



GUIDANCE/CARE CENTER, INC.



May 19, 2011

Via Electronic Mail & Hand Delivery

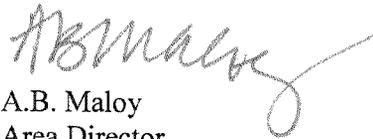
Lisa Tennyson
Grants Administrator
Monroe County, Office of Management & Budget
1100 Simonton Street
Room 2-210
Key West, Florida 33040

Re: Guidance/Care Center, Inc. BOCC Budget Request, 2011/2012

Ms. Tennyson:

Please find attached G/CC's BOCC Budget Request for the 2011/2012 budget year. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



A.B. Maloy
Area Director

**1205 Fourth Street
Key West, FL 33040
Phone: (305) 292-6843
Fax: (305) 292-6723**

3000 41ST Street, Ocean
Marathon, FL 33050
(305) 434-9000
(305) 434-9040

99198 Overseas Hwy., Ste. 5
Key Largo, FL 33037
(305) 451-8018
(305) 451-8019



**Guidance/Care Center, Inc.
BOCC Budget Request – 2011/2012
Summary**

Description of Services Provided:

The Guidance/Care Center, Inc (“G/CC”) is a nonprofit, charitable organization dedicated to the provision of high-quality and cost-effective behavioral healthcare services for children, youth, and adults throughout the Florida Keys. G/CC is affiliated with the WestCare Foundation and supports WestCare’s mission to “empower everyone with whom we come into contact to engage in a process of healing, growth and change benefiting themselves, their families, coworkers and communities.”

1. List the services your agency provides:

<p>Adult Mental Health (AMH) Children’s Mental Health (CMH) Adult Substance Abuse (ASA) Children’s Substance Abuse (CSA) Children’s Prevention (CP) Adult Co Occurring Disorders (ACOD) Children’s Co Occurring Disorders (CCOD)</p>	<p>Psychiatric and Medical Services Emergency Mental Health and Detox Screening Adult Crisis Stabilization – 11 beds – licensed by DCF and ACHA , <i>CARF accredited</i> - (CSU) Adult Residential Level 1 – MH /ACOD – 2 beds – licensed by DCF and ACHA (RTF) Adult Detox – 2 beds funded – 8 licensed beds by DCF, <i>CARF accredited</i> (Detox) HIV Services: Intervention Counseling / Pre and Post Test Counseling and Testing/ Education</p> <p>Community Integration and Adult Rehabilitation Services- Personal Growth Center (PGC) (<i>CARF accredited</i>) Mental Health Clubhouse Mental Health Drop-in Center Psychosocial education Rehabilitation – Walk In Social Rehabilitation Peer Support Supportive Employment Supportive Housing/Living Services (PATH) General Information and Referral</p> <p>Criminal Justice Treatment and Services Substance Abuse Residential/Community treatment -12 bed - Levels 2 & 3, licensed by DCF, contract with DOC-<i>CARF</i></p>
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	<p><i>accredited</i> (Keys to Recovery- KTR) Substance abuse jail incarcerated treatment program for men and women (JIP) Community Reentry services for persons who have been in jail and are returning to community (Other Side of the Fence/ ORP) Drug Court evaluation and treatment DUI evaluations</p> <p>Children and Families Services Crisis Evaluations/ Child and Adult Mental health and substance professional expertise when collaborating with community partners Psychiatric Evaluations and Medication Monitoring for Adults and Children Children and Adult In-home/On-Site Treatment Services (ITOS / IHOS) Outpatient Services – licensed by DCF, (OP)- <i>CARF accredited</i> Substance Abuse and Mental Health Outpatient Individual Services Mental Health OP Individual Substance Abuse and Mental Health Groups OP Nursing Clinic for Injectable Medication</p> <p>Children’s Prevention Program and Services (majority are Evidence based) – Licensed by DCF, <i>CARF accredited</i> Substance Abuse treatment for DJJ children/Treatment Accountability for Safer Communities services (TASC) Case Management Adult and Children Targeted Case Management Services – licensed by DCF, <i>CARF accredited</i> Children and Adult Case Management Community Mental Health Crisis Responder Mental Health and Substance Abuse Outreach Services Mental Health Intervention Services Substance Abuse Intervention Individual and Group Services- licensed by DCF Substance Abuse Aftercare Individual and Group Services</p>
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	<p>School Based Services Life Skills Counseling Employer Assistance programs</p> <p>Transportation Services Medicaid Community Transportation for the Disadvantaged Baker & Marchman Act</p>
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2. Services to be provided with BOCC funds:

