

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

FEBRUARY FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

February 15, 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: Stacy Lawson, Lori Tuckerman

CALL TO ORDER: Matt called the meeting to order at 4:01 PM. Kathryn called the roll and a quorum was present.

NEW BUSINESS:

January Finance & Administration Minutes: Matt asked if there were any changes or corrections, none requested. Matt asked if all were in favor of approval. All in favor of approving the January Finance & Administration Minutes. Minutes approved

Schedule of Bills (December & January): Julie did point out that there is a Cardio Partners, this is for AED supplies, the defibrillator pads. Dan asked who nexvortex was, and was answered that this was our phone. Matt asked if "ATR" was training, Julie answered training or travel.

Financial Report (December & January): Julies states that this is as expected. She has been asking agencies for billing, to stay on top of it. The bulk of bills are through November, some are through December. Julie is hoping to have projections and long range forecasting for the next meeting. Julie pointed out a typo on the admin budget, where rent states paid through November, it is actually through February. She will fix this for the Board packet. Matt asked if the salary line includes the bonuses, Julie states it paid out in February so we won't see the impact until next month. Dan asked if we expect to remain in the black, and Julie expects us to come in under. She expects us to spend some of the fund balance this year because we spent funds on special projects.

Board Budget: This is for FY24 budget beginning July 1st. Julie would like to know where she should budget for raises and Executive Director salary. Frank states they are hoping to have start date and salary for the Executive Director this week. Frank mentioned that the County did 4%. Aimee read the consumer price index rates (food 10%, energy 8%, and all other items 7%), and stated inflation rates are more than double the normal rate (3.5%), so 4% would barely cover this. She also mentioned that food and energy are continuing to rise, and are not slowing down. Matt asked if OACBHA had any information on raises. Julie states that she can do more than one iteration of a budget. Dan states that CPI is 5.5%. Dan states we have to ask if these are raises, or cost of living, and if they are cost of living anything under 5.5% would be a non-starter. If they are supposed to be raises, they need to be better. Matt would be uncomfortable giving raises higher than the county, as we are a quasi-county board, and would be concerned giving raises higher than county employees got. Frank states that

there has always been comfort in doing what the county does. Frank suggests budget for 4%, and then revisiting in six months when County makes their decision, we could potentially make adjustments then.

Annual Appropriations: This is calendar year, submitted to the County, to continue paying our bills. Currently operating on temporary appropriations submitted in August. This is a formality. Julie did increase the contract fund line, as we anticipate spending more than we have in past years. This will be a resolution at the Board meeting.

120-Day Notice: A letter was in the packet, this will also be a resolution at the Board meeting. We did add a cyber insurance policy requirement. Matt asked when proposals were due, Aimee answered Feb 24th. Matt asked how long the process lasts? Aimee answered that we hope to have everything accomplished by May, but we can meet in June if needed. We are doing Committee of the Whole for the presentations. Frank feels this shouldn't be a surprise to anyone. Aimee also informed that our cyber insurance is in place, so we are covered under that.

OLD BUSINESS:

September Schedule of Bills & Finance Reports: This was missed, it was looked at in November, but it hadn't made it to a board agenda. Kathryn caught this when she was updating and logging things. This will be on the Board agenda for approval.

PUBLIC COMMENTS

Stacy, Unison: States they are busy with Poe CSU. They have been packed with people. A need was identified and they are proving the need. Still ramping up, not at full capacity. It is still in internal (soft-launch) and they are at capacity. Matt asked about 17 year olds, and she answered that they only serve adults so 18.

ADJOURNMENT: Dan motioned to adjourn. Meeting adjourned at 4:36 PM.

Approved by:  5-8-2023
Matthew Battiato, Treasurer, ADAMHS Board of Wood County *Date*

Submitted by: Kathryn Shackleton, Executive Assistant