Finance Committee Meeting

Meeting date: Tuesday, May 12, 2020 Meeting time: 12:34pm – 1:19pm

Meeting location:

https://zoom.us/j/5853755182?pwd=eXhUUGhPNDhCekZHcWJFNHFZWjJoUT09

Meeting ID: 585 375 5182

Password: 44857

By phone:

+1 929 205 6099 US Meeting ID: 585 375 5182

Password: 44857

Recorder: Ashley Morrow

Committee Members Present:

X	Lisa Hivnor, First Vice Chair, Committee Chair	X	Rob Duncan
X	Ben Chaffee, Jr.	X	Dorothy Ruffer
X	Tom Sharpnack		
	Steven Fawcett-Absent		

Board Staff Present:

A Kristen Cardone, Executive Director Asiney Morrow, Administrative Assistant	X	Kristen Cardone, Executive Director		Ashley Morrow, Administrative Assistant
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Unfinished business/updates:

- Summary of Program Committee
 - Ms. Cardone shared a summary of the Program Committee meeting. Ms. Cardone reviewed FY20 funding cuts, unknown funding cuts for FY21 and the summary of RFI proposals sent to all Board members for review. Committee members did not have any questions regarding the funding cuts or the RFI proposals. All items discussed from that meeting can be found in the Program Committee Minutes.

Action Items/carryover from Program Committee

- CDC Suicide Prevention Grant opportunity
 - o Ms. Cardone and Ms. Morrow shared with committee members an opportunity they have to apply for funding for suicide prevention. The CDC released a funding opportunity for the implementation and evaluation of the public health approach to suicide prevention in vulnerable populations. Applicants must implement identified strategies outlined by the CDC. Ms. Morrow has been working in collaboration with the Mental Health and Recovery Services Board of Sandusky, Seneca, and Wyandot Counties to apply for this grant.
 - The committee members were in support of applying for the grant.
- SFY 2021 Board meeting schedule
 - o Ms. Cardone asked committee members to review the FY21 Board Meeting Schedule which will be on the agenda for approval at the May Board meeting.
- Fiscal policies

- Ms. Cardone reviewed the potential fiscal policies to be adopted that were discussed in the Program Committee. Ms. Cardone stated the long-term impact of funding cuts is unknown and the Board needs to protect itself and the community to ensure mental health and addiction services continue regardless of funding cuts. Ms. Cardone shared that the Board has had discussions previously surrounding this topic however, especially due to the current health crisis and possible funding cuts Boards are facing, it is time to make a decision on how to approve funding for contracts annually and the amount required to be kept in Levy Reserves. Ms. Cardone reached out other Boards in mid-April to gather information on how they approve contracts and the policies they have surrounding levy amounts in reserves. Ms. Cardone shared that other Boards have policies listing a minimum and maximum amount of funds to be maintained in levy reserves, with the amount between those two numbers serving as a cushion if needed. Any amount above the maximum can be used to provide needed services as identified in the Board's strategic plan.
 - Ms. Hivnor suggested Ms. Cardone reach out to the Huron County Auditor to get his feedback regarding the minimum/maximum amounts.
- The other policy was concerning the RFI process. Other Boards have the same once a year RFI process, however, they do not continue to accept proposals throughout the fiscal year. If funding is available for other needed services throughout the year, based on levy reserves, the Board sends out an RFI for those services. The Boards use a targeted approached so that services requested and identified align with the Board's strategic plan and the Board ensures that the needs of the community are being met with the requested services. An additional benefit to this policy is the fact that the Board would position itself to seek out multiple options for services identified and not just taking what is offered.
 - Committee members agreed to review this policy prior to the May Board meeting for any further discussion and potential approval.
- Ms. Cardone discussed how the Board promotes agencies with committee members to receive feedback and concerns regarding the process. When Ms. Cardone reached out to other Boards in mid-April regarding levy funds and contracts, she also asked if they promote other agencies that they do not contract with in their area. All of the Boards stated they only promote (in their newsletters and other printed materials such as brochures) the agencies and organizations they contract with. The reason for this is that Boards have some oversight over the operations of the agencies they contract with and receive reporting on the services they provide. Agencies the Boards does not contract with lack that necessary oversight which is critical to promotion of those particular agencies. In addition, the Board has a client grievance policy in place with contracted agencies and that is not the case with other agencies the Board does not contract with. It would be unwise to promote agencies that are unknown due to the potential of increased liability.
 - The MHAS Board currently only promotes their contracted agencies in their newsletters and other outreach opportunities, however, MHAS also has a list available to the community that lists all available agencies. This document is available for download on the MHAS website and it is also handed out at events such as the fair. Committee members agreed to continue promoting agencies in this manner due to the lack of oversight and potential of increased liability with promoting non-contracted agencies.
 - Ms. Hivnor suggested making a notation next to agencies the Board does not contract with on the agency list on the website.
 - Ms. Cardone stated that the list of agencies is clearly separated, with contracted agencies in one section and non-contracted agencies in another section.
 - Committee members were in support of how the Board currently promotes agencies and does not seek any additional changes other than the notation.

