

**LAKE COUNTY ADAMHS BOARD**

Regular Board Meeting

Monday, April 21, 2025

6:00 p.m.

Lake County ADAMHS Board, 9237 Mentor Ave., Unit B, Mentor

Ms. Kalb called the meeting to order 6:00 p.m.

**ROLL CALL:**

Members Present: Chair – Roberta Kalb  
Carl Dondorfer Matt Sabo  
Mike Hatton Beverly Schilero  
Kristin Hess Jeffrey Taylor  
Stacy Kramer Amber Torres-Gonzalez  
Pam Kurt Frances Webb  
Martin Phillips William Wilson

Members Excused:  
Philip Orley  
Nicole Parker

Staff Present:  
Kim Fraser, Executive Director  
Jackie Bruner, Director of Business Operations  
Dan Rowles, Director of Quality & Clinical Operations  
David Schick, Director of Marketing & Communications  
Amy Tulenson, Fiscal & Reporting Specialist  
Justin Williams, Administrative Assistant

Guests:

Jonathan Lee	Signature Health	Mike Matoney	Crossroads Health
Charles Tong	Lake Geauga Recovery	Jill W. Portman	Family Pride
Kim Hern-Vance	UH/Lake Health	Carrie Dotson	Lifeline, Inc
Andrea Gutka	Womensafe	Tia Lawrence	Torchlight YMA
Karen Mcleod	Extended Housing	Carol Casey	Bridges
Ann Marie Raddell	Fine Arts Association	Melanie Blasko	Lake Geauga Recovery
Michelle Bertman	Catholic Charities		

**EXECUTIVE SESSION:**

Mr. Sabo moved to enter Executive Session for the purpose of consulting with legal council regarding imminent legal action. The motion was seconded by Mr. Phillips and the Motion Passed Unanimously. (25-066)

Mr. Phillips moved to end Executive Session. The motion was seconded by Mr. Dondorfer and the Motion Passed Unanimously. (25-067)

**MINUTES OF MEETING:**

Mr. Hatton moved to accept the minutes of the March 17, 2025 regular board meeting as mailed. The motion was seconded by Mr. Sabo and abstained by Ms. Kramer. The Motion Passed. (25-068)

**CORRESPONDENCE:**

There was nothing to report before the Board.

**FINANCIAL REPORT:**

Ms. Bruner read the financial report of Board operations for the month of March, 2025 as follows:

Beginning Cash Balance .....	\$1,709,713.43
Plus: Cash Receipts for the Month .....	\$5,072,802.78
Total to Account For .....	\$6,782,516.21
Minus: Cash Disbursements for the Month .....	\$1,523,678.35
Ending Period Adjustments	\$ 0.00
Ending Cash Journal Balance .....	\$5,258,837.86

Mr. Sabo moved to accept the financial report for the month of March, 2025 as read. The motion was seconded by Mr. Wilson and the Motion Passed Unanimously. (25-069)

**PUBLIC COMMENT ON AGENDA ITEMS & INTRODUCTIONS OF GUESTS:**

Guests were welcomed and invited to comment on any agenda items.

**EXECUTIVE DIRECTOR’S REPORT:**

No report.

**EXECUTIVE COMMITTEE REPORT:**

On advice of counsel, Mr. Sabo moved to postpone the action on FY2026 Non-Medicaid Contracts with all providers until the May 19, 2025 full board meeting or special meeting called by the Board and publicly advertised. The motion was seconded by Mr. Hatton and the Motion Passed Unanimously. (25-070)

**EVALUATION/QUALITY IMPROVEMENT COMMITTEE REPORT:**

Mr. Taylor reported that the Evaluation/Quality Improvement Committee met on Monday, April 14 and and the following agenda items were discussed:

**Quality Improvement Review of Lifeline** Ms. Best shared a power point on Lifeline and began by reviewing their mission which is to help people and change lives. Ms. Best shared a brief history on Lifeline starting from when the organization was founded in 1973 by the Lake County NAACP to help Lake County residents by providing emergency assistance and life skills programming designed to increase self-sufficiency. In 1980, Lifeline became a participating agency of the United Way of Lake County and was certified as a mental health agency by the Ohio Department of Mental Health Addiction Services in 2008. Through today, Lifeline leads the fight against poverty by empowering community members to achieve self-sufficiency and by improving the quality of life for all residents, as defined by their mission statement.

