



**Board of Directors Meeting  
via Microsoft Teams**

**May 6, 2020 - 4:30 p.m.**

**Conference Call Number: 941-263-1518, Conference ID: 191652476#**

1. Introductions / Roll Call Chair
  
2. Approval of Resolution for Virtual Meeting Procedures Chair
  
3. Approval of February 20, 2020 Minutes Chair
  
4. Board Chair Report Chair
  - Legislative Update
  - BBHC Bylaws
  - Census
  - Broward County Community Partnership Division Update
  
5. CEO Report CEO
  - Approval of DCF Amendment #40
  - Approval of DCF Amendment #41 for 211
  - Approval of Electronic Signature Policy
  - Approval of February 2020 and March 2020 Financial Statements
  - COVID-19 Network Update
  - Carisk Update
  - Nominating Committee Update
  
6. Public Comments
  
7. Adjournment

**The next meeting will be held on  
June 18, 2020**



**Board of Directors Meeting  
MINUTES  
February 20, 2020 – 4:30 p.m.  
3521 W. Broward Blvd. Suite #206  
Lauderhill, FL 33312**

The meeting was called to order by Commissioner Nan Rich at 4:37 p.m.

Board of Directors	Present	Excused	Absent	Board of Directors	Present	Excused	Absent
Ray Berry			X	Commissioner Nan Rich	X		
Katharine Campbell <i>Treasurer</i>			X	Steve Ronik	X		
Kimm Campbell		X		Jackie Rosen			X
Larry Davis	X			Scott Russell	X		
Vivian Demille	X			Tammy Tucker	X		
Paul Jaquith	X			Commissioner Lois Wexler	X		
Mayor Michael Ryan	X			Julie Klahr, BBHC Attorney	X		
Robin Martin	X			Silvia Quintana	X		
Neal McGarry <i>Vice-Chair</i>		X		Paula Thaqi	X (via phone)		
Susan Nyamora	X			Representative Michael Gottlieb		X	
Rosalind Osgood	X			Senator Gary Farmer		X	
Larry Rein <i>Secretary</i>			X				

**BBHC Staff:** Silvia Quintana, Nikitress Williams, Danica Mamby, Steve Zuckerman, Kerline Robinson

**Carisk Staff:** Jennifer Braham

**DCF Staff:** Suzette Fleischmann, Margaret De Cambre, Dawn Liberta

**1. Introductions/Roll Call**

Roll call was taken via sign-in sheet, as noted above, and a guest sign-in sheet. Board Chair, Commissioner Nan Rich, ascertained that there was a quorum.

**2. Approval of January 16, 2020 Meeting Minutes**

With corrections to the minutes, a motion was made by Mr. Scott Russell and seconded by Mayor Michael Ryan, to unanimously approved the January 16, 2020 minutes.



### **3. Board Chair Report**

#### **2020 Census**

- Commissioner Nan Rich reported that the Census invitations will be mailed out beginning March 12, 2020 through March 20, 2020. Commissioner Rich explained that every member of the household should be counted, especially since children ages 0-5 are the most undercounted population. Commissioner Rich and School Board member Dr. Rosalind Osgood presented a resolution to the Broward County School Board in support of their involvement in Census 2020. Commissioner Rich mentioned that Mr. Jose Perez and Mr. Angel Gomez with the Broward County School Board are leading the efforts to educate over 600,000 employee, students, and parents whose lives are touched by the school system everyday about the importance of achieving a complete count in the 2020 census. There are approximately 20 cities in Broward County that have created Complete Count Committees of their own.

#### **Legislative Update**

- The Senate budget fully funds the Sadowski Affordable Housing Trust Fund at approximately \$387 million dollars. The House budget only appropriated \$147 million dollars and would be sweeping \$200 million dollars from the Sadowski Affordable Housing Trust Fund.
- Senate Bill 68 allows sources for federal funding matches to be accessed on an expedited basis. Additionally, it adds two members to the Council on Homelessness and makes several changes to challenge grants provided by the State Office. It increases the amount of challenge grant funds each CoC lead agency may receive annually from \$500,000 to \$750,000. Lastly, it requires each CoC lead agency to document the commitment of local government or private organizations to provide matching funds or in-kind support in an amount equal to 25% of the grant requested.

### **4. CEO Report**

- **Approval of Reallocation of Funds**

*See the Finance Committee Report.*

- **Approval of OCP3 Enrollment Policy**

*See the Recovery-Oriented System of Care Report.*

- **State Response Grant – Hospital Bridge Update**

The amendment for the Medicated Assistant Treatment (MAT) program will be signed on February 21, 2020. Broward Health should be implementing the program by March 1, 2020. Broward Health will be facilitating inductions in all of their emergency rooms.



Broward Medical Center will house four (4) beds for stabilization and refer individuals to MAT providers. Broward Health will begin the Medicated Assisted Treatment on Mothers in Recovery (MIR) program soon, although the protocols with Memorial Healthcare System are pending.

- **Carisk Update**

Ms. Jennifer Branham reported that Carisk is near completing desk reviews. Carisk continues to apply Data Versus Invoice (DVI) for the rest of the fiscal year.

The statewide Data Workgroup in collaboration with the Department of Children and Families (DCF) met on November 18, 2019 in Tampa to focus on next steps for FASAMS. An additional statewide Data Workgroup meeting was held in Tampa on January 23-24, 2020 to review the recommended changes from the DCF FASAMS Team sites.

The network is currently failing the *For the Percent of Adults with Substance Abuse Who Live in a Stable Housing Environment at the Time of Discharge and For the Percent of Adults in Mental Health Crisis who live in Stable Housing Environment* performance measures. During this month’s CQI Meeting Ms. Braham showed providers how to interpret the performance measures.

## 5. Committee Reports

### ***Finance Committee***

Chief Financial Officer, Mr. Steve Zuckerman, provided an overview of the December 2019 financial statements. Mr. Zuckerman noted that BBHC is under budget for most of the expense line items. **On a motion made by Mr. Robin Martin and seconded by Ms. Rosalind Osgood, the Board unanimously approved the December 2019 financial statements.**

### **Approval of Reallocation of Funds**

Mr. Paul Jaquith requested the Board’s approval of the reallocation of funds. The following abstentions were made:

<b>Board Member</b>	<b>Affiliation(s)</b>
Susan Nyamora	South Florida Wellness Network
Paul Jaquith	House of Hope
Steve Ronik	Henderson Behavioral Health, Inc.



**On a motion made by Commissioner Lois Wexler and seconded by Mayor Michael Ryan, the Board unanimously approved the reallocation of funds.**

***Recovery-Oriented System of Care***

Committee Chair, Commissioner Lois Wexler, explained the challenges we are having with the Post-Arrest Diversion Program with Broward Regional Health Planning Council (BRPHC). Ms. Elida Segre and Ms. Quintana met with Mr. Michael DeLucca and staff to discuss changes to the program. The changes must be implemented starting April 1, 2020. BRPHC has until June 30, 2020 to show improvement and if they are not able to meet the requirements, BBHC will find another provider to manage the program.

Commissioner Wexler requested the Board’s approval of the OCP3 Enrollment Policy. **On a motion made by Commissioner Lois Wexler, and seconded by Mr. Larry Davis, the Board unanimously approved the OCP3 Enrollment Policy.**

***Consumer Advisory Council***

Committee Chair, Ms. Susan Nyamora, reported that Ms. Areeba Johnson (of BBHC) is working with consumers to ensure the Recovery Self Assessments (RSAs) are conducted at different facilities within the community. Although there have been challenges, there have been great results.

***Provider Advisory Council***

Committee Chair, Mr. Paul Jaquith, reported that the Child Welfare Care Coordination Teams be mandated as a follow up once the mother is reunified with her child(ren). The reason for this is because mothers are disengaging from the system, and parents in general are relapsing creating an additional burden to the system.

Mr. Jaquith stated that the FASAMS pamphlet 150 update is important for agencies to understand. During the recent Data Workgroup Meeting, Carisk expressed the importance of reading the pamphlet thoroughly since the information captured in the pamphlet impacts invoicing going forward.

**6. Public Comments**

Ms. Suzette Fleischmann reported that the SOAR Grant is being funded for another year.

**7. Adjournment**

The meeting adjourned at 5:30 pm

Minutes approved by: \_\_\_\_\_  
**Larry Rein, BBHC Secretary**

Julie F. Klahr  
jklahr@gorencherof.com



**GOREN CHEROF  
DOODY & EZROL P.A.**  
ATTORNEYS AT LAW

April 7, 2020

**VIA E-MAIL ONLY:**

Silvia Quintana, CEO  
Broward Behavioral Health Coalition, Inc.  
3521 West Broward Boulevard, Suite 206  
Lauderhill, FL 33312  
[silvia.quintana@browardbehavioralhc.org](mailto:silvia.quintana@browardbehavioralhc.org)

**RE: Broward Behavioral Health Coalition, Inc. (“BBHC”) / Sunshine Law –  
“Virtual Meetings” & COVID-19**

Dear Silvia:

On March 20, 2020, Governor Ron DeSantis signed Executive Order No. 20-69 (the “Order”), related to conducting local government public meetings held pursuant to the Sunshine Law while under the public health emergency related to the spread of the Novel Coronavirus Disease 2019 (“COVID-19”). The Order suspended any legal requirement that a quorum be physically present in order for a local government body to meet and conduct business, suspended any legal requirement that a governing body meet in a specific place, and authorized local government bodies to utilize **communications media technology** (“CMT”) such as telephonic and video conferencing, subject to certain requirements.

While BBHC is not a “local government agency” as referenced in the Order, further information obtained from both the Governor’s office and the Division of Emergency Management indicates that so long as an entity can determine that it is serving a government purpose, it should proceed in a similar fashion. As BBHC serves as a behavioral health managing entity pursuant to §394.9082, Florida Statutes, and facilitates a system of coordinated care for effective and efficient delivery of substance abuse and mental health services as designated and delegated by the Florida Department of Children and Families (“DCF”), BBHC is performing a delegated government function. It is on this basis that BBHC is even subject to the Sunshine Law in the first place. In order to ensure that continued services are provided under the current

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Please reply to Fort Lauderdale Office

**Fort Lauderdale Office**  
3099 E. Commercial Blvd., Suite 200, Fort Lauderdale, FL 33308. T 954-771-4500 | F 954-771-4923

**Delray Beach Office**  
76 N.E. Fifth Avenue, Delray Beach, FL 33483. T 561-276-9400

[www.GorenCherof.com](http://www.GorenCherof.com)

circumstances, it is our opinion that BBHC performs a governmental function for the limited purposes of being authorized to apply the provisions of the Order to avail itself of the provisions contained therein to hold a meeting of BBHC’s Board of Directors and committees necessary to address the community’s needs in light of the COVID-19 pandemic, so long as it is done in accordance with the provisions and limitations of the Order. It should be further noted, therefore, that any such meeting should be limited in scope for only such purposes as are delegated functions of DCF.

The Order **does not** waive any other requirement under the Florida Constitution and Ch. 286, F.S. (collective, the “Sunshine Law”). In other words, in order to conduct a Board of Directors meeting in accordance with the Order, BBHC must still ensure that **notice** is provided, **minutes** are taken, and that the **public** has a **right of access** to the meeting.

