

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

FEBRUARY FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

February 9, 2022

COMMITTEE MEMBERS PRESENT: Corey Speweik, Dan Lambert, Karen Baron, Frank McLaughlin, Matthew Battiato

COMMITTEE MEMBERS ABSENT: Hallie Nagel

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

GUEST: Melanie Vandyne, Sydney Falk

CALL TO ORDER:

Corey Speweik called the meeting to order at 4:02 PM. Kathryn called the role, and a quorum was present.

NEW BUSINESS:

Schedule of Bills (October through December): Corey asked if everyone received the email and had a chance to review. Opened the floor for questions or comments. Dan motioned to approve; Frank seconded. All in favor.

Financial Reports (October through December): Corey asked if there were any comments or questions. Dan had questions regarding the short fall in SOR dollars. Julie informed that SOR was just approved, so we have not collected funds since October. This will not be short after we collect funding. If we don't spend, we don't collect. Because it is expense reimbursement, we won't be short in revenue. This is all based on expenditure. Corey asked how we were doing on the short fall on levy funds. Julie said we reduced it, should have been closer to \$9 million. Typically, we receive 2 large levy payments, based on how it's collected. Our next second half should be the larger of the 2. The pipeline is still wreaking havoc, but we budgeted based on not receiving this money. Dan asked what the pharmacy allocation line item is. Julie answered this is money the state gives us for community medications. We have a chunk on deposit with the state, for providers to order medications for consumers through this funding. A chunk comes here, historically we have been unable to spend it, and is repurposed and used to fund things like housing costs. Dan asked if the \$81,000 short fall is something we will make up if we use it. Julie stated that we will see that, it is usually held for the first half of the year. Dan motioned to approve; Karen seconded. All in favor.

CY2022 County Appropriations: Julie informed that these are final appropriations, we are currently operating on estimate appropriations. This is a procedural thing with the Auditor's office, done every year, to have our appropriations on the books with the Auditor to pay our bills. Karen motioned to approve; Dan seconded. All in favor.

EMDR Contract: We are working on training for EMDR for workforce. Budgeting for this in SOC, was discussed for this fiscal year but we did not since a balanced budget was wanted. We would still like to move forward with the contract. We are working behind the scenes due to some insurance

questions. We will likely go over our workforce line item, but under in other areas, our bottom line will not be hurt. Just wanted to bring it to your attention.

Cocoon SOR Contract: There will be 2 contracts for Cocoon, we just received SOR approval, the contract is at prosecutor's office. The other contract is the regular contract, which we have back. This was expected to be approved in January, so it has been through committees.

Board Staff Job Descriptions: Deanna informed that, as we discussed when Chris left, we held the position open to see how things would work with the professionals we have. Laura is doing a majority of the job duties, so we think it is time for her to be a director and not a manager, but we don't want to lose the criminal justice. Salary will increase to \$82,000. Aimee does well with client rights, so we would like to give her this duty, \$1/hour raise. Dan asked what Laura's base salary was currently, and Deanna answered \$74,000. Julie's position will change to Director of Finance to be uniform with other job titles, we also need someone to sign-off on things when Deanna is out. Raise for her will be just under \$2/hour. Frank asked if these were annual adjustments, Deanna clarified that these are adjustments and not percentage increases. Frank stated that, as he has said in the past, he is uncomfortable with having the person who is generating the financial reports signing off on the financial reports. Julie stated that Britni does the schedule, and she would sign off on the schedules, and Corey signs off on the Financial Reports as the treasurer. Matt asked when adjustments would take effect. Deanna, once approved, next pay cycle, no retro. Corey asked when last wage increases were. July 1, 2021. Dan stated this more about right sizing positions. Frank asked if we were considering leaving Chris' position open long term, and Deanna answered no, we would abolish the position. Frank likes that we are reducing by one, but Dan corrected that even though we would abolish one position, we may add another. Deanna notified that Kaylee Smith is our Vista worker, she has been with us for almost 2 years. She has been working with regional coalitions, projects, government/legislative stuff. Just want to leave it out there as an idea (creation of a position). Dan likes it quite a bit, we found a constructive way of spreading work around with the talent we have and finding a fair way or rewarding that talent. Dan would like to know more about the position. Corey asked if we want to go into executive session to discuss. Frank stated that he is not sure the Board has an obligation or a right to discuss what happens to Deanna's subordinates. Corey clarified they have a right to approve the budget, and they can enter executive session for employment purposes anytime they want. Dan, out of fairness to those in the room, a conversation regarding distribution or work and compensation for that work, we can, but he doesn't need to go into executive sessions. Corey stated that it seems appropriate to do this to make sure the issue has been vetted, and then come right back out. Frank asked if the position descriptions have been vetted by the Prosecuting attorney. Julie stated they do have never gone through the Prosecutor's office.

Dan motioned to enter executive session to discuss hiring and compensation of employees, Karen seconded. Roll was called, Frank opposed, motion passed. Committee entered executive session at 4:29 PM.

Dan motioned to exit executive session; Matt seconded. Roll was called, all in favor, motion passed. Committee exited executive session at 4:37 PM. Corey asked that with regard to proposed salary adjustments, do we have a motion. Frank would feel comfortable having an external entity vet job description, Deanna offered to ask Cheri from OACBHA. Frank responded yes, and maybe still ask Arlen. Frank motioned to recommend approval to Board, with exception of including prospective position, that may be filled at a later date. Dan seconded. Dan stated that in executive session, they discussed the new position, and think it sounds like a good idea, but would like to see more info.

Deanna clarified that they would like a job title/description. Yes, this will be done. Corey says good job and it shows. All in favor.

FY2023 Board Budget: This is just administration budget. Asked if Julie had anything to say. Corey said numbers don't match, Julie states that it does after hourly conversion rate it does. Corey states that with the one position to come out (\$40,000), it will cause adjustments. Dan asked if we pull this out and then put it back in, what do we do when we hire? We could budget with the position there, just in case. This is just a place holder and flows directly to the budget. We will leave this in the Board Admin budget. Corey, the only other thing to point out, increasing legal line if we have to seek outside counsel. Corey feels it may be a conflict for them (Prosecutor) to represent themselves on a contract, or a contract they have an interest in. Frank asked if they were obligated to represent us. Corey would like to see a little something in this line, just in case. Dan asked how we arrived at \$650? Julie answered that, historically, this has never been used (Legal). We were paying Carla Davis from this line. The \$650 is because we were trimming the fat to get down to a balanced budget. Dan mentioned that we can always adjust at a later date, if we need more. Matt asked about Levy's, one is up in 2024, which means we are on the ballot for CY23. Julie answered that the current levy runs through '24, collected in '25. Matt asked because if we were on the ballot this year, we would need funds in the budget, Julie informed that this is normally on SOC. Dan motioned to approve; Karen seconded. All in favor.

ADJOURNMENT: Guests who were present did, left when we entered executive and did not return. Corey asked if anyone else had anything to discuss. Dan motioned to adjourn. Meeting adjourned at 4:55PM.

Submitted by: Kathryn Shackleton, Executive Assistant

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

3/9/2022
Date

