

Board of Directors' Regular Monthly Meeting
Via ZOOM Conference
Minutes of April 28, 2020
FINAL

Board Members Present: John M. Williams, Chair; Elizabeth A. England, Vice Chair; Todd M. Ivan, M.D., Secretary; Lucas M. Blower, Roula Braidy, Vivianne Duffrin, Daniel R. Flowers, Peter Goheen, Margaret J. Halter, Ph.D., Rev. Russell T. Ham, Christine Myers, Joseph P. Saporito, Irving B. Sugerman, André Thornton, Jr. (all attending and participating via ZOOM video/audio conference)

Board Members Absent: None

ADM Board Staff Present: Jerry Craig, Executive Director; Chrissy Gashash; Carrie Marceric; Jen Peveich; Doug Smith, M.D.; Aimee Wade; Nick Veauthier; Fran Rudell (all attending and participating via ZOOM video/audio conference)

Other Parties Present: Tracy Yaeger, Ph.D.; Portage Path Behavioral Health; Dawn Glenny, Greenleaf Family Center; Tammy Jensen, Oriana House; Chris West, North Coast Community Homes; Jackie Kautenberger, CHC Addiction Services (all attending via ZOOM video/audio conference).

I. Call to Order

With a quorum present, Board Chair John Williams (hereinafter “Chair Williams”) called the meeting to order at 5:31 pm, noting that this was the Board’s first meeting held by virtual media.

Chair noted need to amend Agenda. MOTION offered by Daniel Flowers; SECOND by Christine Myers,

That the ADM Board of Directors amend the April 28, 2020, meeting agenda to cancel scheduled Item VII.B.2, “Executive Session to discuss the appointment and compensation of a public employee.”

VOTE: Yes – ALL (individual roll call vote taken by Secretary Todd Ivan) **RESOLUTION: 04-20-01**

II. Review/approve minutes

After review, MOTION by André Thornton, Jr., SECOND by Elizabeth England

That the ADM Board of Directors approve the minutes of the February 25, 2020, regular meeting of the Board of Directors, as presented.

VOTE: Yes – ALL (individual roll call vote taken by Secretary Todd Ivan) **RESOLUTION: 04-20-02**

Additionally, after review, MOTION by Elizabeth England, SECOND by André Thornton, Jr.,

That the ADM Board of Directors approve the minutes of the March 2, 2020, special meeting of the Board of Directors, as presented.

VOTE: Yes – ALL (individual roll call vote taken by Secretary Todd Ivan) **RESOLUTION: 04-20-03**

III. Ownership Linkage & Accountability

A. Chair Report – John Williams

- *Diversity on Board* program was acknowledged. No members were in attendance but will

be welcomed at future meetings.

- A reminder that the ADM Recovery Challenge has been cancelled, per the Summit County ADM Support Committee's decision.
- NAMI Summit County's Annual Luncheon in May has been cancelled. Possible reschedule for October, 2020.
- A Virtual Conference will take the place of Govern for Impact Annual Conference - June 18-20. Members interested in attending were asked to contact Chair Williams or ADM staff for details.
- Save the Date for the ADM Board's annual Appreciation Luncheon on October 28th. Details to come.
- Clarification made of comment mistakenly attributed to Mr. Sugerman with respect to Policy 2.9 Communication & Support to the Board. Mr. Flowers was the originator of the comment on the monitoring report survey.

B. Executive Director Report – Jerry Craig

Mr. Craig presented an extensive update of the ADM Board's COVID-19 Response and Update covering:

1. ADM Operations-

- Off-site staffing with VPN & Virtual Desktop and telephonic forwarding/access.
- Logistics on timekeeping and related County coordination
- 3-4 persons in office at any given time; Jen Peveich, Nick Veauthier and Executive Director always on site, with Kathy Hagy and Laura Croston coming in to address mail and fiscal operations on sporadic basis. Those in the office receive screening by Health Department for fever.
- Only significant delay was review of agency FY21 Funding Applications being pushed back by three weeks. However, the process was resumed and is now on track to meet original deadlines.
- Staff will be working remotely at least until mid-May, when plans will be considered to bring some staff back to the office. Plan will be developed to keep everyone safe in the office using guidance resources received.

