



## Board of Directors Meeting Virtual Meeting via Microsoft Teams

May 19, 2022 - 4:30 p.m.

Dial in #: 941-263-1518, Conference ID: 821 273 852#

Link to join meeting on the computer: *(copy and paste the link below)*

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NTdiMzU1NDgtM2FjYS00ZTFmLWlxMmltNjc5MmZIMTA1YzM1%40thread.v2/0?context=%7b%22Tid%22%3a%227bbca740-f271-4428-aeec-f0585b3625b3%22%2c%22Oid%22%3a%2284103832-9a45-46d3-a945-76ea1c188b08%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTdiMzU1NDgtM2FjYS00ZTFmLWlxMmltNjc5MmZIMTA1YzM1%40thread.v2/0?context=%7b%22Tid%22%3a%227bbca740-f271-4428-aeec-f0585b3625b3%22%2c%22Oid%22%3a%2284103832-9a45-46d3-a945-76ea1c188b08%22%7d)

1. Introductions / Roll Call Chair
  
2. Approval of April 21, 2022 Minutes Chair
  
3. Board Chair Report Chair
  - Legislative Update
  - County Update
  - Welcome to New Board Member
  - Rescheduling of August and September Board Meetings
  
4. CEO Report CEO
  - Approval of Fellowship RCO
  - Approval of Vendor for Communication and Outreach RFQ 22-002
  - Approval of BBHC Business Plan
  - Broward Behavioral Health Conference
  - 988 Update
  - Carisk Update
  
5. BBHC Committees' Reports
  - Finance Committee Larry Rein
    - Approval of Financial Statements – March 2022
  - Recovery Oriented System of Care Commissioner Lois Wexler
  - Consumer Advisory Council Susan Nyamora
  - Provider Advisory Council Paul Jaquith
  
6. Public Comments
  
7. Adjournment

**Next Meeting Date: June 16, 2022**



**Board of Directors Meeting**  
**Virtual Meeting via Microsoft Teams**  
**April 21, 2022– 4:30 p.m.**  
**MINUTES**

The meeting was called to order by Board Chair, Commissioner Nan Rich at 4:35 p.m.

Board of Directors	Present	Excused	Absent	Board of Directors	Present	Excused	Absent
Pamela Africk			<b>X</b>	Commissioner Nan Rich <i><b>Board Chair</b></i>	<b>X</b>		
Kimm Campbell	<b>X</b>			Mayor Michael Ryan	<b>X</b>		
Larry Davis	<b>X</b>			Steve Ronik	<b>X</b>		
Senator Gary Farmer			<b>X</b>	Jackie Rosen	<b>X</b>		
Representative Michael Gottlieb			<b>X</b>	David Scharf	<b>X</b>		
Paul Jaquith	<b>X</b>			Nancy Gregoire Stamper	<b>X</b>		
Robin Martin	<b>X</b>			Tammy Tucker	<b>X</b>		
Neal McGarry <i><b>Vice-Chair</b></i>			<b>X</b>	Ana Valladares <i><b>Secretary</b></i>	<b>X</b>		
Susan Nyamora	<b>X</b>			Commissioner Lois Wexler	<b>X</b>		
Rosalind Osgood	<b>X</b>			Julie Klahr, BBHC Attorney			<b>X</b>
Marta Prado	<b>X</b>			Silvia Quintana, BBHC CEO	<b>X</b>		
Larry Rein <i><b>Treasurer</b></i>	<b>X</b>						

**BBHC Staff:** Danica Mamby, Steve Zuckerman, Kerline Robinson, Stefania Pace

**Carisk Staff:** Jennifer Braham, Shirley Murdock

**DCF Staff:** Suzette Fleischmann, Frank Jowdy, Dennis Miles

**Guests:** Eugenia Nikitina, Jacob Horowitz

**1. Introductions/Roll Call**

Roll call was taken as noted above. Board Chair, Commissioner Nan Rich, ascertained that there was a quorum.

**2. Approval of March 17, 2022 Minutes**

**Without any corrections to the minutes, a motion was made by Mr. Larry Rein and seconded by Ms. Marta Prado. The Board unanimously approved the March 17, 2022 meeting minutes.**

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

#### **• Legislative Update**

- Commissioner Nan Rich announced that the school board finally approved the OCP3 and Telehealth Mental Health *Let's Talk Interactive* (LTI) program contracts.
  
- Commissioner Rich referenced an article in the Sun Sentinel by Mr. Scott Travis regarding the school referendum funding. There will be a ballot initiative regarding the school funding on August 23<sup>rd</sup>. The school is asking for an increase in millage. Additionally, the schools have increased the funding going to mental health from \$9 million to \$14 million.

Commissioner Rich shared that there will be an Affordable Housing Summit on May 5<sup>th</sup>. The summitt will be held at Broward College's Davie campus from 7:30 a.m. to 12:30 p.m. and will feature key housing leaders who will speak on topics related to affordable housing. One of the keynote speakers will be Dr.Ned Murray, who will be presenting an update on the AffordableHousing Needs Assessment. To register for the Affordable Housing Summit, visit [www.gflalliance.org/housing](http://www.gflalliance.org/housing)

- Commissioner Rich announced that the county is now working to get out the Emergency Rental Assistance Program 2 (ERAP2) funds, which must be spent by 2025. If applicants were previously denied, the county encourages them to reapply.
  
- Next Tuesday, the commission will hear an item that requires landlords to provide tenants with a 60-day written notice before their annual lease ends if the landlord intends to raise the rent by at least five percent. This is the one way the commission is trying to address the affordable housing crisis in Florida since rent control is preempted by the state.
  
