretary

**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: March 31, 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, Executive Director

5/17/11

Date

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

POLICY WORDING

1. 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 three months of 2011, total accrued revenue was \$21,696,990 (a) with total accrued expense of \$20,025,395 (b). The resulting revenue in excess of expenditures \$1,671,595 (c) increased the fund balance from the prior fiscal year from \$24,611,707 to \$26,283,302 (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
MENTAL HEALTH SERVICES (ADM) BOARD**

MONITORING REPORT

**Executive limitations Policy 2.5 Financial Condition and Activities
For the Period Ending: March 31, 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 3/1 – 3/31/2011 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
MENTAL HEALTH SERVICES (ADM) BOARD**

MONITORING REPORT

Executive limitations Policy 2.5 Financial Condition and Activities

For the Period Ending: March 31, 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 3/1 – 3/31/2011 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
MENTAL HEALTH SERVICES (ADM) BOARD**

MONITORING REPORT

**Executive limitations Policy 2.5 Financial Condition and Activities
For the Period Ending: March 31, 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

**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: March 31, 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 $\$2,818,865 - \$2,476,735 = \$342,130 \times 15\% = \$51,319$.

**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: March 31, 2011**

Attached is a report for the period 3/1 – 3/31/2011 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: March 31, 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: March 31, 2011

	March 2011	Activity YTD	Budget YTD	Variance	March 2010	Prior YTD Actual 2010	Budget - Annual 2011
Revenue							
County Levy	\$3,199,477	\$9,578,161	\$9,568,026	\$10,136	\$3,192,902	\$9,578,706	\$38,272,102
Federal Medicaid	3,060,286	6,981,290	\$5,759,372	1,221,919	1,656,927	6,308,542	23,037,486
Federal ODADAS	226,069	733,180	\$854,654	-121,474	288,375	865,450	3,418,616
Federal ODMH	84,576	266,668	\$245,607	21,061	59,493	209,958	982,427
Federal Other	38,591	147,721	\$90,339	57,382	0	60,285	361,356
Local Non-Levy	53,571	154,464	\$173,427	-18,963	45,793	140,538	693,708
State ODADAS	195,253	832,833	\$414,389	418,444	149,714	449,138	1,657,557
State ODMH	1,000,892	3,002,673	\$2,564,233	438,440	963,874	3,082,958	10,256,932
Total Revenue	\$7,858,715	\$21,696,990 a	\$19,670,046	\$2,026,944	\$6,357,078	\$20,695,575	\$78,680,184
Expenditures							
Administration - Board	\$273,516	\$630,727	\$704,716	-\$73,989	\$212,565	\$570,985	\$2,818,865
Akron Community Development Assn.	\$8,878	\$24,544	\$23,500	\$1,044	\$0	\$0	\$94,000
Akron Health Department	718	-4,584	\$0	-4,584	93,733	224,682	0
Akron UMADAOP	106,102	336,352	\$326,395	9,958	58,178	437,864	1,305,578
Blick Clinic	86,143	322,208	\$437,879	-115,671	164,968	469,017	1,751,515
Child Guidance & Family Solutions	1,066,692	2,339,883	\$2,355,002	-15,119	252,799	2,320,255	9,420,007
Choices	22,798	68,395	\$68,395	0	22,798	68,395	273,579
Community Health Center	748,716	1,894,264	\$1,617,523	276,742	776,168	1,825,106	6,470,090
Community Support Network Summit	8,867	85,774	\$0	85,774	128,666	330,889	0
Community Support Services	1,318,758	3,665,284	\$3,848,964	-183,680	972,999	3,328,750	15,395,857
East Akron Community House	4,313	12,939	\$12,940	-1	4,313	12,940	51,761
Edwin Shaw Rehab	63,718	119,310	\$148,608	-29,298	41,199	116,591	594,430
Interval Brotherhood Home	319,493	917,588	\$731,500	186,088	217,644	783,209	2,925,999
Mature Services	99,485	135,898	\$162,417	-26,519	50,593	151,236	649,668
Medicaid Only Contracts	1,263,864	3,022,606	\$2,715,074	307,532	143,641	2,139,526	10,860,295
Medicaid Out of County	970,141	1,635,629	\$1,345,597	290,032	441,355	1,352,298	5,382,388
Non-Medicaid Out of County	1,188	1,916	\$11,909	-9,993	355	3,805	47,636
Oriana House	362,182	800,459	\$809,020	-8,561	116,717	874,589	3,236,081
Other Programs and Professional Allocations	133,473	506,047	\$956,468	-450,421	-67,840	130,110	3,825,872
Portage Path Behavioral Health	1,253,313	2,740,581	\$2,541,825	198,756	887,152	3,044,522	10,167,300
Psycho-Diagnostic Clinic	45,300	108,718	\$95,127	13,591	0	96,103	380,509
Summit County Health District	65,281	196,150	\$202,840	-6,690	0	0	811,360
Summit County Sheriff DARE	7,242	21,725	\$21,725	0	0	21,725	86,900
Summit Psychological Associates	67,135	198,520	\$211,677	-13,157	64,631	203,968	846,708
Tarry House	103,853	244,462	\$230,233	14,229	90,020	255,631	920,933
Total Expenditures	\$8,401,169	\$20,025,395 b	\$19,579,333	\$446,062	\$4,672,654	\$18,762,196	\$78,317,331
Revenue in Excess (Deficit) of Expenditures		\$1,671,595 c				\$1,933,379	\$362,853
Fund Balance at Prior Year End		\$24,611,707				\$12,709,984	
Fund Balance Year to Date		\$26,283,302 d				\$14,643,363	