Discussion Items:

- Review Crisis Flex Fund spending (Attachment I)
 - Ms. Cardone reviewed Attachment I with committee members and gave an overview of the Crisis Flex Funds current spending. Ms. Cardone shared that all COVID expenses are first being paid for with Crisis Flex Funds because those funds need to be spent by June 30th, 2020.
 - Ms. Cardone shared that she has been meeting regularly with all contracted agencies to review their current spending and what they plan to spend for the remainder of FY20. The goal is to utilize all state and federal dollars for services and maintaining levy funds as the last option for services.
- Financial Report (Attachment II)
 - o Committee members had no questions or concerns regarding the financial report.
- List of Bills (Attachment III)
 - o Committee members had no questions or concerns regarding the list of bills.

Action Items:

Authorize Executive Director to apply for CDC Suicide Prevention grant.

Approve and adopt the SFY 2021 Board meeting schedule.

Approve and adopt the Board Reserved Funds Policy.

Approve and adopt the Request for Proposal Policy.

Attachment I

Crisis Flex Funds:					
Frisbees/Outreach	\$1,676.65				
Radio ads - monthly	\$500/month – have paid for 2 months so far				
'Heroes work here' signs requested by	\$3,500.00				
Commissioners					
Hand sanitizer	319.93				
Masks (1500 surgical, 250 KN95) from OACBHA	1207.50				
Copier expenses for printing flyers for schools and	TBD				
food delivery organizations					
Mileage for delivering PPE and putting out signs	TBD				
LOSS Coordinator time for Family Support Program	TBD				

Attachment II

Apr-20	EXPENDITURES							
LINE ITEM ACCOUNT	CURRENT MONTH	YEAR-TO-DATE	YEAR-TO-DATE	* OUTSTANDING	BUDGETED	UNENCUMBERED		
	EXPENDITURES	EXPENDITURES	PERCENTAGE	ENCUMBRANCES	APPROPRIATION	BALANCE		
SALARIES	10,038.40	38,190.70	22.7%	0.00	168,491.00	130,300.30		
100.100.00125								
SUPPLIES	339.72	2,951.00	19.7%	2,049.00	15,000.00	12,049.00		
100.100.00175								
EQUIPMENT	0.00	0.00	0.0%	0.00	2,000.00	2,000.00		
100.100.00200	0.00	0.00	0.070	0.00	2,000.00	2,000.00		
CONTRACT REPAIRS	120,456.18	741,354.37	32.8%	1,117,182.44	2,257,276.21	1,515,921.84		
100.100.00275								
RESIDENTIAL PROGRAM	0.00	0.00	#DIV/0!	0.00	0.00	0.00		
100.100.00280								
TRAVEL	70.26	936.16	13.0%	3,563.84	7,200.00	6,263.84		
100.100.00300	70.20	330.10	13.070	3,303.04	7,200.00	0,203.04		
O.P.E.R.S.	1,359.57	5,957.79	14.7%	0.00	40,438.00	34,480.21		
100.100.00400								
WORKERS' COMP	0.00	895.98	28.0%	0.00	3,201.33	2,305.35		
100.100.00425								
UNEMPLOYMENT	0.00	0.00	#DIV/0!	0.00	0.00	0.00		
100.100.00450	0.00	0.00	<i>"</i> 21170.	5.00	0.00	0.00		
MEDICARE	4/2-22	Fc2 22	04.00/		0.415.15	4 000 10		
MEDICARE 100.100.00460	140.60	533.96	21.9%	0.00	2,443.12	1,909.16		
100.100.00400								
OTHER EXPENSES	3,277.65	6,718.91	10.1%	28,290.09	66,509.00	59,790.09		
100.100.00475								
HOSPITALIZATION	2,526.01	10,104.04	28.1%	0.00	36,000.00	25,895.96		
100.100.00500	_,			3,60	,	,		
	400 000			4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4		. =		
TOTAL:	138,208.39	807,642.91	31.1%	1,151,085.37	2,598,558.66	1,790,915.75		