The Order specifically authorizes BBHC, as a local government body, to utilize CMT as provided in Section 120.54(5)(b)(2), Florida Statutes (the “Statute”). The Statute establishes uniform rules for scheduling public meetings, hearings and workshops. The Statute is supplemented by Ch. 28-109, Florida Administrative Code (the “Rule”), which further details procedures for conducting public proceedings by CMT.

As defined in the Statute, CMT means “the electronic transmission of printed matter, audio, full-motion video, freeze-frame video, compressed video, and digital video by any method available.”

Based on the foregoing, BBHC may legally hold a meeting and conduct public business without a physical quorum present, utilizing CMT, so long as proper notice is provided, minutes are taken, and the public’s right of access and participation is ensured through appropriate technology.

## I. NOTICE

If BBHC chooses to conduct a meeting through CMT, it must provide notice in the same manner as required for a non-CMT meeting, and must plainly state that the meeting is to be conducted utilizing CMT. The notice must identify the specific type of CMT to be used. The notice must also describe how interested persons may attend and must include:

- 1) The address or addresses of all access points, specifically designating those which are in locations normally open to the public.
- 2) The address of each access point where an interested person may go for the purpose of attending the meeting.
- 3) An address, email address and telephone number where an interested person may write or call for additional information.

- 4) An address, email address, and designated person to whom a person may submit written or other physical evidence which he or she intends to offer into the record during the CMT meeting.

For notice purposes, pursuant to the Rule, “access point” means a designated place where a person interested in attending a CMT meeting may go to attend the proceeding. To “attend” means having access to the CMT network being used to conduct a meeting. Please be advised that the Statute does not specifically require that a physical location to attend the meeting be provided. Since the BBHC is closed to the public under the current state of emergency, the notice should indicate as such and provide clear details for accessing any meeting conducted by CMT.

Our office is available to assist with the preparation of any notice of a virtual meeting of the Board of Directors.

## II. RIGHT OF PUBLIC ACCESS

If BBHC intends to conduct a Board of Directors meeting by CMT, it is necessary to ensure that the public has a right of access to the **entire** meeting. This access should be free to the public, and no meeting should be conducted exclusively by CMT without making provisions for every member of the public who wishes to attend. If, at any point during the CMT meeting, the technology fails or if the technology is insufficient to permit all interested persons to attend, the meeting should cease immediately until such problems have been resolved.

In addition to public access, BBHC must also ensure that the public has an opportunity to be heard prior to any final, official action, in accordance with Section 286.0114, Florida Statutes. The State has not provided any guidance to facilitate public participation while conducting a meeting by CMT. Our office has examined this issue and offers several potential options, as detailed below, to ensure compliance with the Sunshine Law. These options are not all-inclusive and, subject to the BBHC’s IT capability, there may be other ways to ensure that the public has a right of access and participation at virtual meetings of the Board of Directors. Please consider the following:

- 1) In addition to the notice requirements set forth above, any notice for a meeting conducted by CMT should include the following statement:

“Any member of the public wishing to comment publicly on any matter, including on items on the agenda, may submit their comments by email to [publiccomment@browardbehavioralhc.org](mailto:publiccomment@browardbehavioralhc.org). All comments submitted by email that, if read orally, are three minutes or less shall be read into the record. All comments submitted by email shall be made a part of the public record.”

- 2) The public should have the same access to the meeting as members of the Board of Directors. In other words, if the members of the Board are utilizing videoconferencing software, members of the public should also be given an opportunity to view the meeting by videoconference.
- 3) A telephone number may be provided whereby members of the public can call during the meeting and enter a queue where they will be given an opportunity to offer public comments at an appropriate time, as determined by the Chair. A member of staff may be necessary to monitor the phone line during the meeting and assist the Chair in ensuring that individuals who dial in are afforded an opportunity to speak in the order in which they called.
- 4) A “Public Comment Form” may be created and uploaded to BBHC’s website, whereby members of the public can submit comments directly through BBHC’s website. These comments may be read into the record, at the discretion of the Chair.

As previously noted these are just several examples of ways that BBHC can ensure that the public has a right of access and an ability to comment at a virtual Board of Directors meeting. Our office is prepared to work with BBHC’s IT staff to explore other options which will further ensure compliance with the Sunshine Law.

### III. MINUTES

The Order has no impact on BBHC’s legal requirement to keep minutes of all meetings of the Board of Directors. In order to ensure that complete and accurate minutes are taken during a virtual meeting, votes should be taken by a **roll call**. In addition, the Secretary should ensure that he/she has full and complete access to all CMT to ensure that a complete record of the meeting is properly maintained.

### IV. CONCLUSION

The Order provides BBHC with some relief in the context of strict compliance with the Sunshine Law, particularly related to quorum requirements. While a physical quorum is not needed to conduct a virtual meeting utilizing CMT, all other requirements of the Sunshine Law and the Articles of Incorporation and Bylaws of BBHC remain in effect. The notice requirements, though slightly modified as detailed herein, and the requirement for minutes are fairly straightforward. Ensuring the right of public access and public comment will require coordination with BBHC’s Office and BBHC’s IT staff. The options detailed herein will help ensure full compliance with the Sunshine Law. Our office remains available to assist with BBHC’s professional staff in an effort to facilitate a legally compliant, virtual meeting consistent with the requirements of the Sunshine Law.

Re: Sunshine Law – “Virtual Meetings” & COVID-19  
April 7, 2020  
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Please contact our office if there is any additional information that we can provide.

Sincerely,

*Julie F. Klahr*

JULIE F. KLAHR

JFK:sa

Cc: Nan Rich, Chair  
Kerline Robinson, Office Manager  
Luis Martinez, Patchnet ([lmartinez@patchnet.net](mailto:lmartinez@patchnet.net))

**BYLAWS  
OF  
BROWARD BEHAVIORAL HEALTH COALITION, INC.**

**ARTICLE I**

**Name, Seal and Offices**

1. Name. The name of this Corporation is BROWARD BEHAVIORAL HEALTH COALITION, INC.

2. Seal. The seal of this Corporation shall contain the words and numerals: "Broward Behavioral Health Coalition, Inc., a corporation not for profit, Corporate Seal, 2011, Florida." Except as required by law, the Board of Directors may change the form of the seal or the inscription thereon at its pleasure.

3. Offices. The principal office of the Corporation shall be at ~~1715 S.E. 4<sup>th</sup> Avenue, Fort Lauderdale, Florida 333163521~~ West Broward Boulevard, Lauderhill, Florida 33312, or at such other place or places as the Board of Directors may from time to time designate. The Corporation may have other offices of any type or number as the Board of Directors may from time to time designate.

4. Objectives. The purpose of the Corporation is to become the community-based managing entity for substance abuse and mental health services for Broward County, Florida, and, subject to the restrictions and limitations hereunder set forth, to use and apply the whole or any part of the income therefrom and the principal thereof exclusively for charitable, scientific, literary or educational purposes or to make contributions to organizations duly authorized to carry on charitable, scientific, literary or educational activities within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code; to solicit and receive gifts, bequests, donations, contributions, conveyances, deeds of real estate, stocks, securities or commodities and devises of monies and properties and to use and apply the net income and principal exclusively and in furtherance of the undertakings of the corporation; to receive, own, hold, administer, distribute and dispose of properties of all kinds, whether real, personal or mixed, and whether acquired by gift, bequest, devise, purchase or otherwise; to borrow monies and to do and perform all lawful acts necessary, suitable and proper for the purposes hereinbefore enumerated. Provided, however, that unless specified by donors, grantors and contributors to the contrary, all sums of money, property, securities or commodities and donations of every kind shall be considered as permanent funds and used and applied to the purposes and uses above enumerated.

## ARTICLE II

### **Members**

The Corporation shall be managed by its Board of Directors and Officers and shall have no members.

## ARTICLE III

### **Directors**

1. Annual Meetings; Election. The annual meeting of the Directors of the Corporation shall be held at the principal office of the Corporation, or such other place as the Board of Directors may designate, in **June of each year**, for the purpose of electing Directors and Officers, and for the transaction of such other business as may properly come before the meeting. The business and property of the Corporation shall be managed and controlled by a Board of Directors, each of whom shall hold office until the expiration of his/her term or until the election and qualification of a successor, except as hereinafter otherwise provided for filling vacancies. The Directors shall be chosen by a vote of the Board of Directors at such meeting by a majority of the votes of the Directors who are present.

2. Number of Directors. The number of Directors of the Corporation shall be no less than three (3); however, it is intended that there be no less than 15 and no more than 25 Directors, as determined from time to time by the Board of Directors.

3. Term of Directors. Directors shall serve terms of three (3) years. Initially, one-third of the Directors shall be elected to terms of one (1) year, one-third to terms of two (2) years and one-third to terms of three (3) years. The Nominating Committee shall recommend to the entire Board the mechanism by which each of the Directors shall be elected to these initial terms. Thereafter, Directors shall be elected to terms of three (3) years, unless a Director is elected to fill a vacancy, in which case the Director shall serve the remaining term of the Director being replaced. ~~No Director shall serve more than two (2) consecutive three (3) year terms (in addition to, if applicable, a one (1) or two (2) year initial term). A Director who has served for two (2) consecutive three (3) year terms shall be eligible for re-election as a Director five (5) years after expiration of the last prior term, in which case the term limitations of this Section shall again apply to such individual as if a newly elected Director.~~

4. Makeup Composition of Board of Directors. The Board of Directors shall be ~~comprised~~ of individuals with experience and qualifications pertinent to the purposes and activities of the Corporation. At a minimum, the Board of Directors shall consist of individuals served and family members, appropriate community stakeholders

and organizations, and ~~subcontractors-providers~~ of substance abuse and mental health services, with a majority of the Directors being individuals served and family members and other appropriate community stakeholders.

5. Resignation. Any Director may resign at any time by giving written notice of such resignation to the Board of Directors.

6. Vacancies. Vacancies shall be filled by application and recommendation of the Nominating Committee to be submitted to the Board of Directors for approval.

7. Regular Meetings. The Board of Directors shall schedule regular meetings to be held at specified dates or periodic intervals. The Board of Directors shall hold a minimum of eight (8) meetings per year, including the annual meeting, with no meetings in the months of July or December unless otherwise determined by the Board of Directors.

8. Special Meetings. Special meetings of the Board of Directors may be called by the Chair or be called on the written request of any three (3) members of the Board.

9. Notice of Meetings. Notice of all Directors' meetings, except as herein otherwise provided, shall be given by posting of notice at the business address of the Corporation and mailing to the Board of Directors, by U.S. or electronic mail, the same at least three (3) days before the meeting to the usual business or residence address of each Director. Emergency meetings of the Board of Directors may be held with a minimum of twenty-four (24) hours notice at such time and place as shall be determined by the Chair. Once a schedule or calendar of meetings is approved by the Board, it shall be posted at the offices of the Corporation and on the Corporation's website.

10. Attendance. Attendance at meetings of the Board of Directors by its members is mandatory. Failure to attend three (3) regularly scheduled meetings in any twelve (12) month period may result in removal from the Board as determined by a majority vote of the Board.

