

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

APRIL FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

April 12, 2023

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

COMMITTEE MEMBERS ABSENT: Corey Speweik (E)

BOARD MEMBERS PRESENT: Frank McLaughlin

ADAMHS BOARD STAFF PRESENT: Amanda Kern, Julie Launstein, Kaylee Smith, and Kathryn Shackleton

GUEST: Melanie VanDyne, Jennifer Emahiser, Stacy Lawson, Chief Hetrick, Sheriff Wasylyshyn, Chief Deputy Konrad, Cortney Schaffer

CALL TO ORDER: Matt called the meeting to order at 4:00 PM. Kathryn called the roll and a quorum was present.

NEW BUSINESS:

February Finance & Administration Minutes: Matt asked if there were any corrections or changes to the minutes. None were mentioned. Minutes approved.

BGPD Transportation Agreement: Matt asked if there were any objections to moving this to the top of the list. Matt asked Frank to give any updates on this. Over the years, the Board has been paying for transportation from the Hospital to an inpatient facility. The amount has been less than \$5,000 a year. The Bowling Green Police Department has been very responsive. When the contract was brought to the Board, for \$7,500, there was a member of the Board that thought other departments might have an interest. Sheriff Wasylyshyn asked why law enforcement was being used to transport, if they are not under arrest, versus an ambulance or a taxi service if they are voluntary? Amanda, who was formerly on the Crisis Team at Unison, answered that law enforcement are the last case scenario when ambulances or ambulances cannot transport: when the client is combative, or med restrained, or physical restraints. It is a pretty specific scenario when law enforcement is asked to assist in the transportation. It is also when there is a long wait for alternate transportation. Jen E. (Unison) stated that 2 people have been pink slipped from the CSU, they [Unison] have a vehicle and if they feel safe, they will transport clients themselves. They would ask for law enforcement assistance when there is long wait, or it's a safety issue. Chief Hetrick states they only transport pink slipped persons, because if they are voluntary and revoke, "then what?" They understand if they don't transport, sometimes these guys have repeat confrontations with the police. Sheriff Wasylyshyn asked if there are people out of BG jurisdiction. Amanda answered very few outside of BG. Rossford does their own, North Baltimore as well, BGSU-PD also. This is not something that happens often, 9 times in 2022, and 3 times so far this year. Sheriff Wasylyshyn asked what the response time expectation was, as he would call in 2 deputies for response, which could be 1.5-2 hours. Jen states if they are in a situation they will make any time frame work. Frank states their will be some billing involved. We pay the overtime rate of the officers transported. Sheriff Wasylyshyn would charge for vehicle use (\$15). Chief Hetrick would love some help with this. Chief Deputy Konrad states maybe they can mix and match, if they both have one deputy/officer available, they can come together and transport. Matt suggests that we would present both of these to the Board. Sheriff Wasylyshyn asks if we need a contract, or if we can do a verbal. We would use the same contract, just add the \$15 vehicle charge. We will check with

Arlen. Amanda thanked both the Sheriff's office and BGPD for the partnership on this. WE will discuss how this works later, right now it is a call to dispatch. Dan motioned to recommend approval of the BGPD Transportation Agreement to the Board, Karen seconded. All present in favor. Hallie motioned to recommend approval of the Sheriff's Transportation Agreement to the Board, Dan seconded. All present in favor.

Schedule of Bills (February): Matt asked if there was anything Julie would like to point out. Matt asked about Gongwer being \$3,200. Julie states we have this in our dues line. Matt asked Kaylee about articles, if she was able to read them. Kaylee states they are imbedded in the dashboard so she is able to read them. Dan asked about another \$5,000 subscription charge, and Julie states that it is for our GOSH system. This is for Geisler, who developed the software. This software adjudicates our claims, so it is a necessary cost.

Financial Report (February): Julie has been working on getting providers billing up to date. Salary line on admin budget shows the bonus received. We are currently running under budget. System of care is running under budget, but there are a few things she feels we will go over on, but we can absorb in other areas.