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

Start Date: 3/1/2011

End Date: 3/31/2011

Period Ending: March 31, 2011

<u>Check Number</u>	<u>Vendor Name</u>	<u>Invoice No.</u>	<u>Description</u>	<u>Inv Date</u>	<u>Check Date</u>	<u>Days</u>	<u>Invoice Amount</u>
---------------------	--------------------	--------------------	--------------------	-----------------	-------------------	-------------	-----------------------

Number of invoices: 48

Total Payments \$42,453.17

Number of payments greater than 60 days of invoice date: 0

Total Checks 40

Comments:

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

Period Ending: March 31, 2011

Start Date: 3/1/2011

End Date: 3/31/2011

<u>Check Number</u>	<u>Vendor Name</u>	<u>Invoice No.</u>	<u>Description</u>	<u>Inv Date</u>	<u>Check Date</u>	<u>Days</u>	<u>Invoice Amount</u>
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Number of invoices: 309

Total Payments \$8,067,022.30

Number of payments greater than 30 days of invoice date: 0

Total Checks 266

Comments:

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

Consolidated Balance Sheet
Period Ending: March 31, 2011

	3/31/11	3/31/10
<u>Assets</u>		
Cash in Bank	\$20,906,178	\$11,520,721
Accounts Receivable	17,809,309	17,477,369
Accounts Receivable - Cost/POS Settlements	0	0
Prepaid Expense	0	0
Agency Advances	0	0
Total Assets	\$38,715,487	\$28,998,090
<u>Liabilities</u>		
Accounts Payable	\$11,820,807	\$13,810,317
Accounts Payable - Cost/POS Settlements	0	0
Accrued Payroll	80,071	71,250
Accrued Compensatory Time Payable	13,237	13,742
Accrued Sick Leave Payable	223,296	186,854
Accrued Vacation Payable	221,317	231,157
Accrued Medicare Payable	1,137	1,012
Accrued Workers Compensation Payable	31,220	29,419
Accrued Health Insurance Payable	0	0
Accrued Life Insurance Payable	0	0
Accrued Public Employees Retirement System Payable	11,210	9,975
Unearned Income	29,890	1,001
Accrued Unemployment Payable	0	0
Total Liabilities:	\$12,432,185	\$14,354,727
<u>Equity - Fund Balance</u>		
Fund Balance Prior Year End	\$24,611,707	\$12,709,984
Current Year Net Income or Loss	1,671,595	1,933,379
Total Equity - Fund Balance:	\$26,283,302	\$14,643,363
Total Liabilities and Fund Balance:	\$38,715,487	\$28,998,090

Goal - Days Cash on Hand	60
Actual Days Cash on Hand	97
Variance	37

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
11019	House Trailer Tax	.00	5,522.77	5,522.77	.00	-5,522.77	U
TOTAL	Taxes	.00	5,522.77	17,576.67	.00	-17,576.67	
13271	Grants-State-Non Federal Funds	.00	1,991,103.91	12,010,593.81	.00	-12,010,593.81	U
13362	Other State Shared Taxes	.00	134,785.50	134,785.50	.00	-134,785.50	U
TOTAL	Intergovernmental	.00	2,125,889.41	12,145,379.31	.00	-12,145,379.31	
17062	Other Refund/Reimbursement	.00	29,939.00	73,552.73	.00	-73,552.73	U
17522	Rental/Lease of Real Property	.00	30,666.66	91,999.98	.00	-91,999.98	U
TOTAL	All Other Revenue	.00	60,605.66	165,552.71	.00	-165,552.71	
20501	Personal Services-Payroll-Pool Budg	1,710,519.00	.00	.00	.00	1,710,519.00	U
20504	Salaries-Employees	.00	114,320.30	305,137.09	.00	-305,137.09	U

