

BOARD OF DIRECTORS' MEETING

**Minutes of June 28, 2011 Meeting
(FINAL, approved July 26, 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., Rose Juriga, Gordon Keaton, Bob Lanier (newly installed), Linda L. Marcum, Patrick A. McGown, Phillip J. Montgomery, David J. Peter, M.D., Susan Baker Ross, Esq., Jules F. Sauvageot, Christine C. Yuhasz

Board Members Absent: Robert C. Schwartz, Ph.D. (excused)

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

Other Interested Parties Present: Laura Kidd, Mature Services; Rev. Byron Arledge, Pastoral Counseling; Dave Nelson, family advocate, Dale Marcum, Fred Frese, Ph.D., Recovery Project; Darryl Brake, Summit County Community Partnership

I. Call to Order:

Board Governance Chair (hereafter referred to as "Chair") Dawn Jones called the meeting to order at 5:35 p.m.

Chair Jones introduced Judge Thomas J. Teodosio, who administered the Oath of Office to new Board Member, Bob Lanier, appointee of County Executive Russell M. Pry. Judge Teodosio acknowledged the work the Board does in the community and expressed his thanks.

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 May 31, 2011, Board Meeting. After review,

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

To approve the Minutes of the May 31, 2011, Board Meeting, as presented, with one requested change to Minutes of the Audit Committee.

VOTE: Yes – All

RESOLUTION: 06-11-01

B. Comments from the Public

Chair Jones called for comments from the public. There were no comments.

V. Ownership Linkage & Accountability

A. Chair Report – Provider Input Forum

Chair Jones mentioned that the Board had been notified that Dr. Mark Munetz' mother had passed away that morning, and also Dr. Janice Wade's mother had passed away recently. She extended the Board's condolences to their respective families.

Chair Jones called attention to the handout regarding trends reported at the Provider Input Forum held June 14th.

Discussion continued regarding the merits of the Provider Input Forum and the need to continue the process to gather input from consumers and advocacy groups. Ms. Jones reported that the ad hoc Policy Governance® Committee had discussed various groups to include in the next phase and how to determine levy millage for the next levy cycle.

A process to keep the Board informed on various topics was also discussed. Chair Jones commented that a common theme heard at the Forum was the number of court-involved clients agencies are seeing. She suggested it might be worthwhile to invite those who work with the specialty court dockets to provide an overview of their respective program and trends to the Board.

Other topics were discussed, including a concern for the number of young people involved in the addictions system at a younger age, and the need to address services for them, in addition to adults. Mr. Crum stated that the Board had previously planned to fund services to youth as part of the levy plan. Members agreed that in the upcoming levy cycle, the Board would need to pay attention to services to youth.

Mr. McGown suggested training regarding co-occurring disorders and felt the Board would benefit from knowing about treatment models used by agency providers.

Mr. McGown suggested that the Board set aside time at Board meetings on a regular basis to hear from consumers. Board members agreed.

There was a suggestion that was endorsed by several board members to hold a follow up Community Forum in one year. Mr. Craig pointed out various stakeholder suggestions, and reiterated the Board's intent to hold other forums to get a broader view beyond system providers. Board members discussed options available, including the possibility of moving up the follow-up time frame next spring to mid-May, while still in the school year.

Chair Jones inquired about the possibility of inviting a speaker to attend the July Board meeting. She suggested the courts and specialty dockets, the Sheriff, and possibly a September forum with consumer groups that may need to be extended into the October meeting.

After a call for comments and suggestions from all, it was agreed that the Board would provide guidance to Mr. Craig to arrange speakers and information on potential topics and presenters.

B. Committee Reports

i. Ad hoc Policy Governance® - See minutes.

ii. Levy Committee

Committee Chair, Susan Baker Ross, reported that the committee met on June 27th and developed a mission statement as follows:

The mission of the ADM Levy Committee is to assist the ADM Board of Directors with strategic planning, review, analysis and recommendations regarding services, and budget needs in our community, in keeping with Global Ends Policy 1.0, so as to ensure passage of a relevant and necessary levy millage in November, 2013.

Mr. Montgomery commented that including the date would be a good idea, and that the mission statement should include a connection between the Levy Committee and the 501(c)(4) ADM Levy Support Committee.

Discussion continued concerning the mission statement.