a. Baker Act Services

- i. BOCC dollars match state mental health funds provided by the Florida Department of Children & Families (“DCF”) pursuant to the requirements of Fl. Stat. 394.394.457(3) and 394.76 for the transportation, evaluation and treatment of individuals who have not been arrested, or who are not otherwise in the County’s custody.ⁱ The match is 24% BOCC/75% DCF, per 394.76.
- ii. G/CC is a public Baker Act Receiving Facility/Crisis Stabilization Unit (“CSU”). The purpose of the CSU is to examine, stabilize, and refer persons to the most appropriate and least restrictive setting consistent with their mental health needs.
- iii. G/CC’s CSU admits individuals suffering an emergency condition for psychiatric examination, stabilization and short term treatment. As a public receiving facility G/CC is part of the County’s Baker Act Acute Care System which includes the Monroe County Detention Facility, local emergency rooms, the 16th Circuit Judicial Court, National Alliance for Mental Health, other public and nonprofit residential programs, community ambulatory care and hospitals, the Monroe County School District, and other community agencies.
- iv. G/CC’s CSU maintains 11 DCF funded beds.
- v. Required services for Baker Act Receiving Facilities include emergency reception, emergency screenings, and psychiatric/medical evaluation, nursing observation, crisis counseling and therapeutic activities.
- vi. G/CC’s CSU is the psychiatric and mental health safety net for the county. The facility operates 24 hours per day, 365 days per year, and is required by applicable statutes and regulations to admit and provide for treatment of all persons in crisis, regardless of their ability to pay or G/CC’s receiving capacity.
- vii. In May 2009, G/CC received a three year redesignation of its Receiving Facility status.

b. Community Transportation for the Disadvantaged

- i. BOCC funds match Florida Commission for the Transportation Disadvantaged state dollars, pursuant to Fl. Stat. 394.462.
- ii. G/CC is the County-designated Community Transportation Coordinator for the Florida Commission for the Transportation Disadvantaged. Persons defined as “transportation disadvantaged” include those who are unable to self-provide or self-secure their own transportation due to a physical or mental disability, income status, including disabled and at-risk/high-risk children.
- iii. G/CC’s transportation services provide a secure, reliable means for these vulnerable individuals to obtain access to health and mental health care, employment, education and other community services.
- iv. G/CC coordinates and provides transportation services weekly, Monday through Friday, from 6:30 a.m. to 6:00 p.m., and on Saturday and Sunday, as follows:
 - 2 round trips between Marathon and Key West, 5 days per week
 - 1 round trip between Marathon and Homestead, 3 days per week
 - 2 round trips between Marathon and Key Largo, 2 days per week
 - 2 round trips within the Marathon area, 2 days per week
 - Weekday and weekend in-county, as well as out-of-county, by appointment.

c. Baker Act Transportation

- i. G/CC is a “purchase of service” vendor for the County, providing Baker Act transportation services on behalf of Monroe County, pursuant to Fl. Stat. 394. G/CC may provide the transportation directly or may subcontract. Only monies actually spent for transportation services provided pursuant to Chapter 394 are invoiced to the County for payment.
- ii. Via subcontract with Elanjess, Inc, G/CC provides secure and supervised transportation for “involuntary placement” (as defined by the Baker and Marchman Acts) from pick up points in the lower, middle and upper Keys.
- iii. Transportation provided includes trips from emergency rooms to receiving facilities, transfers between local receiving facilities, and transfer to Miami-Dade receiving facilities and State Treatment facilities.
- iv. Service is provided on-call, 24 hours per day, 365 days per year.
- v. Trip Summary
 1. Total Trips & Average Cost Per Trip
 - i. Oct. 2008 – Sept. 2009: 581 trips
Average cost per trip: \$218.18
 - ii. Oct. 2009 - Sept. 2010: 571 trips
Average cost per trip: \$217.88
 - iii. Oct. 2010 – Feb. 2011: 210
Average cost per trip: \$217.04

