

Finance Committee Meeting

Wednesday, October 15, 2008

at 11:00 a.m.

at the Board Office

1541 Allentown Road, Lima

Please mark your calendars accordingly.

Tentative Finance Agenda

October 15, 2008

Mental Health & Recovery Services Board of

Allen, Auglaize and Hardin Counties

1541 Allentown Road, Suite B, Lima, OH

11:00 a.m. – 12:00 a.m.

1. Construction Contracts
2. Board Office lease
3. Increase Reserve allocations
4. UMADAOP FY 2009 AoD Contract amendment
5. Calendar Year 2007 Audit Report
6. Monthly Board Report
7. Monthly Agency Reports

Finance Agenda Overview
October 15, 2008

The following items will be addressed at the Finance Meeting on Wednesday, October 15.

1. Construction Contracts – Brad Garmann will present to the committee the results of the bid openings and recommend the contracts to approve.
2. Board Office Lease – Mike will present “intent to lease” for 3 years at the current location.
3. Increase Reserve Allocations – Due to the state budget cuts we will be requesting an increase in the use of the Board Reserves for FY2009.
4. UMADAOP FY 2009 AoD Contract Amendment – Due to the state budget cuts to the CFRO funds passed through to UMADAOP, it is necessary to reduce their contract by \$1,333.
5. Calendar Year 2007 Audit Report will be presented.
6. Monthly Board Report – The August Board reports for FY08 and FY09 will be presented.
7. The contract agencies will provide current financial and billing data.

Finance Committee Report

September 16, 2008

Members Present: Jim Bronder, Al Willis,

Staff Present: Mike Schoenhofer, Alice Giesken, Amy Morman

Visitors: Myrtle Lighton, Lima UMADAOP; Jim Miller and Ernie Johnson, FRC; Brian Smith, LSS; Mark Stolly, Stolly Insurance Group

Al Willis chaired the Finance Committee meeting and called the meeting to order at 8:04 a.m.

Jim Bronder moved to approve the minutes from the Finance Committee meeting of June 17, 2008. Al Willis seconded the motion. Motion passed unanimously. (See attached)

Al Willis welcomed the following to the meeting: Jim Miller and Ernie Johnson, FRC; Myrtle Lighton, UMADAOP; Brian Smith, LSS and Mark Stolly, Stolly Insurance.

Mark Stolly gave an overview of our current Board insurance coverage. Jim Bronder made a motion to accept the report from Mark Stolly with Al Willis seconding the motion. Motion passed. (See attached)

Jim Bronder made a motion to amend the FY2008 LSS MH Contract. This amendment moves the following Cost Reimbursement amounts: \$8,000 from Employment Service line to the Central Pharmacy line. \$12,360 from the Community Residence line to the Group Subsidy line. \$2,346 from the Client Transportation line to the Children/Adolescent inpatient line. The overall amendment does not change the total amount of the contract. Al Willis seconded the motion. Motion passed. (See attached)

Jim Bronder made a motion to amend the FY 2009 Consolidated Care MH Contract. This amendment adds Individual CPST to Fee for Service with a unit rate of \$21.33 and moves \$2859. from existing services to the new services. There is no change in the contract total. Al Willis seconded the motion. Motion passed. (See attached)

Jim Bronder made a motion to amend the FY 2009 Consolidated Care AoD Contract. This amendment adds Case Management with a unit rate of \$78.17 and moves \$2745. from existing services to the new services. There is no change in the contract total. Al Willis seconded the motion. Motion passed. (See attached)

Jim Bronder made a motion to approve the FY 2008 Board Administration Budget Amendment. This amendment is a transfer to cover Audit Fees that were billed for both CY 06 and CY07 during the FY08 budget year. There was also an increase in the Worker's Compensation insurance, utilities and additional costs for Equipment. These increases are transferred from unused line items, thus there is no change to the total Board Administration Budget. Al Willis seconded the motion. Motion passed. (See attached)

Jim Bronder made a motion to approve the Board resolution authorizing the CY2009 tax levy collection. This is a compliance requirement by O.R.C 5705.34. Al Willis seconded the motion. Motion passed. (See attached)

Jim Bronder made a motion to approve the use of reserves in a tentative amount of \$104,000 for the purpose of covering the FY2009 state budget cuts that could affect our board in this fiscal year. Al Willis seconded the motion. Motion passed.