- Commissioner Rich shared that National Alliance on Mental Illness and Carrfour notified the county that the Southwest Hammocks affordable housing project construction plans have been approved by Pembroke Pines.

#### **• County Update**

No updates were given.

### **4. CEO Report**

#### **• Approval of New Prequalified Providers**

**On a motion made by Commissioner Lois Wexler and seconded by Mr. Larry Rein, the Board unanimously approved the new prequalified providers added to the BBHC Provider Network.**

#### **• 988 Update**

Ms. Silvia Quintana stated that \$219,000 is in the network's budget from last year due to the supplemental block grant, that will be allocated to 211 Broward, which is the new 988

number. There will also be a \$5 million allocation of funds statewide, where 15% will be awarded to the state and 85% will be dispersed amongst 12 lifelines in Florida. Approximately \$400,000 will be given to Broward County. There is a shortage of nearly \$700,000 in funding. Federal, and state governments along with municipalities need to collaborate in order to gain support. The network also needs funding to expand the MRT team, in order to be a part efforts being made by 988.

- **Bidding of a Program**

Ms. Quintana provided an update that BBHC will not be renewing the FIT team program but will be bidding it out next year to another provider.

- **Carisk Update**

There were no questions regarding the Carisk report.

## **5. Committee Reports**

### ***Finance Committee***

- **Amendment #54**

Ms. Silvia Quintana stated that Amendment #54 will be allocating \$22,000 of TANF funding, for substance abuse treatment services into the Provider Network's budget. **On a motion made by Mr. Larry Rein and seconded by Ms. Ana Valladares, the Board unanimously approved Amendment #54.**

- **Approval of Financial Statements – February 2022**

Consulting Chief Financial Officer, Mr. Steve Zuckerman, presented the February 2022 Financial Statements. **On a motion made by Mr. Larry Rein and seconded by Mr. Larry Davis, the Board unanimously approved the February 2022 Financial Statements.**

### ***Nominating Committee***

- Mr. Larry Davis recommended Ms. Debra Hixon to be a member of BBHC's Board of Directors. Ms. Hixon has been a teacher for 34 years, and is a part of the School Board. **On a motion made by Ms. Kimm Campbell and seconded by Ms. Ana Valladares, the Board unanimously approved Ms. Debra Hixon to be a member of BBHC's Board of Directors.**

### ***Recovery Oriented System of Care***

- Commissioner Lois Wexler explained that the state allotted funding requests, the Proviso Language Implementation Plan and new prequalified school district providers were discussed during the ROSC meeting. **On a motion made by Commissioner Lois Wexler and seconded by Mr. Larry Rein, the Board unanimously approved the BBHC funding requests and the Proviso Language Implementation Plan.**

- Commissioner Lois Wexler reported that data is being captured for different programs and is presented monthly at the ROSC meeting. The data shows more participation and better output. The only challenge is the increase of Baker acts in schools which will be reported on during the ROSC Meetings moving forward.
- The state of Florida is no longer going to participate in the Mental Health Survey with the CDC, which is a disservice to LGBTQ and depressed youth, since the data captured is used to analyze and address funding needs. The Surgeon General declared that minors cannot access necessary gender affirming care, and parents are responsible for health care decisions.

### ***Consumer Advisory Council***

- Ms. Susan Nyamora stated that there were two presentations during this month's meeting. Mr. William King facilitated a presentation about housing and the other presentation was facilitated by the Flite Center.

### ***Provider Advisory Council***

- Mr. Paul Jaquith explained that the Suicide Training Academy was offered to community providers within Broward County by the Broward Suicide Coalition. Approximately 15 providers attended and feedback regarding the training was very positive.
- Mr. Jaquith stated that the Work Recruitment and Retention Subcommittee led by Ms. Vivian Demille created a Survey Monkey which was sent out to the Provider Network to assess what their biggest issues are and ways to address current needs.

## **6. Public Comments**

- Mr. Paul Jaquith announced that the Epic Awards will be held on May 25<sup>th</sup> at the Signature Grand. The early bird tickets are selling out.
- Ms. Ana Valladares thanked BBHC, the Board, and DCF for their support of the 4<sup>th</sup> annual Broward County Latino Conference for parents to be educated about behavioral health and substance abuse prevention.
- Ms. Suzette Fleishmann addressed the issue with the catchment area, and wording in contracts. A discussion took place regarding not changing the contracts and how that affects BBHC's subcontracting services.

## **7. Adjournment**

The meeting adjourned at 5:41 p.m.

Minutes approved by: \_\_\_\_\_  
**Ana Valladares, BBHC Secretary**



**CEO REPORT**  
**May 19, 2022**

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**1. ITEMS FOR APPROVAL**

- a. Approval of Provider to the BBHC Network
- b. Approval of Communication and Outreach Consulting Services
- c. Annual Business Plan

**2. CURRENT SIGNIFICANT ISSUES**

- A. Operations** – The BBHC Conference room is now ready for hybrid meetings.
  
- B. Telehealth Services** - BBHC continues the process of developing the *Let's Talk Interactive* (LTI) platform that will provide Care Coordination among Broward County Public Schools (BCPS), BBHC, and the Network providers. The development of the programs continues. Some programs are ready to be launched this month and will be replacing the Cognito system.
  
- C. Staff** – BBHC's workforce is stable at this time. Currently, we are interviewing for several positions.
  
- D. Effect Work Force shortage on the BBHC Provider Network** – Providers are meeting to share strategies to hire staff.
  
- E. Short-Term Residential Treatment (SRT) Beds**  
BBHC's SRT beds at Henderson are now ready and the first two (2) clients were admitted. The initial admission process will be paced to ensure all new staff are fully trained and ready.
  
