

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

AUGUST FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

August 15, 2022

COMMITTEE MEMBERS PRESENT: Corey Speweik, Frank McLaughlin, Matthew Battiato, Dan Lambert, and Erica Parish (4:04 PM)

COMMITTEE MEMBERS ABSENT: Karen Baron

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

GUEST: Sydney Falk, Cara Douglas, Cortney Schaffer (Melissa Coe)

CALL TO ORDER:

Matt Battiato called the meeting to order at 4:00 PM. Kathryn called the role, and a quorum was present. Before the meeting began, Dan asked if Frank counted towards quorum. Frank, as Board Chair, is a non-voting of every committee and therefore does not count towards the quorum.

Frank welcomed Erica to the committee and asked her to share a bit about herself. Committee then took a moment and introduced themselves to her.

NEW BUSINESS:

May Finance & Administration Committee Minutes: Matt opened the floor to discuss the minutes, asking for corrections, additions, or comments. Matt did have a question regarding SOR funds and carryover discussed in the last meeting, looking for an update regarding the vending machines to distribute Narcan. Deanna answered that in Ohio, this is very complicated. There are barriers to setting this up, and it can be a 2-year process. We researched and went to Michigan to see a library with a vending machine for Narcan outside the bathroom. We are not planning to move forward with this right now, but we look forward to eventually getting this started. We will not use the carryover money because of the time frame. It was \$250,000, but there were a lot of caveats surrounding the funds. Dan asked if we have \$250,000 of SOR carryover that we need to use by 9/29, and it was explained the funding was for new programs. Corey motioned to approve the May Finance & Administration Committee Minutes; Dan seconded. All in favor. Minutes approved.

Schedule of Bills (May & June): Matt opened the floor for discussion. Frank asked about the payment to the Board Treasurer. Julie answered that this was for travel associated with an Opiate Conference he attended. Frank was unaware of his attendance and stated it would be nice to hear when this happens. This is something to include in the Executive Director's report moving forward. Dan asked what Mary's House LLC is. Julie answered that it is an adult care facility for a client that needs a group home. Matt inquired about the dues for OACBHA and was informed this is a once-a-year payment. When Dan asked if the Grammarly charge was monthly or annual, Julie answered it was annual. Dan mentioned that the billboard he saw on 25 was an attention grabber. Dan motioned to recommend approval of the Schedule of Bills for May & June to the full Board; Corey seconded. All in favor. Motion carried.

Financial Reports (May & June): Julie did not do a balance sheet because she is closing the fiscal year. Julie hopes to have FY22 closed out by the end of August and provide a final balance sheet in September. Corey asked if we would be where the budget says we should be, and Erica asked if we would be in the red by the

closeout. Julie responded we will still be in the black. There is still some revenue Julie will need to draw down. Dan did see that we are \$110,000 over budget for Harbor in FFS. Julie reminded the Committee that we had made a budget adjustment through an amendment. Dan questioned why the budget was not updated. Julie does not normally do this; Corey and Dan commented that is what we are approving. Julie will amend the budget in the report moving forward. Dan asked about the \$575,000 for Unison CSU, and Julie will adjust the budget to include this. Matt asked what the Committee would like Julie to do. Dan answered an accurate reflection of what we do throughout the year to see if we are making too many changes and adjusting. Dan motioned to recommend approval of the Financial Reports for May and June to the full Board; Corey seconded. All in favor. Motion carried.

CY2023 Budget Estimates: This is the appropriations line with the County reflecting what we anticipate revenue to be in the calendar year 2023. It is a formality to allow the auditor to pay bills throughout the year. Corey motioned to recommend approval to the Board; Dan seconded. All in favor. Motion carried.

FCFC Invoice: Julie informed us that the invoice came in for \$20,000, and we budgeted \$15,000 in the system of care. This is the first adjustment in years, and part of this is because we now have a full-time coordinator. The program has improved by leaps and bounds. The goal of FCFC was to bring providers together to support children and families by offering wrap-around services. The history of this council has been the thought that “we don’t need it,” but we currently have 11 kids in the program. Matt did state that Deanna is a mandated member of the council. Julie was not overly concerned about adjusting the budget to accommodate the increase. Matt asked if Deanna was recommending the approval. Corey stated that we do not have to pay for it. These are FY23 dues; we held the invoice when we received it due to the increase. Dan motioned to recommend approval to the Board; Erica seconded. All in favor. Motion carried.

OTHER:

Dan would like to thank Corey for serving as Treasurer last year and bringing the needed structure to the meetings.

ADJOURNMENT: Dan motioned to adjourn, and Corey seconded. Meeting adjourned at 4:40 PM.

Approved by: Matthew Battisto 9-14-2022
Matthew Battisto, Treasurer, ADAMHS Board of Wood County Date

Submitted by: Kathryn Shackleton, Executive Assistant