Ms. Best discussed Lifeline’s programming which is designed to support their mission statement in a variety of ways. This includes increasing access to healthcare in an effort to maintain wellness, promoting safe and affordable housing for all, providing quality information and referrals, and allowing opportunities for education, asset development, and training to foster a living wage. Ms. Best reiterated that Lifeline’s goal is for their clients to not be long-term. Lifeline’s programs change regularly to meet the needs of the communities it services.

Ms. Best highlighted some Lifeline’s current Lake County programs. A few included programs consist of a Financial Empowerment Program, a Reentry Program with the Lake County Reentry Coalition, the Dolly Parton Imagination Library, which provides free and education credited books to children from birth to age five, and “Are You Okay?” which provides calls to seniors in Lake County as a check-in to make sure their needs are met. The Volunteer Guardian Program is an ADAMHS funded program that assists individuals who are found by the

Probate Court to be incapable of managing their own personal affairs due to a mental or physical impairment. A guardian is appointed by the court to make decisions that are in the best interests of the person subject to guardianship and ensure their needs are met. Lifeline currently has 81 wards under guardianship. The Kinship Navigator Program which assists families raising children who are not their own, connect to needed services through one-on-one sessions with their Kinship Navigator. This Navigator facilitates monthly educational workshops and peer support groups and distributes a monthly newsletter to caregivers. Through this program, Lifeline has provided 277 resource navigation referrals.

Lifeline is also proud to house 211 Lake County: "Give Help, Get Help." 211 is Lake County's toll-free information and referral hotline which operates 24/7, 365 days a year. Anyone can dial 211 and speak to a 211 Navigator who can help callers find answers to a variety of health and human service questions and connect them to area resources that can help them meet their needs. Ms. Best shared the 2024 Annual Summary for 211 Lake County. In 2024, the line received 22,801 incoming calls and provided 26,632 referrals working with 456 agencies and 977 total programs. The Needs Summary reveals that the majority of the calls regarded Safe Housing and Shelter (27%) and Access to Food & Meals (26%). The demographic for 211 consists of 38% of callers being ages 60+, 64% of clients identifying as male, 28% identifying as female, and 8% identifying as non-binary or other. Ms. Best also revealed all eligible 211 staff are trained and certified as Customer Resource Specialists, a Resource Database compliance with Inform USA Guidelines was completed with recent reaccreditation, a Quality Assurance process review for caller follow up and documentation was completed in 2024, and the 211 Program Manager is working towards a Database Curation Certification with expected completion in 2025.

The final ADAMHS funded program Ms. Best detailed was Lifeline's Reentry Program which assists those who have been incarcerated to reenter society with the proper support system in place and basic needs met to help reduce overall recidivism. The Reentry Program links clients to support services through Citizen Circle, facilitates the Reentry Coalition, and assists ex-offenders with things like court costs, IDs, housing and employment-related needs, and transportation costs thanks to several different funders. Lifeline has provided 258 resource referrals with this program. The Reentry Coalition Strategic Plan for 2025-2028 focuses on outreach and expansion of the coalition. Lifeline has also started a Reentry Transitional Housing Program in February of 2025, "Coming Home to Stay," and is in partnership with the Lake County Commissioners.

Ms. Best concluded by thanking the Lake County ADAMHS Board for all of the support the Board provides to Lifeline.

There was some discussion: In regards to Lifeline's programs, a concern was brought forth regarding the number of programs available and focus. Ms. Schilero asked how the programs do with their outcomes and inquired about the ability to see said outcomes. Ms. Best answered that each program has its own staff that handle and monitor them and with the assistance of Mr. Rowles, explained that all outcomes and information for each program is available on Lifeline's website. Mr. Rowles also offered his services as a liaison between the Board and Lifeline if anyone needed anything specific that they could not find an answer to from Lifeline's website. Mr. Dondorfer inquired about the Reentry Program and where the clients or referrals come from. Ms. Best stated that Lifeline primarily works with the Lake County Jail. The referrals can come from anyone within the jail including the clients themselves and explained that once a month, a Lifeline representative is sent to the jail to meet with possible clients to see if the program is something the client is suitable for. Mr. Taylor asked if the agency accepts interns or college students to which Ms. Best answered that the only program they provide that accepts interns or students is the Guardianship program, which is volunteer based, due to the need for licensing or accreditation for other programs.