11. Telephonic Meetings. Members of the Board of Directors may participate in a meeting of such Board by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time, so long as a quorum of the Board is physically present at the location of the meeting. Participation by such means shall constitute presence in person at a meeting, must be coordinated in advance of the meeting and should occur only in the event that the member is ill, out of town or otherwise unavailable to attend in person.

12. Quorum. At all meetings of the Board of Directors, ~~a majority at least~~ \_\_\_\_\_ of the Directors shall be necessary and sufficient to constitute a quorum for the transaction of business. The act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors. ~~If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time without further notice to any absent Directors, and may take such other and further action as is provided herein by these Bylaws.~~

13. Removal of Directors. Any Director may be removed by the affirmative vote of a majority in number of all of the Directors at any regular or special meeting called for that purpose.

14. Contracts and Services. The Directors and Officers of the Corporation may make any contract relating to or incidental to the operations conducted by the Corporation, and may freely make contracts, enter transactions and otherwise act for and on behalf of the Corporation as directed by a majority vote of the Board of Directors.

15. Compensation. Directors shall not receive any salary or compensation for their services. Directors may be reimbursed for expenses incurred on behalf of the Corporation so long as prior authorization for such expenditure has been authorized by a majority vote of the members of the Board of Directors.

16. Powers. All corporate powers, except such as are otherwise provided for in these Bylaws and in the laws of the State of Florida, shall be and are hereby vested in and shall be exercised by the Board of Directors. The Board of Directors may by general resolution delegate to committees of their own number, or to Officers of the Corporation, such powers as they may see fit.

17. Annual Financial Report. The Board of Directors shall be presented timely and filed with the minutes thereof, a report, verified by the Chair and Treasurer and be circulated to the Board of Directors, showing (a) the whole amount of real and personal property owned by the Corporation, where located, and where and how invested; (b) the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of the acquisition; and (c) the amount applied, appropriated or expended during the year immediately preceding such date and the purposes, objects, or persons to or for which such applications, appropriations or expenditures have been made.

18. The Board of Directors or any Committees of BBHC shall operate under the Florida Sunshine Law, as set forth in Article I, §24 of the Florida Constitution,

§286.011, Florida Statutes, and the requirements thereof, and further be governed by Robert's Rules of Order.

## **ARTICLE IV**

### **Officers**

1. Number. The Officers of the Corporation shall be the Chair, one or more Vice Chairs, Secretary and Treasurer, and such other Officers with such powers and duties not inconsistent with these Bylaws as may be created and elected by the Board of Directors. Officer terms run from July 1<sup>st</sup> through June 30<sup>th</sup> to coincide with the Corporation's fiscal year.

2. Election, Term of Office and Qualifications. The Officers shall be elected annually by the Board of Directors, from among such persons as the Board of Directors may see fit, at the annual meeting of the Directors of the Corporation. Providers of substance abuse and mental health services may not serve as an officer of the corporation.

3. Vacancies. In case any office of the Corporation becomes vacant by death, resignation, retirement, disqualification or any other cause, the majority of the Directors then in office, although less than a quorum, may elect an Officer to fill such vacancy, and the Officer so elected shall hold office and serve until the first meeting of the Board of Directors after the annual meeting of Directors next succeeding and until the election and qualification of his/her successor.

4. Chair. The Chair shall have and exercise general charge and supervision of the affairs of the Corporation, shall appoint committee members for both standing and ad hoc committees, and shall do and perform such other duties as may be assigned by him/her by the Board of Directors.

5. Vice Chair. The Vice Chair shall act on all matters and assume all responsibilities of the Chair in the absence of the Chair or as otherwise instructed by the Board of Directors. In addition, the Vice Chair shall undertake such other responsibilities and duties as the Board of Directors may from time to time authorize and direct. In the discretion of the Board of Directors, more than one (1) Vice Chair may be elected as herein provided and assigned separate and distinct duties and responsibilities with respect to the affairs of the Corporation.

6. Secretary. The Secretary shall have charge of such books, documents and papers of the Corporation as the Board of Directors may determine and shall have the custody of the corporate seal. He/she shall attend and oversee the keeping of the minutes of all the meetings of the Board of Directors of the Corporation. He/she may sign with the Chair, in the name and on behalf of the Corporation, any contracts or agreements authorized by the Board of Directors, and when so authorized or ordered by

JFK

the Board of Directors, he/she may affix the seal of the Corporation. He/she shall, in general, perform all the duties incident to the office of the Secretary, subject to the control of the Board of Directors, and shall do and perform such other duties as may be assigned to him/her by the Board of Directors. In the discretion of the Board of Directors, one or more Assistant Secretaries may be elected as herein provided, to serve in the absence of the Secretary.

7. Treasurer. The Treasurer shall have the custody of all funds, property and securities of the Corporation, subject to such regulations as may be imposed by the Board of Directors. He/she may be required to give bond for the faithful performance of his/her duties, in such sum and with such sureties as the Board of Directors may require. If such bond is required, the expense of such bond shall be borne by the Corporation. When necessary or proper, he/she may endorse for collection checks, notes and other obligations on behalf of the Corporation, and shall deposit the same to the credit of the Corporation at such bank, or banks or depository as the Board of Directors may designate. He/she shall sign all receipts and vouchers and, together with such other Officer or Officers, if any, as shall be designated by the Board of Directors, he/she shall sign all checks of the Corporation and all bills of exchange and promissory notes issued by the Corporation, except in cases where the signing and execution thereof shall be expressly designated by the Board of Directors or by these Bylaws to some other Officer or agent of the Corporation. He/she shall make such payments as may be necessary or proper to be made on behalf of the corporation. He/she shall enter regularly on the books of the Corporation to be kept by him/her for the purpose, full and accurate account of all monies and obligations received, paid and incurred by him/her for or on account of the Corporation, and shall exhibit such books at all reasonable times to any Director on application at the offices of the Corporation. He/she shall, in general, perform all the duties incident to the office of Treasurer, subject to the control of the Board of Directors.

8. Removal of Officers. Any Officer may be removed from office by the affirmative vote of a majority of all the Directors at any regular or special meeting, for lack of attendance, nonfeasance, malfeasance or misfeasance; for conduct detrimental to the interests of the Corporation; for lack of sympathy with its objectives; or for refusal to render reasonable assistance in carrying out its purposes.

## **ARTICLE V**

### **Agents and Representatives**

The Board of Directors may appoint such agents and representatives of the Corporation with such powers and to perform such acts or duties on behalf of the Corporation as the Board of Directors may see fit, so far as may be consistent with these Bylaws, and to the extent authorized or permitted by law.

## **ARTICLE VI**

### **Contracts**

The Board of Directors, except as otherwise provided in these Bylaws, may authorize any Officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, under its corporate seal or otherwise, and such authority may be general or confined to a specific instance. Unless so authorized by the Board of Directors, no Officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or render it liable pecuniarily for any purpose or to any amount.

## **ARTICLE VII**

### **Committees**

1. The Chair may appoint from among the members of the Board of Directors, or from among such persons as the Board may see fit, one or more standing or ad hoc committees, and at any time may appoint additional members thereto. The members of any such committee shall serve ~~during~~at the pleasure of the Board of Directors. Ad hoc committees shall serve for a short period, perform specific functions assigned by the Board of Directors, and consult with and aid the Officers of the Corporation in all matters designated by the Board of Directors. Standing committees shall conduct such activities on behalf of the Corporation as may be directed by the Board of Directors. Each such committee may, subject to the approval of the Board of Directors, prescribe rules and regulations for the call and conduct of meetings of the committee and other matters relating to its procedure.

- a. There shall be an Executive Committee consisting of the Officers and the chairs of each of the Standing Committees of the Board.
- b. The Board of Directors may create such additional standing or ad hoc committees of the Board of Directors as may ~~be~~deem necessary from time to time to study and make recommendations to the Board of Directors on any matters.

## **ARTICLE VIII**

### **Fiscal Year**

The fiscal year of the Corporation shall commence on July 1 of each year and end on June 30.

## **ARTICLE IX**

## **Prohibition Against Sharing in Corporate Earnings**

No Director, Officer, employee, agent, member of a committee or person connected with the Corporation, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided, that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Corporation. Upon such dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered and paid over to such organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, upon such terms and conditions and in such amounts and proportions as the Board of Directors may impose and determine.

### **ARTICLE X**

#### **Investments**

The Corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors, without being restricted to the class of investments which a trustee is or may hereafter be permitted by law to make or any similar restriction.

### **ARTICLE XI**

#### **Amendments**

The Board of Directors shall have the power to make, alter, amend and repeal the Bylaws of the Corporation by affirmative vote of a majority of the Board.

### **ARTICLE XII**

#### **Indemnification**

Definitions. For purposes of this Article XII, the following terms shall have the meanings hereafter ascribed to them:

“Agent” includes a volunteer;

“Corporation” includes, as the context may require, this Corporation, any resulting corporation and any constituent corporation (including any constituent of a constituent) absorbed in a consolidation or merger, so that any person who is or was a director, officer, employee, or Agent of another corporation, partnership, joint venture, trust or other enterprise, is in the same position with respect to the resulting or surviving corporation as he/she would have been with respect to such constituent corporation if its separate existence had continued;

“Expenses” includes, without limitation, all costs, expenses, attorneys’ fees, and paralegal expenses incurred by the Director or Officer in, for or related to the Proceeding or in connection with investigating, preparing to defend, defending, being a witness in or participating in the Proceeding, including such costs, expenses, attorneys’ fees and paralegal expenses incurred on appeal. Such attorneys’ fees shall include, without limitation, attorneys’ fees incurred by the Director or Officer (a) in any and all judicial or administrative proceedings, including appellate proceedings, arising out of or related to the Proceedings; (b) to interpret, analyze or evaluate that person’s rights and remedies in the proceedings or under any contracts or obligations which are the subject of such proceeding; and (c) to negotiate with counsel for any claimants, regardless of whether formal legal action is taken against him;

“Liability” includes obligations to pay a judgment, settlement, penalty, fine (including an excise tax assessed to any employee benefit plan), and Expenses actually and reasonably incurred with respect to a Proceeding;

“Not Opposed to the Best Interest of the Corporation” describes the actions of a person who acts in good faith and in a manner he/she reasonably believes to be in the best interests of the Corporation or the participants and beneficiaries of an employee benefit plan, as the case may be;

“Other Enterprise” includes employee benefit plans;

“Proceeding” includes any threatened, pending, or completed action, suit, or other type of proceeding, whether civil, criminal, administrative, or investigative and whether formal or informal, to which the person is a party by reason of the fact that he/she is or was a Director or Officer of the corporation or is now or was Serving at the Request of the Corporation as a director, officer, employee, or Agent of another corporation, partnership, joint venture, trust or other enterprise; and

“Serving at the Request of the Corporation” includes any service as a Director, Officer, employee or Agent of the Corporation that imposes duties on such persons, including duties relating to an employee benefit plan and its participants or beneficiaries.

1. Indemnification. The Corporation shall indemnify to the fullest extent permitted by law, and shall advance Expenses therefor, to any Director or Officer who was or is a party to any Proceeding, against Liability incurred in connection with such Proceeding, including any appeal thereof; provided, however, that no indemnification under this paragraph 1 shall be made

(a) if a judgment or other final adjudication establishes that the person's actions or omissions to act were material to the cause of action adjudicated and such actions or omissions constitute

i. a violation of the criminal law, unless the Director or Officer had reasonable cause to believe his/her conduct was lawful or had no reasonable cause to believe his/her conduct was unlawful;

ii. a transaction from which the Director or Officer derived an improper personal benefit; or

iii. in the case of a Director, a circumstance under which the liability provisions of ~~Fla. Stat. § 607.0834~~, Florida Statutes, are applicable.

