

MHRSB PLANNING & FINANCE COMMITTEE MEETING

February 2, 2016

4:00 p.m.

Agenda

Item	Information Enclosed	Action Required	Allocation Required	Page
1. Call to Order				
2. Recognition of Visitors				
3. Meeting Minutes – December 1, 2015	✓	✓		1-6
4. Updated Board Financial Forecast	✓			7-9
5. 120-Day Notices of Material Changes to Contracts:				10-11
• Big Brothers/Big Sisters – Mentoring Triad	✓	✓		
• UMADAOP – AOD Outpatient Treatment	✓	✓		
• Family Services of Northwest Ohio – Breaking the Cycle	✓	✓		
• Rescue Incorporated – Inpatient Doctor Services	✓	✓		
6. FY 2016 Community Mini-Grant Allocations	✓	✓	✓	11-16
7. Engagement and Preventing Psychiatric Emergencies (PPE) Evaluator Proposal	✓	✓	✓	17-18
8. Unison - Program of Assertive Community Treatment (PACT) Team Expansion	✓	✓	✓	18-19
9. A Renewed Mind Non-Medicaid FY 2016 POS Allocation	✓	✓	✓	19
10. FY 2017 – FY 2018 Purchasing Plan	✓	✓		20-24
11. Draft Application Letter	✓	✓		25-26
12. Open Session				
13. Adjournment				

PLANNING & FINANCE COMMITTEE MINUTES
December 1, 2015

Committee Members Present:

Linda Alvarado-Arce, Chair
Pastor Waverly Earley

Dr. Tim Valko
William Sanford

Committee Members Not Present:

Lynn Olman, Vice Chair

Other Trustee Members Attending:

Audrey Weis-Maag

Visitors: Richard Arnold; Jim Aulenbacher, Harbor; John DeBruyne, Rescue; Kathi Cesen, Zepf Center; Carole Hood, Rescue; Jessi Broz, Rescue; Jason, Vigh, Rescue; Dave Timmerman, Harbor; George Johnson, Rescue; Johnetta McCullough, TASC; Merisa Parker, Rescue; Marsha Elliott, Unison; Larry Leyland, TASC; Matthew Heyrman, Commissioners Office; Geof Allan, UMADAOP; Tim Foreman, Rescue; Tina Skeldon Wozniak, President, Commissioners .

Staff: Scott Sylak, Tom Bartlett, Donna Robinson, Tim Goyer, Carolyn Gallatin, Karen Olnhausen, Amy Priest; Cami Roth Szirotnyak, Cynthia Brown-Chery; Robert Kasprzak.

Guest: Tina Skeldon Wozniak, President, Lucas County Commissioners

Ms. Alvarado-Arce, Planning & Finance Committee Chair, opened the meeting at 3:59 p.m. with an introduction of Tina Skeldon Wozniak, President of Lucas County Commissioners.

Ms. Wozniak discussed criminal justice reform (CJR) and the collaboration with TASC and the MHR SB for more than two years working to reduce the number of individuals incarcerated with mental illness or alcohol or drug issues as a primary concern, as jail is an inappropriate place for this population to go. The primary goal of CJR is to connect people with resources and to keep them out of the CJ system.

Ms. Wozniak stated that after much work, people will now be screened for MH/AOD issues which will help the judge in making decisions and provide linkage to resources. However, in order to provide the behavioral health screenings at the jail, additional funding will be needed. Ms. Wozniak thanked the Board for their efforts and for considering the request for funding, and noted that all jail inmates will receive a Medicaid application.

An introduction of visitors occurred, followed by Ms. Olnhausen introducing Cynthia Brown-Chery, the new MHR SB Manager of Prevention and Mental Health Promotion; she started on November 30, 2015.

Meeting Minutes: Combined Planning & Finance/Governance Committee

There was consensus to approve the minutes as presented.

FY 2015 Agencies' Audits

Mr. Bartlett referred to pages 6-12 of the meeting packet for a review of the FY 2015 Agencies' Audits that was all inclusive except for UMADAOP's financial audit results. This annual report provides a comparison of the agencies' financial results from FY 2011 -FY 2015.

Mr. Bartlett reviewed highlights of the report summary on page six of the meeting packet, noting that of the fourteen agencies reviewed, ten experienced an increase in Net Assets (surplus) in FY 2015 (Harbor, Zepf, Unison, Rescue, ARM, NPI, TASC, New Concepts, Wernert Center, and Adelante). There were four agencies that experienced a net decrease in Net Assets (Deficit) in FY 2015 (ABLE, SPCC, BBBS, and NAMI). Mr. Bartlett indicated that none of the Board's funded agencies experienced a material weakness and he noted a correction to the write-up in the meeting packet on page seven which indicated that TASC had a material weakness. (TASC had a significant deficiency for a non-Board funded program).

The Committee asked for a status on receiving the UMADAOP audited financial statements and Mr. Bartlett said he spoke with Mr. Edwards, Sr. regarding the lack of their audit. UMADAOP is contracted with an independent audit firm in Cleveland and they use a local accounting firm to provide their monthly financial information. UMADAOP changed their local accounting firm and that caused a delay in getting the detailed accounting information to their audit firm. It is anticipated that the UMADAOP FY 2015 audited financial statements will be available in the next month.

2016 Calendar Year MHRSB Budget

Mr. Bartlett reviewed the Calendar Year (CY) 2016 budget outlined on pages 13-15 of the meeting packet, indicating that it is a combination of six months of FY 2016 (January-June 2016) and six months of FY 2017 (July-December 2016) which has not been approved by the Board. Board staff used the Financial Forecast's FY 2017 Budget divided by two to develop the July-December 2016 budget portion of the CY 2016 Board Budget.

Mr. Bartlett reviewed the key points summarized in the bullets on page 13 of the meeting packet and noted that adoption of the CY 2016 Budget will permit the MHRSB to draw down funding to provide agencies payments, as well as Board administrative expenses. However, approval of the CY Budget will not change the monthly Board financial reporting which provides actual revenue and expenditures against the Board's fiscal year budget. Ms. Weis-Maag pointed out that the revenues (over/under) expenses equal available funds minus expenses, but doesn't represent the amount of money that came in that year. Mr. Bartlett indicated that it is the County prescribed form that is used by all County entities.

The following motion was recommended to the Board of Trustees:

The Mental Health and Recovery Services Board of Lucas County approves the 2016 Calendar Year MHRSB Budget submitted to the Lucas County Commissioners.

There was consensus to move the motion forward to the Board of Trustees.

Agencies' September FYTD Financial Results

Mr. Bartlett referred to pages 16-21 of the meeting packet for a review the of Agencies' September FYTD Financial Results which represent one quarter of FY 2016. He reported that eight of the fourteen agencies had increases in Net Assets (Surpluses) through September FYTD 2016 - (Zepf, Unison, ARM, NPI, SPCC, New Concepts, Wernert Center, and Adelante). Mr. Bartlett also reported that six agencies experienced a reduction in Net Assets (Deficits) for the quarter - (Harbor, Rescue, ABLE, TASC, BBBS, and NAMI); BBBS and NAMI will be closely monitored for any changes to their financial situation. The second quarter FYTD report will provide a more solid picture with regard to the agencies' financial position.