Mr. Rowles has reviewed the agency's QI plan. It is in compliance with their certification through OhioMHAS and it is his recommendation that we approve their plan.

On behalf of the Evaluation/Quality Improvement Committee, Mr. Taylor moved that the full Board accept Lifeline's Quality Improvement Plan. Seconded by Mr. Sabo the Motion Passed Unanimously. (25-071)

**Quality Improvement Review of Catholic Charities** Ms. Bertman began by reviewing Catholic Charities focus which is "Providing Help. Creating Hope. Serving All." Ms. Bertman focused for a moment on "Serving All" and reiterated that to receive assistance from or work for Catholic Charities, you do not have to be Catholic yourself. The agency is happy to work with whomever.

Ms. Bertman immediately thanked the Lake County ADAMHS Board for their support and defined some of Catholic Charities programs that are funded with the Board's assistance. The first being their Behavioral Health Services which provide individual and family counseling ages 6 through lifespan, enlists bi-lingual therapists and case managers to assist with Spanish-speaking clients, provides Telehealth if preferred or needed, and provides access to a psychiatric nurse practitioner. Ms. Bertman shared graphs showing that the majority of Catholic Charities' Behavioral Health Service clients show progress toward treatment goals upon all benchmarks and near if not 100% client satisfaction on overall satisfaction, progress towards self-sufficiency, and needs of services met.

Another of Catholic Charities' programs that is partially funded by the Lake County ADAMHS Board is their Families of Promise Program. This program provides supplemental behavioral health intensive case management services for children and their caregivers due to the incarceration of a parent or parents. Catholic Charities' goals within this program are to provide mental health and emotional support, prevent multi-generational incarceration, and prevention of child abuse and neglect. The program outcomes provided by Ms. Bertman show that 85% of youth involved developed at least one personal asset, 94% of caregivers believe their child(ren) benefit from the program, and 70% of students involved reported improved grades since joining the program.

Ms. Bertman provided insight on Catholic Charities' strengths, weaknesses, opportunities, and threats. Among the agency's strengths are their experienced and highly qualified staff, the ability to boast that Catholic Charities is the Top Workplace 10 years in a row, and their diverse programming for diverse populations served. Opportunities for growth include providing more focused senior services for the aging Lake County Latine population, continuing to diversify funding, and developing programming for wrap around services meeting needs and or connecting to community resources. Ms. Bertman explained that Catholic Charities' weaknesses and threats probably look similar to most mental health agencies. Weaknesses being the lack of a case manager fully dedicated to their counseling program, limited administrative staff due to funding to support programs, and potential burnout of staff due to complexity of need. Catholic Charities' threats include the unknown impact of funding cuts, Medicaid cuts, and inflation.

Ms. Bertman highlighted a few of their additional programs which include a Hispanic Senior Services Program, a Comprehensive Case Management and Employment Program which offers youth employment, a Case Management for Self Sufficiency Program, Early Childhood Mental Health Program, and the "Help Me Grow" Home Visiting Program which provides education on infant growth, development, and parenting skills.

Ms. Bertman concluded by reviewing Catholic Charities' Mission Statement: "Under the leadership of the Bishop of Cleveland and inspired by the Gospel, Catholic Charities continues the mission of Jesus responding

to those in need through an integrated system of quality services designed to respect the dignity of every person and build a just and compassionate society.”

There was some discussion: Ms. Torres-Gonzales inquired about more information regarding Catholic Charities’ Hispanic community programs and asked if they partner with the Ohio Commissions. Ms. Bertman explained that this is something they are actively working towards; however, the application of more bi-lingual employees would need to increase to support this. Ms. Schilero asked about the staff turnover that was mentioned in the agency’s weaknesses, had they noticed the staff is using their employment only as a stepping stone? Ms. Bertman sadly answered that this was an ongoing issue they had noticed due to competition. Catholic Charities has raised their salaries since the pandemic to combat this, but the competition is too high. They had also noticed most students nowadays graduate and directly go into a private practice rather than working for agencies which is making hiring difficult. Regarding employment, Mr. Taylor asked how Catholic Charities fights staff burnout. Ms. Bertman stated that communication and support are key, but the most important thing is to care about the staff and stay in tune with their lives outside of work. They do wellness check-ins and offer time off when needed as well as offer a yearly staff retreat and monthly massages thanks to outside funding they received for employee wellness.