(b) unless authorized in the specific case

i. by the Board of Directors by a majority vote of a quorum consisting of Directors who were not parties to such Proceeding;

ii. if such a quorum is not obtainable, or even if obtainable, by majority vote of a committee duly designated by the Board of Directors in which Directors who are parties may participate consisting solely of two or more Directors not at the time parties to the Proceeding;

iii. by independent legal counsel

iv. selected by the Board of Directors prescribed in subparagraph (b)(i) or the committee prescribed in subparagraph (b)(2); or

v. if a quorum of the Directors cannot be obtained for subparagraph (b)(i) and the committee cannot be designated under subparagraph (b)(2), selected by majority vote of the full Board of Directors (in which Directors who are parties may participate).

(c) except upon a determination that

i. in a Proceeding other than an action by or in the right of the Corporation, the person acted in good faith and in a manner he/she reasonably believed to be Not Opposed to the Best Interest of the Corporation and, with respect to any criminal action or Proceeding, had no reasonable cause to believe his/her conduct was unlawful; or

ii. in a Proceeding by or in the right of the Corporation to procure a judgment in its favor, the person acted in good faith and in a manner he/she reasonably believed to be Not Opposed to the Best Interest of the Corporation; provided, further, that the parties described in subparagraphs 2(b)(1)-(4) shall not authorize any indemnification in such a Proceeding if the person has been adjudged to be liable therein. The foregoing provision shall not preclude or limit indemnification under the mandatory indemnification provision of paragraph 1 or as directed by the court pursuant to paragraph 3.

For purposes of making the determinations set forth in subparagraphs (c)(i) and (c)(2) above, the fact that a Proceeding was terminated by a judgment, order, settlement or conviction or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be Not Opposed to the Best Interest of the Corporation or, with respect to any criminal action or Proceeding, that the person had reasonable cause to believe that his/her conduct was unlawful.

2. Success on Merits. In all events, and notwithstanding the conditions and qualifications set forth in paragraph 1, above, the Corporation shall indemnify a Director or Officer who has been successful on the merits or otherwise in defense of any Proceeding or in defense of any claim, issue, or matter therein, against expenses actually and reasonably incurred by him/her in connection therewith.

3. Application to Court. Notwithstanding the failure of the Corporation to provide indemnification due to a failure to satisfy the conditions of subparagraphs 1(a)(1)-(4), and despite any contrary determination of the Board of Directors in the specific case, a Director or Officer of the Corporation who is or was a party to a Proceeding may apply for indemnification or advancement of expenses, or both, to the court conducting the Proceeding, to the circuit court, or to another court of competent jurisdiction, and such court may order indemnification and advancement of expenses, including expenses incurred in seeking court-ordered indemnification or advancement of expenses, if it determines that

(a) The Director or Officer is entitled to mandatory indemnification under paragraph 1, in which case the court shall also order the Corporation to pay such person reasonable expenses incurred in obtaining court-ordered indemnification or advancement of expenses;

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(b) The Director or Officer is entitled to indemnification or advancement of expenses, or both, under paragraph 1; or

(c) The Director or Officer is fairly and reasonably entitled to indemnification or advancement of expenses, or both, in view of all the relevant circumstances, regardless of whether such person met the standards of conduct set forth in subparagraphs 1(a)(1)(4) or 1(b)(1)(4).

4. Materiality. If a judgment or other final adjudication establishes that the person's actions or omissions to act were material to the cause of action adjudicated and such actions or omissions constitute a violation of the standards set forth in subparagraphs 1(a)(1)(4), then the Corporation shall cause one or more of the meetings described in subparagraphs 1(b)(1)(4) to be held for the purpose of determining and authorizing indemnification.

5. Advancement of Expenses. The Corporation shall review and consider within 30 days of exoneration, a request by a Director or Officer, an advance to him/her an amount equal to the expenses actually and reasonably incurred by him/her in defending a civil or criminal Proceeding. Prior to advancing any expenses hereunder, the Corporation shall have received from the Director or Officer, or some person on his/her behalf, an undertaking to repay such amount if he/she is ultimately found not to be entitled to indemnification by the Corporation pursuant to this Article. Indemnification and advancement of expenses as provided in this Article shall continue, unless otherwise provided when such indemnification and advancement of expenses was authorized or ratified, as to a person who has ceased to be a Director or Officer and shall inure to the benefit of the heirs, executors, and administrators of such person.

6. Insurance. The Corporation shall purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee, or Agent of the Corporation or is or was serving at the request of the Corporation as a director, officer, employee, or Agent of another corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against him/her and incurred by him/her in any such capacity or arising out of his/her status as such, whether or not the Corporation would have the power to indemnify him/her against such liability under the provisions of this Article.

7. Notices. If any expenses or other amounts are paid by way of indemnification other than by court order or action by an insurance carrier pursuant to insurance maintained by the Corporation, the Corporation shall, not later than the time of delivery to the Directors of written notice of the next annual meeting of Directors (unless such meeting is held within 3 months from the date of such payment, and, in any event, within 15 months from the date of such payment), deliver either personally or

by mail to each Director of record at the time a statement specifying the persons paid, the amounts paid, and the nature and status at the time of such payment of the litigation or threatened litigation.

~~8. Refer to Advance of Expenses (pg. 11~~

9.8. Other Rights. The rights of a Director or Officer hereunder shall be in addition to any other rights such person may have under the Corporation's Articles of Incorporation, the Florida General Corporation Act or otherwise, and nothing herein shall be deemed to diminish or otherwise restrict such person's right to indemnification under any such other provision. It is the intent of this Bylaw to provide the maximum indemnification possible under the applicable law, except as specifically provided herein. To the extent applicable law or the Articles of Incorporation of the Corporation, as in effect on the date hereof or at any time in the future, permit greater indemnification than is provided for in this Bylaw, the parties hereto agree that indemnitee shall enjoy the greater benefits so afforded by such law or provision of the Articles of Incorporation, and this Bylaw and the exceptions to indemnification set forth in paragraph 1(a), to the extent applicable, shall be deemed amended without any further action by the Corporation to grant such greater benefits.

10.9. Invalidity. If any part of this Article shall be found to be invalid or ineffective in any action, suit or Proceeding, the validity and effect of the remaining part thereof shall not be affected. The provisions of this Article shall be applicable to all Proceedings commenced after the adoption hereof, whether arising from acts or omissions occurring before or after its adoption.

The undersigned hereby certifies that the foregoing is a complete and true copy of the Bylaws of Broward Behavioral Health Coalition, Inc. as adopted by the Board of Directors and are currently in effect.

\_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_



# CEO REPORT

## March and April 2020

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### 1. ITEMS FOR APPROVAL

- A. Approval of Board Resolution for Video Conferencing Meetings.
- B. Approval of Electronic Signature policy.
- C. Approval of BBHC's Amended Bylaws.
- D. Approval of Amendment 40
  - Amendment 40 – Changes regarding Block Grant funds and Medication-Assisted Treatment

### 2. CURRENT SIGNIFICANT ISSUES

- A. **Office Space** – Due to the COVID-19 pandemic staff has been working remotely since March 17, 2020.
- B. **Staff** – One Administrative Assistant position is being advertised.

On April 1, 2020, BBHC's Human Resource Manager was notified that one of our staff had tested positive for COVID-19. BBHC called an emergency staff meeting to advise staff that they could have been exposed to COVID-19 and to take precautions as if they had been exposed. We also spoke to the Health Department and our attorney. The Health Department advised us to have staff monitor their symptoms and to stay home for 14 days since last contact at the office. On April 10, 2020, the BBHC office underwent a special COVID-19 disinfection cleaning.

- C. BBHC's operations have been conducted remotely since the COVID 19 pandemic started. BBHC conducts daily meetings with Directors and supervisors to support and ensure staff work is facilitated. Provider meetings are being held once per week to assess needs from providers and submit them to DCF. Daily updates are being received from providers to submit to DCF on a daily basis.

BBHC has been working with FAME to secure KN95 masks and gloves for the provider network. Shipments of these are expected in the 2<sup>nd</sup> or 3<sup>rd</sup> week of April.

Broward County has been sharing information on suppliers of cleaning supplies and toilet paper with BBHC and we have been providing that information to the provider network.

One of our providers has 8 staff and a residential client who tested positive for COVID 19. They are working with the Health Department to isolate and quarantine staff and clients, as recommended. Another provider has reported one staff positive and low risk exposure of their residential facility. They are also working closely with the Florida Health Department and following their guidelines as to isolation. Many of our residential providers have stopped admissions at this time. They admit clients under specific criteria that includes a negative COVID-19 test. They are operating at capacity and unable to discharge clients.

The Crisis, Detox, CRC and receiving facilities have no place to send individuals after they treat them or if they do not meet criteria. There are no homeless shelters available as they are not taking clients. We are working to discharge some clients from residential at BARC to open beds for new individuals needing detox and diversion from the jails.

Residential providers who are accepting clients are only accepting them if they have tested negative for COVID-19 and have stayed in a medical facility for 14 days. Once the rapid COVID-19 test becomes available it will help move the gridlock that we are presently experiencing. Through FAME, BBHC requested additional funding from DCF to assist with the payment of rent for individuals that are ready to be discharged from residential services to community housing with virtual support services.

The State has closed admission to all State Treatment Facilities making individual wait to access the State Hospital even longer than normal.

BBHC has requested that all network service providers submit an updated emergency plan to include preventing and managing the COVID-19 infection. Additionally, we are requesting they start drafting plans focused on how they will continue providing services post COVID-19.

- D. Susan B. Anthony Recovery Center (SBA)** – The agreement pertaining to the storage of SBA’s records is still being reviewed. BBHC continues to receive public records requests related to SBA clients. BBHC has limited staff to access records. We need for SBA attorneys and BBHC’s attorneys to finalize the agreement for record retention and processing of public records requests. Final payment to SBA is pending their compliance with final contractual requirements. **This issue has not been resolved.**
- E. ME State Opioid Response Discretionary Grant – Hospital Bridge** –There were a series of meetings with Broward Health to implement the Hospital Bridge Program including the induction of pregnant women with Opioid use disorder with the goal of delivering drug free babies. Broward Health will be working with Memorial Healthcare System to implement their protocol and develop a similar program at Broward Medical Center. Broward Health will be working with BBHC’s network providers who will be providing the residential support to the pregnant women. **The contract amendment with Broward Health has been executed.**

### 3. UPDATES - DCF RELATED

- A. Carisk Contract** – BBHC has been negotiating its contract with Carisk. We have agreed that Carisk will continue three of the functions subcontracted (Data, Billing and Contracting). BBHC will directly implement Monitoring, Continuous Quality Improvement and Utilization Management as of July 1, 2020. Meetings are being held to implement transition plan. Terms and agreements will be given to BBHC’s attorney to draft
- B. Contract Negotiation** – For the FY20-21 contracts, BBHC has been conducting virtual contract negotiations with the network providers since the end of March. All negotiation documents were sent to providers at the end of February. A training meeting was held with BBHC’s CFO and providers’ contract and CFO staff to address how to complete budgeting forms and other required contract documents, based on new Federal and State requirements.