	<u>Calendar Ye</u>	ar 2020 Receipts	and Cash Journal			-	
April 2020		T	.			•	ı
				_			
	Account Number	Description	Accumulated From	Current Month's	Accumulated	% of Anticipated	
			Previous Report	Report	Year-to-Date	Revenue	CY Revenue
FEDERAL FUNDS							
Title 19	100.100.10165		0.00	0.00	0.00	#DIV/0!	0.0
Title XX	100.100.10165	Fed MH	0.00	19,831.00	19,831.00	49.2%	40,285.0
MH Block Grant	100.100.10126	Fed MH	35,576.00	10,576.00	46,152.00	109.1%	42,304.0
ADTR Block Grant	100.100.10122	Fed AOD	47,423.00	0.00	47,423.00	25.0%	189,692.0
ODADAS Medicaid	100.100.10128	Fed AOD Medicaid	0.00	0.00	0.00	#DIV/0!	0.0
Federal Grants	100.100.10167	Federal Grants	38,549.30	19,355.94	57,905.24	37.0%	156,526.7
STATE FUNDS							
MH Subsidy	100.100.10121	State MH	185,493.00	16,767.75	202,260.75	23.1%	875,700.0
Recovery Housing	100.100.10121	State AOD	22,950.00	0.00	22,950.00	50.0%	45,900.0
AOD Subsidy	100.100.10127	State AOD	68,538.50	85,762.50	154,301.00	98.2%	157,074.5
State Grants	100.100.10127	State MH & Aod	13,555.04	6,250.00	19,805.04	26.4%	74,998.0
State Grants	100.100.10100	State Will & Aou	13,333.04	0,230.00	19,003.04	20.476	74,990.00
LOCAL FUNDS							
Real Estate Tax	100.100.10100	Huron Levy	309,462.54	0.00	309,462.54	58.9%	525,000.0
Tangible Personal Tax	100.100.10101	Huron Levy	0.00	0.00	0.00	0.0%	3,000.0
Taxes- Rollback & Homestead	100.100.10102	Huron Levy	0.00	8,119.36	8,119.36	45.1%	18,000.0
Other Receipts	100.100.10170	Other Receipts	14,261.48	7,529.55	21,791.03	435.8%	5,000.0
IDAT	100.100.10168	IDAT	0.00	0.00	0.00	0.0%	10,000.0
TOTAL RECEIPTS:			\$ 735,808.86	\$ 174,192.10	\$ 910,000.96	42.5%	2,143,480.2
CASH JOURNAL							
RECONCILIATION							
Beginning Cash Balance:			\$ 3,925,855.51				
Plus: Receipts			174,192.10	1			
Equals: Total Balance			\$ 4,100,047.61				
Minus: Expenditures	<u> </u>		7,100,047.01				
Equals: Ending Balance			\$ 4,100,047.61				
Minus: Encumbrances	+		φ 4,100,047.61	1			
			£ 4400.047.04				
Equals:			\$ 4,100,047.61	 			-