Individual Placement and Support (IPS) - Harbor

Mr. Goyer indicated that Harbor submitted a proposal to the MHR SB to implement the Individual Placement and Support (IPS) program which is an Evidence Based Practice (EBP) Dartmouth Supported Employment Model. According to the Continuing Center of Excellence at Case Western Reserve who will be monitoring the program, 58% of persons receiving services in this model are employed in competitive jobs, compared to only 21% of persons receiving traditional vocational rehabilitation services. The IPS program supports the MHR SB's guiding documents and its Mission Statement, and Harbor has a documented history of providing employment services (including Wood County's OOD project), and they are willing to accept referrals from any agency in the community who has clients that wish to work, with a limited capacity of serving 70 people during its duration, and the outcomes would be to employ 35 out of the 70 people enrolled in the IPS program.

The Programs & Services Committee approved the proposal by consensus at the November 24, 2015 meeting, moving forward the following motion for the P&F Committee's consideration:

The Mental Health and Recovery Services Board of Lucas County allocates \$44,385 to Harbor for the period of January 1, 2016 through June 30, 2016 to provide the Individual Employment and Support (IPS) project, and authorizes its Executive Director to amend Harbor's FY 2016 Prevention and Supportive Services Provider Agreement to reflect the increased allocation and service requirements.

There was consensus to move the motion forward to the Board of Trustees

Comprehensive Addictions and Psychiatric Urgent Care Center Allocation

Ms. Olnhausen referred to page 23 of the meeting packet for a review of the history surrounding the development of an Urgent Care Center as previously discussed at the P&S, P&F and Governance Committee meetings in October and November 2015, as well as input and support from the Access to Treatment Workgroup and additional feedback from the February 2015 Stakeholder's Forum.

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Ms. Olnhausen reviewed the Comprehensive Addictions and Psychiatric Urgent Care Center Abstract contained on page 24-25 of the meeting packet that was approved by the P&S Committee on November 24, 2016, and addressed questions and feedback from the Committee as highlighted below:

- Dr. Valko expressed concern that the Urgent Care Center would be open from 8:00-midnight when the agencies are open from during the day Monday-Friday and believes it may be a duplication of services. Mr. Sylak stated that the CMHC's are the primary treatment providers in the current system; however, the Board staff, Rescue, criminal justice, and CSB has experienced a lack of access to prescribers and/or assessments within 48-hours, and when people seek care, they want it immediately. The Board struggles with how to provide timely access to treatment for everyone and this model will help resolve some of those issues.
- Dr. Valko asked if there will be an algorithm when people present to the Urgent Care Center. Ms. Olnhausen said that Rescue has created triage protocol that will provide guidelines based on symptoms presented.
- Dr. Valko highlighted the shortage of psychiatrists and advanced nurse practitioners in Northwest Ohio and the Urgent Care model concept is to support medication access. He asked if there will be enough prescribers to do it. Mr. DeBruyne and others agreed that it is a challenge.
- Ms. Weis-Maag asked if someone is being serviced by a CMHC and they present at the Urgent Care Center, can Medicaid be billed. Mr. Sylak said "yes" for the people who are currently on Medicaid.
- Ms. Alvarado-Arce asked if the Urgent Care Center will be open during bad weather. Mr. Sylak said Rescue is open 24/7 for emergency services; the Urgent Care Center is designed to be open 16/7 to the extent staff can get to work barring a natural disaster.
- Ms. Alvarado-Arce asked if the Urgent Care Center will open on January 1, 2016. Mr. Sylak said it is a little aggressive as the contract needs to be completed and transition from Central Access to Urgent Care needs to occur as well as staffing sub-contracts solidified.
- Ms. Alvarado-Arce asked if there is a plan to let everyone know about the Urgent Care. Mr. DeBruyne said Rescue is working with a marketing group, and Mr. Sylak indicated that marketing is part of the start-up expenses that the Board will be allocating if approved.

The following two motions were recommended for consideration:

The Mental Health and Recovery Services Board of Lucas County reduces its adjusted Fiscal Year 2016 allocation of \$397,500 for Central Access services to \$265,000 and re-allocates the difference of \$132,500, plus allocates an additional \$214,917 for Fiscal Year 2016 to Rescue Incorporated for the purpose of performing Urgent Care services, and authorizes its Executive Director to enter into the appropriate agreements to implement the project.

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The Mental Health and Recovery Services Board of Lucas County allocates \$95,990 for Fiscal Year 2016 for the purpose of providing one-time start-up expenses to Rescue Incorporated related to the implementation of Urgent Care, and authorizes its Executive Director to enter into the appropriate agreements to implement the project.

There was consensus to move the motions forward to the Board of Trustees.

Be the 95% Problem Gambling Awareness Campaign – Zepf Center

Ms. Olnhausen indicated that in August 2015, a new campaign was launched to prevent problem gambling and to build awareness resources aimed at helping high-risk individuals through Partners of Ohio for Responsible Gambling, the Ohio Casino Control Commission, Ohio Lottery Commission, OMHAS, and Ohio Racing Commission. She said the campaign is designed to reach the “influencers” of problem gamblers to provide tips for low risk gambling, and it directs Ohioans to a web site that offers a “take the quiz” problem gambling screening feature.

In October, OMHAS contacted Board staff to participate in a billboard media campaign through the Zepf Center who currently administers prevention gambling services. Zepf developed a proposal and they are requesting an additional \$4,600 to cover 50% of the cost of 16 billboards to be run in four week increments from December 2015 – March 2016, placed strategically throughout Lucas County (Zepf Center will pay for the additional 50% of the cost). Board staff received support of the allocation for the 95% Problem Gambling Awareness Campaign from the Programs & Services Committee at the November 24, 2015 meeting, and the following motion was recommend for consideration:

The Mental Health and Recovery Services Board of Lucas County allocates \$4,600 of previously undesignated Casino Gambling Prevention funds to Zepf Center for Fiscal Year 2016 for the “Be the 95 Percent” gambling prevention advertising campaign, and authorizes its Executive Director to amend the Zepf FY 2016 Provider Agreement to reflect the increased allocation and service requirements.

There was consensus to move the motion forward to the Board of Trustees.

TASC Jail GAIN Short Screener Program Allocation

Mr. Sylak stated that since 2013, the Lucas County Commissioner’s, the MHR SB, and other Toledo officials have been collaborating on criminal justice reform with a fundamental goal of reducing penetration of the mentally ill and addicted population into the criminal justice system. This goal is consistent with the MHR SB’s Strategic Plan and System-Wide goals and spurred the Board’s initiation of the Sequential Intercept Model Mapping process in March 2014 and then development of the Behavioral Health / Criminal Justice committee.

Mr. Sylak indicated that annual grant funds of \$122,355 for FY 2016 and FY 2017 would be allocated to implement mental health and addition screening services using the GAIN Short Screener for

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individuals booked in the Lucas County Corrections Center, but have not yet been arraigned. However, the grant would only cover half of the expenses to reach 100% of the target population. It was determined that it would be more cost-effective to contract with a community based entity to provide the screening services, and the MHR SB was approached by the community partners to utilize TASC of Northwest Ohio to conduct the GAIN short screenings in lieu of the original plan of the Sheriff's Department conducting them. Board staff prepared a list of services that would be performed by TASC with the requested allocations for FY 2016 and FY 2017 (outlined on page 28-29 of the meeting packet for the Committee's consideration).