- C. Bi-Monthly Partnership Meetings** - These meetings between DCF and BBHC are designed to facilitate collaboration, to address priority issues, and identify opportunities for improvement. Our last meeting was held on April 20, 2020 . FASAMS implementation continues to be an issue.

#### **4. UPDATES – GRANTS RELATED**

##### **A. Administration on Children, Youth and Families (ACYF)**

- The Family CPR Taskforce continues to meet monthly to address system changes.
- The yearly Collaborative Values Inventory (CVI) has been published and distributed to Taskforce members.
- The training initiative is in progress with the Broward Sheriff’s Office Child Protective Investigations Section (BSO CPIS) on a tool for screening for substance misuse which includes a four (4) prong approach. Training Day #2 occurred on March 18, 2020, which included booster sessions as well as workshops.
- The annual meeting for Regional Partnership Grantees was held in Washington D.C. on March 3-6, 2020.
- The Family CPR Project is currently developing a protocol for a Peer Specialist from South Florida Wellness Network (SFWN) to be present at dependency shelter hearings in an effort to engage and support families.  
Enrollment to the project closed on March 16, 2020, due to COVID-19.
- The BBHC project team developed an electronic consent and data collection protocol utilizing DocuSign and teleconferencing tools. This proposal was approved by the Institutional Review Board (IRB) and enrollment opened as of April 8, 2020.
- The 3<sup>rd</sup> FCC began with the Family CPR unit on March 2, 2020. The fourth FCC will be recruited from the current training class that is currently in session. The 3<sup>rd</sup> Family Care Coordinator was trained on the Family CPR model on 4/9/20.
- ChildNet is conducting business via telecommunication per DCF guidance.
- Fidelity to the model is being adhered to with the modification of utilizing telehealth methods. The Family CPR peers have been delivering food and essentials to family homes without physical contact.

- B. One Community Partnership 3 (OCP3)** The OCP3 agreement has been executed. Invoices from October 2019 to present have been submitted. A meeting was held between the County’s Contract Office, Fiscal Office and BBHC’s Contract Manager, Director of Administrator and CEO to clarify requirements for invoicing by the County. BBHC has begun to received reimbursement from the County for invoices since October 2019 when this grant started.

**OCP3** is in the process of executing agreements with its subconsultants. OCP3 began taking referrals from ChildNet and BCPS on March 20, 2020. One young person has been accepted into services and there are several referrals from ChildNet pending review/supporting document. TIP training Part 1 for BCPS, ChildNet, the FLITE Center and Community behavioral health provider staff took place on February 3-5, 2020 and was offered again on March 9-11, 2020. TIP services have started for initial ChildNet referrals, although most services have been transitioned to telehealth and telephonic contacts.

- C. Criminal Justice Mental Health Substance Abuse Reinvestment Planning Grant** – The Year 1 enrollment goal for BYRP is 40 young people. As of April 7, 2020 there are 33 young people enrolled in services. Twenty-seven (27) young people are in phase one. Two ) youth are in phase two of the program. BYRP continues to work collaboratively with DJJ, the County and

South Florida Wellness Network to provide services to the youth and their families. Services have been transitioned to telehealth and telephonic contacts.

## 5. UPDATES – INITIATIVES RELATED

### A. Care Coordination

- BBHC continues ongoing activities and collaborations with MAT programs, Correct Cares/Wellpath, South Florida State Hospital Meetings, Community Response Team, and Community Court.
- BBHC Facilitated the annual Limited Mental Health Assisted Living Facility on March 5, 2020. There was participation from Assisted Living Facility owners, community providers, DCF, and community trainers. This forum allows for sharing and gathering information from the previous year. It was an accomplishment to have two representatives from the Agency for Healthcare Administration to attend, this year.
- BBHC is working in close collaboration with DCF in response to the State's initiative - 4DX to reduce admissions to acute care, detox, and CSU units. The Broward initiative will utilize data captured in our funded units at Henderson's CSU, BARC's Detox, and Broward Health's Acute Care beds. Individuals coming out of the state hospital are being triaged to the high levels of care including Residential Treatment, FACT/FMT, and Care Coordination.
- BBHC is creating a Cognito voucher link to transition the Fellowship Living Respite process to an automated process expected to launch in April.
- BBHC is facilitating the discharge of SA client at Fellowship Respite. The initial referrals started on 4/15/20.
- BBHC has participated in several meeting with residential providers to facilitate transfers. Success has been limited due to the lack of stepdown alternatives and strict admission guidelines established by providers.

### B. Care Coordination Teams- Child Welfare - CCT-CW Care Coordination Manager is outreaching to the community stakeholders for support and education on the program. This outreach includes Guardian Ad Litem, parent attorneys, Office of Attorney General, Dependency Court Judiciary, and substance use providers.

Services have been transitioned to virtual, telehealth and telephonic contacts. CCT-CW stakeholders meeting was held on April 3, 2020 to address barriers, engagement strategies, and retention. Frequency of visits was identified as a barrier; team will address with Child Welfare professionals and SUD provider agencies.

### C. Child Welfare Integration Initiatives A training workgroup and data workgroup have been established and the workgroups are meeting monthly. The last Child Welfare and Behavioral Health Integration Meeting was held on April 16, 2020.

### D. CQI Committee - The CQI committee continues to oversee the implementation of Recovery Oriented System of Care (ROSC) and implementation of Cultural and Linguistic Competency (CLC) plans. The CQI Coordinator provides updates and the trends related to Mortality Reviews, Performance Measures, Incident Reporting, Consumer Satisfaction Survey and trainings at the monthly CQI meetings.

### E. Cultural and Linguistic Competency (CLC) Initiative - BBHC/Carisk continues to use the CLC monitoring tool during on-site visits to assess the implementation of the CLAS Standards.

**F. Post Arrest Diversion (PAD) Program** – BBHC and Broward Regional Health Planning Council (BRHPC) have now finalized the changes to the existing PAD program. At this time, we are able to track the referrals as they are received, approved by the SAO and when they are finally admitted in the program. Through the Cognito forms platform, we will be able to significantly reduce the time it has taken to have individuals enrolled into the program. Services have been transitioned to virtual, telehealth and telephonic contacts.

**G. Competency Restoration Program** – The BRHPC Forensic Team is working with BBHC to review the existing curriculum used for the Competency Restoration Training in our county. With the new re-evaluation process in effect and the new materials being developed for the trainers, we hope to reduce the amount of time between Adjudication of incompetence and Restoration. This adjustment has resulted in a restructuring of the program and realignment of staff, including some new staff been hired. Groups continue to be offered maintaining social distancing guidelines. Other services have been transitioned to virtual, telehealth and telephonic contacts.

**H. Housing Initiative**

- The Carrfour Supportive Housing proposal is currently with Governor DeSantis' cabinet.
- BBHC continues to receive and enter homeless housing referrals each month from our Network Providers.
- Both Henderson Behavioral Health and Archways Inc. Supportive Housing Programs continue to operate at full capacity.
- Broward County's Housing Authorities continues to work to identify individuals and/or families that qualify for their FY 2017 Mainstream Voucher Program.
- BBHC is working diligently at identifying and securing new housing alternatives with the focus of alleviating the current situation originated by the COVID-19 crisis. We have identified at least one potential partner for additional housing opportunities. BBHC will pursue this option this month.

**I. Recovery-Oriented System of Care (ROSC) Statewide Initiative**

- BBHC continues to provide updates during the monthly CQI meetings. There are statewide ROSC calls scheduled every third Friday of the month.
- BBHC is coordinating with the Providers to complete the Recovery Self-Assessment (RSA-R) surveys to identify the areas of strengths and weakness to implementing ROSC from the perspective of the Consumers. To date, BBHC has visited 20 Providers to complete the RSA-R surveys, 5 Providers are not applicable to complete the RSA-R Surveys. The goal date for completion of the RSA-R surveys has been extended until further notice due to COVID-19.

**J. SSI/SSDI Outreach, Access, and Recovery (SOAR) Statewide Initiative** - BBHC continues to monitor and provide technical support to Network Providers. On March 17<sup>th</sup> BBHC hosted a refresher SOAR training. BBHC will also continue working very closely with provider by providing additional virtual training opportunities.

**K. Supportive Employment/Education** IPS services are being provided virtually by phone and video until further notice, due to COVID-19. The IPS Center reported that all IPS fidelity reviews and trainings that they were set to facilitate, as well as the IPS Learning Community Conference have been canceled due to travel restrictions. The Recovery Support Navigator continues to provide technical assistance to providers, and is exploring options for providing online trainings to staff in need. South Florida Wellness Network has been provided funded to implement IPS services; they are in the early stages of planning for implementation. The Recovery Support

Navigator met with SFWN several times during the week of March 30th to discuss program implementation, documentation and deliverables.

**L. Transition to Independence Process (TIP) Model Implementation** – OCP3 held Cohort 9 of the TIP training on March 9-11, 2020, which included school social workers, child advocates, therapists and life coaches. BBHC has confirmed with the STARS Training Group that trainings can be provided virtually by a Master-Trainer from the STARS group. This will ensure that staff continue to meet training requirements and that BBHC continues to meet OCP3 and BYRP grant requirements. Initial referrals for TIP services have been made and initial services have started via telehealth.

**M. Marjory Stoneman Douglas (MSD) Tragedy Response** – No new update.

**N. Broward Suicide Prevention Coalition** - The Broward Suicide Prevention Collaborative continues its activities. The United Way, on behalf of the Coalition, applied for a Suicide Prevention Grant.

The workgroups have been meeting regularly. The volunteers trained for the Suicide autopsy continue to complete the steps to become certified. All the procedures and documentation to start the suicide autopsies are being prepared. Due to the COVID-19 crisis, all meetings have been cancelled, but we expect to reengage next month.

**O. Deerfield High School** - A series of suicides have taken place in the community, two (2) of them are students from Deerfield High School. BBHC, Broward County Public Schools (BCPS) and other community partners offered services to survivors and families to prevent further suicide. Children Services Council was very helpful in assisting with trauma services for the community. The goal is to create a place like “Buckhaven” for kids and families to learn skills to address their stress while getting support to prevent other suicides and further trauma to survivors.

The weekend following the second suicide and third death from that school, a Fire Station was secured by FISP in collaboration with the City of Deerfield. BBHC and CSC provided services and met with survivors. BCPS opened Deerfield High School’s old health clinic to continue offering services to students during the week and partnered with BBHC’s network providers for the weekends. Referrals from schools have were received and families were connected to service providers for life coaching and counseling, as needed. There have been discussions with the BCPS to open a different location more welcoming to the students. One suggestion is the Teen Center down the block to offer alternative therapies through the arts to the community. BBHC was receiving referrals via Cognito directly from the school and triaging all. However, as of the school closure we have not received any other referral. All clients referred thru this options have been referred out and contacted by providers.

Since COVID-19 Trauma services and MSD Shine alternative trauma therapies are being offered virtually. Likewise, other suicide resources, such as support group with FISP are available to these youth and parents.