- F. 2022 Behavioral Health Needs Assessment**  
BBHC will incorporate the Stakeholder Survey results completed by the BBHC Board of Directors into the final 2022 Behavioral Health Needs Assessment, which will be completed by the Broward Regional Health Planning Council in May 2022.
  
- G. DCF Secretary Harris Meeting** - Secretary Shevaun Harris continues to meet with the MEs and FAME monthly to address matters of concern.
  
- H. Child Abuse Death Review Committee (CADRC)**. BBHC's CEO participated in the CADRC. Data on child deaths related to completion on homicide determination by medical examiners was presented and discussed. The Child Abuse and Death Review Summit has been scheduled for July 28-29, 2022 in Orlando.

**3. UPDATES – CARISK RELATED**

- A. BBHC and Carisk** – Ongoing weekly meetings are held to address issues, concerns, and policies.

**4. UPDATES – DCF RELATED**

- A. 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 next meeting will be on June 29, 2022.
  
- B. Network Provider Contract** – Provider contract negotiations for have been completed.

## 5. UPDATES – GRANTS RELATED

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

- a. The project submitted the Semi-Annual Progress report to ACYF for approval/review.
- b. RPG annual meeting took place May 10-11, 2022. The Family CPR team presented on service log data and how this informed the projects development and suitability.
- c. For the Peer Pilot Program (PPP), South Florida Wellness Network has submitted all documentation for Medicaid approval. Sunshine Health has been updated and will assist/support the process.
- d. Training has begun for the new Child Welfare unit under the Family CPR model. The Child Welfare Behavioral Health Consultant is participating in this training and has provided additional SUD trainings.

### B. One Community Partnership 3 (OCP3)

- a. The year three (3) enrollment goal is to consent fifty-eight (58) young people in the evaluation. OCP3 has enrolled thirty-one (31) young people in the evaluation (53% of year 3 goal).
- b. Broward County Public School will soon be executing a contract with BBHC. This contract is to triage behavioral health services and care coordination to children with severe behavioral health issues and their families and referred them to BBHC's provider network for services. On preparation for this contract, school providers not currently in BBHC's network were invited to apply to become BBHC qualified providers.

### C. Criminal Justice Mental Health Substance Abuse Reinvestment Planning Grant

- a. BYRP ended the final year. Below, please find the outcomes:
  - Enrollment of one hundred and thirty-nine (139) youth. We achieved a goal of ninety-three percent (93%). We exceeded the eighty percent (80%) enrollment goal.
  - There was a ninety-seven percent (97%) reduction in the number of arrests/re-arrests among participants.
  - Five percent (5%) of discharged participants have been arrested within one-year post discharge and the target was twenty-three percent (23%).
  - Seventy-nine percent (75%) of youth were retained in the program for a minimum of 6 months and thirty percent (30%) were retained in the program for a minimum of 12 months.
  - Thirty-eight percent (38%) of youth successfully completed the program.
- b. BYRP2 is scheduled to commence July 1, 2022.

### D. Children Service Council of Broward County (CSC) Funded Services

- a. The sentencing trial of Nikolas Cruz has been postponed as the jury selection process proves to be as challenging as expected.

## 6. UPDATES – OPERATIONS RELATED

### A. Care Coordination Teams (CCT)

- a. BBHC Care Coordination provided training and overview for Broward Health Behavioral Health services' Regional Manager for Outpatient Services on April 20, 2022, Broward Health's Hospital Bridge and the new MAT Outpatient Program Managers on May 4, 2022. Broward House's Training will be scheduled this month.
- b. BBHC's Care Coordination Team Managers met with Judge Alspector with Felony Drug Court on April 19, 2022, to discuss triage for defendants who may qualify for the Adult or Child Welfare Care Coordination programs.
- c. The System of Care Manager and Broward Sheriff's Office Director of Community Programs, Dave Scharf met with Carili McClean, from the Heart of Florida Center in Ocala, for the first of continued discussions related to use of the Marchman Act more efficiently in our community. Continued subgroup meeting with community partners to follow.



## **B. Care Coordination Teams - Child Welfare (CCT-CW)**

A Critical Time Intervention (CTI) Training was provided to the new Care Coordination Team-Child Welfare staff on April 29, 2022. BBHC's CCT-CW Manager coordinated an in service with the DCF representative for the Substance Exposed Newborn Neonatal Abstinence Syndrome on April 28, 2022. The Village is focused on two (2) teams with the potential for adjustment to three (3) teams in the future.

## **C. Child Welfare Integration Initiatives**

- a. Healthy Start/Bringing Babies Home Healthy Initiative continues at OBG-YN offices. The project continues receiving referrals and has a ninety-two percent (92%) successful contact rate.
- b. Motivational Interviewing Training for the BBHC provider Network was held on May 4<sup>th</sup> and May 6<sup>th</sup>. Another round of training for BBHC providers will be held on June 8<sup>th</sup> and June 9<sup>th</sup>.

## **D. Housing Initiative**

- a. The final Florida Housing Finance Corporation RFA Pilot workshop took place on May 10, 2022, with an anticipated RFA posting date of Mid-June. BBHC has agreed to work with CARRFOUR and Henderson Behavioral Health in the event that either agency is awarded the RFA pilot. THE RFA requires an MOU agreement from the ME to provide a staff person to work with the high utilizers within the apartment complex and to actively participate in gathering all necessary data related to the pilot study.

## **E. SSI/SSDI Outreach, Access, and Recovery (SOAR) Statewide Initiative**

Year to date, eighty-nine percent (89%) of Initial SOAR applications were approved. Ongoing technical support continues for Network Providers.

## **F. Supportive Employment**

No current updates.