Ms. Alvarado-Arce asked if there will be data sharing in order to break-out ethnicity and other information needed for other committees. Mr. Sylak said it has not yet determined where the data will be deposited; however, he offered several tools available to gather it.

The following motion was recommended for consideration:

The Mental Health & Recovery Services Board (MHR SB) of Lucas County accepts the \$122,355 allocation from Ohio Mental Health and Addiction Services for FY 2016 to fund the Jail GAIN Short Screener Program to be operated by TASC. If the FY 2016 projected outcomes are achieved, Ohio Mental Health and Addiction Services will provide \$122,355 for FY 2017 to the MHR SB to fund the Jail GAIN Short Screener program to be operated by TASC.

The Mental Health & Recovery Services Board (MHR SB) of Lucas County amends the FY 2016 TASC Provider Agreement for Prevention and Supportive Services to provide \$163,140 in OhioMHAS funding (\$122,355) and MHR SB funding (\$40,785) for the Jail GAIN Short Screener Program for the January-to-June 2016 time period. The Agency's Attachment 3 (Agency Specific Duties and Projected Outcomes) will be amended accordingly. It is the intention of the MHR SB of Lucas County to continue funding for the Jail GAIN Short Screener Program in Fiscal Year 2017 in the amount of \$326,280 funded by OhioMHAS funding (\$122,355) and MHR SB funding (\$203,925) if this program achieves the program's outcomes in FY 2016.

There was consensus to move the motions forward to the Board of Trustees.

Open Session

- Mr. Arnold stated that at 2:00 pm on Thursday, the Lucas County Planning Commission will hear a special use permit application for a 9-16 bed residential facility for people with psychiatric disabilities located at 2740 Monroe Street. The Planning Commission staff is recommending disapproval because it is within 500 feet of a daycare center. If it passes the Planning Commission, it will go before City Council Zoning and Planning on January 13, 2016.

Adjournment

The meeting was adjourned at 5:14 p.m.

Updated Board Financial Forecast

As part of the FY 2017 Purchasing Plan process, attached is updated Board Financial Forecast which covers FY 2014 - FY 2019.

By their very nature, financial forecasts contain assumptions which shape the projected financial results in the future. This financial forecast was developed using the following key assumptions outlined below:

- The Board's projected FY 2016 financial results are estimated at an Increase in Net Assets (Surplus) of \$351,085. This projection is a considerable change from the FY 2016 Board Budget which had a Decrease in Net Assets (Deficit) of \$1,486,246. The primary reasons for this improved performance are \$986,336 under spending in AOD POS treatment services and the estimated \$762,202 under spending in the FY 2016 Targeted Allocation budget.
- This forecast assumes that the Board's grant allocations will be increased 2% per year in FY 2017/2018/2019 assuming these programs are achieving their outcomes and are spending their FY 2016 grant allocation amount.
- The FY 2016 Targeted Allocations made by the Board which had partial fiscal year budgets will be funded in FY 2017/2018/2019 to reflect twelve months of operations for these programs. The most notable FY 2016 partial year targeted allocations are Rescue's Recovery Helpline, Rescue's Urgent Care and TASC's GAIN Short Screener programs.
- In FY 2017, the Board will have a Targeted Allocations Budget of \$850,000. It is further assumed that these FY 2017 Targeted Allocations will continue in FY 2018 and FY 2019.
- NPI's Peer Respite Housing program's operational expenses have been included in FY 2017/2018/2019.
- For FY 2017/2018/2019, the AOD POS allocations have been reduced by \$370,000 from the FY 2016 AOD POS allocations due to underspending which will partially be offset by increased demand which will be generated by the Recovery Helpline and the alignment of the Board's benefit packages to be consistent with Medicaid.
- The Board's Administrative Budget for FY 2017/2018/2019 was prepared using the 19 positions that are included in the current Board's Table of Organization. No additional staff positions have been included in this forecast.
- For the FY 2017/2018/2019 projections, total Board grant allocations is projected be underspent by 2.5% annually, and POS allocations will be underspent by 2% annually.

With all of these financial assumptions combined, the MHR SB Financial Forecast is projected to have a \$2,181,535 Decrease in Net Assets (Deficit) for FY 2017. Deficit spending will continue in FY 2018/2019 with a cumulative Net Deficit of \$7,514,583 which, when combined with the spend down of the Wernert Center project set aside by the end of FY 2017, will reduce the Board's Operating Fund Balance from \$16.1 million in FY 2016 to \$6.6 million in FY 2019.

MENTAL HEALTH AND RECOVERY SERVICES BOARD OF LUCAS COUNTY
FY 2014 - FY 2019 Financial Forecast

	FY2014	FY2015	FY2016	FY 2017	FY 2018	FY 2019
	Actual	Actual	Projected	Projected	Projected	Projected
REVENUE						
Total All Revenue Sources	\$ 27,220,161	\$ 25,008,042	\$ 24,743,523	\$ 25,129,746	\$ 25,007,391	\$ 25,007,391
Change in Total Levy Revenue	\$ 2,599,683	\$ 329,126	\$ (12,742)	\$ -	\$ -	\$ -
EXPENSES						
Pass Through Programming	3,483,935	3,836,428	3,947,379	3,647,379	3,525,024	3,525,024
Central Pharmacy Medications	0	0	75,000	150,000	150,000	150,000
Board Administration Expenses	1,460,828	1,473,663	1,735,704	1,816,677	1,860,433	1,907,157
Non-Medicaid POS	5,511,589	4,237,894	5,159,000	5,860,400	5,909,400	5,909,400
Non-Medicaid Services Grants	11,021,579	14,709,089	13,475,355	15,836,826	16,211,933	16,199,458
Total Expenses	<u>21,477,931</u>	<u>24,257,074</u>	<u>24,392,438</u>	<u>27,311,281</u>	<u>27,656,791</u>	<u>27,691,039</u>
SURPLUS/(DEFICIT)	<u>\$ 5,742,230</u>	<u>\$ 750,968</u>	<u>\$ 351,085</u>	<u>\$ (2,181,535)</u>	<u>\$ (2,649,400)</u>	<u>\$ (2,683,648)</u>
<i>Beginning Fund Balance</i>	7,255,569	12,997,799	15,998,767	16,149,852	11,968,316	9,318,917
<i>Net Surplus/(Deficit)</i>	5,742,230	750,968	351,085	(2,181,535)	(2,649,400)	(2,683,648)
<i>Ending Operating Fund Balance</i>	\$ 12,997,799	\$ 13,748,767	\$ 14,099,852	\$ 11,918,316	\$ 9,268,917	\$ 6,585,269
<i>Wernert Center Project Set Aside</i>	\$ -	\$ 2,200,000	\$ 2,000,000	\$ -	\$ -	\$ -
<i>Disaster Response Set Aside</i>	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<i>Total Fund Balance</i>	<u>\$ 12,997,799</u>	<u>\$ 15,998,767</u>	<u>\$ 16,149,852</u>	<u>\$ 11,968,316</u>	<u>\$ 9,318,917</u>	<u>\$ 6,635,269</u>

