

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

NOVEMBER FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

November 9, 2022

COMMITTEE MEMBERS PRESENT: Matt Battiato, Karen Baron, Dan Lambert

COMMITTEE MEMBERS ABSENT: Corey Speweik

ADAMHS BOARD STAFF PRESENT: Julie Launstein and Kaylee Smith

GUEST: Stacy Lawson (Unison), Lori Tuckerman (Cocoon)

CALL TO ORDER: Matt called the meeting to order at 4 p.m. Kaylee called the roll, and a quorum was present.

NEW BUSINESS:

September Finance & Administration Committee Minutes: Matt asked if there were any corrections or additions. None were shared.

Schedule of Bills (September): Julie said she went in and split everything out so that everything that belonged to June went out with specific reports. Julie modified accrual when she is closing out grants or fiscal years. Matt asked if there were questions or issues, none shared. This will be sent to the whole board for approval.

Financial Report (September): Julie noted that there are two financial reports, one for Sept. FY23 system of care for the current fiscal year and the closeout package with a final balance as of June 30 and all of the year-to-date accruals. The FY22 closeout is what will be shared at the Annual Dinner. Matt asked Julie if she had any concerns, Julie said she was happy to end \$189,000 for the good. She believed it would be closer or negative based on where the expenses were. Revenue came in slightly under budget, approximately \$400,000. This revenue is largely related to funding that was not able to be spent in the opiate grant due to vacancies in positions. Most of our grants underperformed in terms of hiring enough staff. The levy funding came in slightly over budget making next year's numbers hopefully on target. Julie uses levies based on auditor evaluation, who lets her know if she may adjust it. The Wood Co. ADAMHS levy will be on the ballot in Fall of 2024. Kaylee will send out levy information cheat sheet.

FY22 Closeout: Julie received a bill from Unison for Jan. – June for wages and operations related to CSU. Julie has spoken with Unison and understood why it happened. Unison is under budget and Julie would like to pay it with their current FY budget. The funds are there, but Julie could not put them in FY22. Dan asked if Julie feels confident that it will not happen again and she confirmed this. The committee does not believe it needs to go to the full board for approval as the decision will be noted in meeting minutes. Approved paying the bill.

Cyber Insurance Quotes: Wood County ADAMHS Staff has reached out to the state to see if there are comparable policies. The county does have insurance and staff are attempting to speak with their IT person. Dan noted that the county insurance would not cover the board, but it could be something to draw comparisons from. There was discussion about the uncertainty of exactly how many records the board is in possession of. If a data leak were to happen, the board could be found negligent and have to pay per amount of records leaked. Following was a discussion on if the board could be named additionally insured on providers' insurance through a third party or vice versa. Julie stated that the consultant gave the staff a large amount of paper to fill out which

was completed alongside our IT person. It must be determined exactly how many records we have possession over and if it is PII or PHI. Dan commented that the police will need to be able to cover the case of someone taking the network offline with ransomware and demanding payment to come back online. Dan recommends that if the board staff feels comfortable with their agent just compare what we're getting compared to the rest of the state. With the traveler's insurance, we currently have it is only a couple hundred more. Julie asked if she would be able to bind coverage without going to the committee and Dan stated that he did not feel there needed to be a 30-day wait period if the right questions are asked. The committee recommends not waiting.

County Audit: County audit came through with no issues. Matt asked if there were any questions, and there were none.

OTHER:

Committee Meetings (November & December): Julie doesn't anticipate having any other meetings this year outside of the Annual Dinner on November 14th. January will probably be a full agenda. Matt stated that the Ad Hoc Search Committee will still be meeting throughout the remainder of this year.

Job Description Updates: Aimee had requested that we discuss that Julie made a modification to her job description as we do not need to make the changes to Laura. A sentence was added that Julie can sign as the director and performs the functions of the Executive Director in the event of absence – this was supposed to be added before as it is in all the other director's descriptions: Aimee and Laura. Dan feels that wording leads to the belief that all three directors can act as the Executive Director. Matt asked if absence meant vacation or vacancy and Julie stated that she believed it meant if the Executive Director is unavailable and something must be taken care of. Julie told the story of a person in CSU, but Julie was unavailable, as was Aimee, so Laura ended up reaching out to better understand what is needed. The committee has approved this to move onto the full board.

PUBLIC COMMENTS:

No public comments.

ADJOURNMENT: The meeting adjourned at 4:47 p.m.

Approved by:  _____
Matthew Battato, Treasurer, ADAMHS Board of Wood County Date

Submitted by: Kaylee Smith, Coordinator of Strategic Initiatives