Attachment III

Huron County Audit Trail by Account

Accounts: 100.100.00125 to 100.100.00500

Journal Definitions: Multiple

Account Types: All

From: 4/1/2020 to 4/30/2020

\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Credit Amount 20.00 Debit Amount \$5,019.20 \$10,038.40 \$78.00 \$57.88 \$39.21 \$90.93 \$46.48 \$50.00 \$108.10 \$60.00 \$13,709.18 \$35.25 \$60.00 \$5,019.20 \$73.70 \$133.89 \$199.00 \$652.25 \$339.72 3.500.00 \$265.11 \$2,500.00 \$160.00 \$150.00 \$150.00 56,218.00 \$8,306.00 \$325.00 \$100.00 51,250.00 \$110.00 \$308.99 CK0000396579-01 PO2020-00157 Mental Health & Recovery Services B CK0000396743-01 PO2020-00157 Huron County Family and Children FI CK0000201830-01 PO2020-00157 Family Life Counseling and Psychiat CK0000201791-01 PO2020-00157 Family Life Counseling and Psychial CK0000201791-01 PO2020-00157 Family Life Counseling and Psychial CK0000201830-01 PO2020-00157 Family Life Counseling and Psychiat CK0000396581-01 PO2020-00157 Time Warner Cable Northeast CK00000396750-01 PO2020-00157 Mt Business Technologies CK00000397017-01 PO2020-00156 Amazon Capital Services CK0000397190-01 PO2020-00156 Amazon Capital Services CK0000397346-01 PO2020-00156 Amazon Capital Services CK00003396580-01 PO2020-00157 Amazon Capital Services CK0000396578-01 PO2020-00157 Kevin Christopher Mount CK0000396582-01 PO2020-00157 Foghorn Designs LLC CK0000396742-01 PO2020-00157 Stade Lynne Hannon CK0000336745-01 PO2020-00157 Cyclone Services Inc CK00000201823-01 PO2020-00157 Orlana House Inc CK0000396744-01 PO2020-00157 Lets Get Real Inc CK0000397351-01 PO2020-00156 Kristen Cardone CK0000396746-01 PO2020-00157 Kristen Cardone CK0000201824-01 PO2020-00157 City of Norwalk CK0000396747-01 PO2020-00157 Sandra Kocher СК0000396752-01 PO2020-00156 Ashley Мотом CK0000396748-01 PO2020-00157 Amber R Pugh CK0000396752-01 PO2020-00157 Ashley Morrow CK0000396749-01 PO2020-00157 ONNYX LLC CK00000201827-01 PO2020-00157 Drew Riley CK0000201797-01 PO2020-00157 Drew Riley CK0000396751-01 PO2020-00157 Kay Smith Source Document GRF 421 AOD GOSH 032420 from 295332 - 2020.0 GRF 421 MH GOSH 032420 from 295332 - 2020.04 GRF 421 MH GOSH 033020 from 295606 - 2020.04 GRF 421 AOD GOSH 033020 from 295606 - 2020.0 SAPT TX GOSH 033020 from 295606 - 2020.04.08 GRF 421 Comm Invest ALERT Services from 2956 LEVY 031420-041320 MIP Program from 295606 -GRF 421 Comm Invest ALERT Services from 2953 GRF 421 FY20 Wraparound Services from 295606 GRF 421 Comm Invest ALERT Services from 2956 LEVY 022020-032320 Water Service from 295606 04/08/2020 LEVY Stamp Reimbursement from 295606 - 2020. LEVY Mar 20 Cell Phone Reimbursement from 29 LEVY Mar 20 Cell Phone Reimbursement from 29 LEVY RES QRT Services from 295332 - 2020.04. LEVY Feb 20 Financial Management Services ff LEVY 031620-041520 Internet Service from 295 GRF 421 Feb 20 Peer Support Services from 29 LEVY March 20 Trash Service from 295606 - 20 04/01/2020 CRISIS Flex Funds-signs from 295332 - 2020.0 LEVY office supplies from 295332 - 2020.04.0 04/15/2020 LEVY Office Supplies from 295946 - 2020.04.1 Office Supplies from 296358 - 2020.04.22 Non LEVY Xerox Printer from 295606 - 2020.04.08 04/29/2020 Disinfectants for Reopening from 296692 - 20 Storage Bins, Grattude Journals & Shelves 1 Contract Repairs 04/03/2020 Gross: 2020.04.03 Payroll 04/17/2020 Gross: 2020.04.17 Payroll Supplies Salaries Line Description 00.100.00125 Total: 00.100.00175 Total: 100.100.00275 100.100.00175 100,100,00125 04/22/2020 04/29/2020 04/01/2020 04/01/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/01/2020 04/01/2020 04/01/2020 04/01/2020 04/01/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 04/08/2020 Date

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Audit Trail by Account From: 4/1/2020 to 4/30/2020

