

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

**JANUARY FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES**

January 11, 2023

**COMMITTEE MEMBERS PRESENT:** Matthew Battiato, Dan Lambert, Hallie Nagel, and Karen Baron

**COMMITTEE MEMBERS ABSENT:** Corey Speweik

**BOARD MEMBERS PRESENT:** Frank McLaughlin

**ADAMHS BOARD STAFF PRESENT:** Aimee Coe, Julie Launstein, Kaylee Smith, and Kathryn Shackleton

**GUEST:** Sydney Falk, Stacy Lawson, Melanie Vandyne, Cortney Schafer

**CALL TO ORDER:** Matt called the meeting to order at 4:00 PM.

**NEW BUSINESS:**

**November Finance & Administration Minutes:** Matt asked if anyone has any correction or changes to these minutes. Dan motioned to approve the minutes and Karen seconded. All present in favor. Minutes approved. Matt then welcomed Hallie Nagel and thanked her for joining the committee, which will help us make quorum.

**FY23 1<sup>st</sup> Quarter Balance Sheet (as of 9/30/2022):** Matt gave Julie the floor. Julie stated that she appreciates being able to do this quarterly, as it gives us a better financial picture. She feels we are in pretty good shape. Frank mentioned this is a substantial balance, and asked if we were hearing any push back from the County. Julie states we haven't. We are sitting higher than normal as we received a levy payment during this time frame. Dan asked how often we receive levy funds. Julie answered typically twice a year. Dan asked if this would be the healthiest balance sheet of all 4 quarters, Julie answered yes.

**Schedule of Bills (October & November):** Matt asked if there was anything to draw attention to. Julie states nothing specific but asked if anyone had questions. Dan states that nothing jumps out as new or unusual on this report. Dan did have a question about a bill that only had an address listed, which Julie answered that this is reentry funds used to pay for rent for 1 person. Hallie did ask if we broke even on the Annual Dinner. Julie answered that we are still waiting on a few payments. Hallie stated it was nicely done. Matt did ask what ATR meant, and Julie answered travel, usually mileage.

**Financial Report (October & November):** Julie did add notes to help inform what month we are payed through for each agency. Julie mentioned that she has been in close communication with agencies to submit billing timely, which will be important as we enter into allocations to do projections. Karen asked if there was a time limit. Julie answered 45 days, and she does understand delays, especially due to illness, but communicating updates when they are behind is extremely important. Matt asked if Julie has discretion in regards to the deadline, Julie answered that she does, but we don't want to penalize them, but making effort to submit billing timely is important. Matt reiterated that they provided the service, so we want to pay them, and agreed they should submit billing timely.

**Contracts**

Firelands: Aimee informed that previously we had been using a single case agreement for clients who live in this area. We are looking to move from single case to having a contract with them. Matt did ask what the total was, and Julie answered \$5,000. Julie stated that typically people have insurance, we were just receiving billing significantly after the fact. Aimee stated that sometimes service is delayed for clients with a single case agreement, so having a contract in place allows them to move forward, knowing we will help with payment.

The Steady Path: This one is for a Mental Health Crisis Stabilization Unit in Findlay. They are a longer term unit, which can be used as a step down from Unison's CSU. Board staff did go down and tour the facility. We don't anticipate using them a whole lot, but we do like to have options. Frank asked how much this was, and Julie answered this is an 18 month contract, and amount is \$20,000. The first client we had there was a \$7,000 bill.

Cocoon: Due to the way Cocoon receives funding, the total of this contract is \$200,000, a portion of which is VOCA match. This has been approved in the budget, and this is the same contract s in years past.

InTech: This is our technology IT provider. The cost per hour increased \$5. This is an additional \$1,250 per year. We are looking to do an 18 month contract, so a total of \$38,000. It includes labor and software cost. We did pay \$24,000 this year, \$17,000 was labor, \$7,300 was software. Frank asked if they were local, yes they are. Julie did mention that we had other companies come in and give us quotes, and this new increase is still under those quotes.