1/29/2016

120-Day Notices of Material Change to Contracts

If it is determined the MHR SB intends to materially change a contract, or does not intend to renew a contract, Ohio Revised Code requires that the MHR SB notify the agency at least 120-days in advance of that event. This year, staff recommends that the following four contracted programs be modified significantly or not be renewed:

- Big Brothers/Big Sisters – Mentoring Triad
- UMADAOP – AOD Outpatient Treatment
- Family Services of Northwest Ohio – Breaking the Cycle
- Rescue Incorporated – Inpatient Doctor Services

The Mentoring Triad was funded through a supplemental funding initiative in 2014. The FY 2015 report of program outcomes indicated that this program had not served the anticipated number of people and was therefore identified as “not on target.” Through the first half of FY 2016, even fewer youth have been served. In BBBS’s six-month report, program staff reported uncertainty regarding the appropriateness of the curriculum and lack of interest from the youth that the program is trying to engage. Staff recommends that, at a minimum, the project funding be rightsized or the contract be terminated in FY 2017 if significant improvement cannot be demonstrated before the end of this fiscal year.

UMADAOP was given a non-Medicaid allocation to provide AOD outpatient treatment services as part of the Rapid Response initiative in FY 2015. As part of the contractual requirements for delivering services under this allocation, the agency is required to bill for those services through the MACSIS system. To date, UMADAOP has not met this requirement for FY 2016. Staff recommends that this allocation not be renewed in FY 2017 if the agency has not become compliant before the end of the fiscal year.

The Breaking the Cycle Program was given notice last year as well, and the size of the program was dramatically reduced. This year, FSNO was not able to get a group started until December, and their self-report indicates that the families that are referred seem to have a lack of interest in this program that is clearly born out in the numbers of people that have engaged so far in FY 2016. Staff recommends the program not be funded in FY 2017.

The recommendation for the Inpatient Doctor contract is for a graduated reduction in funding for these services, driven by systemic changes that are impacting the need for this level of service/access. With the revised admission procedures created by the opening of Mercy St. Charles’ Behavioral Health Institute and the work being completed by the Prescreening/Involuntary Commitment Workgroup, staff anticipates that the role of the inpatient doctors at Rescue will be diminished. The current allocation for the four doctors who serve in this program is \$450,000; staff recommends that the allocation for FY 2017 be reduced to \$375,000, \$250,000 to be paid in the first half, and \$125,000 in the second half with an anticipation that the FY 2018 allocation be reduced to \$250,000.

The following motion is recommended to the Board of Trustees:

The Mental Health & Recovery Services Board of Lucas County, in compliance with the Ohio Revised Code, Section 340.03, issues a 120-Day Notice of the MHR SB's intent not to renew all or portions of its FY 2016 contracts with Big Brothers/Big Sisters, UMADAOP, Family Services of Northwest Ohio and Rescue Incorporated. The MHR SB Executive Director is authorized to prepare and deliver letters to that effect.

FY 2016 Community Mini-Grant Allocations

In an effort to foster activities that promote positive mental health and prevent substance use, the Board of Trustees approved implementation of a community mini-grant process in October 2015. A total of up to \$50,000 was approved for allocation of funds for innovative projects by grass roots organizations that are working hard to make a difference in the communities they serve by providing programming that offer skills, strengths, resources and supports that promote the Mission of the MHR SB.

A total of 39 proposals were submitted for funding, of those submissions, five were eliminated because they do not meet the eligibility requirements. The remaining 34 proposals were submitted to a Proposal Review Committee comprised of seven individuals including community members, Board staff, and Board members. Each member of the Proposal Review Committee evaluated the proposal submissions independently. Following a prescribed/uniform format, the candidates were ranked and evaluated on purpose and need, prior experience, creativity, clearly defined priorities, alignment with MHR SB Mission, cost aligned with activities provided, reasonableness of proposed costs per client, and anticipated project outcomes.

Seventeen (17) of the top ranking proposals are attached for your review and approval for funding. As indicated in the proposal, all unused funds must be returned to the Mental Health and Recovery Services Board of Lucas County.

For full disclosure, two of these projects recommended for funding are related to Board staff. For project #1, the University of Toledo will provide services at VOA, the employer of Scott Sylak's wife. In Project #3, Tim Goyer's wife is an employee of Toledo Urban Impact After-School Klub. Note that Mr. Sylak and Mr. Goyer were not part of the review committee.

Three projects were submitted that have fundable scores, but Board staff determined that the sponsoring organizations are not consistent with the mini-grant's intent to reach grassroots organizations. The projects were: Toledo Lucas County Health Department Syringe Access Program (SAP), United Way of Greater Toledo – My Free Taxes Project, and Ottawa Hills Local Schools Life of an Athlete Program.

Board staff is seeking an additional \$27,764 to go with the previously approved \$50,000 to fund the 17 projects discussed on the attached worksheet. The Board staff recommends the additional allocation since the original intent was to administer this process twice annually and allocate up to

\$100,000. This allocation will allow the MHRSB to cultivate new relationships with local organizations doing quality work that helps MHRSB accomplish its mission.

The P&S Committee reviewed the proposals at the January 26, 2016 meeting and requested information related to minority run and women owned businesses. The Committee decided not to make a recommendation without specific data related to their inquiry. After collecting the requested data, Board staff determined that 8 of the 17 (47%) of the proposed entities appear to be led by African-Americans. Of the requested funds, 49.5% will be allocated to African-American led organizations. Additionally, 10 of the 17 (59%) of the recommended entities appear to be women led organizations. Of the requested funds, 56.3% will be allocated to women led organizations. Board staff believes the data supports the MHRSB's efforts for inclusion and diversity.

The following motion is recommended to the Board of Trustees:

The Mental Health and Recovery Services Board of Lucas County approves the seventeen (17) Mini-Grant allocations totaling \$77,764, an increase of \$27,764 from the previously approved \$50,000 for Mini-Grants, and authorizes the Executive Director to execute FY 2016 Agreements with the agencies/individuals for the amounts listed on the Mini-Grants Worksheet included in the February 16, 2016 Board meeting packet.

