

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

SEPTEMBER FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

September 14, 2022

COMMITTEE MEMBERS PRESENT: Karen Baron, Matthew Battiato, Dan Lambert, and Erica Parish

OTHER BOARD MEMBERS PRESENT: Frank McLaughlin

COMMITTEE MEMBERS ABSENT: Corey Speweik

ADAMHS BOARD STAFF PRESENT: Julie Launstein and Kathryn Shackleton

GUEST: Melanie Vandyne, Sydney Falk, Eddie Kershaw, Cortney Schaefer

CALL TO ORDER: Matt called the meeting to order at 5:06 PM. Kathryn called the roll, and a quorum was present.

NEW BUSINESS:

August Finance & Administration Committee Minutes: Matt asked if anyone had any corrections, additions, subtractions, or comments. Dan motioned to approve the minutes; Erica seconded. All present in favor. Minutes approved.

Schedule of Bills (July & August): Julie noted that we are in the process of separating fiscal years. Julie is holding back a balance sheet for the end-of-year closeout. Dan stated that you could have a balance sheet with charges listed as accounts receivable/payable. But it would be a “moving” target. Karen asked if we had a date by which they had to submit the bills. Julie answered that we do and adjusted it this year to 45 days from 90. Fee for service is still 365 days, the same as Medicaid. Erica asked if that is why there are payments listed from January/February. Julie responded yes and asked what specific charges she was referencing. Firelands and Toledo. Julie answered that Firelands is a little bit of a different scenario due to location, and we are considering contracting with them to provide services. Matt asked about the Cardmember Services bill and what ATR means. Matt asked if we could offer more detail for these charges when they appear. Julie responded yes, we could do this. Matt asked who Donna Howard was. Julie answered Peer Support Supervision. Erica asked about insurance, if we don’t budget for these in July and August. Julie answered that it depends on the type. Life Insurance is monthly; staff health insurance is under the payroll report. Erica asked if our expenses outweighing our revenue should balance out. Julie explained the budget. Erica asked if we are budgeting a deficit. Julie stated yes, we had a fund balance, and money had been set aside to fund certain things in the community. Julie is not opposed to adding this to the budget breakdown. Erica says seeing it as a line item would be nice. The committee was in agreement. Frank states it [fund balance] was concerning and that we were getting questions from the county about what we were going to do with this. Frank says the CSU will help with this. Dan motioned to approve the July & August Schedule of Bills; Karen seconded. All in favor.

Financial Reports (July & August): Matt commented that we already began to discuss this, and asked Julie if she had anything specific to point out. Julie informed the bulk of bills for FY22 are captured in this report, but a few came in at the end of August. We are going to be tight, and spend the bulk of revenue. She feels pretty good about where we are sitting right now. Julie would like to ask that we move to doing balance sheets quarterly versus monthly, as she doesn’t know that they are helpful monthly. Erica asked Julie to explain her

stance. Julie feels that she doesn't have anything concrete to show how much we owe. She is thinking that she can pick a date, and provide a balance as of that date. Matt likes the way it is currently being done. Frank finds it helpful as well. Dan states the balance sheet is something you already know the end result of. He would be okay with seeing it less, but understands why we need to see it more. Karen also feels quarterly is a cleaner version, and easier to understand. Matt, deferring to the finance expert input, is going to approve seeing this quarterly. Dan motioned to approve the July & August Financial Reports; Erica seconded. All in favor.

Cyber Coverage: Julie informed that we have been working on this for a very long time. It has proven to be more difficult than we expected. InTech is meeting with the Insurance rep. Dan says we may have better luck with a brokerage. We are expecting to get a quote soon. It is going to cost more in the technology aspect. Dan would be happy to give advice. Dan explained a scenario where this coverage would be applicable. Julie explained HIPAA/PISA and the forms that were written, and they are now attachments to the contract.

Cocoon Capital Project: Cocoon is moving into phase 3, which is actually phase 4, of renovations. We just support the project and inform the state if they no longer provide specified services. This is a resolution that will be in the board packet next week.

Contracts: Julie stated we have a couple of contracts that run on the federal fiscal year. ARC, Madison spoke to the P&O committee. Cocoon, VOCA grant, and additional support outside of SOR. We are expecting to see these on the Board agenda, and they have been approved in the System of Care.

Executive Director Reimbursement: We have a request for reimbursement for a professional license and CEUs for certification. These were completed prior to her resignation. Frank wanted this to come before the Board; he does not have a problem with it. The fact that she is no longer an employee may raise questions. Julie wants it to be in minutes. Matt asked if there was a policy that dictated this and requested the PPM be sent to him.

OTHER:

Annual Dinner: This came up last week. It has been a few years since we had an annual dinner. It was always well attended. There is a speaker and awards, and approval of the annual report. Dan noted that we have a few congress members there. It is a very brief business meeting. Frank thinks this sounds like a good idea, and there will be expenses which are budgeted in SOC. Frank mentioned concern in waiting any longer as we are already two months away from this, so this will be forthcoming. Erica suggested Owens as a venue.

Julie mentioned receiving information on the Nexus Pipeline. They were close to a settlement, but Lorraine County is hiring an outside appraiser to determine the cost. This could take 7-8 years to resolve. Julie has copies of the articles if anyone is interested in reading about them.

ADJOURNMENT: Dan motioned to adjourn, and Karen seconded. Meeting adjourned at 5:51 PM.

Approved by:  11-9-2020
Matthew Battato, Treasurer, ADAMHS Board of Wood County Date

Submitted by: Kathryn Shackleton, Executive Assistant