Mr. Rowles has reviewed the agency’s QI plan. It is in compliance with their certification through OhioMHAS and it is his recommendation that we approve their plan.

On behalf of the Evaluation/Quality Improvement Committee, Mr. Taylor moved that the full Board accept Catholic Charities’ Quality Improvement Plan. Seconded by Mr. Dondorfer the Motion Passed Unanimously. (25-072)

Next meeting date: May 12, 2025 at 5:30 p.m. at the Lake County ADAMHS Board.

#### **OPERATIONS COMMITTEE REPORT:**

Mr. Hatton reported that the Operations Committee met on Tuesday, April 15 and the following agenda items were discussed:

**SFY2026 Board Operating Budget** Ms. Fraser presented the proposed Board Operating Budget for SFY2026. She highlighted line items with changes and noted an overall slight increase in day to day operations. Ms. Fraser explained the changes in the Community Based Programs in which a position was eliminated. The Board has reduced staff to allocate funds elsewhere. In SFY2025, the Board has gone from employing 10 full-time employees to condensing positions and employing 9 full-time employees with Ms. Fraser noting that we have one of the lowest administrative overhead across the state. The overall budget shows a reduction in our bottom line.

Discussion: Mr. Sabo noticed the decreased funds in line 653, Advertising & Printing, concerned that with all the Director of Marketing does for the Board that these funds would not be enough? Ms. Fraser stated we have broken up marketing into what is done for Board operations and what is done for the community. Ms. Hess brought attention to line 720, Subscriptions/Periodicals, and inquired what those funds were directed to? Ms. Fraser and Ms. Bruner stated the Board is part of multiple different groups and organizations that do require fees or dues to be paid to participate in, such as the Ohio Association of County Behavioral Health Authorities, all of the Chambers of Commerce in Lake County, Lake County Development Council to name a few.

On behalf of the Operations Committee, Mr. Hatton moved to recommend to the full Board that they approve the SFY2026 Board Operating budget as presented. The motion was seconded by Ms. Kurt and the Motion Passed Unanimously. (25-073)

**Board Operating Expenditure Report Line Adjustments** Ms. Fraser stated while presenting the SFY2026 Board Operating Budget, the staff is requesting to make adjustment to the current SFY2025 Board Operating budget align with current spending.

On behalf of the Operations Committee Report, Mr. Hatton moved to recommend to the full Board that they make the following line item adjustments in the Board operating budget: decrease 512 (Salaries) \$3,600, increase 554 (Medicare) \$2,500, increase 613 (Housekeeping) \$700, increase 635 (Contract-Services) \$400, increase 710 (Tax Settlement Deductions) \$13,000, increase 632 (Professional Services – Legal) \$6,000, decrease 635 (Central Pharm Supplemental) \$19,000. The motion was seconded by Ms. Torres-Gonzalez and the Motion Passed Unanimously. (25-074)

**Lake Geauga Recovery Center – Recovery Housing Program Grant** Ms. Fraser was excited to announce after many attempts and a lot of back-and-forth, we have received funding from OhioMHAS for a Recovery Housing Program Grant for Lake Geauga Recovery Centers. This grant has been a long time coming and Ms. Fraser stated the Board staff has been working diligently to receive this funding. Ms. Fraser noted that each mental health and addiction recovery services board that applied has only received 50% of their requested amounts for this grant.

Ms. Blasko stated that upon research, only select boards across the state have received funding for this grant.

On behalf of the Operations Committee, Mr. Hatton moved to recommend to the full Board that they enter into a one-time SFY2025 non-Medicaid grant type contract with Lake Geauga Recovery Centers for the Recovery Housing Program Grant for an amount not to exceed \$53,584. The motion was seconded by Mr. Sabo and the Motion Passed Unanimously. (25-075)

Ms. Fraser prefaced the group that all line item adjustments have been thoroughly vetted by the ADAMHS Board Staff and are budget neutral.

**SFY2025 Crossroads Health Non-Medicaid Contract Line Item Adjustments** Ms. Fraser presented line item adjustments to Crossroads Health's SFY2025 non-Medicaid contract. They are budget neutral.

