

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

FINANCE AND ADMINISTRATION COMMITTEE MEETING MINUTES - Amended

March 23, 2021

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

COMMITTEE MEMBERS ABSENT: Hallie Nagel (E) and Cary Wise (E)

ADAMHS BOARD STAFF PRESENT: Deanna Stanton, Julie Launstein, Chris Streidl, and Kathryn Shackleton

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

CALL TO ORDER: Stan called the meeting to order at 12:05 PM

NEW BUSINESS

Schedule of Bills (January and February): Stan asked Julie if there was anything of significance in these, Julie stated it was pretty routine. Dan asked about the GOSH License renewal for \$5,000, if this is an annual renewal, and something we will pay each year as long as we use GOSH, and whether we see that increasing or decreasing. Julie said that it has been the same for the past few years.

Financial Reports (January and February): Stan reviewed the System of Care budget first, with Levy Revenues being behind budget, due to timing. Julie informed we get payments from State Quarterly, and Levy receipts twice a year. We do have several agencies that have been behind on billing, though Julie is trying to anticipate these on the balance sheet. Julie believes we will have some agencies who will go over the Fee-for-Service contract budget. Stan asked if we could ask the agencies to submit payments in a more timely manner, as to better see projections for next fiscal year. Dan asked about the Suicide Prevention Line. Julie explained that we budgeted that in the System of Care, and then instead put the cost in the agency contract lines, but it will balance out at the end of the year. Committee discussed the Administrative budget, discussed where we stand as a whole.

Compensated Absence Report: This report gives us the Sick/Vacation Retire Payout for the Administrative Budget. Discussed the policy pertaining to how much vacation time board staff can carry over each year. Chris informed that per our policy we can carry 2 years worth of accumulation, but we can carry up to 3-years with Executive Director approval.

Board Administration Budget: Stan stated it would be an increase of approximately \$55,000 from this year to next, the bulk of that would be in staff salary. This would be an increase not to exceed 3% in staff salary. Chris pointed out that some of this is because of our recent hire absorbing some contract cost. Julie requested Committee approval to put this budget in front of the Board in the form of a resolution at the upcoming Board meeting. Committee was in agreement, resolution will be placed before the Board.

County Appropriations CY2021: This is something we do every year, to get in sync with the County Auditor. Julie stated this gives us appropriation lines, so they can pay our bills, from those line items.

Long Range Forecasting: Stan and Julie explained what this chart is. It is for planning purposes to estimate revenue, expenditures, the reserve balance, as well as fund balance. We currently have a healthy fund balance that Stan said we could hold for some potential big ticket items. Frank stated it makes him uneasy carrying this balance, unless we know what our bigger ticket items will be cost wise. Some of these might be housing and the crisis stabilization unit. The CSU would take some pretty sophisticated planning, not just in regards to programming, but the financial aspect. Stan would be in favor of hiring someone who could potentially help with this planning. Chris informed that Laura has scheduled meetings with 3 counties who have done this type of planning, to hopefully come back with a pretty solid plan for this, both programmatically and financial. We will begin discussions with the full board on CSU.

ADJOURN: Stan adjourned meeting at 12:50 PM.

Submitted by Kathryn Shackleton, Secretary

Approved by:



Stan Korducki, Finance Committee Chair



Date