3. Amount Requested: \$508,942.00

1. Grant/Match	
a. Baker Act Services	\$334,880 (match for \$1,004,639)
b. Community Transportation	<u>\$28,062 (match for \$252,794)</u>
	\$362,942.00
2. Vendor POS Contract	
a. Baker Act Transportation	<u>per services rendered, invoiced</u>
	\$146,000 cap

4. Explanation of Expenses:

- a. **Grant/Match funds** provide dollars to meet match requirements for Baker Act crisis stabilization and CTD community transportation services. Pursuant to Exhibits H (South Florida Behavioral Health Network, Contract # KH2225-27) and “B” (Grant Agreement, Florida Commission for the Transportation Disadvantaged) attached, G/CC will draw into the County \$1,257,433 during the 2011-2012 year, which in turn, and per statute, require a \$362,942 County match.
- b. **POS vendor contractual funds** provide timely and cost efficient transportation for the disadvantaged services for the County. G/CC is an experienced provider with expertise in transportation needs and mental health services, maintaining six (6) specially equipped vehicles, and two additional cars designated for transportation services at locations in Key West and Marathon. G/CC seeks reimbursement – based on an agreement between the BOCC and G/CC and invoices of actual past and projected expenses, both already in the County’s possession – to continue to provide and fund this service, including fuel costs, vehicle maintenance, insurance coverage, and salaries related to coordination and dispatch.

ⁱ Where the Baker Act client is under felony arrest, or is in the County’s custody, then the provisions of Fl. Stat. 394.462(3)(g), and §§ 901.35 & 35(2)(a) apply. Via a capitated annual agreement with the Monroe County Sheriff’s Office, G/CC accepts “jail holds” for stabilization at its receiving facility in Marathon .

Part III - New Exhibit H
FUNDING DETAIL

Provider Name: Guidance/Care Center, Inc.

Contract #: KH225-27

Revision #:

MENTAL HEALTH

Budget Entity 60910502 - Adult Mental Health	OCA	AMOUNT
502004-EMERGENCY STABILIZATION	(100610)	
G/A-ADULT COMM. MENTAL HEALTH	19004	
ADAMH Trust Fund*	19ME4	\$ 108,264
General Revenue/TSTF	32A18	
FGTF Cuban/Haitian	32A98	
FGTF Cuban/Haitian	SP501	
ADAMH/Consumer Self-Directed Care Pilot	SP503	
GR/Family Emergency Treatment Ctr-Manatee	SP516	
GR/Cooper CSU	SP525	
GR/Family Emergency Treatment-Pinellas	SP549	
GR/Apalachee CSU-Leon	SP553	
GR/Family Emergency Treatment-Sarasota	SP559	
GR/Lifestream CSU-Lake, Sumter	SP560	
GR/Ruth Cooper CSU-Lee	SP561	
GR/Seminole County CSU	SP570	
TSTF/Family Emergency Treatment Ctr-Sarasota	SP5CH	
Proviso Citrus - CSU		

Budget Entity 60910503 - Children's Mental Health	OCA	AMOUNT
503001-EMERGENCY STABILIZATION	(100435)	
G/A-CHILDREN'S MENTAL HEALTH	190C1	
ADAMH Trust Fund*	19ME1	\$ 15,677
General Revenue	89Q01	
FGTF - ICFH BNET CSU	SP532	
GR/Manatee Glens Child Baker Act	SP540	
GR/Child Comprehensive Behavioral Services	SP542	
GR/CSU District 08	SP550	
GR/Marion-Citrus MH-Children CSU	SP563	
GR/Clearwater CSU-Pinellas	SP565	
GR/Children's CSU-Pasco, Hernando	SP581	
TSTF/Children's Emergency Baker Act Services	W0027	
Citrus CSU	BS532	
SSBGTF/Oakwood Children's CSU-Palm Beach		

