

The McDonnell Center CBCF
Facility Governing Board Meeting Minutes
July 12th, 2024 • 9:30 am
3540 Croton Ave.
Cleveland, OH 44115

Present FGB Members: Al Sanchez (Chair), Myriam Miranda, Jeff Shivley, Vincent Holland, Colleen Brown, Luis Vazquez, Stephania Pryor, Scott Osiecki

Present Oriana House: Carl Ebner, V.P of Finance, CFO (via Zoom) | Pamela Cardinal, Program Manager | Savannah Vitt, Intern (recorder)

JAB Members via Zoom: Judge Maureen Clancy

Welcome and Approval of Meeting Minutes:

Luis Vazquez motioned to approve the April 12th, 2024 meeting minutes. The motion was seconded by Jeff Shivley. All were in favor, and the motion passed unanimously.

Comments from the Courts- Election Discussion:

Myriam began with reminding members that the board is overdue to hold an election based on the timetable outlined in the Facility Governing Board bylaws. Currently, the board does not have a sitting vice chair. Elections for the vice chair are to be held on odd years, while elections for the chair are to be held on even years. We were supposed to hold a meeting in January to hold elections, but due to issues at the time the election was postponed. We need to hold elections for the unexpired term of chair as well as the new term for the vice chair. Colleen asked how long the terms are held, to which Pamela answered that they are 2 year appointments. Luis asked if there was a reason as to why the terms are made to end on alternating years, to which Myriam answered that it ensures that the terms are staggered. Myriam informed Al that as the sitting chair he has the power to call for a special meeting without it being the decision of the board. Al made a decision to call for a special meeting, preferably within the next month. Vincent questioned if the nominations must be written, or if they can be electronic. Al and Myriam both clarified that they can be done either way. Pamela added that the elections must be held in person.

Judge Clancy inquired if the CBCF still offered wellness programming, such as mindfulness and meditation. Pamela answered that we provide yoga as well as a wellness self-management group that is taught by Recovery Resources. Judge Clancy discussed how in her journal entries, she requires her clients attend wellness programming as she fears that many clients do not feel comfortable attending programming like yoga. Judge Clancy added that the Judges like to see clients attending optional programming, and it can serve to help the client when the Judge is determining how much longer the individual should remain under supervision.

Probation Update:

Stephania stated she had not been in contact with anyone from Probation, and Pamela noted that no one from probation was present during the meeting. Due to this, no probation updates were provided.

Monthly fiscal report:

Carl Ebner reviewed the expense variant report for the month of May. Carl noted that we have been over budget on personnel costs by \$411.3K YTD. For supplies we are under budget by \$87.1K YTD and under the monthly budget by \$14.2K. We are under budget on maintenance costs by \$72.2K YTD. We are also under budget for medical by \$127.9K. Carl proposed that this could be due to Oriana House providing medical staff as opposed

to contracting medical staff from another agency. He later informed the board that for May of 2023, the cost of medical through Care Alliance was \$16,000, while the cost of utilizing Dr. Thrasher was \$3,500, which Luis commented was a big difference. Pamela stated that hiring Oriana staff to provide medical services has addressed ethical issues that were present when we utilized Care Alliance staff. Scott asked whether the CBCF being over budget on salaries was due to the increase in the number of employees, or if it was due to health insurance costs. Carl clarified that it was due to an increase in staffing. Jeff questioned how we are \$38.0K under budget on food supplies. Carl responded that the budget for food was increased, but based on the difference the budget was likely raised too much. Al asked Pamela that when we put out a notice for a special meeting, that we make sure to include the data for how much we are saving by having Oriana medical staff, as well including the June fiscal report and the wrap-up of the entire fiscal year. Luis made a motion to accept the expense report, which Al seconded. All were in favor, and the motion passed unanimously.