MHRBSB Community Mini-Grant Proposals

	Project	Amount Requested	Rolling Balance	Summary of Programs
1	Building Capacity by Building Bridges: The Mindfulness Meditation Project	\$ 4,998.00	\$ 4,998.00	To promote psychological wellbeing and positive mental health to a significantly underserved community population, The University of Toledo, community members, and employees at the Volunteers of America will provide a new evidenced-based clinical practice for individuals in the VOA Community Prison Reentry Program in Toledo. Grant funds will cover workbooks, art supplies, incentives for participants, and certificates.
2	Harbor House	\$ 3,500.00	\$ 8,498.00	Harbor House is a residential recovery program that provides supportive housing and life skills enrichment to single, unaccompanied homeless adult women. Grant funds will be used to train and empower its residents in peer support practices as Harbor House continues to adopt evidence based practices for sustainable recovery and healthy life styles.
3	Toledo Urban Impact After School Klub (A.S.K.)	\$ 5,000.00	\$ 13,498.00	Proposal seeks to impact 25 young people for 9 months per year with regular homework assistance, access to computers and educational resources, and a caring, supportive environment. Funds will be used to remodel an existing storage room into a permanent computer lab to allow students to use the internet safely for homework help or research.
4	Double ARC - Training for MH professionals	\$ 2,500.00	\$ 15,998.00	Double ARC proposes a training for mental health professionals which will provide them an opportunity to learn how effective treatment can be hindered for those whose brain structure and function has been permanently damaged. Funds will cover the costs of two presenters, preparation, training materials, creation and production of marketing materials, registration fees, administrative costs, and free attendance and materials for 20 mental health professionals.
5	God's Success Re-Entry Recovery Services	\$ 5,000.00	\$ 20,998.00	God's Success Re-Entry Recovery Services mission is to restore, rebuild and renew whole, healthy safe lives for Women, Men, and Children. Their main goal is to assist consumers in learning to become happy and joyful family members and law-abiding citizens. The Recovery Alive and Well (R.A.A.W.) is (10) two-hour workshops for those struggling with substance abuse and mental illness. Grant funds will be used for snacks, giveaways, marketing materials, and a portion of LISW & LICDC/MSW time.
6	The Open Door Ministry	\$ 5,000.00	\$ 25,998.00	The Open Door Ministry provides supportive recovery housing for homeless men in recovery from a combination of alcoholism, addiction, and homelessness. Grant funds will be used to support overall operations and programming in the sober living recovery homes.

MHRBSB Community Mini-Grant Proposals

	Project	Amount Requested	Rolling Balance	Summary of Programs
7	Toledo Streets Newspaper	\$ 5,000.00	\$ 30,998.00	Toledo Streets Newspaper provides the opportunity for persons experiencing extreme poverty and lack of stable full-time employment. TSN also provides resources, financial literacy training and strategic community opportunities as well as mental health programming referrals for participants to achieve their goals on their path to stability. Grant funds will be used to provide additional incentives (i.e. 20 free newspapers) to participants who actively engage in the Vendor Assembly trainings.
8	Mentoring, Education, & Leadership Inc	\$ 5,000.00	\$ 35,998.00	The Mentoring, Education, & Leadership Inc. (M.E.L.) is hosting the 14th Annual Dr. Carnel Smith Free Youth Football Camp June 20th 2016 - June 24th 2016. The camp is designed to focus on boys in the central city in grades 3rd - 8th and teaches positive mental health, abstaining from drugs, proper dress, respect, and character building. Grants will be used to purchase camp equipment, camp t-shirts, water bottles, book bags, trophies, and advertisement.
9	Behavioral Threat Assessment	\$ 3,016.00	\$ 39,014.00	Deliver holistic training for K - 12 educators, staff, school resource officers, nurses, mental health personnel or any individual who is in contact with youth and has the capability to identify students at risk of perpetrating acts of intrapersonal violence. Grant funds will be used for training materials for each BTA team as well as conference room reservation and meal/beverage costs for attendees.
10	JLJ Vision Outreach	\$ 5,000.00	\$ 44,014.00	JLJ Vision Outreach mission is to redirect disadvantaged and at-risk youth through life skills education and mentoring programs enabling these individuals to become self-sufficient citizens of our community. JLJ offers a 6 week Summer Extravaganza Program designed to teach children the significance of good character, sound education, financial stability and healthy lifestyles. Grant funds will be used to assist JLJ in carrying on its mission of their Summer Extravaganza Program.
11	Heroin Abuse Project - Walker Funeral Homes	\$ 5,000.00	\$ 49,014.00	Walker Funeral Home is putting together a project to educate addicts and families about the perils of addiction. Persuasive messages will be developed and directed at users and potential users, as well as families and friends of those affected by heroin, to obtain treatment. The project plans to introduce a year-long project with television, radio, billboards and print. The grant funds will be used to purchase advertising beyond the in-kind donations and to develop and maintain the project website.

MHRBSB Community Mini-Grant Proposals

	Project	Amount Requested	Rolling Balance	Summary of Programs
12	Frederick Douglass Community Association	\$ 5,000.00	\$ 54,014.00	The Junction Community and the Frederick Douglass Community Association will work with students from BGSU's Arts Village and UT's Arts Diplomacy class to create two interactive "paint-by-number" murals honoring the neighborhood's history and future. Community members and community schools will have a scheduled day to come to the Frederick Douglass Center and enjoy the paint by number project. Grant funds will be used for primer, acrylic paint, varnish, and paint brushes to use in 20 rooms on the first floor of the Frederick Douglass Center.
13	Mindfulness in twelve step recovery	\$ 4,000.00	\$ 58,014.00	To develop and execute a Pilot Eight week experiential course on "Mindfulness in 12 Step Recovery," for up to twenty-five active 12 Step program participants. This eight week educational course is designed for those persons interested in improving their recovery skills and overall wellbeing. Individuals will participate in developing an individual mindfulness practice, an additional tool to achieve long term emotional and spiritual growth. Grant funds will be used for materials, space, refreshments, marketing, evaluation, and staff planning and development.
14	Pretty Brown Girl Club	\$ 5,000.00	\$ 63,014.00	Pretty Brown Girls (PBG) is an international organization geared to instill positive self-esteem in African American girls aged 5-13. Funds will be used to start a PBG Community Club in Lucas County, to purchase memberships for 20-25 individuals, host a community ball for the girls, purchase positive self-esteem books and games, and community service events.
15	Aurora Project, Inc. - Homeless Women	\$ 5,000.00	\$ 68,014.00	Aurora Project, a transitional housing program providing services to homeless women and their children. The goals of Aurora Project are to: increase a woman's employability potential, stabilize her family and, provide her with the skills necessary to obtain and maintain permanent housing. Grant funds will be used to support overall operations and programs provided to our families.
16	JRM Mentoring	\$ 5,000.00	\$ 73,014.00	Success Coaches & Student Athletes (S.C.S.A.) Project is a program under JRM Mentoring's umbrella. JRM's mission is to motivate, encourage, enhance and empower the lives of at-risk youth through vehicles such as mentoring, sports, and activities. JRM will identify 21 students between grades 3rd - 8th from both Arlington and Spring Elementary Schools that have been identified via teacher referrals as at-risk academically or behaviorally, displaying interest in playing/participating in a sport. Students will be paired with a "Success Coach" that will engage with them 10hrs/week for the entire last quarter of the school year, in attempts to create significant decreases in poor behaviors and grade point averages that arise during late spring. Grant funds will be used for printing, certificates, program tees, and activity transportation.
17	Lucas County Trauma Informed Care Coalition	\$ 4,750.00	\$ 77,764.00	The Lucas County Trauma Informed Care Coalition was formed early 2015 as a grass roots effort that sprung out of a state wide movement related to reducing the impact of trauma. Funds received would support literature, training and website development.