**P. Early Learning Coalition (ELC)** - No update

## COMMUNITY RELATIONS

- A. **Coordinating Council of Broward (CCB)** – BBHC continues to participate monthly. The next meeting will be in May. Housing and Trauma continue to be two initiatives led by this Council. The CEO of the CCB will be bringing together the Council to create a Trauma Coalition.
- B. **Florida Association for Managing Entities (FAME)** – BBHC participates on weekly conference calls addressing various concerns statewide, including FASAMS. There are ongoing meetings with DCF to negotiate the measures. *BBHC has been invited to participate with DCF in a meeting addressing 4 DX in May together with other MEs and CBCs.*
- C. **Funders Forum** – BBHC continues to participate in meetings with the other funders of children's services.

## 7. MAJOR KEY PERFORMANCE INDICATORS

- A. **Performance Measures** – Currently, BBHC is failing only one of performance measures- *M0744 Percent of adults in mental health crisis who live in stable housing environment.* Earlier this month, when we reviewed the data, 51% of the clients failing this measure comes from the jail, are stabilized then sent back to the jail. **There is nothing we can do about these clients who are included in the algorithm and are causing us to fail this measure.**

## 8. RISK AND COMPLIANCE UPDATE

None.

## 9. MATTERS FOR NOTING

- A. **FASAMS** – The FASAM implementation date had been moved from July 1, 2020 to 10/01/2020.
- B. **BBHC and Carisk** – Ongoing weekly meetings are held to address issues, concerns, and policies.
- C. **Community Action Team (CAT)** – Community Action Team (CAT) – BBHC attends weekly CAT Team staffings in order to remain informed and provide technical assistance, as needed. The CAT Team is still in the process of hiring additional staff to reduce the number of client on the wait list.
- D. **CIT Report** – During the month of March, 47 deputies/officers from 2 agencies graduated from the CIT Program. Two classes were hosted - one for road patrol and one for corrections. Mental Health First Aid has been added to all CIT classes.

No trainings were scheduled for April.

Effective the latter of June 1, 2020 or the last date of the signatories, this amends the above reference **Contract as follows:**

**The following citations numbered 1-3 below were last addressed in Amendment #0038:**

1. Section B1-2.2.13.1.7 is deleted.
2. Section B1-2.2.13 is amended to add:

B1-2.2.13.3 The CMHS block grant funds may be used to provide mental health treatment services to adults with serious mental illness and children with serious emotional disturbance within jails, prisons, and forensic settings, as long as these services are provided by programs that also treat the nonincarcerated community at-large and provide continuity of care through discharge planning and case management.

B1-2.2.13.4 The SAPT block grant may not be used to provide any services within prisons or jails.

3. Section B1-5.2.3 is amended to add:

B1-5.2.3.5 Prohibit caps or limits on the length of medication-assisted treatment, except for limits imposed by a documented lack of eligible public funds.

B1-5.2.3.6 Prohibit mandatory counseling participation requirements and mandatory self-help group participation requirements imposed as a condition of initiating or continuing medications that treat substance use disorders, except those established by methadone providers and applied to individuals on methadone pursuant to section 65D-30.014(5)(o) and section 65D-30.014(5)(m), Florida Administrative Code.

4. Section B1-5.2.4 is added to read:

Section B1-5.2.4 - A prohibition on automatic discharges or discontinuation of medications as a consequence of continued substance use of positive drug tests, unless the combination of substances used is medically contraindicated.

5. All provisions in the Contract and Any attachments thereto in conflict with this Amendment are changed to conform with this Amendment. All provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in the Contract. This Amendment and all its attachments are made a part of the Contract.

**IN WITNESS THEREOF**, the parties cause this amendment to be executed by their duly authorized officials.

PROVIDER:

DEPARTMENT:

SIGNED BY:

SIGNED BY:

\_\_\_\_\_  
NAME:

Nan Rich

\_\_\_\_\_  
NAME:

Chad Poppell

\_\_\_\_\_  
TITLE:

Chairperson of the Board

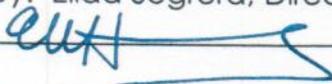
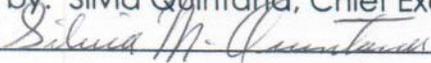
\_\_\_\_\_  
TITLE:

Secretary

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
DATE:



<b>Broward Behavioral Health Coalition, Inc.</b>	
<b>Policy Title: Electronic Signature</b>	
<b>Policy Number: BBHC.0079</b>	<b>Contract Section (s):</b>
<b>Effective Date: 3/25/2020</b>	<b>Revision Date:</b>
<b>Responsible Department: Operations</b>	
<b>Signature Block</b> (all necessary Managing Entity (ME) signatures are placed in this section)	
Approved by: Elida Segrera, Director of Operations	
Signature: <u></u>	Date: <u>3-25-20</u>
Approved by: Silvia Quintana, Chief Executive Officer	
Signature: <u></u>	Date: <u>3-25-20</u>

**PURPOSE**

To have a formal procedure for electronic transactions by obtaining signatures/consents for telephonic/telehealth communications from consumers and related to other BBHC business matters.

**AUTHORITY**

Electronic Signature Act of 1996 (ESA), §§668.001-668.006, Florida Statutes  
 Uniform Electronic Transaction Act (UETA), §668.50, Florida Statutes

**SCOPE**

This policy applies to all electronic transactions entered into on behalf of BBHC.

**PROCEDURE**

Broward Behavioral Health Coalition will solely utilize the system DocuSign for obtaining signatures/consents for telephonic/telehealth communications from consumers and related to other business matters. No individual may electronically sign any document for or accept an electronic or scanned signature from another party on behalf of BBHC except in accordance with this policy.

Utilization of DocuSign shall be the fully encrypted and HIPPA compliant version.

Electronic signatures in Electronic Medical Records/Electronic Health Records (EMRs/EHRs)

- (1) Electronic signature, an automated function which replaces a handwritten signature with a system generated signature statement, will be utilized for medical records as a means for authentication of transcribed documents, computer generated documents and/or electronic entries. System generated electronic signatures are considered legally binding as a means to identify the

author of medical record entries and confirm that the contents are what the author intended.

(2) Providers will be allowed to utilize electronic signature in accordance with this policy and State and Federal regulations regarding such.

### **ELECTRONIC NOTARIZATION**

This policy authorizes the use and acceptance of an electronic signature in conjunction with the requirements of § 117.021, Florida Statutes, and the rules promulgated under the authority of the statute, used by a Notary Public to authenticate an electronic notarial act.

### **TRAINING**

All personnel who have signing authority on any BBHC contract, have approval responsibilities for BBHC commitments, or otherwise are involved in the contracting process must have knowledge and understanding of this policy. The Director of Operations is responsible for providing the necessary training on this policy.

### **COMPLIANCE**

All other policies that apply to the execution of contracts on behalf of BBHC remain in full force and effect. Compliance monitoring in the form of ongoing or periodic internal audits to ensure compliance and alignment with this policy and its expectations and to detect inappropriate electronic signature practices, whether from ignorance, negligence, or overt abuse shall be conducted.

BBHC may repudiate any document signed in violation of its rules, policies, and procedures, and the person signing the instrument may be held personally liable for any obligations incurred.

To the extent that any local, state, or federal law, rule or regulation applies to the use of electronic transaction, this policy shall not overrule such rule or requirements that may limit or restrict the use of an electronic signature.

Any individual or party that makes inappropriate or illegal use of an electronic signature may be subject to discipline, up to and including termination, and could be referred for criminal prosecution.

### **REFERENCES:**

### **ATTACHMENTS:**

### **DEFINITIONS:**

All Definitions provided for in §§ 668.003, 668.50(2), Florida Statutes are

incorporated herein where applicable.

**REVISION LOG**

<b>REVISION</b>	<b>DATE</b>

The Director of Operations and Chief Executive Officer are responsible for all content in this policy.

**BROWARD BEHAVIORAL HEALTH COALITION, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**February 29, 2020**

	<b>FEB 2020</b>	<b>JAN 2020</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalent	\$ 4,120,860	\$ 4,580,282
Grant Contract Receivable, net of Allowance for Doubtful Accounts of \$-0-	\$ 10,142,467	\$ 10,151,948
Prepaid Expenses	<u>\$ 86,907</u>	<u>\$ 88,812</u>
TOTAL CURRENT ASSETS	\$ 14,350,234	\$ 14,821,042
<b>FIXED ASSETS</b>		
Computer Hardware	\$ 26,128	\$ 26,128
Furniture, Fixtures and Equipment	<u>\$ 8,852</u>	<u>\$ 8,852</u>
	\$ 34,980	\$ 34,980
Less: Accumulated Depreciation	<u>\$ 34,980</u>	<u>\$ 34,980</u>
Net Book Value	\$ 0	\$ 0
<b>OTHER ASSETS</b>		
Security Deposits	<u>\$ 7,746</u>	<u>\$ 7,746</u>
TOTAL ASSETS	<u>\$ 14,357,980</u>	<u>\$ 14,828,788</u>
<b>LIABILITIES and NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable - Subcontracted Services	\$ 5,074,311	\$ 5,168,387
Accrued Expenses Payable	\$ 178,501	\$ 166,401
Deferred Revenue	<u>\$ 9,078,466</u>	<u>\$ 9,467,299</u>
TOTAL CURRENT LIABILITIES	\$ 14,331,279	\$ 14,802,087
<b>NET ASSETS</b>		
Beginning of Year	\$ 26,701	\$ 26,701
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>
TOTAL NET ASSETS - END OF PERIOD	\$ 26,701	\$ 26,701
TOTAL LIABILITIES and NET ASSETS	<u>\$ 14,357,980</u>	<u>\$ 14,828,788</u>

*BROWARD BEHAVIORAL HEALTH COALITION, INC.*

EXPLANATION OF BUDGET VARIANCES

February 2020

**Revenue**

- Managing Entity Contract – Services – (\$5,293,665) – Below budget for reporting period including Carry Forward Funds from FY 18-19.
- Managing Entity Contract – Operations – (\$303,158) – Below Budget for reporting period including Carry Forward Operational Funds from FY 18-19.
- Other Income – \$14,193 – Above budget for reporting period due to Trauma Services from CSC, and Care Coordination Services from Wellpath.
- OCP3 Grant – (\$163,015) – Below Budget for reporting period. ended
- Family – CPR Grant – (\$20,458) – Below budget for reporting period.
- BYRC Grant – \$1,304 – Above budget for reporting period.

**Expenses**

- Provider Services – See Revenue explanation above
- Salaries – Below budget for reporting period.
- Fringe Benefits – Below budget for reporting period.
- Building Occupancy – Below budget for reporting period
- Professional Services – Below budget for reporting period.
- Travel – Above budget for reporting period. This is due to Behavioral Health Conference in August and will level off during the fiscal year.
- Equipment Costs – Slightly above budget for reporting period.
- Subcontracted Provider Services – Breakeven for reporting period.
- Insurance Expense – Below budget for reporting period
- Telephone Expense – Above budget for reporting period
- Operating Supplies – Below budget for reporting period.
- Other Expenses/Community Events – Below budget for reporting period.