A MOTION was then made by Dawn Jones, SECONDED by David Martin,

That the Board of Directors approve the Mission Statement of the ADM Levy Committee as follows:

“The mission of the ADM Levy Committee is to work in conjunction with the ADM Levy Support Committee, to assist the ADM Board of Directors with strategic planning, review, analysis and recommendations regarding services and budget needs in our community, in keeping with Global Ends Policy 1.0, so as to ensure passage of a relevant and necessary levy millage in November, 2013.”

VOTE: Yes – All

RESOLUTION: 06-11-02

Ms. Ross also reported that the committee will review the Forum trends and work with the ADM Levy Support Committee to discuss a levy timeline and respective roles. She added that the Board might want to consider whether it should consider the levy in Spring 2013 rather than Fall due to the economy. The Board will need to consider input from the County Executive, consider levy costs for an earlier ballot issue, and when to bring in a consultant.

Ms. Ross added that there was a discussion at the committee meeting about ADM Board marketing efforts. Mr. Craig replied that the Board’s public relations campaign is ongoing and that the ADM Board recently participated in the 2011 Collaborative Poll of Summit County. Ms. Sonnhalter will present the results at the next levy committee meeting.

iii. Ad hoc Executive Director Contract Committee

Committee Chair Christine Yuhasz reported that the committee had drafted a contract and shared with Mr. Craig for review.

iv. Audit Committee

Committee Chair Phillip Montgomery called attention to the two sets of minutes provided. He reported that the committee had developed a Mission Statement as follows:

The Mission of the ADM Board’s Audit Committee is to determine and facilitate the audit requirements and direct inspection monitoring activities of the agency. Additionally, the Audit Committee will act as the oversight body of the ADM Board’s Whistleblower Policy.

A discussion ensued regarding internal and external audits, both fiscal and programmatic. The need to develop a “Whistleblower Policy” process was also reviewed. The committee

will secure information from an organization called “Red Flags” regarding their whistleblower-related services and explore a possible contract. The Audit Committee will next meet on July 21st at 8:15 a.m.

After discussion, a MOTION was made by Christine Yuhasz and SECONDED by Gordon Keaton,

That the Board of Directors approve the Mission Statement of ADM Audit Committee as follows:

The Mission of the ADM Board’s Audit Committee is to determine and facilitate the audit requirements and direct inspection monitoring activities of the agency. Additionally, the Audit Committee will act as the oversight body of the ADM Board’s Whistleblower Policy.

VOTE: Yes – All

RESOLUTION: 06-11-03

C. Review Policy 3.3, Board Members’ Code of Conduct (returned from Committee)

Committee Chair Dawn Jones reported on the addition of the listing of “family members” in item 2.b., which corresponds to ORC Chapter 340.02. She also reported on research she and Susan Baker Ross had done concerning a “public contract” as referenced in Item 6. After review of several verbal descriptions,

A MOTION was made by David Martin, and SECONDED by Phillip Montgomery,

That the ADM Board of Directors approve:

- i. The ADDITION to Item 2.b. of Policy 3.3 of the wording “(member’s spouse, child, parent, brother, sister, step-parent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law)”**, and
- ii. The ADDITION to Item 6 of Policy 3.3 of the wording “as defined in Ohio Revised Code §2921.42 (I)(1).”**

VOTE: Yes – All

RESOLUTION: 06-11-04

D. Review Policy 3.6, Board Committee Development & Structure

Committee Chair Jones explained that Policy Governance® consultant Eric Craymer had been contacted regarding clarification of language in Item 4. After discussion,

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

That the ADM Board of Directors approve amendment of Policy 3.6, Item 4, by deleting sentence two in its entirety, and adding the following language: “Therefore, the board shall not delegate final authority to any committee.”

VOTE: Yes – All

RESOLUTION: 06-11-05

Committee Chair Jones reported that, per Audit Committee request, the ad hoc Governance Committee had reviewed Item 8 and 10. The Committee recommended no changes to Item 8, but recommended additional language to Item 10 regarding the term of office for committee chairs. After review by the board,

A MOTION was made by Gordon Keaton, and SECONDED by Susan Baker Ross,

That the ADM Board of Directors approve the ADDITION of language to Item 10 of Policy 3.8, as follows: “The committee chair will serve a one (1) year term to expire December 31st of that calendar year.”