Discussion: Mr. Sabo inquired about the Wrap Around funds and what that entails? Ms. Fraser stated that they are last resort but flexible funds that are available for specific client needs, Ms. Hess asked how the adjustments requests are received? Ms. Fraser stated that they come directly from the agencies. Ms. Fraser also notated that Board staff can see why the adjustment is requested whether it is vacancy of a position or increased Medicaid funding or funding from another grant.

On behalf of the Operations Committee, Mr. Hatton moved to recommend to the full board that they make the following line item adjustments to the SFY2025 non-Medicaid contract for Crossroads Health: decrease School Based Prevention Services Grant \$5,000, decrease First Responder Grant \$20,000, increase Jail Treatment Program Grant \$70,000, decrease Intake & Consultation POS (Purchase of Service) \$18,000, decrease Residential Treatment Grant \$14,000, increase Groups non-Medicaid Grant \$6,400, decrease Respite and Therapeutic Foster Care Grant \$14,400, decrease Wrap Around \$11,000, increase SUD (Substance Use Disorder) Psychotherapy POS \$300, decrease SUD Urine Drug Screen POS \$300, increase MH Psychiatric

Diagnostic Evaluation w/o Medical POS \$6,000, decrease Evaluation & Management POS \$35,000, increase Community Services POS \$30,000, increase Psychotherapy POS \$5,000. The motion was seconded by Mr. Dondorfer and abstained by Ms. Schilero. The Motion Passed. (25-076)

**SFY2025 Extended Housing Non-Medicaid Contract Line Item Adjustments** Ms. Fraser outlined line item adjustments for Extended Housing's SFY2025 non-Medicaid contract. They are budget neutral.

On behalf of the Operations Committee, Mr. Hatton moved to recommend to the full board that they make the following line item adjustments to the SFY2025 non-Medicaid contract for Extended Housing: Decrease Housing Support Worker \$22,500, decrease Emergency Voucher \$30,000, increase PATH (Project for Assistance in Transition from Homelessness) Local \$5,000, increase Housing Subsidies \$47,500. The motion was seconded by Ms. Kurt and the Motion Passed Unanimously. (25-077)

**SFY2025 Lake Geauga Recovery Centers Non-Medicaid Contract Line Adjustments** Ms. Fraser detailed line item adjustments for Lake Geauga Recovery Centers' SFY2025 non-Medicaid contract. They are budget neutral.

On behalf of the Operations Committee, Mr. Hatton moved to recommend to the full Board that they make the following line item adjustments to the SFY2025 non-Medicaid contract for Lake Geauga Recovery Centers: Increase SUD Assessment \$1,500, increase SUD Individual Counseling \$16,700, increase SUD Group Counseling \$12,000, increase Intensive Outpatient Program \$27,000, increase SUD Case Management \$2,400, increase Family Group \$1,000, decrease Family Information and Referral \$2,000, increase SUD Residential \$66,400, increase Drug Screens \$1,790, decrease Board Bed Day \$42,150, decrease MH Psychiatric Nurse Practitioner Grant \$31,140, decrease Peer Recovery Support Grant \$16,500, decrease Residential Support Grant \$13,000, decrease Gambling Treatment Grant \$24,000. The motion was seconded by Ms. Webb and the Motion Passed Unanimously. (25-078)

Next Meeting Date: TBD at the Lake County ADAMHS Board

*As the **LONG-RANGE PLANNING COMMITTEE** did not meet since the last full Board meeting, the Board moved on to the next agenda item*

**OLD BUSINESS:**

There was no old business to bring before the Board.

**NEW BUSINESS:**

**Payment of Bills** Mr. Hatton moved that the Board approve the March bills totaling \$958,403.58 be paid as presented. The motion was seconded by Mr. Phillips and the Motion Passed Unanimously. (25-079)

**GOOD OF THE GROUP:**

Ms. Kurt brought attention to Lifeline's upcoming Imagination Library event, Girls Night Out, which will take place next Tuesday, April 29, at 7 p.m.

Mr. Hatton made a motion to adjourn at 7 p.m. The motion was seconded by Ms. Torres-Gonzales. (25-080)

Respectfully submitted,  
Roberta Kalb  
Chair

Nicole Parker  
Secretary