Conflict of Interest Agreement and Vendor List:

Pamela had members review and sign the conflict of interest agreement before the meeting had begun, and the agreements were collected after the meeting had adjourned. Pamela reviewed the vendor list, stating that the vendors listed in purple are new vendors, while the vendors listed in bold are the MBEs. Myriam questioned the cost of vending. Pamela responded that since commissary is still in the implementation phase, that has yet to be calculated. A meeting will be held next week with Keefe, which is a commissary company. It was asked what Hylant Cleveland offers, since it was highlighted but had no values provided, to which Vincent answered that it is an insurance company. Pamela stated that she wasn't sure why it was highlighted, but she could inquire into the matter.

JAB Member List:

Pamela provided a list of the current Judicial Advisory Board members to the attendees. This allows members of the board to know who sits on the Judicial Advisory Board.

FGB Member Contact Information:

Pamela passed around the contact sheet for all members and requested that members updated their contact information. This list will be updated.

Occupancy Report:

Pamela stated that occupancy has increased since March. She went over the number of clients the facility houses, which was 144 for the month of June. This is 25 below our maximum population of 169. Luis asked for clarification on the difference between referrals and intakes, and how we can turn referrals into intakes. Pamela clarified that not all referrals are eligible due to medical issues, mental health issues, or changes that occur at the time of sentencing. Stephania questioned if the Judges are provided with the specific criteria that determines client eligibility, as well as if Judges are provided information on why specific clients might be denied intake. She presumed that the judges might be dissuaded from referring clients to the CBCF if their referrals are repeatedly being denied. Pamela stated that we want to ensure individuals who aren't eligible are not sent here as we often have to medically discharge them, which can serve to be more frustrating to the Judges. She stated the Judges would rather we take more time in determining eligibility prior to admitting clients as it eliminates the issue of clients being sent back in front of judges to be resentenced.

Judicial Referrals:

Al gave props to Judge Sutula for the large number of referrals he'd made, and Luis stated that he would be a good Judge to interview to find out why he refers so many clients. Myriam proposed that we meet once a year with Judges as she felt the previous meetings led to the large number of referrals. Judge Clancy proposed that instead we meet quarterly and that more emphasis be placed on programming during these meetings.

Dashboard Report:

Luis questioned why for the month of April we had 67 referrals, but only accepted 55 clients. Not all referrals make it to the program. Some of those factors are: medical, mental health, and/or at time of sentencing can change. Luis also asked if the number of mental health clients listed on the dashboard is the number only for that month. Pamela confirmed, and stated that the value shows the total number of mental health clients, and then that number is broken down into the number of clients who have a severe mental health diagnoses. She also highlighted how the number of positive urine drug screens (UDS) has decreased substantially, addressing another concerns that Judges had voiced.

Drug Deterrence Report:

Luis asked how often clients are given urinalyses, to which Pamela responded twice a month. Luis asked if clients are asked to provide samples for urine drug screens at set times or odd hours such as after midnight or at 2 a.m. Pamela stated that we do not conduct them at set times, and that we cannot wake clients up in the middle of the night to conduct urine drug screens since we have to provide them with 8 hours of sleep. If a client is awake then they can be tested, but otherwise tests cannot be conducted during these hours.

Notable Contraband:

Pamela reviewed the notable contraband lists for the months of April, May and June. She attributed the decline in contraband to increased efforts such as dorm searches, perimeter checks, pat downs, enhanced pat downs, and K-9 searches. She discussed how we now conduct perimeter checks prior to letting the clients outside, which has led to staff intercepting contraband before clients can access it. Stephania and Jeff questioned what happens to contraband after it is confiscated. Pamela stated that it depends on the type of contraband. Jeff highlighted how the contraband reports do not list any drugs beyond K2, which he considered a big improvement. Luis proposed we share these reports with the Judges, as it depicts the efforts made to address judicial concerns. Al proposed that for the special meeting, a checklist is prepared to ensure the board covers these points entirely. Luis, Al and Stephania thanked Pamela for her exemplary work on the FGB packet.

Bench Card:

Pamela presented the bench card to the board, which lists the services The McDonnell Center provides. She noted that all the Judges have been provided this.

Adjournment: Luis made a motion to adjourn, which Myriam seconded. All were in favor, and the meeting was adjourned.

Meeting adjourned.

Next meeting to take place on Friday, October 11th at 9:30 a.m.