



## MINUTES

Administrative Policy Committee  
Wednesday, October 10, 2018

Present: Jim Newby, Committee Chair  
J. Cook  
M. McKewen  
A. Whitmore  
C. Williams

Staff: A. Doolittle  
H. Jones-Kelley  
D. Thompson  
L. Voisard

### **CALL TO ORDER**

J. Newby, Committee Chair, called the meeting to order.

### **ACTION ITEMS**

#### **Inter County Transfer Montgomery County Sheriff Office – Behavioral Health Jail Services**

Doug Thompson shared that Montgomery County Alcohol Drug Addiction and Mental Health Services needs to enter into a Memorandum of Understanding with the Montgomery County Sheriff's Office for an Inter County Transfer of funds for Behavioral Health Jail Based Services. Montgomery County Sheriff's Office is realigning services and will contract with NaphCare, Inc. to provide jail based services.

NaphCare, Inc. provides healthcare services to the incarcerated population, including City, County, State, and Federal inmates. NaphCare is a leading provider of comprehensive managed care services in diverse sectors of correctional healthcare across the country. They design and implement client-specific programs to meet inmate healthcare needs, including comprehensive medical services (on-site medical, dental, and mental health services), pharmaceuticals, on-site dialysis services, and TechCare®, our electronic operating system, solely to correctional facilities.

ADAMHS has been funding Samaritan Behavioral Health, Inc. to provide behavioral health and addiction services to inmates at the jail.

The Sheriff's Office will select and manage services NaphCare will provide and NaphCare will assign personnel to the jail.

County, jail and ADAMHS staff have met to discuss services, resources needed, current contract services and funding levels including any additional services needed. The amount requested is an increase of \$200,000 due to the coordination of services, staffing and hours required and is Levy funding

NaphCare, Inc. will be responsible for monitoring services and outcomes for the jail and ADAMHS will monitor the funding.

**\*\* J. Cook moved and C. Williams seconded that the Administrative Policy Committee recommend that the Montgomery County Alcohol Drug Addiction and Mental Health Services Board enter into a Memorandum of Understanding with Montgomery County Sheriff's Office to provide expanded medical and behavioral health services to inmates in the Montgomery County Jail for an amount not to exceed \$984,000 for the period of January 1, 2019 – December 31, 2019. Further that the Executive Director or board designee is authorized to sign any document necessary to execute the process. Motion carried unanimously.**

#### 2019 Budget Proposal – Human Services Levy

Doug Thompson provided an overview of the 2019 Budget Proposal

#### Page 1 – Overall Expenses for Fund 254

- Salaries are \$2,443,860 which will fund 31.25 positions which represents an increase of \$146,680 or 6.4% and includes a general salary parameter increase of 2.5%.
- Fringe benefits are \$843,846 due to budgeting actual employee costs. This is an increase of \$88,509 or 11.7% from 2018.
- Outside Agency Board Approved Travel increased \$30,000 or 54.5% based on 2018 increased costs. Jim Newby commented he wishes that this could be renamed to Training.
- Social Services Contractual Services are budgeted at \$25,171,136 an increase of \$1,382,845 or 5.8% for contracts with certified agencies in Montgomery County to provide mental health, drug abuse treatment, prevention services, and the operation of the Morning Star program and New Hope Villa.
- Maintenance and Repair Services decreased \$204,500 or 38.3% as these costs continue to decline with decreasing costs of computer software maintenance costs.

- Cost Recovery and Intergovernmental decreased \$20,000 or 50% in order to cover the cost for ICAT (Interagency Clinical Assessment Team) services that will be paid to the Montgomery County Juvenile Court.
- Capital Outlays are budgeted at \$78,000 which represents a decrease of \$21,140 or 21.3% from 2018. This budget consists of \$8,000 for office equipment such as desks, chairs and cabinets. \$25,000 for computer hardware such as desktops, servers, monitors, printers and network equipment and \$45,000 for computer software programs and updates to conduct administrative services.
- For 2019, there is a planned spend down in the amount of \$4,086,458. Overall fund expenses and outlays increase d by 4.9% from the 2018 adopted budget.

Page 2, 3, 4 – Budgeted Positions

- Total ADAMHS budgeted positions 34.0; Fund 254 (Human Service Levy) budgeted positions 31.25.

Page 5, 6, 7, 8 – ADAMHS CY2019 Projection by Agency/Program

- See attachment titled ADAMHS CY2019 Projections as this reflects where ADAMHS plans to spend monies for specific services. This is budget only as the application for funding for CY2019 will be completed in 4<sup>th</sup> quarter of 2018. Doug noted that the state and federal funding is projected to increase from the previous year.

Page 9 – CY2019 Proposed Programming from Existing Reserves

- This document provides detail on how the reserve will be allocated in CY2019.

**\*\* J. Cook moved and A. Whitmore seconded that the Administrative Policy Committee recommend that the Montgomery County Alcohol Drug Addiction and Mental Health Services authorize the Executive Director to submit the 2019 Budget Proposal – Human Services Levy. Further that the Executive Director or board designee is authorized to sign any document necessary to execute this process.**

Revenue and Expenditures Summary for Fund 254 - period ending September 30, 2018 (year-to-date)

- Doug Thompson shared that the Revenue and Expenditures Summary is representative of the Human Services Levy fund. He plans to provide the Revenue and Expenditures Summary for Federal, State and Other Local Funds at a future meeting.
- The Miscellaneous Revenues exceed budget due to federal reimbursement of our purchase of recovery housing properties (Glenbeck property) in prior year but reimbursement occurred in February of 2018.

## Expenditures Highlights:

- Human Services Levy funds are nearly equal to last year's disbursement, which is receiving 50% of our annual base allocation in March, 40% in July, and 10% in December
- Salaries – totaled \$1,607,968 – this is \$22,035 above the same period for 2017; there are three authorized and budgeted positions unfilled.
- Fringe Benefits decreased by \$14,880 due to lower insurance premiums for dental, disability, life and vision policies
- Operating Expenses decreased by \$5,892 as we purchased Mental Health First Aid manuals through a Grant.
- Travel & Training costs are up \$15,799 and includes an encumbrance in place for most of the expected travel during the year.
- Contractual Professional Services are for IT support contracts and Legal Counsel – increase of \$96,096 from last year
- Agency Services Contracts increased \$202,601 and represents the variability in the Board's contracting process and encumbrance carryovers from SFY 17.
- Maintenance and Repair actuals increased by \$92,489 and reflects the annual software maintenance for the NextGen HER.

Montgomery County ADAMHS financials are on target and there are no concerns.

## **ADJOURN**

With no further business the meeting was adjourned.

Prepared by Lynn Voisard

Attachment: Contract Worksheet Request Forms