- ## **G. Children System of Care Plan**
- BBHC has started meetings with stakeholders to look at ways to implements the ideas from the Children System of Care Plan, developed last year. At this time, four (4) workgroups have been designated Children Crisis, Systems Integration, Prevention and Early Intervention, and Data Collection, and are moving forward with meetings.

## **7. UPDATES – QUALITY RELATED**

- ### **A. Complaints and Grievances**
- There were no complaints received during the month of April, 2022.

- ### **B. Cultural Competency and Diversity Initiative (formerly the Cultural and Linguistic Competency (CLC) Initiative)**
- No current updates.

- ### **C. Recovery-Oriented System of Care (ROSC) Statewide Initiative**
- BBHC staff have been collaborating with the DCF Recovery Oriented Quality Improvement Specialist to conduct Provider monitoring of ROSC implementation. One Provider received the full ROSC monitoring during the month of April.

- ### **D. Contract/Program Monitoring**
- Two Network Providers were monitored during the month of April, for a total of fourteen (14) CAR monitorings completed for FY 21-22. Desk reviews were completed as to nineteen(19) Network Providers. BBHC has continued to conduct virtual monitoring due to the COVID-19 pandemic, and we will continue to adhere to health and safety precautions.



## **E. Performance Measures**

- a. There is one (1) area in the children's mental health measures which is reported as N/A. The largest BBHC Network Provider, who serves most of the children funded by BBHC, continues to experience internal technical issues with their electronic health record. BBHC/Carisk continues to meet with the provider, request updates and provide technical assistance.

**F. Incident Reports** – During the month of April, a total of sixteen (16) IRAS reports were received and reviewed.

**G. Consumer Person Served Satisfaction Surveys (CPSSS)** - No current updates

**H. DCF recently completed a Financial Desk Review of BBHC.** Please see attached report.

## **8. RISK AND COMPLIANCE UPDATE**

No updates.

## **9. COMMUNITY RELATIONS**

### **A. Coordinating Council of Broward (CCB)**

- a. BBHC continues to participate monthly. The last meeting was held on May 4, 2022.
- b. Broward Regional Health Planning Council presented the results of a survey focusing on the needs of Seniors in Broward County. This survey stressed the needs for affordable housing, public transportation and other mental health needs related to isolation and loneliness.
- c. The Chair reminded all members of the Affordable Housing submit.
- d. ChildNet's CEO reported on the thirty-six (36) children, year to date, admitted to ChildNet due to the inability of parents being able to care for them due to their behavioral health issues in the community and lack of appropriate levels of care. All partners are reviewing the children's history, and the intervention provided, as they touched various system. This is a collaborative effort by system stakeholders to learn how we can improve the services provided in the community to support the families. A systems meeting will soon be scheduled to learn more about how to intervene earlier to prevent children from entering the Child Welfare system.
- e. BBHC's CEO reported on the collaboration with Broward Homeless Coc with their Lazarus project. BBHC has been requested to fund the behavioral health services for two mobile teams that will be helping the homeless in the North and South Districts of Broward in collaboration with Broward Health and Memorial Health Systems. These teams will address the issue of homeless at the airport.

### **B. Florida Association for Managing Entities (FAME)**

- a. BBHC participates on weekly conference calls.
- b. FAME continues to address various concerns statewide
- c. The Behavioral Health Commission meet on April 20 , 2022. The different workgroups presented. A discussion took place about extending the Commission work beyond the two years.
- d. FAME has a standing meeting with the DCF Assistant Secretary. The Assistant Secretary requested that each ME present and send to DCF their priorities to addressed needs and gaps identified in the Children's System of Care Coordination Plan. All the ME CEOs presented.
- e. The DCF Secretary has scheduled a meeting with the MEs and CBCs CEOs to discuss DCF's new Family Navigation initiative.

**C. Funders Forum** – The last meeting was on May 6, 2022. A Children System of Care plan update was provided. A presentation on the 988 needs for implementation took place. The United Way's ALICE report was presented to the group. A group of funders also had an Ad-HOC meeting to discuss the FLITE Centers funding levels and growth to develop a collaborative funding and supporting strategy for this very much needed service.

- D. Broward Suicide Prevention Coalition** – The Coalition meeting took place on May 5, 2022. The new 988 crisis line was presented to the coalition. United Way announced that their funding request was approved (earmarked) for the Broward Suicide Prevention Coalition and will be allocated for the new fiscal year. All workgroups met and presented their updates.
- E. BBHC Marketing and Educational Initiative** – BBHC released an RFQ to select a vendor that will meet the communication and educational initiatives needs of BBHC. Results and recommendation be presented at BBHC’s Board of Directors meeting, during the month of May.
- F. Stepping up Initiative Jail Diversion Project** – The final budget has a \$510,000 proviso for the Stepping Up Initiative Jail Diversion Project. The last step is the Governor’s approval. This is still pending.

## 10. MATTERS FOR NOTING

- A. 7th Annual Behavioral Health Conference** - On May 10<sup>th</sup> and 11<sup>th</sup> Broward County’s Commission on Behavioral Health & Drug Prevention; in collaboration with Broward Behavioral Health Coalition, Florida Department of Children and Families, and Signature Grand hosted the 7th Annual Behavioral Health Conference - The Power Of Prevention. Conference Tracks included: Special Topics & Initiatives, Professional Development, Innovation & Thought and Trauma-Informed Preventions. BBHC is proud of this conference which continues to be a phenomenal resource to our community.
- B. FASAMS** - As of April 17, 2022, BBHC is one of two Managing Entities reporting at 100% acceptance rate for FASAMS Version 14. Data is due on April 18, 2022 and is pending the submission numbers for March. (Please see Carisk Partners’ Report).
- C. Susan B. Anthony Recovery Center (SBA)** - The agreement pertaining to the storage of SBA’s records is still pending legal finalizing it. We have identified a vendor that will store the records. Contract is being finalized.

