

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

OCTOBER FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

October 13, 2021

COMMITTEE MEMBERS PRESENT: Corey Speweik, Dan Lambert, Karen Baron

COMMITTEE MEMBERS ABSENT: Frank McLaughlin and Hallie Nagel

ADAMHS BOARD STAFF PRESENT: Deanna Chase, Julie Launstein, and Kathryn Shackleton

GUEST: Cortney Schaefer, Sydney Falk

CALL TO ORDER:

Corey Speweik called the meeting to order at 4:02 PM.

NEW BUSINESS:

Schedule of Bills (August): Corey asked if there was any discussion and asked Julie to point out anything of note. Julie asked if there were questions as this was pretty standard. Corey asked if there was a way to beef up the description, by extending column. Julie said this is it, there is no more of a description offered in that column. But suggested a key on the bottom for the common accounts might be helpful. Karen and Corey were in favor of this. This is something that Kathryn can copy and paste to the bottom every month. Julie informed we are limited on space due to the county program for bill paying.

Financial Reports (August): Corey, looking at Cocoon and NAMI was concerned about them being over budget. Julie mentioned that Cocoon is paid 1 month in advance, so they will always appear overbudget.

Year FY2021 Financial Report: This includes all accruals through end of June FY21 and is a good picture of where our balance is. We ended with a fund balance of six million. Looking towards the bottom of SOC budget, we were almost 1.3 million under revenue that came in, which further supports our ability to support unison CSU. Corey asked about the 344 thousand in other reimbursement, Julie stated this was money from commissioners for COVID support, and as this is not standard income, she put it under "other" as that seemed the most appropriate place. Corey stated we were still under expectation, and we would have been further without this, but Julie pointed out that there were also expenditures for COVID, and this is probably Pipeline tax collection. This will be compiled in our annual report, for October board meeting. Julie also reminded that Cocoon has a fiscal year overlap, due to the contracts being from October through following September.

Contracts

AOT Probation: Currently with the prosecutor's officer who is working with the probation department, to make sure everything is allowable and in order.

ARC: Signed by prosecutor, with auditor for certification of funds. Corey asked if P&O had met and discussed whether they are doing what they should be, and if we are funding them. We have a meeting with them tomorrow to discuss outcomes. This is currently funded through SOR funds.

Cocoon (SOR and Regular): working towards having this ready in November, just waiting on the status of federal grants. Courtney, who was present, was asked if there were updates, and she stated they received word that “they are working on it”.

Unison CSU: Meeting with Arlen next Wednesday to go through language changes, and waiting on more information from Unison in the form of a more formalized proposal. Laura and Unison working on Outcomes.

MOU w/ Board of DD: Client specific, 2 we hope to have for November. We have reached out to them.

OTHER:

Julie, nothing that comes to mind. Julie is going on medical leave in November and has been working on cross-training personnel here. Dan asked how long she would be out, Julie answered 6-8 weeks.

ADJOURNMENT: Dan motion to adjourn. Meeting adjourned at 4:20 PM.

Submitted by: Kathryn Shackleton, Executive Assistant

Approved by: *Corey Speweik*
Corey Speweik, Treasurer, ADAMHS Board of Wood County

2-9-2022
Date