**BROWARD BEHAVIORAL HEALTH COALITION, INC.**  
**Managing Entity for Substance Abuse and Mental Health Services**  
**Income Statement**  
**For the eight months ended February 29, 2020**

	February 2020	YTD Actual	YTD Budget	Variance (Unfavorable)	Approved FY 2019-2020 Budget
<b>Revenues:</b>					
DCF Revenue for Services	\$ 4,898,470	\$ 37,628,804	\$ 42,159,372	\$ (4,530,568)	\$ 63,239,058
DCF Carry Forward for Services	\$ 154,633	\$ 507,104	\$ 1,270,201	\$ (763,097)	\$ 1,905,301
DCF Revenue for Operations	\$ 225,103	\$ 1,687,425	\$ 1,990,583	\$ (303,158)	\$ 2,985,875
DCF Carry Forward Revenue for Operations	\$ -	\$ -	\$ 130,205	\$ (130,205)	\$ 195,308
Other Income	\$ 21,728	\$ 183,236	\$ 169,043	\$ 14,193	\$ 283,564
OCP3 Grant	\$ 62,665	\$ 454,085	\$ 617,100	\$ (163,015)	\$ 925,650
Family - CPR Grant	\$ 43,938	\$ 410,611	\$ 431,059	\$ (20,458)	\$ 646,604
BYRC Grant	\$ 30,036	\$ 267,971	\$ 286,667	\$ 1,304	\$ 400,000
<b>Total Revenue</b>	\$ 373,470	\$ 3,003,328	\$ 47,034,240	\$ (5,896,308)	\$ 70,561,360
<b>Expenses from Provider Services</b>	\$ 5,053,103	\$ 38,135,907	\$ 43,429,573	\$ 5,293,666	\$ 65,144,359
<b>Expenses from Operations:</b>					
<b>Total Salary and Wages</b>	\$ 129,127	\$ 917,253	\$ 1,098,771	\$ 181,518	\$ 1,648,156
<b>Total Fringe Benefits</b>	\$ 29,084	\$ 186,932	\$ 242,336	\$ 55,404	\$ 363,504
<b>Total Building Occupancy</b>	\$ 9,458	\$ 69,622	\$ 76,998	\$ 9,376	\$ 118,497
<b>Total Professional Services</b>	\$ 71,007	\$ 685,060	\$ 1,014,711	\$ 329,651	\$ 1,522,067
<b>Total Travel</b>	\$ 4,482	\$ 36,481	\$ 49,496	\$ 13,015	\$ 74,244
<b>Total Equipment Costs</b>	\$ 4,409	\$ 37,295	\$ 38,392	\$ 1,097	\$ 57,588
<b>Total Subcontracted Services - Care/risk</b>	\$ 104,583	\$ 836,667	\$ 836,667	\$ (0)	\$ 1,255,000
<b>Total Insurance</b>	\$ 2,724	\$ 22,290	\$ 22,453	\$ 163	\$ 33,680
<b>Total Telephone Expense</b>	\$ 3,035	\$ 12,869	\$ 8,425	\$ (4,444)	\$ 12,638
<b>Total Operating Supplies</b>	\$ 1,948	\$ 15,200	\$ 22,907	\$ 7,707	\$ 34,361
<b>Total Other Expenses</b>	\$ 13,613	\$ 183,659	\$ 191,511	\$ 7,852	\$ 287,266
<b>Total Expenditures Before Depreciation</b>	\$ 373,470	\$ 3,003,328	\$ 3,604,667	\$ 601,339	\$ 5,407,001
<b>Total Depreciation</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditure After Depreciation</b>	\$ 373,470	\$ 3,003,328	\$ 3,604,667	\$ 601,339	\$ 5,407,001
<b>Adjusted Change in Net Assets</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**BROWARD BEHAVIORAL HEALTH COALITION, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**March 31, 2020**

	<b>MAR 2020</b>	<b>FEB 2020</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalent	\$ 3,892,794	\$ 4,120,860
Grant Contract Receivable, net of Allowance for Doubtful Accounts of \$-0-	\$ 10,023,541	\$ 10,142,467
Prepaid Expenses	\$ 86,512	\$ 86,907
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 14,002,847</b>	<b>\$ 14,350,234</b>
<b>FIXED ASSETS</b>		
Computer Hardware	\$ 26,128	\$ 26,128
Furniture, Fixtures and Equipment	\$ 8,852	\$ 8,852
	<u>\$ 34,980</u>	<u>\$ 34,980</u>
Less: Accumulated Depreciation	\$ 34,980	\$ 34,980
Net Book Value	\$ 0	\$ 0
<b>OTHER ASSETS</b>		
Security Deposits	\$ 7,746	\$ 7,746
<b>TOTAL ASSETS</b>	<b>\$ 14,010,594</b>	<b>\$ 14,357,980</b>
<b>LIABILITIES and NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable - Subcontracted Services	\$ 5,578,267	\$ 5,074,311
Accrued Expenses Payable	\$ 188,450	\$ 178,501
Deferred Revenue	\$ 8,217,176	\$ 9,078,466
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 13,983,893</b>	<b>\$ 14,331,279</b>
<b>NET ASSETS</b>		
Beginning of Year	\$ 26,701	\$ 26,701
Change in Net Assets	\$ -	\$ -
<b>TOTAL NET ASSETS - END OF PERIOD</b>	<b>\$ 26,701</b>	<b>\$ 26,701</b>
<b>TOTAL LIABILITIES and NET ASSETS</b>	<b>\$ 14,010,594</b>	<b>\$ 14,357,980</b>

*BROWARD BEHAVIORAL HEALTH COALITION, INC.*

EXPLANATION OF BUDGET VARIANCES

March 2020

**Revenue**

- Managing Entity Contract – Services – (\$5,265,875) – Below budget for reporting period including Carry Forward Funds from FY 18-19.
- Managing Entity Contract – Operations – (\$477,778) – Below Budget for reporting period including Carry Forward Operational Funds from FY 18-19.
- Other Income – \$17,850 – Above budget for reporting period due to Trauma Services from CSC, and Care Coordination Services from Wellpath.
- OCP3 Grant – (\$183,324) – Below Budget for reporting period. ended
- Family – CPR Grant – (\$2,422) – Below budget for reporting period.
- BYRC Grant – \$1,733 – Above budget for reporting period.

**Expenses**

- Provider Services – See Revenue explanation above
- Salaries – Below budget for reporting period.
- Fringe Benefits – Below budget for reporting period.
- Building Occupancy – Below budget for reporting period
- Professional Services – Below budget for reporting period.
- Travel – Above budget for reporting period. This is due to Behavioral Health Conference in August and will level off during the fiscal year.
- Equipment Costs – Slightly above budget for reporting period.
- Subcontracted Provider Services – Breakeven for reporting period.
- Insurance Expense – Below budget for reporting period
- Telephone Expense – Above budget for reporting period
- Operating Supplies – Below budget for reporting period.
- Other Expenses/Community Events – Below budget for reporting period.

**BROWARD BEHAVIORAL HEALTH COALITION, INC.**  
**Managing Entity for Substance Abuse and Mental Health Services**  
**Income Statement**  
**For the nine months ended March 31, 2020**

	March 2020	YTD Actual	YTD Budget	Variance Favorable (Unfavorable)	Approved FY 2019-2020 Budget
<b>Revenues:</b>					
DCF Revenue for Services	\$ 5,190,005	\$ 42,818,809	\$ 47,429,294	\$ (4,610,485)	\$ 63,239,058
DCF Carry Forward for Services	\$ 266,481	\$ 773,585	\$ 1,428,976	\$ (655,391)	\$ 1,905,301
DCF Revenue for Operations	\$ 220,685	\$ 1,908,109	\$ 2,238,406	\$ (331,297)	\$ 2,986,875
DCF Carry Forward Revenue for Operations	\$ -	\$ -	\$ 146,481	\$ (146,481)	\$ 195,308
Other Income	\$ 24,787	\$ 208,023	\$ 190,173	\$ 17,850	\$ 253,564
OCP3 Grant	\$ 67,829	\$ 671,914	\$ 694,238	\$ (182,324)	\$ 925,650
Family - CPR Grant	\$ 71,920	\$ 482,531	\$ 484,953	\$ (2,422)	\$ 646,604
BYRC Grant	\$ 33,762	\$ 301,733	\$ 300,000	\$ 1,733	\$ 400,000
<b>Total Revenue</b>	<b>\$ 408,983</b>	<b>\$ 3,412,310</b>	<b>\$ 52,913,520</b>	<b>\$ (5,910,549)</b>	<b>\$ 70,551,360</b>
<b>Expenses from Provider Services</b>	<b>\$ 5,456,486</b>	<b>\$ 43,592,393</b>	<b>\$ 48,858,289</b>	<b>\$ 5,265,876</b>	<b>\$ 65,144,359</b>
<b>Expenses from Operations:</b>					
<b>Total Salary and Wages</b>	<b>\$ 120,675</b>	<b>\$ 1,037,928</b>	<b>\$ 1,236,117</b>	<b>\$ 198,189</b>	<b>\$ 1,648,156</b>
<b>Total Fringe Benefits</b>	<b>\$ 24,219</b>	<b>\$ 211,160</b>	<b>\$ 272,628</b>	<b>\$ 61,478</b>	<b>\$ 363,504</b>
<b>Total Building Occupancy</b>	<b>\$ 8,004</b>	<b>\$ 77,626</b>	<b>\$ 88,873</b>	<b>\$ 11,247</b>	<b>\$ 118,497</b>
<b>Total Professional Services</b>	<b>\$ 115,889</b>	<b>\$ 800,949</b>	<b>\$ 1,141,550</b>	<b>\$ 340,601</b>	<b>\$ 1,522,067</b>
<b>Total Travel</b>	<b>\$ 2,223</b>	<b>\$ 38,704</b>	<b>\$ 55,683</b>	<b>\$ 16,979</b>	<b>\$ 74,244</b>
<b>Total Equipment Costs</b>	<b>\$ 6,747</b>	<b>\$ 44,041</b>	<b>\$ 43,191</b>	<b>\$ (850)</b>	<b>\$ 67,588</b>
<b>Total Subcontracted Services - Care/risk</b>	<b>\$ 104,583</b>	<b>\$ 941,250</b>	<b>\$ 941,250</b>	<b>\$ -</b>	<b>\$ 1,255,000</b>
<b>Total Insurance</b>	<b>\$ 2,724</b>	<b>\$ 25,014</b>	<b>\$ 25,260</b>	<b>\$ 246</b>	<b>\$ 33,680</b>
<b>Total Telephone Expense</b>	<b>\$ -</b>	<b>\$ 12,868</b>	<b>\$ 9,479</b>	<b>\$ (3,390)</b>	<b>\$ 12,638</b>
<b>Total Operating Supplies</b>	<b>\$ 513</b>	<b>\$ 15,714</b>	<b>\$ 25,771</b>	<b>\$ 10,057</b>	<b>\$ 34,361</b>
<b>Total Other Expenses</b>	<b>\$ 23,406</b>	<b>\$ 207,066</b>	<b>\$ 215,450</b>	<b>\$ 8,384</b>	<b>\$ 287,266</b>
<b>Total Expenditures Before Depreciation</b>	<b>\$ 408,983</b>	<b>\$ 3,412,310</b>	<b>\$ 4,055,251</b>	<b>\$ 642,941</b>	<b>\$ 5,407,001</b>
<b>Total Depreciation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditure After Depreciation</b>	<b>\$ 408,983</b>	<b>\$ 3,412,310</b>	<b>\$ 4,055,251</b>	<b>\$ 642,941</b>	<b>\$ 5,407,001</b>
<b>Adjusted Change in Net Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**BBHC  
Board of Directors Update  
March 2020**



**Network Management**

- All Risk Assessments were completed and the Monitoring Schedule was finalized and sent to DCF.
- All Providers received the monthly Performance Outcomes Measures and Exception Reports. Performance Outcomes are being monitored closely to ensure the data reflected in the measures is accurate. This is denoted below in this report where the CBH report for March is included.
- The 1<sup>st</sup> Quarter Provider Meeting was held on September 11, 2019, the 2<sup>nd</sup> Quarter Provider Meeting was held on December 11, 2019 and the 3<sup>rd</sup> Quarter Provider Meeting was held on March 27, 2020. Last Quarterly Meeting has been scheduled.
- For FY 19-20, 29 contracts were executed by August 1, 2019 using DocuSign and the Carisk Contract Manager (CCM). Three contracts were executed in August 2019 (Care Resource, CIDS and Henderson). Additionally, twenty-three contract Amendments were using the Carisk Contract Manager (CCM).