Draft FY24 Board Budget: This has the 4% increase for staff. Included is an increase in office equipment, we will need a new server this year and we were quoted \$12,000. County Auditor is also in the process of purchasing new accounting software. Julie hopes she can customize this to her needs. Matt asked what happens when a position exceeds the salary range? Julie states different things, sometimes a bonus in the amount of the increase, or allow the raise outside the range. Julie states sometimes the salary range is looked at like a starting salary range. Matt agrees this is a dilemma, there are conflicting opinions. The lump sum stops the compounding of raises, or you can let it continue to grow. Matt, when he was at Lake JFS, hired a company (Clemans Nelson) to look at salaries and compare to other areas. Dan is a fan of salary studies in general. Sometimes they come back and say this person is making more than they should. Dan asked if it was possible to have salary range for starting and salary range for ongoing. Matt states we don't want to have someone be way beyond the value of the position. Dan states that the Executive Director is the one to measure the staff. Frank states that you don't start people at a year 10 salary, they should be starting at the low end of the range. Matt asked if Britni can look at last time salary ranges were discussed. Amanda states there isn't a consistency across the states for positions and ranges. Dan knows how difficult it can be to match up positions, you can take fractional pieces of positions and do the math. Matt suggests that while doing COQ, we see what comes out of that experience, including compensation. In the meantime we go with this proposal, giving everyone the 4%. Dan clarified that we would be giving the raise this year instead of the bonus for those outside the current salary threshold. Matt also asks that, assuming compensation is discussed in COQ, we keep the Board informed.

Draft FY24 System of Care (SOC) Budget: Right now, this is what has been requested by agencies. Julie and Amanda spent a lot of time looking at where requests came in, versus what we can fund. Amanda states we have been looking at each line item, and looking where they reduce without interrupting care and services. Meet with each provider, to discuss programs and how to work to be self sustaining. Hoping to have this finalized by next committee meeting.

Long Range Projection: Julie started with projections for this year, and she feels it is better than what she originally projected. She feels like we are still in a fiscally strong position. Julie also states that there is more money coming down from the State, but she doesn't know how much or where, so she doesn't know how this fits our budget. She would like our budget to come out \$13.4 million versus the almost \$16 million in requests. Matt recalls at the last finance meeting, we were meeting with commissioners about OneOhio funding. Kaylee states that the OneOhio money is still tied up in litigation. It is pretty open to the county, Commissioner Bowlus is seeking guidance from other counties about the process for applying for these funds. The region meets in Tiffin next week, then there will be a local meeting to discuss and hopefully finalize the process.

There is \$169k in the county. We are advocating to have a say in how these are spent. Dan asked why, in '26, '27, '28 projections, Julie is matching revenue with expenditure. Julie answers it is her goal to do this, as she doesn't want a fund balance. We hope to see the CSU becoming sustainable on its own over the next few years. Dan asked what the bottom looks like. Julie is comfortable with the \$2 million. Matt asked about Chess Health, how we have carryover funds, but we are looking at cutting \$3 million from funding requests. Amanda states that funding has strings, very specific requirements. Matt asked if can have agencies create programs to utilize this funding. Matt mentioned money at the courts, IDAT Funds, \$350k, we have been asked if we can use this, but told them we can't spend it. Julie states that IDAT funds have a lot of strings attached to it. Matt suggest that other counties are using this funding, we should be too. Matt suggested contacting Lake County. Frank asks if this (long-range projections) is assuming we have consistent state and levy funding. Julie answered yes. Frank comments that it looks better than he has seen in long time.

Reserve Fund Policy Review: Our policy states we review this annually. Julie is comfortable having 3 months funding across the system of care. Dan asked how much this was and Julie responded about \$3.3 million. It was previously only the admin budget. Dan asks if there is any reason to revisit the 3 month reserve as we head into levy year, bump it up to a year. Julie is still okay with this, we aren't budgeting over our means. Matt, looking at accumulated leave, ask if we have comp time. Julie answered that only hourly employees. Matt states that Kaylee's is wrong. We do time for time for exempt employees, but they don't pay out. We will correct this.

ADJOURNMENT: Meeting adjourned 5:09 PM

Approved by: Matthew Battista 5-10-2023
Matthew Battista, Treasurer, ADAMHS Board of Wood County Date

Submitted by: Kathryn Shackleton, Executive Assistant