TOTAL	Personal Services - Salaries	1,710,519.00	114,320.30	305,137.09	.00	1,405,381.91	
25501	Employee Benefits-Pool Budget	571,140.00	.00	.00	.00	571,140.00	U
25509	Hospital Waiver	.00	100.00	300.00	.00	-300.00	U
25542	PERS	.00	16,004.81	41,358.85	.00	-41,358.85	U
25592	Medicare	.00	1,621.49	4,177.69	.00	-4,177.69	U
25701	MMO - PPO Advantage	.00	4,678.66	13,689.08	.00	-13,689.08	U
25707	MMO - PPO Plus	.00	8,455.52	24,801.86	.00	-24,801.86	U
25708	County Provided Life Insurance	.00	25.20	74.40	.00	-74.40	U
37999	Taxable Meal Reimbursement	.00	25.54	57.97	.00	-57.97	U
TOTAL	Personal Services - Benefits	571,140.00	30,911.22	84,459.85	.00	486,680.15	
27102	Professional Services	76,180.00	10,240.00	17,110.00	42,520.00	16,550.00	U
TOTAL	Professional Services	76,180.00	10,240.00	17,110.00	42,520.00	16,550.00	
30501	Supplies-Pool Budget	46,800.00	.00	.00	.00	46,800.00	U
30503	Office Supplies	.00	-122.84	232.06	.00	-232.06	U
30508	Computer Supplies	.00	768.35	811.41	435.88	-1,247.29	U
TOTAL	Supplies	46,800.00	645.51	1,043.47	435.88	45,320.65	
37501	Travel & Expense-Pool Budget	91,248.00	.00	.00	.00	91,248.00	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
March	5	2/14/2011	2/27/2011	3/4/2011
	6	2/28/2011	3/13/2011	3/18/2011

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

Check Register for Account Number: 3345000547080

Year: 2011

Period Ending: 3/31/2011

<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>
SUMMIT COUNTY FISCAL TREASURER DIVISION				346002767f				
0053088825	2/3/2011	A177790011	001	TAX ASSESS 150 CROSS ST	67151104	2/18/2011	1,679.81	3345000547080
0053088825	2/3/2011	A177790011	001	TAX ASSESS 468 N HOWARD ST	68232546	2/18/2011	530.35	3345000547080
0053088825	2/3/2011	A177790011	001	TAX ASSESS 486 N HOWARD	68161483	2/18/2011	284.75	3345000547080
0053088825	2/3/2011	A177790011	001	TAX ASSESS 117 EDGERTON RD	68098440	2/18/2011	215.19	3345000547080
0053088825	2/3/2011	A177790011	001	TAX ASSESS 640 WOLF LEDGGES	67197625	2/18/2011	1,155.44	3345000547080
Total SUMMIT COUNTY FISCAL TREASURER DIVISION							\$3,865.54	
Total Assessments							\$3,865.54	

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: 3/31/2011

<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
ODADAS SFY2009 Cash Reconciliation	ODADAS	3/31/2011	3/25/2011

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

Starting Date: 3/1/2011

Ending Date: 3/31/2011

<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>	<u>Description</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 3/31/2011