2. Agency Operations (Solvency & Stabilization)

- As stay at home order developed, staff shared safety screening protocols for provider staff and clients. Also began assessment of agency readiness for possible stay at home order from Governor.
- Worked with agencies on needs for Telehealth, and Personal Protective Equipment (PPE) as well as addressing innovative means to continue providing Prevention Services.
- All Provider call held to assess agency impact, needs, issues and established lines of communication about changes in services
- Internally, developed plan for aid to agencies in form of grant-funding remainder of contract year, and, within a week, Board was able to send remaining FY20 funding out to agencies, with requirement they continue to submit claims and invoices for services to Board so volume changes can be gauged.
- Worked with Lewis Adkins at Roetzel & Andress to set up a training to go over the Paycheck Protection Plan (PPP) and Economic Injury Disaster Loan (EIDL) programs available in the Federal government's Cares Act
- Sent Telehealth funding out to agencies who requested assistance.
- Continued to call on OhioMHAS and Medicaid to discuss rule waivers and other assistance to maintain health of agencies.
- Developed a COVID-19 Pandemic Hazard Pay and Incentives RFP and distributed to providers that care for significant vulnerable populations in the Board's network of care review with recommendations to be considered later in the meeting
- Possibly be well into May before we get a true picture of changes in service volume during pandemic. Service needs really changed in second half of March and April. Two months of data will likely be telling.

- Many agencies have applied for and many have already received funds from the Small Business Administration in the form of the PPP and EIDL program funds. Some agencies have also applied for other local and foundation support.

3. Communication about Essential Client Services

- Board has been running rumor control about closure of programs and access to medications, etc. Board established a shared document for all staff to access for same information about agency developments to dispel rumors and provide accurate information as agencies update changes to their services.
- Chrissy Gashash developed press release for media and County for communication of essential services and system access and has reached out to media partners for some earned media, as well as responded to media requests for information. A community outreach “Open for Business” campaign has been developed with billboards going up and flyers being disseminated through pizza shops and in partnership with the Akron/Canton Regional Food Bank, who will include with their food distributions.

4. Focus on Vulnerable Clients

- Followed up with agencies re vulnerable populations, especially with CSS and agencies serving those in congregate clinical and residential care programs. Have engaged CSS in outreach to Adult Care Facilities & scheduled guidance from DJFS and SCPH for our residential providers to address concerns about infection, isolation and other factors in safe operations.
- Provided some stabilization funding for Recovery Housing Providers within their current contract amounts.
- Suicide Prevention Coalition was engaged to develop practices to address isolation, assessing suicidality, and other forms of support.
- Connected NAMI Ohio, NAMI Summit County and CSS to store and distribute soap and gloves to group homes in Summit County. NAMI Summit County coordinated this with NAMI Ohio and Home Operator Association.

5. Problem-solving

- Contact at Health Department identified to assist in responding to provider questions. They have been very responsive to requests for assistance and guidance. Health Commissioner Donna Skoda has been personally available for calls and consultation during Provider meeting, a meeting with residential care providers, PPES and Hospital ED transfer issues, etc.
- Identified agencies have had their telemedicine delivery needs met, with recent request by CHC Addiction Services for telemedicine to allow their medical services to be offered remotely.
- Prevention providers are refocusing programs to outreach to youth, cards to caregivers, food distribution and other novel ways to provide outreach to isolated youth. We have shared some of these tactics with OhioMHAS and have utilized some ideas from them.
- Only one person in system has tested positive for COVID-19 in the state hospital and one staff person at a residential program at CHC Addiction Services. Appropriate isolation procedures were followed for both staff and residents and while program has been shut down due to this effort, there are plans to re-open and residents will return by May 4th.
- Two rounds of PPE (provided by SCPH) have been sent to providers of essential services/vulnerable staffing needs, and we have also acquired gloves and masks through our state Board Association to distribute to our provider network.

Mr. Craig called for questions on the Board’s COVID-19 response. Members inquired if there were any suicides attributed to COVID-19, with Mr. Craig noting he was aware of

three, although their attribution could not be directly linked to COVID-19. Dr. Doug Smith reported that official notifications lag by about a month. He and Dr. Kohler (County Medical Examiner) have talked and they do not believe they are seeing a trend at this point. With regard to overdoses, there have been fewer Narcan reversals, with fewer overdoses, but overdoses and suicides *are* concerns in some parts of the state. We are hopeful that some interventions being put into place in Summit County will mitigate these concerns.