		From: 4/1/2020 to 4/30/2020		
Date	Line Description	Source Document	Debit Amount	Credit Amount
04/08/2020	CRISIS Flex Funds Huron Co Support Line from	CK0000201830-01 PO2020-00157 Family Life Counseling and Psychiat	\$1,789.25	\$0.00
04/15/2020	LEVY Mar 20 Financial Management Services ft	CK0000397023-01 PO2020-00157 Mental Health & Recovery Services B	\$2,500.00	\$0.00
04/15/2020	GRF 421 MH LOSS Team Services from 295946 -	CK0000201845-01 PO2020-00157 Darrell L Shumpert	\$1,760.00	\$0.00
04/15/2020	LEVY 032220-042120 printer usage from 295946	CK0000397025-01 PO2020-00157 Mt Business Technologies	\$10.17	\$0.00
04/15/2020	LEVY lawncare services from 295946 - 2020.04	CK0000397022-01 PO2020-00157 Nell Hansberger	\$30.00	\$0.00
04/15/2020	GRF 421 MH GOSH 040720 from 295946 - 2020.04	CK0000201850-01 PO2020-00157 Family Life Counseling and Psychiat	\$713.15	\$0.00
04/15/2020	GRF 421 AOD GOSH 040720 from 295946 - 2020.0		\$377.79	\$0.00
04/15/2020	LEVY 4Q20 GOSH Services from 295946 - 2020.0		\$2,056.25	\$0.00
04/15/2020	ECMH Feb-Mar 20 Services from 295946 - 2020.		\$2,402.52	\$0.00
04/15/2020	LEVY Apr 20 Trash Service from 295946 - 2020		\$110.00	\$0.00
04/15/2020	LEVY 050120-053129 Phone Service from 295946		\$199.99	\$0.00
04/15/2020	LEVY 022720-032720 Electric Service from 295		\$229.99	\$0.00
04/15/2020	GRF 421 MH Mar 20 Adult Advocacy Services fr		\$1,540.00	\$0.00
04/15/2020	LEVY RES Feb-Mar 20 Age Exchange Program Ser		\$5,827.88	\$0.00
04/22/2020	GRF 421 MH Peer Support Services from 296358		\$913.75	\$0.00
04/22/2020	GRF 421 MH GOSH 041320 Tom 296358 - 2020.04		\$3,880.08	\$0.00
04/22/2020	ATPLETZU Services ITOM 296358 - 2020.04.22 N SADTITY EVOID SOURCE from 206368 - 2020.04	CKUUUU39/194-01 PO2UZU-UU15/ FIIRIANG COUNSEIINg & REGOVERY SEI CKUUU039/194-01 DO2020-UU15/ Eiridands Counseiling & Boowley Ser	\$456.8U	\$0.00
04/22/2020	SAPT TX COSH 04130 fmm 206358 - 2020 04 22		518/160	20.00
04/22/2020	OPE 424 AOD May 20 MAT Condoc from 200308		63 545 02	60.00
04/22/2020	GRY 421 AOU Mai 20 MAI Selvices Horri 290300		541000	00.05
04/22/2020	GRU 42.1 MILL Mid. 20.1 MILLIN MIRLES CENTICO III		0530 00	00.00
04/22/2020	GRE 421 MH GOSH 041320 from 296358 - 2020.0		\$276.52	20.00
04/22/2020	SOR FFY20 Services from 296358 - 2020 04 22		\$10.871.28	20 00
04/22/2020	Crisis Flex Funds COVID-19 Phone Services #		\$5.415.64	20 00
04/22/2020	LOSS Team Business Cards from 296358 - 2020.		\$65.00	20.00
04/22/2020	LEVY RES Mar 20 Mentoring Services from 2963		\$3.628.73	20.00
04/22/2020	Title XX GOSH 041300 from 296358 - 2020 04 2		\$1 669 14	SO 00
04/22/2020	Psychotropic Jall Meds from 296358 - 2020.04		\$4,767.00	20.00
04/22/2020	LEVY RES EY20 Mentodno Services from 296358		521 020 12	20 00
04/22/2020	GRF 421 MH FY20 Linkage Services from 296358		\$1,599.71	20.00
04/22/2020	GRF 421 MH Mar 20 Wraparound Services from 2		\$2,677,00	20 00
04/20/2020	041630.051530 Internat Sandra from 206602 .		513003	00.05
04/29/2020	And 20 Mowing Services from 296692 - 2020		830.00	20.00
04/29/2020	032820-042320 Flectric Service from 296692 -		\$156.26	20 00
04/29/2020	Zoom monthly subscription from 296692 - 2020		\$16.07	20.00
04/29/2020	03/17/20-04/15/20 Gas Service from 296692 -		\$43.90	\$0.00
04/30/2020	Vold Pmt for liny 20-0189 liny H Linkage-FY20	CK0000396419-01 PO2020-00157 Firelands Counseling & Recovery Ser	80.00	\$167.35
100.100.0	100.100.00275 Total:		\$120,623.53	\$167.35
100 100 00300	0300 Travel			
04/29/2020	Š	CK0000397351-01 PO2020-00158 Kristen Cardone	\$70.26	\$0.00
100.100.0	100.100.00300 Total:		\$70.28	\$0.00
100.100.00400	0400 OPERS			
04/22/2020	Matching for OPERS 2129-08 (Matching PERS) f	CK0000020028-33 O.P.E.R.S.	\$656.89	\$0.00
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		Cred
		Debit Amount (
Audit Trail by Account	From: 4/1/2020 to 4/30/2020	Source Document
		Line Description
		Date