**Network Management Statistics – FY19-20**

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	19-20 YTD	Comments
Risk Assessments	33	--	--	--	--	--	--	--	--	--	--	--	33	
Contract accountability reviews	--	2	1	2	2	1	1	1	--				10	One in March rescheduled due to COVID-19
CAR Monitored Desk (only)	--	--	--	--	--	--	--	19	--				19	Respond to findings were due March 16, 2020.
SAPTBG Onsite Reviews	--	--	--	--	1	--	1	1	--				3	
New Contracts	28	3	--	--	--	--	--	--	--				31	Includes CISD and The Village signed last FY.
Amendments	1	1	2	3	8	3	3	2	23				46	March included contract Amendments to add Outreach and Crisis Support/Emergency. 7 amendments still pending.

**Technical Assistance and Training YTD FY 19-20**

Topic	Number of Trainings	Providers Represented
Performance Measures Training	4	15
LOCUS/CALOCUS & Waitlist Trainings	14	13

\* *LOCUS Multi-Agency trainings were conducted on August 19, 2019, October 4, 2019, October 28, 2019, December 11, 2019, February 20, 2020 and March 19, 2020.*

**BBHC**  
**Board of Directors Update**  
**March 2020**



**Financial Management / Invoice Processing**

- Carisk continues to process Subcontractors invoices in a timely manner (completed within 5 business days).
- For FY19-20 the DVI was waived for the first four months of the FY. Starting in December, adjustments were based on the DVI by OCA and Covered services instead of DVI by Program type and Covered Services. Carisk is submitting DVI (Data vs. Invoice Report) by OCA (Other Costs Accumulator) on a monthly basis. We continue monitoring the Network level of compliance on a month-to-month basis and providing technical support as needed.
- Carisk continues sending weekly Bed Census and Daily Submission Status Reports to Crisis and Acute Care Services Providers.
- Carisk updated the Invoice to include new DCF OCAs.
- The FY19-20 Invoice was updated and sent out to the Network. A FASAMS Invoice will be created and sent out to the Network.
- Carisk continues to work with the Providers needing additional training and technical assistance.

FY19-20 Financial Management Statistics		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	19/20 YTD
# TANF Approval		86	35	64	54	49	48	60	46	**				442
Number of invoices submitted	(A)	100	102	104	107	101	103	101	101	**				819
Timely submission of invoices	(B)	98	100	103	105	97	102	99	101	**				805
	(B) / (A)	98%	98%	99%	98%	96%	99%	98%	100%	**				98%
Accuracy of Invoices submitted timely	(C)	91	98	97	103	97	95	92	94	**				767
	(C) / (B)	93%	98%	94%	98%	100%	93%	93%	93%	**				95%
Accuracy of invoices reconciled with services data	(D)	98	98	102	107	88	93	89	93	**				770
	(D) / (B)	100%	98%	99%	100%	91%	91%	90%	92%	**				96%

\*\* Current month under review.

**BBHC  
Board of Directors Update  
March 2020**



**Data Management and Reporting**

- Carisk continues to support BBHC in all data related issues and submits on a monthly basis the required data sets to DCF.
- Carisk attended the statewide data workgroup with the Department of Children and Families on November 18, 2019 in Tampa that focused on the next step for FASAMS. DCF FASAMS Team Site visits occurred on December 11, 2019 with BBHC and Carisk IT staff. An additional statewide data workgroup was held in Tampa on January 23-24 to review the recommended change from the DCF FASAMS Team Sites.
- DCF has pushed back the FASAMS rollout date until October 1, 2020.
- Carisk is working closely with providers, addressing any issue reported and providing training and monthly Data Work Group Meeting. Next Data Work Group is scheduled for April 30, 2020.
- Note that for July, August, September and October data submission was waived during these months. Many items in the table below will show 'N/A'.

<b>Data Management Statistics</b>	<b>Jul-19</b>	<b>Aug-19</b>	<b>Sep-19</b>	<b>Oct-19</b>	<b>Nov-19</b>	<b>Dec-19</b>	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>	<b>19/20 YTD</b>
<b>%Timely Submission by Providers</b>	N/A	N/A	N/A	N/A	N/A	77%	87%	88%	86%	TBD			85% Average
<b># Records Submitted Timely</b>	N/A	N/A	N/A	N/A	N/A	37,121	38,156	43,799	41,251	41,321			40,330 Average
<b>SAMHIS/FASAMS Upload Percentage</b>	98%	97%	96%	96%	97%	98%	96%	99%	98%	TBD			97.00% Average
<b># of new persons in WL</b>	N/A	N/A	N/A	N/A	N/A	30	21	21	32	27			131 Total
<b># of Exceptions (**)</b>	N/A	N/A	N/A	N/A	N/A	N/A	4,377	4872	4894	5260			4,851 Average

\*\* Carisk has been sending exception reports to Providers regularly.

\*\*\* DCF informed Managing Entities that SAMHIS won't allow data submission starting 11/06/2018.

**BBHC**  
**Board of Directors Update**  
**March 2020**



**Quality Management**

- The CQI team continues to participate in the CQI Committee to support BBHC initiatives.
  - Housing
  - Employment
  - POMs
- For the month of March, there were 16 Incident Reports for a year to date total of 186.
- For the month of March, there was 1 complaint for a total of 5 Complaint/Grievances for FY 19-20.
- For the month of March, there were no surveys submitted. The next due date for surveys were April 8, 2020.

**Quality Management Statistics**

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	19/20 YTD	Comments
<b>Critical Incidents</b>	20	16	17	23	19	21	27	27	16				186	
<b>Complaints/Grievances</b>	0	1	0	0	1	1	1	0	1				5	
<b>Quarterly Client Satisfaction Surveys</b>	n/a	n/a	1076 (1062 valid)	n/a	n/a	1077 (1059 valid)	n/a	n/a	n/a				3336 (3281 valid)	

(\*\*) Monthly currently under review

- Carisk CQI continues to lead the combined effort to improve/maintain Performance Outcomes Measures. Corrective Action Plans and Financial Penalties will continue to be applied to providers that are not correcting data that effects outcome measures in a timely manner.
- DCF **has not** released the official report on Performance Outcome Measures **since October 2018**. The table denoted below is from the CBH report for March 2020.

**BBHC  
Board of Directors Update  
March 2020**



	BBHC's Network Service Provider Outcome Measures (CBH Data)		FY	Year to Date Performance (March)	Outcome	Size
		Code	Target	FY 19-20		
Adult Mental Health	Average annual days worked for pay for adults with severe and persistent mental illness (M0003)	M0003	40	79.7	Passed	1239
	Percent of adults with serious mental illness who are competitively employed (M0703)	M0703	24%	68%	Passed	203
	Percent of adults with severe and persistent mental illnesses who live in stable housing environment	M0742	90%	94%	Passed	2888
	Percent of adults in forensic involvement who live in stable housing environment	M0743	67%	73%	Passed	592
	Percent of adults in mental health crisis who live in stable housing environment	M0744	86%	77%	FAIL	1101
Adult Substance Abuse	Percentage change in clients who are employed from admission to discharge	M0753	10%	22%	Passed	803
	Percent change in the number of adults arrested 30 days prior to admission versus 30 days prior to discharge	M0754	15%	-66%	Passed	952
	Percent of adults who successfully complete substance abuse treatment services	M0755	51%	69%	Passed	988
	Percent of adults with substance abuse who live in a stable housing environment at the time of discharge	M0756	94%	94%	Passed	946
Children's Mental Health	Percent of school days seriously emotionally disturbed (SED) children attended	M0012	86%	88%	Passed	42
	Percent of children with emotional disturbances (ED) who improve their level of functioning	M0377	64%	100%	Passed	2
	Percent of children with serious emotional disturbances (SED) who improve their level of functioning	M0378	65%	81%	Passed	11
	Percent of children with emotional disturbance (ED) who live in a stable housing environment	M0778	95%	100%	Passed	23
	Percent of children with serious emotional disturbance (SED) who live in a stable housing environment	M0779	93%	98%	Passed	45
	Percent of children at risk of emotional disturbance (ED) who live in a stable housing environment	M0780	96%	100%	Passed	12
Children's Substance Abuse	Percent of children who successfully complete substance abuse treatment services	M0725	48%	93%	Passed	55
	Percent change in the number of children arrested 30 days prior to admission versus 30 days prior to discharge	M0751	20%	0%	Passed	51
	Percent of children with substance abuse who live in a stable housing environment at the time of discharge	M0752	93%	100%	Passed	53
<b>Compliance</b>				<b>94%</b>		

**BBHC  
Board of Directors Update  
March 2020**



- BBHC Performance Outcomes since contract inception, measures will continue to be monitored this fiscal year:

<b>Performance Measure History</b>	
FY 2012-13	50%
FY 2013-14	67%
FY 2014-15	78%
FY 2015-16	94.4%
FY 2016-17	100%
FY 2017-18	94%
FY 2018-19	100%
FY 2019-20	94%

**Coordination of Care / Utilization Management**

- Carisk is working with BBHC Care Coordinators in the Authorization process for the Care Coordination Teams.
- Carisk is monitoring high utilizers and FACT team clients and conducting UM for Forensic Multidisciplinary Team (FMT) and the Forensic RTF at Henderson, and UM for the CAT team at Smith Mental Health.
- Electronic Waitlist (EWL) technical assistance and the EWL is being monitored by the UM department on a weekly basis.
- Wait List Data (March 2020):

<b>Average Days Clients are on the Wait List (WL)</b>			
	SRT		0
	LEVEL 1		39
	LEVEL 2		37
<b>Wait List by Number of Clients</b>			
	SRT	LEVEL 1	LEVEL 2
Placed on WL March 2020	0	4	19
Total On Wait List by 3/31	0	7	29
Removed from WL March	0	9	20
Admitted to programs March 2020	0	5	12
Removed for other reasons	0	4	8
<b>Reason for Removal</b>			March 2020
Client Declined			6
Services no longer Appropriate			4
Other			2
<b>Total</b>			<b>12</b>