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: March 31, 2011

Account Description	Account Number	Balance	Last Posting Date
A/R - 5AU ODMH STATE	3110000110200	86,413.00	2/28/2011
A/R - TITLE XX	3200000110200	94,983.00	1/31/2011
A/R - MH MEDICAID	3210000110200	6,152,645.50	3/31/2011
A/R - AOD MEDICAID	3220000110200	1,040,773.61	3/31/2011
A/R - WOMEN'S FEDERAL	3230000110200	144,930.00	2/28/2011
A/R - LEVY	3340000110200	9,429,977.76	3/31/2011
A/R - UMADAOP	3370000110200	24,627.00	2/28/2011
A/R - FEDERAL PCN TREATMENT ODADAS	3460000110200	155,841.00	2/28/2011
A/R - RES TRAIN	3750000110200	2,938.08	3/31/2011
A/R - ORSC	3760000110200	111,231.42	2/28/2011
A/R - PREVENTION SERVICES	3910000110200	5,595.00	2/28/2011
A/R - UNDERAGE DRINK	3990000110200	4,876.00	2/28/2011
A/R - OTHER REFUNDS/REIM	4010000110200	38,440.45	3/31/2011
A/R - CHOICE FOR RECOVERY ODADAS	4120000110200	3,847.42	3/31/2011
A/R - MH ARRA FFP MEDICAID	4210000110200	365,261.82	3/31/2011
A/R - AOD ARRA FFP MEDICAID	4220000110200	38,350.09	3/31/2011
A/R - FEDERAL PCN PREVENTION ODADAS	4460000110200	97,770.00	2/28/2011
A/R - CIRCLE FOR RECOV FED ODADAS	4490000110200	9,734.00	2/28/2011
A/R - YOUTH LED PREV FEDERAL	4770000110200	1,074.00	2/28/2011
 ACCOUNTS RECEIVABLE		\$17,809,309	

All accounts receivable have had payments posted within 90 days.

H:\CRYSTAL SSI REPORTS\AR 2.5.9 Balance Sheet.rpt
H:\CRYSTAL SSI REPORTS\AR Cash Detail Journal Entries.rpt

Printed: 5/1/2011
Printed: 5/1/2011

Summit County Alcohol, Drug Addiction and Mental Health Services Board

Cash Balance Budget Projection

Levy Period: 2009 - 2014

Revenue Receipts	2009 <u>Actual</u>	2010 <u>Actual</u>	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

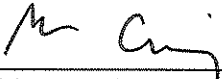
This financial forecast presents to the best of management's knowledge and belief, the ADM Board's expected results of operations for the forecast period. Accordingly, the forecast reflects management's judgment as of 5/1/11, the date of the forecast, of the expected conditions and its expected course 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.

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

MONITORING REPORT

Executive limitations Policy 2.10 Communication and Support to the Board

This is my monitoring report on your Executive Limitations policy Communication and Support to the Board, presented in accordance with your monitoring schedule. I certify that the information contained in this report is true.



Gerald A. Craig, Executive Director

5/17/11
Date

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

POLICY WORDING

1. The executive director shall not allow the board to be non-compliant with legal or contractual requirements for board approval on delegated activities of the organization, or offer such items on the Pre-Approved Actions (consent) agenda without providing the relevant monitoring assurance pertaining thereto.

EXECUTIVE DIRECTOR INTERPRETATION

I interpret "Board approval" to mean that any legal or contractual requirement that calls for a formal board resolution or a signature by the Board Chair. I interpret "without providing the relevant monitoring assurance pertaining thereto" to mean that any activities for which board approval is sought are covered under existing monitoring policies and will be addressed either in a preceding or forthcoming monitoring report.

COMPLIANCE WILL BE DEMONSTRATED WHEN:

- a) Any delegated activity for which Board approval has been sought during this monitoring period will be listed, along with a description of the activity, and the requisite policy that delegates authority to the Executive Director.
- b) Any legal or contractual requirement that calls for Board approval for activities which fall outside of the executive director's delegated authority will be placed on the agenda for Board consideration and an authorizing resolution will be solicited.

DATA:

- a) To date, there has been one activity for which the Board's approval was required. On May 6th, 2011, the ADM Board submitted an Intended Use Plan and Budget to receive and disburse funding to Community Support Services, and to monitor their compliance with the Project for Assistance in Transition from Homelessness (PATH) program. This application is attached.
- b) There have been no other activities for which board approval has been requested.

I REPORT COMPLIANCE

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

MONITORING REPORT

Executive limitations Policy 2.10 Communication and Support to the Board

POLICY WORDING

2. The executive director shall not communicate substantive governance information to an individual or segment of the board except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.

EXECUTIVE DIRECTOR INTERPRETATION

I interpret this policy to mean that the executive director shall only communicate governance information with individual board members for purposes of education or clarification of information, and not in an attempt to wield influence over individual members regarding policy content. I further interpret this policy to prohibit responding to individual requests that could have either the effect or perception of undermining principles of board holism.

COMPLIANCE WILL BE DEMONSTRATED WHEN:

- a) Communication from and to individual board members that may have wider policy implications will be shared with the whole board, and not just with individual board members.

DATA:

- a) There have been a handful of situations where a board member has requested information or sought clarification on an issue that I sent the response to the full board in order to maintain principles of holism.