MHRBSB Community Mini-Grant Proposals

Project	Amount Requested	Rolling Balance	Summary of Programs
Toledo-Lucas County Health Department - Syringe Access Program (SAP)	\$ 5,000.00	\$ 5,000.00	The Toledo-Lucas County Health Department would like to supply transportable sharps containers to injection drug users and members of their social network to reduce the presence of discarded syringes in Lucas County. The sharps containers that will be made available through the health department's existing naloxone distribution program, and through the syringe access program. Grant funds will be used to purchase 1150 transportable sharps containers, and 40 larger sharps containers.
United Way of Greater Toledo - MyFreeTaxes	\$ 5,000.00	\$ 10,000.00	Free Tax Preparation at United Way of Greater Toledo provides free tax assistance to individuals and families earning \$53,000 or less annually. The majority of grant funds will be used to leverage volunteer support via a small site coordinator stipend. The remaining dollars will be used indirectly and directly for marketing materials targeting low-moderate income families within Lucas County.
Ottawa Hills Local Schools	\$ 5,000.00	\$ 15,000.00	Life of an Athlete is a systemic community approach to reducing risk and increasing protective factors in student athletes while setting clear consistent boundaries for behavior, teaching appropriate athletic lifestyle, and establishing a process to identify and help those involved in drug use or who are demonstrating behaviors of concern. Funds will send one coach and nine students to the training.

Engagement and Preventing Psychiatric Emergencies (PPE) Evaluator Proposal

At the October 20, 2015 Board meeting, the Trustees directed staff to issue a Request for Information regarding professional services to evaluate two of the Board's funded programs. In November 2015, a special notice for evaluation services was posted in the Toledo Blade, LaPrensa, Sojourner's Truth, and The Toledo Journal, as well as the web sites of MHR SB, Toledo African-American Chamber of Commerce, and American Evaluators Association's (AEA) web site.

Fifteen applicants nationwide expressed interest and submitted their CV's. Project details and the Board's goals for evaluation were emailed to respondents who were also invited to attend an informational conference call in December 2015. The deadline for submitting a formal proposal for evaluation services was January 22, 2016; four applicants responded. All proposals offered a mixed-mode approach of quantitative and qualitative analyses designed to answer the following research questions: are the Engagement and PPE programs having a direct effect on no-show rates, hospital recidivism, and utilization of inpatient crisis services. Two of the vendors were local, and two were from out-of-state. The costs ranged from \$21,000 to \$44,000. None of the four respondents are certified as MBE.

Board staff independently reviewed and ranked the proposals, and then met together to discuss their comparative strengths and weaknesses. There was consensus that Great Lakes Marketing Research (GLM), a Toledo firm, offered the most cost-effective and comprehensive option for conducting the evaluation project. GLM anticipates performing the evaluation in the following nine phases:

1. Initiate a start-work meeting with MHR SB staff.
2. Conduct a database analysis.
3. Conduct individual conversations with MHR SB staff and/or Trustees in order to gain insight into the program offerings (fact-find, seek opinions, and profile the programs).
4. Conduct individual interviews with key staff members at each of the three providers.
5. Conduct individual interviews with medical professionals who provide health care or support services, but are not employed by the providers (such as hospital staff that come in contact with consumers and engagement liaisons).
6. Conduct individual interviews of family members of consumers to gain their opinions of the programs, as well as insight into the difficulties facing utilization.
7. Conduct interviews with consumers. GLM intends to conduct an equal number of consumers per provider, and will work with provider staff, medical professionals, and family members to arrange interviews. GLM stressed that they will get a sample of consumers in a way that does not introduce bias.
8. Prepare a comprehensive final report, responding to the research questions.

9. Present findings to the MHR SB Trustees, staff, providers, and public at a Board meeting.

GLM presented a menu of research options for Phases 3-7; based on their expertise, they recommended the number of interviews to be conducted per phase. If it is determined that more or fewer interviews need to be conducted, GLM provided a per-interview rate so MHR SB staff can anticipate the final cost. GLM estimates that the project will take up to six months. Because evaluators will be conducting human subject research, it is incumbent upon the Evaluator to seek Institutional Review Board (“IRB”) approval. GLM can use its own IRB for approval, and will maintain strict HIPAA compliancy and data integrity.

GLM is certified as a Woman-Owned Small Business (WOSB) located in Toledo. They tout 50 years of program evaluation experience, including research projects for the MHR SB in years’ past.

If approved, the cost for the project will be \$29,150. This will include project management and reporting; database analysis; 3-5 individual conversations with key MHR SB Board staff/Trustees; 9-15 interviews with provider staff; 4 interviews with medical professionals; 15 interviews with family members; and 60 consumer interviews.

The following motion is recommended to Board of Trustees:

The Mental Health and Recovery Services Board of Lucas County allocates up to \$29,150 for the purpose of a formal evaluation of its Engagement and Preventing Psychiatric Emergency Programs, and authorizes its Executive Director to enter into a contractual agreement with Great Lakes Marketing Research to perform the evaluation.

Unison - Program of Assertive Community Treatment (PACT) Team Expansion

As Board staff became aware of underspending in the POS allocation throughout the system, Board staff asked agencies to consider re-purposing these funds to meet identified needs and gaps within the community. Agencies were asked to respond to the development of the following priorities: Peer Support, Assertive Community Treatment (ACT), and Ambulatory Detox.

New Concepts, Unison and Zepf responded and submitted proposals for Board staff’s consideration. Staff received three proposals for Peer Support, one proposal to expand the PACT Team and one proposal to expand the AOD benefit limits for Intensive Outpatient Services and Urinalysis.

Staff was appreciative of the response and is recommending that we delay the implementation of Peer Support programs pending the finalization of the proposed Peer Recovery Services (OAC 5122-29-15) and Certified Peer Recovery Services Provider (OAC 5122-29-15.1) rules, as well as Peer Support billing rates to be in effect July 1, 2016. Similarly, staff believes that expansion of the AOD benefit limits should be systemic and is waiting for a recommendation from the Access to Treatment Workgroup.

Staff does recommend the expansion of the existing Unison PACT Team. With the addition of two FTE's, Unison will be able to expand their capacity to serve 25-30 additional individuals. The additional funds will support non-billable services such as outreach and engagement for new clients and current clients requiring an increased level of intensity to address an increase in symptoms and various issues such as medication non-compliance. The expansion of the PACT Team will also have special consideration targeting those individuals with SPMI involved in the criminal justice system.

The following motion is recommended to the Board for their consideration:

The Mental Health and Recovery Services Board of Lucas County repurposes part of Unison Behavioral Health Group's FY 2016 projected underspending and reallocates \$40,234 for the expansion of the Program of Assertive Community Treatment (PACT), and authorizes its Executive Director to amend Unison's FY 2016 Mental Health and Addiction Services Provider Agreement to reflect this repurposing of funds.

A Renewed Mind Non-Medicaid FY 2016 POS Allocation

In a November 25, 2015 letter to Scott Sylak, A Renewed Mind (ARM) requested the MHR SB consider providing additional funding for the following: AOD POS, new MH POS, and Youth Residential Service for five youth who are uninsured or underinsured, and room and board cost associated with the Synergy Residential Program. Staff met with ARM in December 2015 to discuss their requests for additional Board funding. At that time, in order to gain a better understanding of the funding request, Board staff requested additional information regarding the Synergy Residential Program.