# **2021-22 ME Desk Review Financial Monitoring Report**

**Broward Behavioral Health Coalition (BBHC)**

**DCF Contract Number: JH343**

**Desk Review Period: October 1, 2021 – December 31, 2021**

**Office of CBC/ME Financial Accountability  
Florida Department of Children and Families**

*May 9, 2022*

**2021-22 ME Desk Review Financial Monitoring Report  
Broward Behavioral Health Coalition (BBHC)  
Period Reviewed: October 1, 2021 – December 31, 2021**

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## I. MONITORING RESULTS

The Office of CBC/ME Financial Accountability performed financial monitoring procedures based on the DCF 2021-22 CBC-ME Financial Monitoring Tool for Desk Reviews. The monitoring procedures performed included tests of transaction details, file inspections, and inquiries to adequately support findings, observations, and technical assistance. Detailed information for these items is disclosed in the following section of this report.

Summarized below are the results of testing by category as detailed in the DCF 2021-22 CBC-ME Financial Monitoring Tool - Desk Review for the period October 1, 2021 through December 31, 2021:

2021-22 Desk Review Monitoring Results			
Category	Findings	Observations	Technical Assistance Provided
1.0 – General Ledger and Expenditure Report Review	1	-	-
2.0 – Non-Payroll Related Disbursement Testing	2	-	-
3.0 – FSFN (CBCs Only) and FASAMS (MEs Only) Review	-	-	-
4.0 – Additional Financial Requirements	1	-	-
TOTAL	4	-	-

## II. FINDINGS

### 1.0 – General Ledger and Expenditure Report Review

#### Finding # JH343-2021-22-01

#### Expenditure Report does not reconcile to General Ledger

**Condition:** While reviewing BBHC’s October through December Managing Entity Monthly Carry Forward Expenditure Reports and corresponding general ledgers, we noted BBHC reported less expenditures in their general ledgers than they reported in the Managing Entity Monthly Carry Forward Expenditure Reports for November and December.

**Criteria:** Federal Regulation 2 CFR 200.302 Financial Management (b)(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328

Monitoring and reporting program performance. If a Federal awarding agency requires reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient must not be required to establish an accrual accounting system. This recipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.

**Effect:** The carry forward expenditures reported on the Managing Entity Monthly Carry Forward Expenditure Reports for November and December did not agree with the expenditures recorded in the general ledgers.

**Recommendation:** DCF recommends that BBHC make the required correcting adjustments on the next Managing Entity Monthly Carry Forward Expenditure Report and / or general ledger.

**Corrective Action Taken:** BBHC addressed the items noted above in the March 2022 general ledger submitted on April 20, 2022.

## **2.0 – Non-payroll Related Disbursement Testing**

### **Finding # JH343-2021-22-02**

#### **Noncompliance with Federal/State Regulatory Requirements**

**Condition:** During our testing of seven non-payroll related expenditures reported for October through December, we noted that for Sample #2, BBHC purchased six laptop computers without obtaining prior approval from the DCF contract manager.

**Criteria:** Section 3a of the Guidance 2 Attachment to the Managing Entity Contract with DCF requires "If any property is purchased with funds provided by this contract, prior approval must be obtained from the contract manager in accordance with 2 CFR 200.439(b)(1), (2), or (3) and CFOP 80-2, as applicable..."

Section 1 of the Guidance 2 Attachment defines Property as:

“Property includes:

- Equipment, furniture, fixtures, motor vehicles, and other personal property of a non-consumable and non-expendable nature, the original acquisition cost or estimated fair market value of which is \$5,000 or more, and the expected useful life of which at the time of transfer or purchase is one (1) year or more.
- All computers with an expected useful life of which at the time of transfer or purchase is one (1) year or more.

Motor vehicles include any automobile, truck, airplane, boat, or other mobile equipment used for transporting persons or cargo.”

**Effect:** BBHC did not obtain prior approval from the DCF contract manager for a computer purchase as required by the Managing Entity Contract with DCF.

**Recommendation:** DCF recommends that BBHC amend their policies to require DCF contract manager approval for the purchase of computers as required by the Managing Entity Contract with DCF and provide a copy of the amended policy.

#### **Finding # JH343-2021-22-03**

#### **Noncompliance with Federal/State Regulatory Requirements**

**Condition:** During our testing of seven non-payroll related expenditures reported for October through December, we noted that for Sample #3, BBHC made a \$119.00 disbursement in OCA MHS00 (ME Administrative Cost) to reimburse an employee for lodging that should not have been charged to DCF as the employee worked on the Criminal Justice Mental Health and Substance Abuse Reinvestment Grant.

**Criteria:** Section F-2.1 Exhibit F to the Managing Entity Contract specifies that “The Department will pay the Managing Entity an operational cost for the management of the Network in accordance with the terms and conditions of this Contract...”

The Cost Allocation Plan provided by BBHC and approved by DCF designates the OCA as being “for the cost of allowable expenses incurred by a managing entity in performing its contracted services...”

**Effect:** BBHC reported \$119.00 of unallowable expenditures in OCA MHS00 for sample #3.

**Recommendation:** DCF recommends that BBHC reclassify the unallowable expenditures from OCA MHS00 to a non-DCF funding source in the general ledger and report the corrected expenditure amounts on the next Managing Entity Monthly Expenditure Report.