I REPORT COMPLIANCE

POLICY WORDING

3. The executive director shall not cause the board to operate without appropriate mechanisms and support for official board, officer or committee communications.

EXECUTIVE DIRECTOR INTERPRETATION

The executive director and staff are to provide routine mechanisms for official communications such as meeting notification and scheduling, mailings and email communications. In addition, the executive director and staff are to provide non-routine communication mechanisms in response to identified communication needs as requested by the board.

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

MONITORING REPORT

Executive limitations Policy 2.10 Communication and Support to the Board

COMPLIANCE WILL BE DEMONSTRATED WHEN:

- a) The executive director and staff provide routine communication mechanisms such as email notifications and updates, mailings of board meeting information packets, distribution of information at board meetings, other mail and email communications to board members and governance committee members.

DATA:

- a) Staff provides routine communication to the public of scheduled meetings and other information that the Board requests be disseminated. The executive director provides a calendar of upcoming meetings in his weekly newsletter to the Board.

I REPORT COMPLIANCE

(I request board member feedback in order to meet board expectations regarding this policy.)

POLICY WORDING

- 4. The executive director shall not present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

EXECUTIVE DIRECTOR INTERPRETATION

I interpret this policy to mean that communication to the Board should allow the Board to easily read and understand the information and the purpose for which it is communicated.

COMPLIANCE WILL BE DEMONSTRATED WHEN:

- a) Feedback is sought by the Executive Director and changes are made to information to improve clarity.
- b) The Board receives a weekly update on information needed for decision preparation.
- c) The Board receives timely information to assist in monitoring policies.
- d) The Board receives notification of events through email broadcasts to keep them aware of media coverage, potential looming problems, or general “need to know” information.

DATA:

- a) I have requested feedback at board meetings and through email and made suggested changes to improve presentation of monitoring information and to improve the process.
- b) The Board receives a weekly newsletter that provides information about my activities, and provides some education around issues such as funding, priorities, and services within our system to assist in decision preparation.
- c) Monitoring reports are sent out in a timely fashion, with a focus on data rather than declarations to support compliance.

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

MONITORING REPORT

Executive limitations Policy 2.10 Communication and Support to the Board

- d) The Board receives notification of events through email broadcast to keep them aware of media coverage, potential looming problems, or general “need to know” information.

I REPORT COMPLIANCE

POLICY WORDING

5. The executive director shall not deny the board access to, or fail to fully inform the board of the range of relevant perspectives, including staff and external viewpoints, as needed for fully informed board choices.

EXECUTIVE DIRECTOR INTERPRETATION

I interpret this policy to mean that I will facilitate access to a broad spectrum of stakeholders and perspectives as requested, and suggest others that may not occur to the Board that would allow them to have a broad range of relevant perspectives and to minimize bias that favors one perspective over another.

COMPLIANCE WILL BE DEMONSTRATED WHEN:

- a) All board requests for stakeholder input are met.
b) The Executive Director suggests or provides opportunities for broader perspectives in presentations as requested.

DATA:

- a) The public forums currently being arranged have a broad spectrum of stakeholders.
b) Two presentations this past year were arranged by the executive director to bring in external perspectives:
 a. OACBHA presentation on federal healthcare reform as part of Board Training
 b. Presentation by John Ellis from Lorain ADAS Board to AoD Standing Committee on Medication Assisted Treatment was provided in July of 2010.

I REPORT COMPLIANCE

POLICY WORDING

6. The executive director shall not let the board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, material external and internal changes, and particularly changes in the assumptions upon which any board policy has been established.

EXECUTIVE DIRECTOR INTERPRETATION

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

MONITORING REPORT

Executive limitations Policy 2.10 Communication and Support to the Board

I interpret this policy to mean that the executive director shall keep the Board informed of trends, media coverage involving the agency or its providers, and any information about internal or external changes that may create a change in business practices affecting the Board, its staff or providers, and the larger community.

COMPLIANCE WILL BE DEMONSTRATED WHEN:

- a) There is evidence that the Executive Director or agency staff has provided notification to the Board of media coverage.
- b) There is evidence that the Executive Director provides information to the Board about internal or external changes that may create a change in business practices.
- c) There is evidence that the executive director has provided notice to the Board about any threatened or pending litigation.

