

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

May 19, 2020

COMMITTEE MEMBERS PRESENT: Stan Korducki, Corey Speweik, Dan Lambert, Fred Dannhauser, Frank McLaughlin

ADAMHS BOARD STAFF PRESENT: Deanna Stanton, Aimee Coe, Chris Streidl, Julie Launstein, Britni Fackler and Kathryn Shackleton

The meeting was broadcast live on Facebook via Zoom for public viewing.

CALL TO ORDER

Stan Korducki called the meeting to order at 12:00 PM.

NEW BUSINESS

Schedule of Bills (December, January, February, March, and April): Stan opened the floor for comments. Corey Speweik had questions about employee cell phone reimbursement, tuition reimbursement, IT expenses, a reimbursement to Kathryn for \$486, payment made to the Prosecutor's Office for youth Olympics, Ortinau Art, Regent's Hospital in Michigan, life insurance premiums, and Neighborhood Properties. Board staff and other committee members helped clarify the purpose and interpretation of the payments.

Financial Reports (December, January, February, March, and April): Stan asked that, in the interest of time, we review the balance sheet as of April 30th. It looks like we are running a positive variance, so we seem to be in good shape. The System of Care report shows a positive revenue variance, a lot of this is levy. Stan asked Julie for highlights on the revenue side. Julie pointed out a revenue pertaining to school-aged children (OHMAS K-12 Prevention), which has been interesting as the first payment was in January, and schools have been closed for a while. Stan asked if this would be held over to next fiscal year, Julie informed that we believe so. Corey asked that as we voted to extend contracts at the March Emergency meeting, is YTD accurate and reflecting that. Julie explained some of the columns on the report, to allow a better understanding of what this report is informing.

Long-Range Projections: Julie used the actual budget for revenue, expenses, and balance through June 2019 and the first half of 2020 to build the projection. Julie informed that she spoke with the Auditor's office, and if we see any fallout with levy collection for people who default on their property taxes, it would not be until February. To plan for this, Julie cut back levy collection by ½ million, which is dependent on the economy. Round 2 of State Opiate Response (SOR) dollars will overlap with current the year of SOR dollars. We signed 3 agreements for SOR, with Harbor, ARM, and Unison, but we were misinformed on the use of the funds, so we have had to redistribute the money but it is still being used by these programs. Fred and Frank were concerned with what the graph could say to the public with no explanation. Fred feels that if we publish this document, then we also need to publish the explanation of what numbers we used to guess the projections. Stan clarified that it is dependent on things, that if nothing else changes, this is where the number would be, but that it does not consider different things we can and do fund. Dan asks what the value is of doing this 5 year out versus the end of the next fiscal year. Deanna stated that we can look at whether this 5-year projection is worth the time, we can consider this. Stan stated that the State runs on a biennial budget, and Dan asked what the surrounding counties are doing. Julie will research what surrounding counties are doing and inform the committee.

Reserve Discussion: This is an annual review of the reserve fund. Stan clarified that historically we have had a 60-day reserve, Julie informed that we have discussed holding a 90-day reserve fund instead, as this seems more realistic. Stan clarified that this is an annual recommendation. Corey thought we had voted for a 90-day reserve at a previous Board meeting, and moved to recommend to the full Board a 90-day reserve, Stan confirmed. Dan clarified that we would have this conversation this time next year, as per the policy.

Board Budget: Deanna informed us that a 3% raise was built in for employees to show we are in a place to do so. Corey asked about cost of living adjustment versus raise, Deanna stated they are typically grouped together. Corey wanted to see cost of living increase, especially given COVID, stating we should keep this on the front burner for further discussion. Dan asked if other neighboring counties are not giving raises, Deanna confirmed that she had the regional director's meeting recently, clarifying that some of them are in with their county so are not in charge of raises, and some have union so it is union dictated, but they are not receiving raises. This is not about negatively affecting the budget, it is more about optics. Corey stated that we have a good, strong staff, and that as we are facing challenges with the current situation, he wants to make sure everyone is being taken care of and has the incentive to keep working. We have 2 laptops approaching the 4-5-year mark, that will likely need to be replaced, though they are running just fine. Corey asked if we could break the equipment to 3 lines: a hardware, licensing and software, and tech support line. Stan asked if the committee was in favor of advancing this to the Board for action, and the committee unanimously agreed.

Agency Audits: Julie stated that there were no findings, and the use of credit is down, but the reports are 1 year old in terms of information. Julie can put in Dropbox for review if anyone would like to review it.

Amendments to Contracts: A list has been put together of what we will need by July 1. This is where we get into some of the problems with money being spent on a Federal fiscal year, but we have a contract that expires June 30th. Julie briefly walked through some of what these contracts were. Stan asked that as these are previous contracts, will they look the same as last years. Julie reminded the committee to start weeding through allocation requests that are in Dropbox.

Allocations, System of Care and Contracts for FY 21: As this has been discussed on other agenda items, we will keep this on our radar in order to complete the System of Care budget.

Funding Opportunities:

COVID: 2 grant opportunities: Crisis services with healthcare workers, regionally planned with Lucas County, \$28,000, a hotline for referral services, Zepf is the provider with an existing hotline. FEMA grant information was received on Tuesday and due on Friday. We had 3 providers submit requests. The ask statewide was bigger than the give.

State Opioid Response (SOR) 2.0: This will begin September 1st through August, not a lot of details at this time. They are looking at open this to cover more than just opiates, now other stimulants but not alcohol though they are still pushing for that.

Estimate of Revenue: The county will ask for an estimate of revenue for CY 2021, this is a formality to have on the books with the county.

PUBLIC COMMENTS: The comment from a member of the community on the Facebook video was read aloud for the committee

ADJOURN: There being no further discussion, the meeting was adjourned at 1:15 p.m.

Submitted by Kathryn Shackleton, Secretary

Approved by:



Stan Korducki, Finance Committee Chair

5/28/2020
Date