- 6. Budget for FY21** is still being evaluated based on anticipated funding changes. Board is monitoring potential impact of the pandemic on funding from the levy, the state and federal sources. Governor's office is calling for a hiring freeze and 20% reduction in funding, but no announcements have been made about cuts and how they will affect the Board. OhioMHAS is surveying Boards to gauge their financial situations, and that of provider agencies, and to learn how Boards are assisting agencies. We will watch tax receipt changes. Board Chair noted that one requirement for next month is to see how necessary and emergency spending has impacted our budget.

Member inquiry regarding update on the opiate lawsuit. Mr. Craig reported that activities around medicine distribution are suspended in the short term. Summit County made a distribution to the Health Department for its syringe exchange program. Concern expressed that money has to be used within a certain amount of time. Is an extension possible? Mr. Craig reported there have been some informal conversations around medicine distribution. The Akron Community Foundation has some settlement funds available that they are planning for distribution over the next year. We have been asked to consult with them on ideas for expanding the use of Medication Assisted Treatment.

- 7. Community Plan** submission has been delayed by OhioMHAs until September. Guidance is being sought on submission of our financial forecasting to OhioMHAS (due in two weeks), Board training requirements (ours is already approved for 2020, but our approved training schedule has necessarily changed), as well as the Crisis Academy which was a big part of OhioMHAS' work plan this year.
- 8. Operational Plan-** We have delayed further work with Brown Consulting to focus on getting our system stabilized. When the process began we did not anticipate this interruption. Staff will decide how to utilize the information garnered thus far to inform work going forward, and what, if any, role Brown will have in that process.
- 9. Gratitude** – Mr. Craig extended public appreciation for the work the Provider agencies have done to adapt to this COVID-environment. They have all worked diligently to protect vital services and vulnerable clients. This leadership has been practical, and solution focused.

In particular, Mr. Craig acknowledged the work of essential employees working on the front lines in our crisis centers, mental health and substance use disorder residential programs, medical providers and case managers and peer support workers, who know that the only way to effectively provide services is to put themselves in harm's way. These essential workers are the true heroes in this pandemic, and he publicly thanked them.

C. Chief Clinical Officer Report – Douglas A. Smith, M.D.

- Dr. Smith noted the opiate lawsuit report previously mentioned.
- Commended what the agencies have been doing in this pandemic situation.
- Has met with individual and agency medical leaders.

- NEOMED is also working to gradually go back to work. Medical education leaders talking about a return to work date for students of June 1st.
- Various trainings are on hold or will be going to virtual.
- Discussions are ongoing about the 7th Annual Integrated Care Conference in November.

IV. Comments from the Public and Announcements

Dr. Tracy Yaeger, from Portage Path Behavioral Health, commented and thanked the Board and board staff who have been exceptional throughout the COVID-19 emergency. She noted her support staff and team at PPBH have had a great experience. She particularly noted Mr. Craig's and his staff's leadership and expressed thanks for the funding arrangements provided by the Board.

V. Consent Agenda

- ADM Funding Awards Report for February and March, 2020
- New Contracts & Authorization to Sign

Mr. Craig provided a cover/explanatory sheet and highlighted several items with larger or special allocations and contracts for the two months covered. Chair Williams pointed out that non-funded agencies were listed on the reports, together with reason and rationale for non-funding.

After review and with no questions or comments, MOTION by André Thornton; SECOND by Vivianne Duffrin,

That the ADM Board of Directors, approve the funding awards for February and March, 2020, and, having funds available and certified by the Fiscal Officer as required by ORC 5705.41(D), the Board authorizes the Executive Director to sign the contracts presented in the attached list on behalf of the ADM Board, in accordance with the requirements contained within ORC 340.