VOTE: Yes – All

RESOLUTION: 06-11-06

E. Direct Inspection

Chair Jones explained that the Board reviews Policies on a regular schedule to determine if modifications are needed. Mr. Montgomery commented on pushing direct inspections back to the audit committee to review. With that suggestion, the following Policies were referred back to the Audit Committee for review:

- i. Policy 3.3, *Board Member’s Code of Conduct*
- ii. Policy 3.8, *Cost of Governance*
- iii. Policy 3.12, *Expense Reimbursement* (Review TABLED from May)
- iv. Policy 3.10, *Member Indemnification*

F. Review Berroteran Proposal (TABLED from May meeting)

Chair Jones pointed out that the utilization of Mr. Berroteran’s services could assist the Board in raising levy funds and marketing to northern Summit County.

Ms. Yuhasz questioned procurement requirements for a contract and cautioned that if any, the Board would not be able to address the proposal until that information was available.

Discussion continued.

Mr. Craig explained that the ADM Board staff has not identified what will need to be accomplished with a consultant. He added that the Board and ADM director should first determine the scope of a consulting service, and develop a Request For Proposal (RFP) accordingly. Mr. Crum expressed that the proposal’s scope was very thin and the Board couldn’t get a feel for what return or accomplishment it would receive for the cost, and questioned how reports would be made and how the money would be spent. He added that if the Board goes out for bids, the proposal has to be in greater detail.

The proposal was TABLED for further review and Ms Jones indicated that she would contact Mr. Berroteran to explain the decision.

VI. Assurance of Successful CEO Performance

A. Receipt of Monitoring Reports

i. Policy 2.5, *Financial Conditions and Activities*

Mr. Craig acknowledged the Board member comment regarding payroll obligations and explained that since Payroll was a county process, there was little that the ADM Board staff would do that could impede payroll. A statement to that effect will be made in future monitoring reports.

After further review, a MOTION was made by Phillip Montgomery, SECONDED by David Martin,

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: 06-11-07

Mr. Craig also reported that he had requested through the ad hoc Policy Governance Committee a recommendation to delay submission of Policy 2.4, *Financial Planning/Budgeting*, in the Monitoring Report schedule. This would allow the report to be generated after the budget was developed. The board acknowledged this change in the monitoring schedule as proposed by Mr. Craig.

B. New Operational Concerns

Chair Jones reminded the Board that the required annual Board training would be held on August 30th.

VII. Board Self-Assessment Against Board Means

Mr. Montgomery commented positively to the Board’s adaptation to Policy Governance®.

VIII. Announcements

Chair Jones announced that this was the final meeting for Board member Gordon Keaton. On behalf of the Board, she presented him with a plaque and thanked Mr. Keaton for his service and support of the Board.

Ms. Juriga addressed the Board concerning her involvement in activities that might pose a conflict of interest for her. She explained that in her role as director of the Tri-County Independent Living Center, she has concerns about a supported housing program being developed by Community Support Services. She stated that she was exploring options to potentially block the development on the grounds that the planned housing may violate Olmstead. If circumstances warrant, she would inform the Board of any potential conflict of interest with her position as an ADM Board member.

Discussion ensued regarding Ms. Juriga’s position. Chair Jones explained that it might be a good idea to seek a Prosecutor’s Opinion on any possible conflict.

Chair Jones called for other announcements. Board members were reminded to return signed receipts for the Ohio Ethics Law and Related Statues booklets and return same to Mr. Craig.

IX. Adjournment

There being nothing additional to come before the Board, Chair Jones adjourned the meeting at 7:00 p.m.

X. Next Meeting Scheduled:

Tuesday, July 26, 2011 – 5:30 PM to 7:30 PM
Akron Metropolitan Housing Authority Multi-Purpose Room
100 West Cedar Street, 1st Floor, Akron, Ohio 44307

**Minutes
as approved at 7/26/11
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: April 30, 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 four months of 2011, total accrued revenue was \$28,819,426 (a) with total accrued expense of \$26,175,989 (b). The resulting revenue in excess of expenditures \$2,643,437 (c) increased the fund balance from the prior fiscal year from \$24,611,707 to \$27,255,144 (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: April 30, 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 4/1 – 4/30/2011 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: April 30, 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 4/1 – 4/30/11 was produced indicating that there were two all agency contractual obligations for which a complete and accurate invoice or remittance advice (MACSIS claims) were received have been paid after 30 calendar days of invoice receipt. Other information was needed outside of the invoice to process the payments. Once that information was obtained, the invoices were paid. 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.