#### **4.0 – Additional Financial Requirements**

#### **Finding # JH343-2021-22-04**

**Condition:** During our review of BBHC’s Provider Detail Report within the Managing Entity Monthly Expenditure Report for December 2021, we noted that BBHC recorded expenditures totaling \$28,185.70 in OCA MH009 (Ambulatory /Community Non-24 Hour Care) for one for-profit provider, Mission Exec, LLC. This expenditure OCA is within the budget OCA MH000 (ME Mental Health Services & Support) which has Federal Mental Health Block Grant funding.

**Criteria:** ME Contract Exhibit B1, Section B1-2.3.13 states: “The Managing Entity shall ensure that block grant funding is not expended on the restricted activities pursuant to 45 C.F.R. s. 96.135, 42 U.S.C. s. 300x-5, and 42 U.S.C. s.300x-31. Restricted activities include, but are not necessarily limited to, the following. Managing Entities may consult the Department for technical assistance to address allowability of specific cases before subcontracting...B1-2.2.13.1



The CMHS block grant and the SAPT block grant may not be used to:...B1-2.2.13.6 Provide financial assistance to any entity other than a public or nonprofit private entity”

**Effect:** BBHC reported unallowable expenditures for a for-profit provider (MissionExec, LLC) within OCA MH009, which has Federal Mental Health Block Grant funding.

**Recommendation:** DCF recommends that BBHC reclassify the expenditures reported for Mission Exec, LLC from OCA MH009 to an OCA that does not have Federal Mental Health Block Grant funding and report the corrected expenditures on the next Managing Entity Monthly Expenditure Report.

### **III. OBSERVATIONS**

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There were no observations.

### **IV. TECHNICAL ASSISTANCE**

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No technical assistance was provided.

**BBHC  
Board of Directors Update  
May 2022**



**Network Management**

- Contract Extension (34) were executed prior to the start of this fiscal year, July 1, 2021. One (1) Contract was executed in July for a new DCF funded Provider.
- All Risk Assessments were completed and the Monitoring Schedule was finalized and sent to DCF.
- Contract Amendments for FY 21-22 and FY 22-23 contracts are being prepared and executed.
- All 4 quarterly meeting have been schedule and sent to the Providers for FY 21-22. First quarter meeting was on September 2, 2021, second quarter meeting was held on December 9, 2021 and third quarter meeting was held on February 24, 2022.
- Carisk has enhanced the Contract Module to better support the ME in the contract negotiation process and reduce time-consuming tasks.

**Network Management Statistics FY 21-22**

	July-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	21-22 YTD	Comments
Risk Assessments	35	--	--	--	--	--	--	--	--	--	--	--	35	
Executed Contracts	37	0	0	0	0	0	0	0	0	0			37	34 were contract extensions and 3 contracts do not expired until 6.2022
Amendments	--	6	5	5	5	6	1	0	17	8			53	6 still pending the start of April 30

**Technical Assistance and Training YTD FY 21-22**

Topic	Number of Trainings	Providers Represented
LOCUS/CALOCUS	5	16

**Financial Management / Invoice Processing**

- Carisk continues to process Subcontractors invoices in a timely manner (completed within 5 business days).
- For FY 21-22, all invoices will be received using the EIA (Electronic Invoice Application).
- Carisk continues sending weekly Bed Census and Daily Submission Status Reports to Crisis and Acute Care Services Providers.

**BBHC**  
**Board of Directors Update**  
**May 2022**



- MH1037 have been sent to the Providers to complete for FY 20-21 and are currently being finalized by BBHC.
- Carisk updated the Invoice to include new DCF OCAs.
- Carisk continues to work with the Providers needing additional training and technical assistance.

FY 21-22 Financial Management Statistics		July-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	21-22 YTD
# TANF Approval		165	110	32	32	39	23	26	21	6	9			442
Number of invoices submitted	(A)	91	91	91	91	91	91	91	89	91	**			817

\*\* Currently under review.

**Data Management and Reporting**

- Carisk completed the enhancement of the Financial Reports to include the Statement of Funds from DCF.
- Project of Staff Registration module in order to keep track of the clinicians and staff members rendering services files were sent to the Providers.
- LOCUS/Ca-LOCUS agreement for the new platform is the process of execution.

**BBHC  
Board of Directors Update  
May 2022**



FASAMS V 14 update:

Broward Behavioral Health Coalition (BBHC)	Acute Care Version 14	4749	4749	58687	58687	100%
	Client Version 14	12156	12149	24312	24298	100%
	Provider Version 14	48	48	9769	9763	100%
	Service Event version 14	322768	321908	322768	321908	100%
	Subcontract Version 14	44	44	1132	1100	100%
	Treatment Episode Version 14	12776	12756	617638	611271	100%
	Waiting List Version 14	52	52	52	52	100%
	<b>Total</b>	<b>352593</b>	<b>351706</b>	<b>1034358</b>	<b>1027079</b>	<b>100%</b>

**Count of Service Event Records by ME and Year**

ShortName	FY18-19	FY19-20	FY20-21	FY21-22
BBCBC	403,389	371,841	432,750	231,633
BBHC	556,571	526,805	615,068	342,109
CFBHN	1,216,661	1,283,628	1,216,348	1,112,908
CFCHS	356,883	395,522	585,308	241,932
LSF	723,560	605,569	1,159,186	373,704
SEFBHN	621,003	617,601	690,811	445,506
SFBHN	217,724	85,814	645,005	289,161
<b>Total</b>	<b>4,095,791</b>	<b>3,886,780</b>	<b>5,344,476</b>	<b>3,036,953</b>

(As of 5/4/2022)