VOTE: Yes – ALL (individual roll call vote taken by Secretary Todd Ivan)

RESOLUTION: 04-20-04

- COVID-19 related Funding Awards
- Description and Discussion

Mr. Craig explained the COVID-19 Hazard Pay and Incentives RFP presented to provider agencies to assist with payroll funding for those serving vulnerable populations. Eleven providers responded. Discussion ensued on funding being provided, with a caution about terminology and reporting requirements from the agencies. The impact on the ADM budget was questioned. Mr. Craig reported that the contract will state that the ADM Board is the payor of last resort. A MOTION was made by Daniel Flowers; SECOND by Peter Goheen,

That the ADM Board of Directors, approve the funding awards for COVID-19 Hazard Pay and Incentives for eligible provider agencies as identified by Executive Director and ADM Board staff on the attached list, and, having funds available and certified by the Fiscal Officer as required by ORC 5705.41(D), the Board authorizes the Executive Director to sign the necessary contracts and/or other documentation, on behalf of the ADM Board, in accordance with the requirements contained within ORC 340.

VOTE: Yes – ALL (individual roll call vote taken by Secretary Todd Ivan)

RESOLUTION: 04-20-05

VI. Old Business

A. Operational Planning

Mr. Craig referenced the earlier discussion about Brown Consulting and recasting of the former strategic plan to an operational plan. He sent the contract out to the BoD and noted that in light of the pandemic this project has been put on hold.

VII. New Business

A. March Executive Limitations & Board Self-Monitoring Reports

1. **Policy 3.6 – Board Committee Principles** (from cancelled March meeting)

Discussion on monitoring feedback. No changes needed to policy; No action needed.

2. **Policy 2.7, Ends Focus of Grants & Contracts** – Direct Inspection (from March meeting)

No comments or discussion.

MOTION: Margaret Halter; SECONDED by Elizabeth England,

That the ADM Board of Directors find the Executive Director in Compliance with Policy 2.7, Ends Focus of Grants & contracts.

VOTE: Yes – ALL (individual roll call vote taken by Secretary Todd Ivan)

RESOLUTION: 04-20-05

3. **Policy 2.9 – Communication & Support to the Board** – Direct Inspection (April Monitoring)

Mr. Williams acknowledged and deferred Mr. Flowers' comment about establishment of an executive committee.

MOTION: André Thornton; SECOND by Lucas Blower,

That the ADM Board of Directors find the Executive Director in Compliance with Policy 2.9, Communication & Support to the Board.

VOTE: Yes – ALL (individual roll call vote taken by Secretary Todd Ivan)

RESOLUTION: 04-20-06

4. **Policy 3.7 – Board Committee Structure** (April Monitoring)

Members discussed possible comments recommending a change in policy to include addition of Finance or Executive Committees. Past practices were discussed with regard to Assurance Committee reviewing Monitoring Reports and determining source of data. Chair Williams felt need to discuss as a board and come back with a recommendation, and he will work to make this happen. Deferred action at this point, as additional discussion was needed.

Mr. Saporito pointed out that he is the sole remaining finance person on the Board and his term is expiring in June. Mr. Craig reported that the County Executive has been consulted and the request made that any new appointee to the upcoming vacancy be a person with a finance background.

No further action needed at this time on Policy 3.7.

B. Committee Reports

1. Executive Director Evaluation/Contract Committee

Committee Chair André Thornton thanked members for prompt returns of their evaluation materials. Two meetings have been held and a third meeting will be scheduled in May with the hope of presenting results to the Board of Directors at its May meeting.

2. Assurance Committee

Chair Todd Ivan reported that committee will be meeting in mid-May for its delayed quarterly MUI review.

3. Board Development Committee

Chair Daniel Flowers reported that committee is scheduled to meet in May.

IX. Adjournment

Chair Williams thanked everyone for participating in the Conference call. He also offered thanks to the Akron/Canton Regional Food Bank and Dan Flowers for all their work to assure our community is being taken care of, with their teams working overtime. Mr. Flowers acknowledged the recognition. He also acknowledged the work being done by the ADM agencies.

With no additional business to come before the Board, and upon MOTION by Todd Ivan; SECOND by Roula Braidy,

Chair adjourned the meeting.

Meeting adjourned at 6:58 p.m.

X. Next meeting scheduled: Tuesday, May 26, 2020 - Format TBD

Minutes as approved:

May 26, 2020

Original document on file in ADM Offices

RESOLUTION: 05-20-01

Todd M. Ivan, M.D., Secretary

Via Virtual on-line meeting Board of Directors