**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: April 30, 2011**

EXECUTIVE DIRECTOR INTERPRETATION

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

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MENTAL HEALTH SERVICES (ADM) BOARD**

MONITORING REPORT

**Executive limitations Policy 2.5 Financial Condition and Activities
For the Period Ending: April 30, 2011**

according to the schedule established (including any valid extensions that may be granted) by the governmental 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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MENTAL HEALTH SERVICES (ADM) BOARD**

MONITORING REPORT

**Executive limitations Policy 2.5 Financial Condition and Activities
For the Period Ending: April 30, 2011**

Attached is a report for the period 4/1 – 4/30/2011 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.

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MONITORING REPORT

Executive limitations Policy 2.5 Financial Condition and Activities

For the Period Ending: April 30, 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: April 30, 2011

	April 2011	Activity YTD	Budget YTD	Variance	April 2010	Prior YTD Actual 2010	Budget - Annual 2011
Revenue							
County Levy	\$3,189,342	\$12,767,503	\$12,757,367	\$10,136	\$3,192,902	\$12,771,608	\$38,272,102
Federal Medicaid	2,270,904	9,252,194	\$7,679,162	1,573,032	2,344,343	8,652,885	23,037,486
Federal ODADAS	270,856	1,004,036	\$1,139,539	-135,503	287,982	1,153,432	3,418,616
Federal ODMH	65,132	331,800	\$327,476	4,324	133,318	343,276	982,427
Federal Other	50,409	198,130	\$120,452	77,678	30,220	90,505	361,356
Local Non-Levy	60,827	215,291	\$231,236	-15,945	55,186	195,725	693,708
State ODADAS	167,402	1,000,235	\$552,519	447,716	146,634	595,772	1,657,557
State ODMH	1,047,564	4,050,237	\$3,418,977	631,260	963,874	4,046,831	10,256,932
Total Revenue	\$7,122,436	\$28,819,426 a	\$26,226,728	\$2,592,698	\$7,154,459	\$27,850,034	\$78,680,184
Expenditures							
Administration - Board	\$185,442	\$816,169	\$939,622	-\$123,453	\$200,200	\$771,184	\$2,818,865
Akron Community Development Assn.	\$15,666	\$40,210	\$31,333	8,877	\$29,245	\$29,245	\$94,000
Akron Health Department	1,308	-3,276	\$0	-3,276	96,430	321,112	0
Akron UMADAOP	85,590	421,943	\$435,193	-13,250	-33,670	404,194	1,305,578
Blick Clinic	186,178	508,385	\$583,838	-75,453	117,112	586,129	1,751,515
Child Guidance & Family Solutions	533,980	2,873,863	\$3,140,002	-266,139	48,950	2,369,205	9,420,007
Choices	22,798	91,193	\$91,193	0	22,798	91,193	273,579
Community Health Center	763,179	2,657,443	\$2,156,697	500,746	212,414	2,037,520	6,470,090
Community Support Network Summit	-84,871	903	\$0	903	7,104	337,993	0
Community Support Services	855,178	4,520,462	\$5,131,952	-611,490	907,095	4,235,846	15,395,857
East Akron Community House	4,314	17,252	\$17,254	-2	4,314	17,254	51,761
Edwin Shaw Rehab	31,888	151,198	\$198,143	-46,945	34,984	151,575	594,430
Interval Brotherhood Home	456,565	1,374,153	\$975,333	398,820	0	783,209	2,925,999
Mature Services	60,998	196,896	\$216,556	-19,660	43,921	195,157	649,668
Medicaid Only Contracts	1,849,781	4,872,388	\$3,620,098	1,252,290	1,029,223	3,168,749	10,860,295
Medicaid Out of County	384,181	2,019,811	\$1,794,129	225,682	984,263	2,336,560	5,382,388
Non-Medicaid Out of County	0	1,916	\$15,879	-13,963	201	4,005	47,636
Oriana House	12,768	813,227	\$1,078,694	-265,467	218,092	1,092,682	3,236,081
Other Programs and Professional Allocations	96,458	602,505	\$1,275,291	-672,786	84,702	214,812	3,825,872
Portage Path Behavioral Health	472,939	3,213,520	\$3,389,100	-175,580	545,165	3,589,688	10,167,300
Psycho-Diagnostic Clinic	18,118	126,836	\$126,836	0	96,103	192,205	380,509
Summit County Health District	65,281	261,431	\$270,453	-9,022	0	0	811,360
Summit County Sheriff DARE	7,242	28,967	\$28,967	0	24,725	43,450	86,900
Summit Psychological Associates	45,307	243,827	\$282,236	-38,409	54,960	258,928	846,708
Tarry House	80,305	324,767	\$306,978	17,789	68,917	324,548	920,933
Total Expenditures	\$6,150,593	\$26,175,989 b	\$26,105,777	\$70,212	\$4,797,248	\$23,556,443	\$78,317,331
Revenue in Excess (Deficit) of Expenditures		\$2,643,437 c				\$4,293,591	\$362,853
Fund Balance at Prior Year End		\$24,611,707				\$12,709,984	
Fund Balance Year to Date		\$27,255,144 d				\$17,003,575	