On January 25, 2016, staff was provided with additional information regarding the Synergy Residential Program. Board staff discussed the various funding requests and recommends the following allocations for consideration by the Planning & Finance Committee. In lieu of providing a day rate for Synergy's Residential Program, or the cost of room and board, the Staff recommends increasing ARM's AOD POS allocation of \$50,000 (new amount would be \$100,000), as well as a new MH POS allocation of \$50,000.

With these increases in POS allocations (total of \$100,000), ARM would be able to provide income eligible clients who are in the Synergy Residential Program, as well as clients (both youth and adults) who are seen on an outpatient basis receive their necessary AOD and/or MH treatment services.

The following motion is recommended to the Board of Trustees:

The Mental Health and Recovery Services Board of Lucas County allocates \$100,000 to A Renewed Mind for FY 2016 to provide \$50,000 in MH POS treatment services and an additional \$50,000 to provide AOD POS treatment services (Total FY 2016 AOD POS allocation of \$100,000), and authorizes its Executive Director to amend A Renewed Mind's FY 2016 Mental Health and Addiction Services Provider Agreement to reflect these increased allocations and service requirements.

FY 2017-2018 Purchasing Plan

Attached is a draft of the FY 2017- FY 2018 Purchasing Plan and associated Timeline. The guiding documents for this plan continue to be: The Strategic Plan approved in May 2014 and the MHRSB System-Wide Goals. Further, new legislation (O.R.C. 340.033) that goes into effect on 9/15/2016 describes the necessary array of treatment and support services for all levels of opioid and co-occurring drug addiction. Purchasing decisions for FY 2017 and FY 2018 will need to consider the extent to which that array of services exists in Lucas County.

The following recommendations are highlighted for the Committee's consideration:

- Multi-year contracting – Board staff recommends the use of a two-year contract that would stabilize planning efforts and reduce administrative effort.
- Procuring prevention services without an RFP process - of the 15 currently funded programs, 10 were funded through supplemental purchasing and 5 through the RFP. Programs and Services Board staff is developing a Prevention Plan which will serve as the basis for purchasing prevention services.
- Continuation funding - any program that has not been identified as a poor performer will be funded in FY 2017- FY 2018; staff will work to right size the amount of funding for any programs that did/are not using their entire allocation.
- Recovery Oriented Systems of Care (ROSC) Model - while not yet adopted formally into the MHRSB Strategic Plan, OACBHA is encouraging boards to consider services that support a ROSC.
- Targeted allocations from FY 2016 - a number of projects were initiated mid-year through these funds. Several others are in process of funding and implementation. These projects will be given priority consideration for FY 2017 funding.

Included in the Purchasing Plan is a "timeline" that outlines steps to accomplish the goal of approving FY 2017 – FY 2018 funding allocations at the May 17, 2016 Board meeting, including the dates of regularly scheduled Board and Committee meetings, and the activities that need to be completed at those meetings. Also attached for the Committee's information, is a draft of the Application Letter that will be sent to current providers.

The Programs & Services Committee reviewed the plan. They had some concerns about contracting, but agreed to move it forward. The following motion is recommended to the Board of Trustees:

The Mental Health and Recovery Services Board of Lucas County approves the FY 2017-FY2018 Purchasing Plan and the associated Timeline for completion as presented in the February 16, 2016 Board meeting packet.

**DRAFT FY 2017 – FY 2018 Purchasing Work Plan for
Treatment, Support and Prevention Services**

The following Goal and Strategies are from the Board's Strategic Plan approved May 2014:

Strategic Goal: Reduce the Impact of Substance Abuse and Mental Illness in Lucas County

Strategy #1 – Maintain a comprehensive, integrated continuum of care for target populations.

Strategy #2 – Promote emotional health and reduce the likelihood for mental illness, substance abuse, and suicide.

Strategy #3 – Encourage the development of high quality, cost effective, and comprehensive services that are culturally competent and responsive to priority needs in the community.

Strategy #4 – Support system innovation and improvement based on evidence-based practices and promising approaches.

FY 2017 – FY 2018 Planning Process:

The guiding documents for the preparation of the FY 2017 – FY 2018 Purchasing Plan continue to be: The Strategic Plan approved in May 2014 and the MHR SB System-Wide Goals. The core strategy for this year's funding cycle will be reinforcing the base allocations that have already been established or responding to needs identified through the community input process. Further, MHR SB will consider ways of ensuring that programs exist that are necessary to comply with ORC 340.033 or that enhance a Recovery Oriented System of Care.

To inform the process, the MHR SB will update its financial forecast to provide a budget for next year's purchasing activity; it will rely on a series of community surveys and forums that have been completed in the past year, as well as the Stakeholder Forum on February 16, 2016. Further, recommendations from the Access to Treatment and Diversity Work Groups will also be taken into account. Staff will review outcomes and performance measures collected as of December 31, 2016 through the outcomes monitoring process. Since we now have a good idea of the impact of Medicaid Expansion, consideration will be given to "right-sizing" POS allocations. Staff is committed to meet with providers to review performance in current programs and to affirm outcomes for which the MHR SB would like to contract in FY 2017 – FY 2018.

Emphasis will remain on continuity in MHR SB's base of investments, focusing heavily on programs that are demonstrating positive outcomes, and making appropriate increases/decreases as outcomes indicate. Staff is currently engaged with several projects involving housing, peer support, and medication assisted treatment (MAT) that may generate requests for new allocations in FY 2017; they will be considered with respect to their priority and potential for outcomes.

The FY 2017 – FY 2018 planning process will include the following elements:

- Review the Board’s Mission and Vision Statements per Board Policy - This was accomplished at the Strategic Planning Session in May 2014 and will be reviewed in any subsequent strategic planning sessions.
- Analyze and respond to community feedback from the following events:
 - Stakeholder forums (February 2015 and February 2016)
 - Family Council/Parent Café surveys (approx. 600 responses)
 - 2013/2014 Lucas County Health Assessment
 - Toledo Lucas County Health Department Heroin and Pain Medication Survey (approx. 4,000 responses)
 - Heroin and Opiate Summit (approx. 185 people in attendance)
 - OACBHA Recovery Oriented System of Care survey (approx. 245 responses)
 - 2014 and 2015 African-American Forums on mental health issues
 - NAMI’s Hispanic Breakfast Series
 - MHR SB Diversity Workgroup recommendations
 - MHR SB Access to Treatment Workgroup recommendations
- Analyze MHR SB role in Treatment since Medicaid Expansion seems to be entrenched.
- Consider the impact of the Recovery Help Line and Comprehensive Addictions and Psychiatric Urgent Care Center on access to care in conjunction with the philosophy of “no wrong door.”
- Update the Board’s Subsidy Schedule and/or Clinical Eligibility Policy.
- Gather information regarding current utilization of existing allocations (including over/under-spending, outcomes, budget changes, programmatic changes, capacity shortages, mid-course adjustments, etc.) and agency projections for services. This will be done through applications, face-to-face meetings, etc.
- Analyze outcome data to determine if existing funding is accomplishing the desired goals. Determine if 120-Day Notices are required.
- Establish FY 2017 – FY 2018 funding for current programs.
- Consider new allocations according to availability of funds and priorities for service (e.g. ORC changes, Recovery Oriented System of Care model, etc.)