Cyber Security Insurance: Aimee provided a handout for the committee. We did ask OACBHA and the County, and determined that \$1,000,000 would be an appropriate coverage amount. We are looking to move forward, with committee approval, with Coalition as the provider. Julie mentioned the County has one million in cyber insurance. Julie mentioned in terms of our overall budget we will still come in under, she is more than happy to add this as a line item, but she is not asking for a budget adjustment. Frank asked if they are looking at the system. Julie mentioned that we had a considerable amount of paperwork to complete and needed InTech's help. InTech then made some upgrades just to get the quote request submitted. Dan asked if InTech tells us when we get a poke at our system. Julie mentioned that we had something once, not that long ago, and no data was taken or lost. Committee was in agreement that we move forward as this is a needed insurance. Dan mentioned the difference between the Coalition and Traveler's policy, \$700 in annual premium, we are giving it up in deductible. He likes Coalition's policy because it includes 3<sup>rd</sup> party vendors. Travelers is better in deductible and non-combined limits. Julie is going to look into the provider who adjudicates our claims. Aimee did mention that this is an old quote, so we may have to resubmit this request, but we will move forward on this.

Staff Compensation: Aimee directed everyone to the last page of the budget, in the salary line item. Through November, we were under budget by \$16,000. Aimee, reminding everyone of inflation and being short staffed, and having discussed this with Frank, she wanted to discuss the possibility of giving staff a one-time bonus of \$2,000. There are 6 staff, including Aimee. Our policy and Bylaws allow the Executive Director to set staff compensation, so they would need to decide for her. She is looking for feedback. Dan asked if the Executive Director could not give raises without Board approval, and Aimee clarified the policy. Matt input that Executive Director approves the staff raise, but the Board approves the budget. Aimee did inform the County has given bonuses for the last 2 prior years. Dan asked when they are due to look at budget for next year, Julie answered during allocations. Dan commented that we are under budget due to vacancy, and that in a few months they will be looking at budget with an honest eye. Matt did ask if we hire someone at a higher rate, if that would impact the balance. Aimee stated that for the length of time that position sits vacant, we will more than likely remain under. Matt asked if we wanted to an executive session to discuss this, but committee was comfortable discussing in open session. Hallie states it's a valid point, as it has been a difficult few years, and

feels this is something to consider. Dan did recall that this is through end of November, but we will add to it. Dan hesitates to make a decision on this now, having only half a years worth of information. Frank is having a hard time thinking negatively, and given what has happened, he feels the staff has picked up the ball and things have gone better than he expected. Frank states our budget can afford it, and he wouldn't argue against it. Karen concurs with Frank. Aimee was coming from a morale standpoint, to reward staff for their hard work. Aimee did mention that she has only received \$1,600 pre tax, in additional pay since October for the additional duties. Frank is willing to take this to the full Board, for all staff. Dan wants to wait, as there would be more funding available to give a higher number for staff, as he does not think this amount is sufficient. Matt agrees that staff, including Aimee, deserve this. Committee is willing to put this in front of the full board to include Aimee. A resolution will be presented at the Board meeting, and they will keep this in mind when considering compensation in a few months.

**OLD BUSINESS**

**SOR/SOS 3.0 Financial Update:** Julie informed that this money began September 30<sup>th</sup>, but we still haven't heard anything from the state on the proposal submitted Nov 15<sup>th</sup> to the state. We did receive a notice of award on NCE, which is carryover funds. The biggest change in this is a 5% administrative cost, and most providers have a higher federally approved rate than this. Julie talked to the state about this. Some providers don't want to continue with the 5% cap on administrative cost. Aimee did inform that other Boards had submitted without knowing about the reduction to 5%. Julie is hoping to hear from the State soon, but is still struggling to spend the money. We just wanted everyone to be aware of what we are doing and monitoring, and that we are doing the best we can for those we fund, whether NCE or SOS 3.0. Julie did note that it's hard to spend in reverse, we are 3 months in, and some agencies don't want to start a program when we don't know what will be approved in the application.

**OTHER:**

**Aimee:** Aimee did mention that there was a Director's Only meeting for OACBHA today and she was not allowed to send a proxy when she asked. She asked if it was ok if other staff handled this meeting so she can attend the OACBHA meetings when scheduled. Matt would like her to be here, but if this occurs again they would understand why she would need to miss. She could meet with Frank or Matt about any items that need to be discussed.

**PUBLIC COMMENTS**

**Melanie. CRC:** Wanted to provide an update on workforce and hiring, she believew they are fully staffed in residential unit, and expanded staff in case management. They are still struggling with licensed positions. They are in a good spot.

**ADJOURNMENT:** Dan motioned to adjourn. Meeting adjourned at 5:00 PM.

Approved by: Matthew Battiató 2-27-2023  
Matthew Battiató, Treasurer, ADAMHS Board of Wood County Date

Submitted by: Kathryn Shackleton, Executive Assistant