Jim Bronder made a motion to acknowledge the receipt of and authorize payment of \$100 to LSS for use in the Crisis Center. This was a donation made by a family that had been helped by the Center. Al Willis seconded the motion. Motion passed

Alice Giesken reviewed the Monthly Board Reports for July for FY08 and FY09. Jim Bronder made a motion to accept the monthly board reports as presented. Al Willis seconded the motion. Motion passed. (See attached)

The contract agencies provided their financial updates. Myrtle reported a current loss of \$32,000. for Lima UMADAOP. Brian reported 2 days cash on hand of \$42,000 with an AAH profit of \$98,000 and a total agency profit of \$103,000 for July at LSS. Ernie reported a cash on hand amount as of Sept. 15 of \$119,146. He also reported that they have used their entire line of credit totaling \$250,000. August was especially hard on the cash with three pay periods. He also expressed concern over a disproportionately large amount of grants that do not cover admin. and overhead costs. He anticipates a large write off of old receivables. They are considering software to be utilized for billing insurance in a cost effective and timely manner. Jim reported that they are actively seeking a permanent executive director.

Al Willis made a motion to adjourn at 9:04 a.m. with Jim Bronder seconding.

Lima UMADAOP

FY 2009 Contract

APPENDIX C

Drug/Alcohol

| | | <u>Unit Rate</u> | | <u>Total Contract</u> | <u>Amendment 7/23/2008</u> | <u>Amendment 10/15/2008</u> | <u>Amended Contract</u> |
|---|-----------|----------------------|--|---------------------------|--------------------------------|---------------------------------|-----------------------------|
| FEE FOR SERVICE | | | | | | | |
| PREVENTION SERVICES - Youth Mentoring (\$38,500) | | | | \$ 38,500 | | | \$ 38,500 |
| Information Dissemination | \$ 4,166 | \$ 58.91 | | | \$ - | \$ - | |
| Education | \$ 10,917 | \$ 77.19 | | | | | |
| Alternatives | \$ 9,196 | \$ 65.02 | | | \$ - | \$ - | |
| Problem Identification and Referral | \$ 5,888 | \$ 83.25 | | | | | |
| Community Based Process | \$ 8,333 | \$ 58.91 | | | \$ - | \$ - | |
| | \$ - | \$ - | | | \$ - | \$ - | |
| Total Fee for Service | | | | \$ 38,500 | \$ - | \$ - | \$ 38,500 |
| GRANT | | | | | | | |
| Federal UMADAOP | | | | \$ 173,180 | | | \$ 173,180 |
| Circle for Recovery | | | | \$ 66,666 | \$ - | \$ (1,333) | \$ 65,333 |
| Phoenix House Project | | | | | \$ 27,000 | \$ - | \$ 27,000 |
| Total Grant | | | | \$ 239,846 | \$ 27,000 | \$ (1,333) | \$ 265,513 |
| Cost Reimbursement | | | | | | | |
| Phoenix House | | | | \$ 50,000 | | | \$ 50,000 |
| Total Cost Reimbursement | | | | \$ 50,000 | \$ - | \$ - | \$ 50,000 |
| TOTAL ALCOHOL/DRUG CONTRACT | | | | \$ 328,346 | \$ 27,000 | \$ (1,333) | \$ 354,013 |

(1) Revisit/Reconcile contract after 6 months - if less than 35% of the contracted fee for service units or less than 85% of grant funds are expensed of non-medicaid allocation, the unexpended funds revert to the Board (with a commensurate reduction in contract) for contracting for other services or with other providers for services. Reduction in contracts or reallocation of funds will be discussed with the agency before action is taken.

Direct service FTE covered by Grants/Cost Reimbursement - Any staff who are covered by a grant or under cost reimbursement may not bill "Fee for Service". Any individual services billed to the Board by these providers must be pre-approved by MHR SB staff.

 Executive Director
 Mental Health and Recovery Services Board
 Date: _____

 Executive Director
 Lima - UMADAOP
 Date: _____