DATA:

- a) The Manager of Community Relations sends out monthly media reports, and the Executive Director notifies the Board of his contact with the media (via email) as it occurs.
- b) The Executive Director provides a weekly summary of activities and issues (Craig's List Newsletter), many of which highlight external or internal changes that may have an impact on business practices.
- c) Documentation of such notification to the Board is available for direct inspection.

I REPORT COMPLIANCE

POLICY WORDING

- 7. The executive director shall not let the board be unaware of potential non-compliance with its own policies on Board Process and Board-Management Connection, particularly in the case of board behavior which is detrimental to the work relationship between the board and the Executive Director.

EXECUTIVE DIRECTOR INTERPRETATION

I interpret this policy to mean that the executive director will provide formal (in governance meetings) and informal feedback (via phone or email) to the Board when behavior or activities are observed that may potentially compromise either board policies or principles of policy governance (e.g. board holism, means vs. ends-related discussion, etc.).

COMPLIANCE WILL BE DEMONSTRATED WHEN:

- a) There is documentation that demonstrates the executive director's notification of potential noncompliance with its own policies.
- b) The Executive Director takes advantage of opportunities to engage the Board in discussion about the relationship between the Board and the Executive Director.

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

MONITORING REPORT

Executive limitations Policy 2.10 Communication and Support to the Board

DATA:

- a) Email documentation of relevant notifications to the Governance Chair is available for direct inspection.
- b) The executive director fully engages in discussions about policies and the Board-Management connection in the Ad Hoc Policy Governance Meeting, as well as in the Board of Directors meeting.

I REPORT COMPLIANCE

POLICY WORDING

- 8. The executive director shall not let the board be unaware of an actual or anticipated noncompliance with any policy of the board as soon as possible; in the case of noncompliance that could significantly impact the ability to meet organizational Ends, as soon as it is discovered.

EXECUTIVE DIRECTOR INTERPRETATION

I interpret this policy to mean that the executive director is responsible for notifying the Board either formally (during meetings) or informally (via phone, personal conversations or email) when policies are no longer valid (e.g. changes in law or regulations) or when adherence to the policy would not enable or severely compromise the organization's ability to achieve its ends.

COMPLIANCE WILL BE DEMONSTRATED WHEN:

- a) There is evidence via email or through meeting minutes of such notifications of actual or anticipated noncompliance.

DATA:

- a) There are no incidents of which I am aware of noncompliance with policies that have not been discussed in open meetings. There have been numerous public discussions in an effort to interpret policies and gauge their impact on Ends, with the heaviest focus on board composition and conflict of interest policies. These are documented in minutes.

I REPORT COMPLIANCE

POLICY WORDING

- 9. The executive director shall not neglect to submit monitoring data required by the board (see policy on Monitoring Executive Director Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.

EXECUTIVE DIRECTOR INTERPRETATION

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

MONITORING REPORT

Executive limitations Policy 2.10 Communication and Support to the Board

I interpret this policy to mean that the executive director will submit monitoring data that provides a reasonable level of assurance to the Board of Directors that policies are interpreted reasonably and data is provided to support compliance. These reports will be submitted in accordance with the monitoring schedule, and data that demonstrates compliance will be verifiable and presented in a way that can be reasonably understood.

COMPLIANCE WILL BE DEMONSTRATED WHEN:

- a) The executive director has submitted monitoring reports on time.
- b) The Board has received satisfactory monitoring data in accordance with the schedule or as part of a plan of correction when the data is not provided/available with the monitoring report.
- c) Monitoring Reports are understandable and easy for board members to read and interpret.

DATA:

- a) The executive director has submitted monitoring reports on time, as documented in emails to the Board.
- b) I have provided available data in accordance with the schedule, and developed and submitted data demonstrating compliance in accordance with specified timelines to correct areas of noncompliance.
- c) There has been ongoing discussion about the Monitoring Reports' readability and ease of management with the Board of Directors. While there are some problems identified, we continue to modify the process to improve the readability and enable board members to interpret the data. Continued feedback will be sought.

I REPORT COMPLIANCE

POLICY WORDING

Global Policy Statement: The Executive Director shall not permit the board to be uninformed or unsupported in its work.

EXECUTIVE DIRECTOR INTERPRETATION

Compliance with the global policy statement will be demonstrated when there is substantial compliance with the preceding policies.

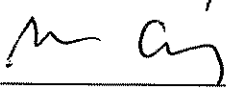
I REPORT COMPLIANCE

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

MONITORING REPORT

Ends Policy 1.0 Global Ends

This is my **REVISED** 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, Executive Director

5/17/11
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:

Addictions:

- 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.

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

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