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

Start Date: 4/1/2011

End Date: 4/30/2011

Period Ending: 4/30/2011

<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: 41

Total Payments	<u>\$36,127.47</u>
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Number of payments greater than 60 days of invoice date: 0

Total Checks	<u>31</u>
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Comments:

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

Period Ending: 4/30/2011

Start Date: 4/1/2011

End Date: 4/30/2011

<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>
0053103114	WOMENSAFE	RA22811	OOCTY MATCH RA222 22811	2/28/2011	4/15/2011	46	52.42
0053103114	WOMENSAFE	RA22811	OOCTY MH ARRA RA222 22811	2/28/2011	4/15/2011	46	12.94
0053103114	WOMENSAFE	RA22811	OOCTY MH FFP RA222 22811	2/28/2011	4/15/2011	46	114.64
0053101035	SUMMIT PSYCHOLOGICAL ASSOCIATES	JK2/3/11	PRE-SENTENCE EVALS INV 3/4/11	3/4/2011	4/7/2011	34	550.00

Number of invoices: 240

Total Payments \$5,145,301.35

Number of payments greater than 30 days of invoice date: 2

Total Checks 232

Comments: Womensafe delayed for IRS W-9
Summit Psychological Associates delayed for Court review

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

Consolidated Balance Sheet
Period Ending: April 30, 2011

	4/30/11	4/30/10
<u>Assets</u>		
Cash in Bank	\$37,407,004	\$27,057,648
Accounts Receivable	8,589,323	7,782,256
Accounts Receivable - Cost/POS Settlements	0	0
Prepaid Expense	0	0
Agency Advances	0	0
Total Assets	\$45,996,327	\$34,839,904
<u>Liabilities</u>		
Accounts Payable	\$12,659,102	\$11,749,107
Accounts Payable - Cost/POS Settlements	0	0
Accrued Payroll	28,597	27,404
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	406	389
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	4,004	3,837
Unearned Income	5,560,004	5,594,420
Accrued Unemployment Payable	0	0
Total Liabilities:	\$18,741,183	\$17,836,329
<u>Equity - Fund Balance</u>		
Fund Balance Prior Year End	\$24,611,707	\$12,709,984
Current Year Net Income or Loss	2,643,437	4,293,591
Total Equity - Fund Balance:	\$27,255,144	\$17,003,575
Total Liabilities and Fund Balance:	\$45,996,327	\$34,839,904

Goal - Days Cash on Hand	60
Actual Days Cash on Hand	174
Variance	114

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	15,838,453.83	15,850,507.73	.00	-15,850,507.73	U
11019	House Trailer Tax	.00	.00	5,522.77	.00	-5,522.77	U
TOTAL	Taxes	.00	15,838,453.83	15,856,030.50	.00	-15,856,030.50	
13271	Grants-State-Non Federal Funds	.00	6,009,587.05	18,020,180.86	.00	-18,020,180.86	U
13362	Other State Shared Taxes	.00	.00	134,785.50	.00	-134,785.50	U
TOTAL	Intergovernmental	.00	6,009,587.05	18,154,966.36	.00	-18,154,966.36	
17062	Other Refund/Reimbursement	.00	22,678.99	96,231.72	.00	-96,231.72	U
17522	Rental/Lease of Real Property	.00	30,666.66	122,666.64	.00	-122,666.64	U
TOTAL	All Other Revenue	.00	53,345.65	218,898.36	.00	-218,898.36	
20501	Personal Services-Payroll-Pool Budg	1,710,519.00	.00	.00	.00	1,710,519.00	U
20504	Salaries-Employees	.00	171,580.80	476,717.89	.00	-476,717.89	U
TOTAL	Personal Services - Salaries	1,710,519.00	171,580.80	476,717.89	.00	1,233,801.11	
25501	Employee Benefits-Pool Budget	571,140.00	.00	.00	.00	571,140.00	U
25509	Hospital Waiver	.00	100.00	400.00	.00	-400.00	U
25542	PERS	.00	24,021.27	65,380.12	.00	-65,380.12	U
25592	Medicare	.00	2,430.91	6,608.60	.00	-6,608.60	U
25701	MMO - PPO Advantage	.00	8,329.51	22,018.59	.00	-22,018.59	U
25707	MMO - PPO Plus	.00	12,683.28	37,485.14	.00	-37,485.14	U
25708	County Provided Life Insurance	.00	25.20	99.60	.00	-99.60	U
37999	Taxable Meal Reimbursement	.00	.00	57.97	.00	-57.97	U
TOTAL	Personal Services - Benefits	571,140.00	47,590.17	132,050.02	.00	439,089.98	
27102	Professional Services	76,180.00	6,240.00	23,350.00	36,280.00	16,550.00	U
TOTAL	Professional Services	76,180.00	6,240.00	23,350.00	36,280.00	16,550.00	
30501	Supplies-Pool Budget	46,800.00	.00	.00	.00	46,800.00	U
30503	Office Supplies	.00	.00	232.06	2,500.00	-2,732.06	U
30508	Computer Supplies	.00	43.06	854.47	602.42	-1,456.89	U
TOTAL	Supplies	46,800.00	43.06	1,086.53	3,102.42	42,611.05	
37501	Travel & Expense-Pool Budget	91,248.00	.00	.00	.00	91,248.00	U