**BROWARD BEHAVIORAL HEALTH COALITION, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**March 31, 2022**

	<b>MARCH 2022</b>	<b>FEBRUARY 2022</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalent	\$ 14,478,498	\$ 9,703,468
Grant Contract Receivable, net of Allowance for Doubtful Accounts of \$-0-	\$ 6,774,786	\$ 12,489,700
Prepaid Expenses	<u>\$ 207,324</u>	<u>\$ 92,390</u>
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 21,460,609</b>	<b>\$ 22,285,557</b>
<b>FIXED ASSETS</b>		
Computer Hardware	\$ 26,128	\$ 26,128
Furniture, Fixtures and Equipment	<u>\$ 8,852</u>	<u>\$ 8,852</u>
	<u>\$ 34,980</u>	<u>\$ 34,980</u>
Less: Accumulated Depreciation	<u>\$ 34,980</u>	<u>\$ 34,980</u>
Net Book Value	<u>\$ 0</u>	<u>\$ 0</u>
<b>OTHER ASSETS</b>		
Security Deposits	<u>\$ 7,746</u>	<u>\$ 7,746</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 21,468,355</u></b>	<b><u>\$ 22,293,303</u></b>
<b>LIABILITIES and NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable - Subcontracted Services	\$ 6,865,819	\$ 7,093,317
PPP Loan Payable	\$ 305,048	\$ 305,048
Accrued Expenses Payable	\$ 303,008	\$ 276,754
Deferred Revenue	<u>\$ 13,966,669</u>	<u>\$ 14,590,372</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 21,440,543</b>	<b>\$ 22,265,491</b>
<b>NET ASSETS</b>		
Beginning of Year	\$ 26,701	\$ 26,701
Change in Net Assets	<u>\$ 1,111</u>	<u>\$ 1,111</u>
<b>TOTAL NET ASSETS - END OF PERIOD</b>	<b>\$ 27,812</b>	<b>\$ 27,812</b>
<b>TOTAL LIABILITIES and NET ASSETS</b>	<b><u>\$ 21,468,355</u></b>	<b><u>\$ 22,293,303</u></b>

*BROWARD BEHAVIORAL HEALTH COALITION, INC.*

EXPLANATION OF BUDGET VARIANCES

March 2022

**Revenue**

- Managing Entity Contract – Services – (\$9,163,299) – Below budget for reporting period including Carry Forward Funds from FY 20-21. This represents an improvement of \$585,691 over last month
- Managing Entity Contract – Operations – (\$1,039,247) – Below Budget for reporting period including Carry Forward Operational Funds from FY 20-21.
- Other Income –(\$114,585)– Below budget for reporting period due to Trauma Services from CSC, and Care Coordination Services from Wellpath.
- OCP3 Grant –(\$60,755) – Below budget for reporting period.
- Family – CPR Grant – (\$43,521 – Below budget for reporting period.
- BYRC Grant – \$19,826 – Above budget for reporting period. This grant will expire April 30<sup>th</sup> and recommence in July 2022.

**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 – Below budget for reporting period.
- Equipment Costs –Below budget for reporting period.
- Subcontracted Provider Services – Breakeven for reporting period.
- Insurance Expense – Below budget for reporting period.
- Telephone Expense – Below budget for reporting period.
- Operating Supplies – Below budget for reporting period.
- Other Expenses/Community Events – Above budget for reporting period. This is the offset for Trauma Services and Care Coordination Services from Wellpath.

**BROWARD BEHAVIORAL HEALTH COALITION, INC.**  
**Managing Entity for Substance Abuse and Mental Health Services**  
**Income Statement**  
**For the nine months ended March 31, 2022**