G/A-BAKER ACT SERVICES	(100611)	
General Revenue	19ME4	\$ 1,004,639

G/A-CHILDREN'S BAKER ACT	(104257)	
General Revenue	19ME1	

Emergency Stabilization Total = \$ 1,112,903

Emergency Stabilization Total = \$ 15,677

Budget Entity 502018-RECOVERY & RESILIENCY	OCA	AMOUNT
G/A-ADULT COMM. MENTAL HEALTH	(100610)	
ADAMH Trust Fund*	19018	
ADAMH Trust Fund/FACT	19019	
General Revenue/TSTF	19M18	\$ 1,038,348
FGTF Cuban/Haitian	32A77	
FGTF Cuban/Haitian	32A97	
FGTF Cuban/Haitian	32A17	
WTFE TANF	39A18	
FGTF/ADAMH/GR/Comm Forensic Beds	CFBAS	\$ 160,000
FGTF PATH	GX018	\$ 90,827
GR/TSTF/FGTF - FACT Admin	FTA19	
GR/FACT Svcs	FTS19	
O&MTF/FGTF/Com MH Svcs Contract-NEFSH	MHS18	
GR/Court Cottages in the Pines	SP502	
GR/TSTF/Wayne Densch Center-Orange	SP504	
AGAPE	AFMMD	
Bayview MDFAC Residential	LPPME	
GR/TSTF/Doug Gardens CMH Ctr	SP512	
GR/Miami-Dade Homeless Trust	SP513	
GR/Casimir Life Center-Dade	SP551	
GR/FACT Team-Bay, Gulf	SP552	
GR/Miami Behavioral Hlth Ctr-Uninsured Dade	SP555	
GR/The Village-Campaneros En Recop-Dade	SP558	
GR/Regional SRT - Alachua	SP571	
GR/Public Receiving Facility Service-Pinellas	SP588	
GR/Charlotte County CMH Center	SP505	
GR/Miami Behavioral Hlth Ctr-Uninsured Dade	SP593	
SSBGTF/MH Comm. Housing Program-Dade	BS521	
SSBGTF/Family Preservation & Support-Dade	BS522	
SSBGTF/Crisis Health Network-Dade	BS523	
SSBGTF/Sup Housing -Mental Ill Homeless-Dade	BS524	
SSBGTF/Cris Stub&Support Services	BS526	
G/A-Indigent Psych Medication Program	(101350)	
General Revenue	19M18	\$ 5,945

Budget Entity 503013-RECOVERY & RESILIENCY	OCA	AMOUNT
G/A-CHILDREN'S MENTAL HEALTH	(100435)	
ADAMH Trust Fund*	19C13	\$ 153,752
General Revenue	19M13	\$ 345,351
FGTF Cuban/Haitian	32A01	
FGTF Cuban/Haitian	32A21	
FGTF - Title XXI	89Q13	
GR/RTC Non-Medicaid Eligible	9PRNM	
FGTF/Family Hope (Year # 6)	GFH06	
GR/Henderson MH Center-Broward	SP506	
ADAMH TF/Infant & Young Special Project	SP533	
SSBGTF/Children's CAT Team-Lee, Martin	BS531	
Wraparound Miami Grant	GMDW1	
G/A-PURCHASED RESIDENTIAL TREATMENT SERVICES	(102780)	
GR/RTC Non-Medicaid Eligible	9PRNM	
GR/Purch Res Treatment-Medicaid Svcs	9PRTS	
G/A-PURCHASE/THERA SVCS CHILD	(100800)	
General Revenue	19M13	

Recovery & Resiliency Total = \$ 1,295,120
Total Non-TANF \$ 1,295,120

Recovery & Resiliency Total = \$ 499,103
Total Non-TANF \$ 499,103

Uncompensated Units \$ 259,824
TOTAL ADULT COMM. MH = \$ 2,498,023

Uncompensated Units \$ 38,851
TOTAL CHILDREN'S MENTAL HEALTH = \$ 514,780

FM/JOB No(s).	25447118401/25447138401
CONTRACT NO.	AQ 027
AGREEMENT DATE	7-1-10

EXHIBIT "B"
PROJECT BUDGET AND DISBURSEMENT SCHEDULE

This exhibit forms an integral part of that certain Grant Agreement between the Florida Commission for the Transportation Disadvantaged and Guldance Clinic of the Middle Keys, Inc., 3000 41st Street Ocean, Marathon, Florida 33050.

I. PROJECT COST:

Estimated Project Cost shall conform to those eligible Costs as indicated by Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, the most current Commission policies and the Application and Policy Manual for the Trip & Equipment Grant for non-sponsored trips and/or capital equipment as revised on December 22, 2009. Trips shall be purchased at the fares indicated in Exhibit B, Page 2 of 2 attached to and made a part of this agreement.

