

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

April 10, 2019

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

ABSENT: Judy Ennis (U)

GUESTS PRESENT: Janelle LaFond, Stephanie McGuire Wise, and John Fortner

ADAMHS BOARD STAFF PRESENT: Chris Streidl, Julie Launstein, Pam Shumaker and Britni Fackler

CALL TO ORDER

Corey Speweik called the meeting to order at noon

OLD BUSINESS

Allocation Packets: Some agency allocation documents had revisions and were loaded to the drobox yesterday. There were no questions on provider allocation packets. Everyone should receive Director recommendations for this month's Board Meeting and final recommendations in May.

Board Budget: This is an updated version that was sent out. The technology/information line was increased. This includes a quote for i-pads for Board members; this would eliminate the paper we send out. Several Boards are providing this for their Boards. Board staff has talked with Intech about insurance and security of the i-pads. There is an increase in travel of \$8,000. This is due to funding that is paying for travel, but we had to front end it. With the new staff, we are going to trainings and conferences more to educate ourselves on where we need to be. Travel that is reimbursed from a grant will not show on this budget but will show on the system of care revenue. These funds come out of the levy, except for items specific to grants. The lease was increased by \$50 a month and we have received notice this is the same for next year. Three percent increase overall will be discussed in Executive Session later. It was recommended that we should competitively bid the IT and higher priced items such as GOSH which is \$35,000. The Board room chairs was a part of the Executive Directors reports in March and April to be sure the Board is ok with the chair purchase.

Retreat Update: On Saturday, May 4, 2019, at the Wood County Hospital from 8 a.m. -4 p.m. OACBHA will provide strategic planning, if you want specific information, please let Chris know. Dress very casual for this event.

Bylaw Article 14 Amendment: This is included in the packet. The word "July" was changed to "duly" so that we can make changes at our leisure and "7" days was changed to "30" days. We will have two bylaw reads this month and next month before July

NEW BUSINESS

February Schedule of Bills/Financials: This would represent eight months into the budget cycle. We are trending in the budget and seeing more claims come in since we amended the allowable billable days. Finance Director Launstein did make a coding error and corrected this on Zepf's fee for service. Launstein sees no fiscal concerns at this time.

Audits: Providers are required to provide us with their agency audits. They have provided these for FY 18 and are posted on the website. If you have any questions, please ask.

Long Range Projections: In January we discussed these. Launstein went over assumptions and provided projections. For example, CRC tends to have a heavier usage of Fee for Service in the Spring. She anticipates heavier billings based on an amendment of agreements to allow for billings up to 365 days. Behavioral Health Redesign has shown a decrease in expenditures compared to the number of services. More services are being provided, at a lower cost. Launstein also has ESC losing a major grant which is sunsetting. This is for prevention, and Launstein anticipates an increase in their agreement. We are showing much stronger than where we were before due to construction, valuation and the pipeline. We have not yet seen increases from ballot proposal. It's good that we have a cushion!

Reserve Discussion: This policy needs to be reviewed and updated. It was mentioned we could have reserve funds for three full months not just two-months of Board expenses. Launstein will provide a 90-day reserve for the committee and will act upon at the next full Board Meeting.

OTHER - None

PUBLIC COMMENTS: None

EXECUTIVE SESSION: Stan Korducki made a motion to go into Executive Session to discuss salary matters and and Corey Speweik seconded. Executive Session started at 12:31 p.m. and roll call was taken. Stan Korducki made a motion to come out of Executive Session at 1:11 p.m. and Dan Lambert seconded. The committee discussed the Board Budget should be carried forward to the Board Meeting as it was presented. Dan Lambert motion to bring this forward to the Board and Corey Speweik seconded.

ADJOURN: There being no further business, the meeting was adjourned at 1:12 p.m.

Submitted by Britni Fackler, Secretary

Approved by:



 Stan Korducki, Finance Committee Chair



 Date