	March 2022	YTD Actual	YTD Budget	Variance Favorable (Unfavorable)	Approved FY 2021-2022 Budget
<b>Revenues:</b>					
DCF Revenue for Services	\$ 6,509,803	\$ 46,029,975	\$ 53,847,038	\$ (7,817,063)	\$ 71,796,051
DCF Carry Forward for Services	\$ 342,044	\$ 1,202,130	\$ 2,548,366	\$ (1,346,236)	\$ 3,397,821
DCF Revenue for Operations	\$ 286,555	\$ 1,382,797	\$ 2,547,129	\$ (1,164,332)	\$ 3,396,172
DCF Carry Forward Revenue for Operations	\$ -	\$ 871,015	\$ 745,930	\$ 125,085	\$ 994,573
Other Income	\$ 17,282	\$ 312,267	\$ 426,852	\$ (114,585)	\$ 589,136
OCP3 Grant	\$ 58,304	\$ 637,360	\$ 698,115	\$ (60,755)	\$ 930,820
Family - CPR Grant	\$ 71,504	\$ 406,479	\$ 450,000	\$ (43,521)	\$ 600,000
BYRC Grant	\$ 32,393	\$ 319,826	\$ 300,000	\$ 19,826	\$ 333,333
<b>Total Revenue</b>	<b>\$ 7,317,885</b>	<b>\$ 51,161,849</b>	<b>\$ 61,513,430</b>	<b>\$ (10,402,692)</b>	<b>\$ 82,017,906</b>
<b>Expenses from Provider Services</b>	<b>\$ 6,851,847</b>	<b>\$ 47,232,105</b>	<b>\$ 56,726,384</b>	<b>\$ 9,494,279</b>	<b>\$ 75,635,179</b>
<b>Expenses from Operations:</b>					
<b>Total Salary and Wages</b>	<b>\$ 202,189</b>	<b>\$ 1,621,061</b>	<b>\$ 1,649,124</b>	<b>\$ 228,063</b>	<b>\$ 2,465,499</b>
<b>Total Fringe Benefits</b>	<b>\$ 49,604</b>	<b>\$ 340,700</b>	<b>\$ 436,667</b>	<b>\$ 95,967</b>	<b>\$ 582,222</b>
<b>Total Building Occupancy</b>	<b>\$ 8,798</b>	<b>\$ 77,507</b>	<b>\$ 91,280</b>	<b>\$ 13,773</b>	<b>\$ 121,706</b>
<b>Total Professional Services</b>	<b>\$ 104,811</b>	<b>\$ 880,481</b>	<b>\$ 1,389,532</b>	<b>\$ 489,051</b>	<b>\$ 1,826,042</b>
<b>Total Travel</b>	<b>\$ 72</b>	<b>\$ 21,301</b>	<b>\$ 60,053</b>	<b>\$ 38,752</b>	<b>\$ 80,071</b>
<b>Total Equipment Costs</b>	<b>\$ 10,977</b>	<b>\$ 79,020</b>	<b>\$ 171,413</b>	<b>\$ 92,393</b>	<b>\$ 228,550</b>
<b>Total Subcontracted Services - Carerisk</b>	<b>\$ 58,417</b>	<b>\$ 507,750</b>	<b>\$ 507,750</b>	<b>\$ -</b>	<b>\$ 677,000</b>
<b>Total Insurance</b>	<b>\$ 3,706</b>	<b>\$ 30,487</b>	<b>\$ 34,625</b>	<b>\$ 4,138</b>	<b>\$ 46,166</b>
<b>Total Telephone Expense</b>	<b>\$ 2,255</b>	<b>\$ 19,343</b>	<b>\$ 22,996</b>	<b>\$ 3,653</b>	<b>\$ 30,661</b>
<b>Total Operating Supplies</b>	<b>\$ 1,051</b>	<b>\$ 10,334</b>	<b>\$ 31,634</b>	<b>\$ 21,300</b>	<b>\$ 42,178</b>
<b>Total Other Expenses</b>	<b>\$ 26,158</b>	<b>\$ 340,649</b>	<b>\$ 211,974</b>	<b>\$ (128,675)</b>	<b>\$ 282,632</b>
<b>Total Expenditures Before Depreciation</b>	<b>\$ 7,317,885</b>	<b>\$ 51,160,738</b>	<b>\$ 61,513,430</b>	<b>\$ 10,352,692</b>	<b>\$ 82,017,906</b>
<b>Total Depreciation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditure After Depreciation</b>	<b>\$ 7,317,885</b>	<b>\$ 51,160,738</b>	<b>\$ 61,513,430</b>	<b>\$ 10,352,692</b>	<b>\$ 82,017,906</b>
<b>Adjusted Change In Net Assets</b>	<b>\$ -</b>	<b>\$ 1,111</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





**TO** Broward Behavioral Health Coalition Inc. (BBHC) Finance Committee, and Board of Directors

**FROM** Silvia Quintana, CEO

**SUBJECT** Approval of Vendor for Communication and Outreach Consulting Services

**DATE** May 16, 2022

#### **BACKGROUND**

Broward Behavioral Health Coalition Inc. (BBHC), requested proposals from reputable vendors for Communications and Outreach Consulting Services, which BBHC staff will use to educate residents about BBHC programs, events, and funded services as well as community-wide resources available for children, adults and families in Broward County. The selected vendor will work with BBHC to assist in creating several strategies and planning events to celebrate the organization's 10<sup>th</sup> anniversary.

Also, the selected vendor would assist in the development of BBHC's comprehensive, strategic, and innovative Communication and Outreach Plan.

#### **SUMMARY**

On April 26, 2022, BBHC released a Request for Qualifications – RFQ #22-002, inviting applications to submit proposals for Communication and Outreach Consulting Services per specified requirements. The selected applicant would be awarded \$80,000 through fiscal years ending June 2023 and extendable for a period of two (2) additional fiscal years, ending on June 30, 2025.

On the closing date of RFQ, May 9, 2022, BBHC received two (2) applications from Boardroom PR and Kip Hunter Marketing.

The rating committee met on May 13, 2022 to evaluate the proposals and made recommendations in accordance with established criteria. The committee selected Kip Hunter Marketing.

**RECOMMENDATION**

It is being recommended that the BBHC Board of Directors approve the selection of Kip Hunter Marketing as the marketing firm to provide communication and outreach consulting services to BBHC.



**TO** Broward Behavioral Health Coalition Inc. (BBHC) and Board of Directors

**FROM** Silvia Quintana, CEO

**SUBJECT** Approval of Provider to the BBHC Network - Fellowship Recovery Community Organization

**DATE** May 16, 2022

**BACKGROUND**

The pre-qualification of agencies to provide behavioral health services allows BBHC to negotiate with entities most suitable to deliver the services it funds through an efficient and effective process and meet the needs of the community served through BBHC.

Through pre-qualification, BBHC identifies direct service agencies that possess the administrative and programmatic infrastructure that present reasonable likelihood of an applicant's ability to successfully comply with BBHC's contractual requirements. The current BBHC Provider Network delivers an array of services. The criteria is indicative of an entity's viability, competencies, and capabilities and, when present, result in a reasonable likelihood the successful applicant will achieve or exceed BBHC's standardized contract requirements; quality service delivery expectations; appropriately utilize public funds; and protect vulnerable person served funded by BBHC.

**SUMMARY**

Fellowship Recovery Community Organization is a non-profit 501(c)(3) organization that provides peer-based recovery support services (P-BRSS), respite, outreach programs, and recovery-focused activities in South Florida. They applied for pre-qualification to the BBHC network.

After much review and meetings, we have decided to recommend Fellowship Recovery Community Organization (FRCO) for approval to the BBHC network contingent upon ongoing oversight of FRCO's policies, and systems implementation by BBHC.

**RECOMMENDATION**

It is being recommended that Fellowship Recovery Community Organization be added to the BBHC Provider Network.