

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

JANUARY FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES

January 10, 2024

COMMITTEE MEMBERS PRESENT: Matthew Battiato, Dr. Carol Mowen, and Karen Baron

COMMITTEE MEMBERS ABSENT: Dan Lambert and Corey Speweik

BOARD MEMBERS PRESENT: Frank McLaughlin

ADAMHS BOARD STAFF PRESENT: Amanda Kern Julie Launstein, Aimee Coe, and Kathryn Shackleton

GUEST: Julie Carle, Melanie Vandyne, Stacy Lawson, Cortney Schafer

CALL TO ORDER: Matt called the meeting to order at 4:03 pm. Kathryn called the roll and a quorum was present.

APPROVAL OF MINUTES: Karen motioned to approve the August Finance & Administration Committee minutes; Carol seconded. All present in favor, minutes approved.

NEW BUSINESS:

September, October, November Schedule of Bills: Matt asked if we pay bills without the schedules being approved. Julie answered yes. Matt asked how that is possible. Julie states it is paid against the budget and contracts. Matt states this is interesting, and what if they see something that they don't feel should have been paid. Frank states it makes a good question, and its always been this way. Frank has been on boards that haven't paid until Board approval was obtained, but that also meant meeting more often. Matt asked us to look into it, but if all Boards do this, ok, but he thinks it is worth digging into. Carol thinks this keeps us well informed as to where the money is going. Carol quoted bylaws/policies. Frank thinks this relates to past board member behavior. Amanda states everything is paid based on budgets. Matt questions a charge for Toledo Tent in October, this was for Aimee's National Drug Take Back event. Part of this cost was due to the limits of the space where the event was held. Matt asked about \$1,400 for candy, and Amanda states this was for all of the Trunk-or-Treats we participated in. Matt asked about Greenlock storage, and Julie answered it is for permanent records storage as we don't have space in the office. Matt asked about the charge for flowers for the annual dinner, Amanda states this is because the awards were not supposed to come in prior to the meeting. Amanda states we have also been in constant contact with the Auditor's office about some of these charges, and we have developed a way to explain these charges for the Auditor. Julie states these are seen by at least 3 sets of eyes before they are paid. Karen motioned to recommend approval of the schedules to the full board; Carol seconded. All present in favor.

September, October, November Financial Reports: Julie informs this also included the September 2023 Balance sheet. Julie states levy collection came in, in July and August, which has inflated our balance, and until bills are paid through December, it will appear higher until the next collection. In the SOC Budget, November, there are negatives because OhioMHAS sent us money twice and corrected by

withholding funds for other line items. The state had a nice fiscal meeting around modernization, including outdated reporting requirements. Julie explained the 040 process, and that they have extended the due date to May 2024, and there was further discussion about who uses this report. Karen motioned to recommend approval of the financial reports to the full board; Carol seconded. All present in favor.

ARPA Capital Project: Amanda informs that for the award, we have to have a resolution, just as with any other capital project. She just wanted to inform the committee that there will be a resolution at full board for this. Julie states that typically funding doesn't pass through Boards, but this will, and they are also fronting money. Amanda said typically, these are reimbursement based, but this time we were able to request money up front.

Staff Salary Adjustments: Amanda wanted this on the table and wanted to talk about it as we are entering allocation season. The county has approved a 4% cost of living adjustment already. Last year, we ran into some concerns regarding salary ranges for staff. She is hoping to bring these to the committee for approval. Matt asked how we will come up with these adjustments. Amanda says they have been looking at the salary survey, and compared to similar budget sizes, and also our closest competition. Her thought was to bump ranges to the low end of the positions above, this would move ranges slightly, and with a 4% increase, everyone would be in range. Matt thinks this is a significant bump for Director's. Amanda responded currently Director's cap at \$90,000, and hers starts at \$105,000. Frank asked how long it had been since ranges were adjusted. We are not sure. Amanda states the only one she has interacted with is Kaylee's position, and her own when she was hired. Other than that, she is not sure, we will have to look into this. Frank asked what it would look like if we gave a 4% adjustment to ranges, but asked if the ranges were caps? Julie states there are some Board members who have looked at them as caps, but they have never been defined as caps. For as long as Julie has been here, ranges have not been adjusted with cost of living. Aimee has been here 6 years, and hers has never been adjusted. Matt states this was something brought up last year, and required looking into. Frank if we could adjust ranges 8% if everyone would be in range. Frank states we might need to look at what we have done in the past, and why we haven't adjusted ranges. Julie states it is typically adjusted when we hire. Frank asked if ranges shouldn't be adjusted with COLA's? Matt states no because there is a value to a position, and if you just keep giving raises their salary can be extremely high, and out of line with the position. Matt states there is a value to seniority and experience, but there should be a cap. Amanda agrees with a positions value, and also with capping salaries. Matt states that in his experience, when employees hit the cap, they were bonused out. Amanda would like to increase ranges, and then cap them out, and assess ranges when cola is discussed. We can build this into the compensation policy. Matt reiterated that next month there will be something for them to consider the ranges, and raises for July 1st. Carol asks that we consider showing them the comparison's we completed. Julie states the 8% would solve the issue for all but 1 employee. Matt requests Britni go back to July 2019 and provide list of raises for employees, and provide this at the next meeting

George Mason: Julie states this is a University, and we have had a contract for several years. They had an overage, that has been worked off. This is a tool, a questionnaire used for people in the jail, the goal is to reduce recidivism. It is being utilized, and is \$9,000 a year. We hope to have a contract at full board, but wanted them to be aware.

OTHER:

Frank asked that we reach out to the Board of Elections about procedure for the Levy. We are going in front of Commissioner in March. Frank suggests we ask BJ for a referral for a consultant.

Carol: asked for dates for meetings, if there was a calendar. Amanda states there isn't, we have a marketing calendar, but not a board meeting calendar yet. She is hoping to talk to Executive Committee about this. We did talk about combining meetings. Frank states to remember that P&O is also educational. Amanda is suggesting Committee of the Whole, so we can keep this aspect of P&O meetings.

Frank: asked if they were seeing the commissioner this month. Suggests putting them first on the board agenda.

Matt: asked if there was progress on a new building, getting out of here. Amanda states we inquired about a building, but they were putting storefront in. There is potentially county buildings. We are keeping our ears open for possibilities, but if anyone sees availability, let us know.

Public Comments

Melanie Vandyne, CRC: nearing the end of renovation project, should be complete by the end of next week.

ADJOURNMENT: Meeting adjourned at 4:51 PM.

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

Submitted by: Kathryn Shackleton, Executive Assistant