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

Check Register for Account Number: 3345000547080

Year: 2011

Period Ending: 4/30/2011

<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: 4/30/2011

<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: 4/1/2011

Ending Date: 4/30/2011

<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 4/30/2011

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: April 30, 2011

Account Description	Account Number	Balance	Last Posting Date
A/R - 5AU ODMH STATE	3110000110200	115,217.00	2/28/2011
A/R - EARLY CHILDHOOD MH ODMH	3120000110200	4,819.00	3/31/2011
A/R - GRF 404/ABC ODMH	3160000110200	46,675.00	4/30/2011
A/R - TITLE XX	3200000110200	106,865.00	1/31/2011
A/R - MH MEDICAID	3210000110200	6,135,923.85	4/30/2011
A/R - AOD MEDICAID	3220000110200	993,953.25	4/30/2011
A/R - WOMEN'S FEDERAL	3230000110200	179,462.00	4/30/2011
A/R - LEVY	3340000110200	25,320.03	4/30/2011
A/R - HOMELESS	3360000110200	11,390.00	3/31/2011
A/R - UMADAOP	3370000110200	28,569.00	4/30/2011
A/R - CCOE JAIL DIVERSION	3380000110200	15,833.00	3/31/2011
A/R - FEDERAL PCN TREATMENT ODADAS	3460000110200	282,498.00	2/28/2011
A/R - RES TRAIN	3750000110200	2,938.08	4/30/2011
A/R - ORSC	3760000110200	123,626.36	4/30/2011
A/R - PREVENTION SERVICES	3910000110200	6,490.00	4/30/2011
A/R - UNDERAGE DRINK	3990000110200	5,657.00	4/30/2011
A/R - OTHER REFUNDS/REIM	4010000110200	45,921.66	4/30/2011
A/R - CHOICE FOR RECOVERY ODADAS	4120000110200	3,847.42	4/30/2011
A/R - MH ARRA FFP MEDICAID	4210000110200	295,997.48	4/30/2011
A/R - AOD ARRA FFP MEDICAID	4220000110200	32,153.88	4/30/2011
A/R - FEDERAL PCN PREVENTION ODADAS	4460000110200	113,414.00	4/30/2011
A/R - CIRCLE FOR RECOV FED ODADAS	4490000110200	11,504.00	4/30/2011
A/R - YOUTH LED PREV FEDERAL	4770000110200	1,248.00	4/30/2011
 ACCOUNTS RECEIVABLE		\$8,589,323	

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: 5/17/2011
Printed: 5/17/2011

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	\$ 38,091,629	\$ 37,414,408	\$ 37,054,853	\$ 36,695,297
Total Revenue Receipts	<u>81,925,162</u>	<u>83,525,016</u>	<u>79,094,893</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>\$ (377,759)</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	\$ 27,709,635	\$ 24,153,995	\$ 19,458,270
Net Cash Income or <Loss>	\$ 12,207,906	\$ 10,577,499	\$ (377,759)	\$ (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>\$ 27,709,635</u>	<u>\$ 24,153,995</u>	<u>\$ 19,458,270</u>	<u>\$ 14,077,170</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	\$ 14,464,193	\$ 10,742,161	\$ 5,964,954	\$ 501,441

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.