Non-sponsored Trips	\$	280,619	FM# 25447118401
Voluntary Dollar		263	FM# 25447138401

TOTAL	\$280,882
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II. SOURCE OF FUNDS:

Commission for the Transportation Disadvantaged State Funds (no more than 90%)	\$ 252,557
Local Cash Funds	\$ 28,062
Voluntary Dollar Contributions	\$ 237
Monetary Value of In-Kind Match	\$ 26
Total Project Cost	\$280,882

III. DISBURSEMENT SCHEDULE OF COMMISSION (State) FUNDS

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY <u>10/11</u>	\$21,228	\$21,046	\$21,046	\$21,046	\$21,046	\$21,046	\$21,046	\$21,046	\$21,046	\$21,046	\$21,046	\$21,046



**EAST REGIONAL MEETING
UPLIFTING THE HUMAN SPIRIT**

**Board of Directors Meeting
for**

**WestCare Georgia, Inc.
WestCare Kentucky, Inc.
WestCare Illinois, Inc.
WestCare Minnesota, Inc.
WestCare Tennessee, Inc.
WestCare North Carolina, Inc.
WestCare Wisconsin, Inc.
WestCare Florida, Inc.
WestCare Gulfcoast-Florida, Inc.
The Village South, Inc.
Guidance/Care Center, Inc.**

The Village – Virgin Islands Partners In Recovery, Inc. and

April 21, 2012 – 8:00 am pdt/ 11:00 am edt

AGENDA

1. **Call to Order** —Tom Walsh, Vice Chair, East Region, WestCare Foundation, Inc.
2. **Welcome and Introduction**— Tom Walsh
3. **Declaration of a Quorum for each Regional Entity** – Tom Walsh
4. **Approval of Minutes From January 22, 2012** — Tom Walsh
 - 4.1 WestCare Georgia, Inc.
 - 4.2 WestCare Kentucky, Inc.
 - 4.3 WestCare Illinois, Inc.
 - 4.4 WestCare Minnesota, Inc.
 - 4.5 WestCare Tennessee, Inc.
 - 4.6 WestCare North Carolina, Inc.
 - 4.7 WestCare Wisconsin, Inc.
 - 4.8 WestCare Florida, Inc.
 - 4.9 WestCare GulfCoast-Florida, Inc.
 - 4.10 The Village South, Inc.
 - 4.11 Guidance/Care Center, Inc.
 - 4.12 The Village – Virgin Islands Partners in Recovery, Inc.

5. **Action Items**

5.1 **Nomination of Officers and Directors**

- 5.1.1 WestCare Georgia, Inc.
- 5.1.2 WestCare Kentucky, Inc.
- 5.1.3 WestCare Illinois, Inc.
- 5.1.4 WestCare Minnesota, Inc.
- 5.1.5 WestCare Tennessee, Inc.
- 5.1.6 WestCare North Carolina, Inc.
- 5.1.7 WestCare Florida, Inc.
- 5.1.8 WestCare GulfCoast-Florida, Inc.
- 5.1.9 The Village South, Inc.
- 5.1.10 Guidance/Care Center, Inc.
- 5.1.11 The Village – Virgin Islands Partners in Recovery, Inc.

5.2 **Election of Officers and Directors**

- 5.2.1 WestCare Georgia, Inc.
- 5.2.2 WestCare Kentucky, Inc.
- 5.2.3 WestCare Illinois, Inc.
- 5.2.4 WestCare Minnesota, Inc.
- 5.2.5 WestCare Tennessee, Inc.
- 5.2.6 WestCare North Carolina, Inc.
- 5.2.7 WestCare Florida, Inc.
- 5.2.8 WestCare GulfCoast-Florida, Inc.
- 5.2.9 The Village South, Inc.
- 5.2.10 Guidance/Care Center, Inc.
- 5.2.11 The Village – Virgin Islands Partners in Recovery, Inc.

6. **Financial Report** – Peter Ventrella, Chief Financial Officer, WestCare Foundation, Inc.

- 6.1 East Region Finance Report
- 6.2 WestCare Foundation Agency Consolidated Report and Summary

7. **Risk Management Report** – Jim Hanna, General Counsel, WestCare Foundation, Inc.