FY 2017 – FY 2018 PURCHASING PLAN

Key Dates and Work Products

December 22, 2015 – Staff Meeting

- Preliminary Discussion regarding FY 2017 – FY 2018 Purchasing Plan
- Review Guiding Documents

January 26, 2016 Programs & Services Committee Meeting

- Present FY 2017 – FY 2018 Purchasing Plan Timeline & Draft Application

February 2, 2016 Planning & Finance Committee Meeting

- Review FY 2017 – FY 2018 Purchasing Plan Timeline & Draft Application
- Consider 120-Day Notice requirements (if any)

February 8 – 19, 2016 - Staff

- Preliminary Outcome Review, including 1st Half spending

February 16, 2016 Board Meeting

- Stakeholder Forum at McMaster Center
- Approve FY 2017 – FY 2018 Purchasing Plan Timeline
- Approve 120-Day Notices

February 17, 2016 – Staff

- Mail instructions to agencies to submit applications for FY 2017 – FY 2018 funding; include project narrative, budget narrative, (UCR, 052), request for specific funding amounts, changes to programming, outcomes, etc. Agency return requested by March 11, 2016.

February 23, 2016 Programs & Services Committee Meeting

March 1, 2016 Planning & Finance Committee Meeting

March 11, 2016 – Providers

- Submit applications for FY 2017 – FY 2018 funding

March 14 – 18, 2016 – Staff

- Program Staff: Review Outcomes for half-year report
- Finance Staff: Review First Half Spending
- Finance Staff: Request Budget Revisions for any changes made to allocations

March 15, 2016 Board Meeting

**Draft FY 2017 – FY 2018 Purchasing Work Plan for
Treatment, Support and Prevention Services
Page Four**

March 29, 2016 Programs & Services Committee Meeting

- Review current program/services summaries – description of each program
- Review Outcomes Report for 1st Half FY 2016 – people served, 1st half spending, progress on outcomes
- Review Stakeholder input

April 5, 2016 Planning & Finance Committee Meeting

- Review Outcomes Report for 1st Half FY 2016
- Review provider agreement format and propose changes

April 19, 2016 Board Meeting

April 26, 2016 Programs & Services Committee Meeting

- Consider and recommend FY 2017 – FY 2018 programs and services

May 3, 2016 Planning & Finance Committee Meeting

- Review FY 2017 – FY 2018 funding recommendations for existing programs and services
- Review Provider Agreement format and consider changes

May 10, 2016 Governance Committee Meeting

- Begin FY 2017 Board Administrative Budget discussion

May 17, 2016 Board Meeting

- Approve FY 2017 – FY 2018 funding recommendations for proposed programs and services

May 31, 2016 Programs & Services Committee Meeting

June 7, 2016 Planning & Finance Committee Meeting

- Present FY 2017 Board Administrative Budget
- Review FY 2017 – FY 2018 Provider Agreement for form

June 14, 2016 Board Meeting

- Approve FY 2017 Board Administrative Budget
- Approve FY 2017 – FY 2018 Provider Agreement

Date Revised 1/22/16

PLANNING & FINANCE COMMITTEE MEETING
February 2, 2016

Application Letter

DRAFT

February 17, 2016

Ms. /Mr. (name), (title)
Agency
Street address
Toledo, OH 436??

Dear Ms./Mr. (name):

As the FY 2017 funding cycle approaches, the Mental Health and Recovery Services Board of Lucas County plans to emphasize continuity in the base investments that were made in FY 2016. We will focus heavily on those programs that are demonstrating positive outcomes. With the experience that we now have with the impact of Medicaid expansion, the Board anticipates “right sizing” POS allocations. This year in addition to a column depicting your agency’s current allocations, a column for proposed allocations is being added. If MHR SB proposes to change an allocation it will be noted here. (The budget anticipates a 2% increase for grant funded programs if justified by spending and outcomes). If you wish to propose either an increase or a decrease in any project’s funding, you may reflect it in that manner in your response. Increases must be justified either by improved outcomes or increased numbers of people served.

Total Fiscal Year 2016 allocations for your agency’s current contracted programs and/or services are:

<u>Program</u>	<u>Current Allocation</u>	<u>Proposed Annual Allocation</u>
Outpatient MH Treatment	\$ x,xxx,xxx	\$ x,xxx,xxx
Inpatient Engagement Services	\$ xxx,xxx	\$ xxx,xxx
Alcohol/Other Drug Treatment	\$ xxx,xxx	\$ xxx,xxx
Prevention Programs	\$ xxx,xxx	\$ xxx,xxx
Grant Funded Programs	\$ xx,xxx	\$ xx,xxx
Pass Through Programs	\$ xxx,xxx	\$ xxx,xxx
Ambulatory Detox (e.g.)	\$ xxx,xxx	\$ xxx,xxx

With the information you provide in response, staff will develop FY 2017 – FY 2018 funding recommendations and contract language. So that staff can proceed within the time constraints, please submit the following **by March 11, 2016**:

- 1) Letter of Intent to provide any or all of the above program(s).
- 2) Completion of the MHR SB Funding Guidelines Workbook. With this letter you should receive a copy of the FY 2016 Attachment 3 for each program you provide. You will also

receive an Excel workbook that has “tabs” for each program. The Workbook will be used to capture updates that you may propose to an Attachment 3. They can include changes to program description, service model, target population, numbers of people served or outcomes. There will also be questions asked related to quality indicators or quality improvements that you have made or intend to make in each of the programs, as well as how you infuse cultural competency into the services you provide.

It is MHR SB’s expectation that you will review the FY 2016 Attachment 3 and populate the Workbook with changes where applicable. If there are none, you will be instructed to indicate that as well. If you propose a change that you consider material, please call Karen Olnhaus en, and she will facilitate a meeting so that we can negotiate those changes together. **Be specific about the total number of youth and adults who will be served in FY 2017 and FY 2018.**

Please review the Outcome and Performance Measure sections for each program. MHR SB considers performance measures to be “outputs” that the program intends to achieve, e.g. numbers of services, people served, length of stay, etc. Outcomes are measurable changes in clients with respect to behavior, attitude, condition, knowledge, skills, or status. Your response to this request should propose changes to Attachment 3 for your program outcomes, how those changes contribute to the system goals, and how that contribution will be measured.

3) FY 2017 Budget Information:

- FY 2017 Budgeted Uniform Cost Report (UCR) – required of all agencies that deliver POS services. **This report will be the basis for POS rates (if applicable) and/or proposed changes in funding levels.**
- FY 2017 Budgeted Revenue by Program/Service Category (052 Report) –required by each agency to disclose **all agency revenue sources** and the programs to which they are allocated. [Total budgeted agency expenditures and the 052 totals should agree.]
- For each MHR SB grant funded program, submit an FY 2017 detailed line item Revenue and Expenditure Budget and budget narrative.
- No FY 2018 budget information is required to be submitted.

In order to make this process as expeditious and useful as possible, Board staff welcomes your questions and comments, and will facilitate face-to-face dialogue if necessary. Please submit responses to: Latisha Williams (lwilliams@lcmhrsb.oh.gov).

Sincerely,

Scott A. Sylak, Executive Director