

**WOOD COUNTY ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES
BOARD
FINANCE AND ADMINISTRATION COMMITTEE MEETING MINUTES**

February 13, 2019

COMMITTEE MEMBERS PRESENT: Stan Korducki, Corey Speweik, Dan Lambert, and Hallie Nagel

ABSENT: Judy Ennis (E)

GUESTS PRESENT: John Fortner, Lynda Sheets, Melanie VanDyne, and Stephanie McGuire Wise

ADAMHS BOARD STAFF PRESENT: Tom Clemons, Julie Launstein, Pam Shumaker and Britni Fackler

1. CALL TO ORDER

Stan Korducki called the meeting to order at Noon

OLD BUSINESS

COQ Update/ Review 14 Policies: These are on hold for right now. Arlen delaSerna from the Prosecutor's Office mentioned she has a resource that has been approved that has met state, federal, CORSA (County Risk Sharing Authority) requirements. We are going to be redoing these policies.

NEW BUSINESS

December Schedule and January Schedules: Stan Korducki had some changes, Julie Launstein reported these stem from the old system. We have made some changes and have met with Intech about setting up VPN and firewall so that we can eliminate double/triple entry work. We are moving forward and Launstein hopes to be up and running quickly. These are correct amounts and will be reflected in the system of care and paid through Auditor's Office.

December and January Financials: January system of care budget report tends to be trailing for the year to date budget. This will be changing soon because we will be receiving a substantial levy collection. Fee for service is trailing below what we expected for the year, due to behavioral health redesign. After some discussion it was mentioned that we should check to see if the units are what we expected and will revisit at the Board Meeting. We will hopefully be under what we budgeted significantly at this point. However, changes with timely billings going to 180 days vs 365 days has impacted providers one way or another. Travel we are running ahead of what we anticipated on expenditures, but we are spending more on travel. We have two or three conferences that were reimbursed at 100 percent, but we didn't know at the time. The reimbursement will be recorded on the system of care budget.

Board Budget: This is a preliminary draft. We did get an estimate from Intech for about \$20,000. This is for computers being replaced. We don't have to act upon this month, this is just information in advance. Executive Session will discuss compensation which is reflected in the Board budget. The Board room chairs need replaced in near future. Launstein mentioned we possibly could purchase them with this fiscal year funds.

County Appropriation: This is housekeeping item for county. We must do this for the calendar year in order to pay our bills. This will be in the form of a resolution for the next meeting. We have appropriated funding for the entire year. This keeps things clean with the county so that we don't have to make adjustments between line items. A question was asked about what our reserve is. Launstein mentioned our reserve is what we are not going to spend. We have always had a fund balance; however, our fund balance is antiquated, and we need to address this, so we can carry larger reserves. The reserve amount in policy is \$700,000 which is based on two-month Board operating budget and one-month reserve for agency expeditors. We need to discuss and see what the Board thinks the reserve should be.

Long Range Plan: Launstein distributed this document and reported this is looking better than last year prior to the Board Retreat. Levy numbers have come back improved, this doesn't include renewal yet. We won't see this until FY 20, and this will be half of the year. This year's levy collection is 7,670,000 which is a \$360,000 increase due to the pipelines and new construction. In this spreadsheet, Launstein calculated additional millage in 2020 and full replacement for 2021. Without changing our expeditors Launstein went with 1 percent expenditures. Previously we got Devlac hall funds and this came off since going thru Lucas County. We are also receiving funding from SOR and CURES (these are federal funds to help address the opiate epidemic). The time frame of spending these funds are odd and makes it hard to spend. Our next levy is 2024.

Table of Organization: This was not in the packets and is an update. Britni Fackler distributed a copy. Last fall we had a vacancy for the Director of Community Programs and we are updating it with the name of the person who we hired for this position.

Job Descriptions: Will have summary of changes in Board packet.

Children's Resource Center Request for Increased Time to File Claims: The Ohio Council collected aged accounts receivables data from Ohio Council members between January 23 and February 1. Please see attached document. This was brought to our attention and other providers are feeling same pinch, but some are not feeling as much in Wood County but in other counties. However, when Launstein reviewed GOSH report across the board agencies they have claims being denied. We need to go back in contracts to 365 days. Being universal to Medicaid rules is prudent. This does require an amendment to contracts. We will have this information for the Board. We need to reserve properly in case we have claims coming in at end of the fiscal year. We do have another line item for this. This is a small percentage of claims, but it does happen.. We may need to reach out to agencies to see if they need technical assistance. We can survey the providers to see where they are at on this. There have been trainings around the state and if we find this is a need we will provide this. We have a formal request from CRC and have others. CRC pushes claim as fast as they can.

A provider mentioned the first year for BH redesign took all of us how much of a change it was. We are in the process switching to electronic health records., this will reduce human error. The 365 would help us and is appreciated.

This would be wrote into the new contract. Corey Speweik made a motion to incorporate 365 into contracts and Dan Lambert seconded to make this contract change.

OTHER - none

PUBLIC COMMENTS: Thank you!

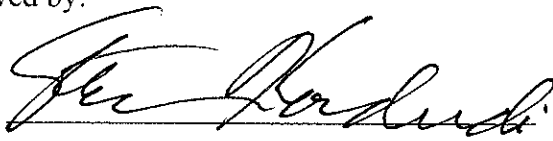
Executive Session: Employee Compensation. Tom Clemons noted that he would like Julie Launstein to be included to cover compensation information. Corey Speweik motioned to go into Executive Session at 12:43 p.m. and Dan Lambert seconded. Corey Speweik motioned to adjourn Executive Session at 1:10 p.m., and Dan Lambert seconded.

There being no further business, the meeting was adjourned at 1:10 p.m.

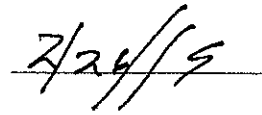
The next Finance and Administration Committee Meeting: March 11, 2019

Submitted by Britni Fackler, Secretary

Approved by:



Stan Korducki, Finance Committee Chair



Date