- 7.1 East Region Risk Management Report
- 7.2 WestCare Foundation Agency Risk Management Report and Summary

8. **Regional Entity Operating Reports and Action Items**

8.1 ***WestCare Georgia, Inc.***

- 8.1.1 Operations Report – Leslie Balonick, Senior Vice President
- 8.1.2 Corporate Report
 - 8.1.2.1 Community Action Council – Peter Sullins, Chief of Staff
 - 8.1.2.2 Board Chair Report – Dr. Eugene Walker, Chair

8.2 ***WestCare Kentucky, Inc.***

- 8.2.1 Operations Report – Leslie Balonick, Senior Vice President
- 8.2.2 Corporate Report
 - 8.2.2.1 Community Action Council – Peter Sullins, Chief of Staff
 - 8.2.2.2 Board Chair Report – Bill Baird III, Chair

8.3 ***WestCare Illinois, Inc.***

- 8.3.1 Operations Report – Leslie Balonick, Senior Vice President
- 8.3.2 President's Report – Richard Steinberg, President

8.4 ***WestCare Minnesota, Inc.***

- 8.4.1 Operations Report – Leslie Balonick, Senior Vice President
- 8.4.2 Corporate Report
 - 8.4.2.1 Community Action Council Report – Peter Sullins, Chief of Staff
 - 8.4.2.2 Board Chair Report – David Youngquist, Board Chair

8.5 ***WestCare Tennessee, Inc.***

- 8.5.1 Operations Report – Leslie Balonick, Senior Vice President
- 8.5.2 Corporate Report – Richard Steinberg, President

8.6 ***WestCare North Carolina, Inc.***

- 8.6.1 Operations Report – Leslie Balonick, Senior Vice President
- 8.6.2 Corporate Report – Richard Steinberg, President

8.7 ***WestCare Wisconsin, Inc.***

- 8.7.1 Operations Report – Leslie Balonick, Senior Vice President
- 8.7.2 Corporate Report – Richard Steinberg, President

8.8 ***WestCare Florida, Inc.***

- 8.8.1 Operations Report – Frank Rabbito, Senior Vice President
- 8.8.2 Corporate Report
 - 8.8.2.1 Community Action Council – Peter Sullins, Chief of Staff
 - 8.8.2.2 Board Chair Report – Lynn Mapes, Chair

- 8.9 **WestCare GulfCoast- Florida, Inc.**
 - 8.9.1 Operations Report – Frank Rabbito, Senior Vice President
 - 8.9.2 Corporate Report
 - 8.9.2.1 Community Action Council – Peter Sullins, Chief of Staff
 - 8.9.2.2 Board Chair Report – Lynn Mapes, Chair

- 8.10 **The Village South, Inc.**
 - 8.10.1 Operations Report – Frank Rabbito, Senior Vice President
 - 8.10.2 Corporate Report
 - 8.10.2.1 Community Action Council – Peter Sullins, Chief of Staff
 - 8.10.2.2 Board Chair Report – Lynn Mapes, Chair

- 8.11 **Guidance/Care Center, Inc.**
 - 8.11.1 Operations Report – Frank Rabbito, Senior Vice President
 - 8.11.2 Corporate Report
 - 8.11.2.1 Community Action Council – Peter Sullins, Chief of Staff
 - 8.11.2.2 Board Chair Report – Lynn Mapes, Chair

- 8.12 **The Village – Virgin Islands Partners in Recovery, Inc.**
 - 8.12.1 Operations Report – Frank Rabbito, Senior Vice President
 - 8.12.2 Corporate Report – Richard Steinberg, President

- 9. **Clinical Report** – Bob Neri, Senior Vice President

- 10. **Veteran Services Report** – Judi Kosterman, Senior Vice President

- 11. **Affiliate Entity Report**
 - 11.1 Fitzhouse Enterprises, Inc. Report – Mike Lavin, Senior Vice President
 - 11.2 FAVA Report – Rhonda Jordal, Chair

- 12. **President / Chief Executive Officer Report** – Richard Steinberg, President

- 13. **Foundation Comments** – Tom Walsh

- 14. **Other Business**

- 15. **Next WestCare East Regional Board meeting – Sunday, July 21, 2012**

- 16. **Adjournment** – Tom Walsh