

**WOOD COUNTY ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD**

FINANCE AND ADMINISTRATION MEETING MINUTES

AUGUST 17, 2017

COMMITTEE/BOARD MEMBERS PRESENT:

Jennifer Cumming Randy Rothenbuhler
Stan Korducki

ABSENT: None

GUESTS PRESENT: John Fortner, Janelle LaFond and Adam Nutt

ADAMHS BOARD STAFF PRESENT: Tom Clemons, Lorrie Lewandowski, Julie Launstein, Chris Streidl, Pam Shumaker and Britni Fackler

1. CALL TO ORDER

Randy Rothenbuhler called the meeting to order at 12:23 p.m.

2. OLD BUSINESS

Website Update: We have a signed contract with Martini Creative. Julie Martini is working on frame options and she will have these for the August Board Meeting.

Lease Agreement: This is a new two-year agreement. Clemons reported the money has been budgeted for this year in the amount is \$36,000, or \$3,000 per month. Clemons needs approval from the Board. Randy Rothenbuhler made a motion to recommend approval to full Board for the lease of our current facility, Jennifer Cumming seconded. Motion carried.

3. NEW BUSINESS

May and June Financials - The June Financials as June 30, 2017 were provided. Julie Launstein will have final FY 17 report hopefully in September. Revenues are under budget for the year. We have some revenue coming in. Expenditures will be under budget. It was recommended that Launstein prepares talking points of revenue over expense for the Board Meeting.

May and June Schedule of Bills - Nothing to report.

Compensated Absences balance- This is provided to the Board twice a year and we are required to give this report to the county once a year. This is the balance as of the end of June.

QuickBooks Cash Basis Report (Discussion) - Julie Launstein got QuickBooks installed. She is recommending moving to a Cash Basis (everything but grant) on a month to month basis vs a daily basis (the previous Finance Director did it this way). This would be mostly for the Board Budget. Tom Brockbrader, past Board Treasurer put this in place a long time ago. Clemons recommends trying this and see what people think. He believes this is the cleanest process. Launstein checked with other Boards and most do it this way.

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- 4. **OTHER-** Chris Streidl worked on obtaining a grant for Boundary Spanner services, two positions, one at the jail and one at the Northwest Ohio Community Correction Center to help connect Wood County residents with appropriate treatment services upon reentry into the community. This grant is for \$83,300 a year, for two years. There is no match money required by the Board.

Lorrie Lewandowski and Chris Streidl have been writing a grant proposal to the Attorney General for a Quick Response Team for the Wood County Sheriff and Prosecutors Office. Commissioner, Ted Bowlus was involved along with the Wood County Sheriff. If the grant is awarded to Wood County the ADAMHS Board will be tracking outcomes data. This is to be submitted tomorrow. The Wood County Commissioners vote tomorrow on this matter. This will fill gaps in our system of care.

Clemons reported that we had money left over in the FY17 Board budget IT line item, which is being used to update all the Board's software to provide needed security.

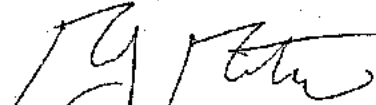
Clemons reported that Lorrie Lewandowski will be retiring as of December 1, 2017.

5. **PUBLIC COMMENTS**

- 6. **ADJOURN** at 12:33 p.m.

Submitted by Britni Fackler, Secretary

Approved by:



 Finance Committee Chair

Date

09-13-2017