

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD

FINANCE COMMITTEE

MINUTES OF MEETING

September 14, 2010

Approved

Committee Members Present: John Rogalin, Cynthia Luxton, Thomas Kirts, Gary Lothson

Other Persons Present: None

Office staff: Mark Parrish, Kathy Ostdick

1. CALL TO ORDER

Mr. Rogalin called the meeting to order at 7:33 a.m.

2. AGENDA APPROVAL

Mr. Lothson moved to approve the agenda; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

3. MINUTES

Dr. Kirts moved to approve the minutes; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.

4. DIRECTOR'S REPORT

Mr. Parrish had nothing to report at this time.

5. REVIEW OF COUNTY BUDGET APPROVAL

Mr. Rogalin noted that he had read an article in the newspaper that said that the county was expecting a decrease in tax revenue for 2011 and also noted that the dollar amount that was given to the CMHB by the county for our 2011 budget had an increase. Mr. Rogalin asked if that was correct and how did that happen? Ms. Ostdick checked with the Deputy County Administrator when this dollar amount was first given to the office, and was told that it was correct. Mr. Parrish and Ms. Luxton explained that the tax levy is set legally. Mr. Lothson said that our funding is a separate line item on our tax bill and is in a tax cap group. Ms. Luxton said that our office goes by what can be levied.

6. SAFE PASSAGE BI-MONTHLY REPORT AND LOAN UP-DATE

Mr. Parrish presented the Safe Passage bi-monthly report and said that they have paid back \$13,000 so far. The committee read through the report and Ms. Luxton said she had concerns that they had not used their entire grant funding from another source and had to give the remainder back. Ms. Luxton wondered if our board could bring in someone for a training or workshop to help agencies learn to manage finances in hard times more efficiently. Mr. Lothson asked how they let the grants lapse? Dr. Kirts said it was hard to say if Safe Passage was just being conservative in their reporting or if there is a real problem. Mr. Rogalin asked Mr. Parrish to check with ACMHAI to see if there is someone that they know of that could provide a training of this type. Mr. Lothson said that it would be feasible to ask Safe Passage how they let the grants lapse. Dr. Kirts said that our board should ask them questions before we involve all agencies at a training workshop.

7. PSYCH EVAL/MEDICATION MONITORING GRANT FOR GY10

The Psychiatric Evaluation-Medication Monitoring program for GY10 included \$50,000. That dollar amount was used up before all of Dr. Foroutan's and the Gordon Center's billing was received. The office is asking for additional dollars to be paid to Dr. Foroutan and the Gordon Center for the GY10 unpaid billing. Ms. Ostlick gave a brief history of the program. Dr. Kirts had concerns that the private psychiatrists should not be included in this program and that the Gordon Center should be accepting all unfunded clients. Mr. Rogalin suggested that the board look into a less complicated psych evaluation and medication monitoring program and one way would be simply to make sure the Gordon Center's psychiatry money is in the correct programs. Mr. Rogalin requested that Mr. Parrish run some numbers from the Gordon Center to roll the psych evaluation/medication monitoring program into existing programs.

Dr. Kirts moved to recommend paying Dr. Foroutan the remainder of the May billing and the June billing; seconded by Mr. Lothson. The motion passes unanimously on a voice vote.

Mr. Rogalin asked Mr. Parrish to look into the unpaid April, May and June psych evaluation and medication monitoring billing from the Gordon Center and report back.

Mr. Rogalin also asked Mr. Parrish to come up with a plan to get rid of the piecemeal psychiatry salary support and psych evaluation/medication monitoring grants and roll them into other grant programs for the Gordon Center. Ms. Luxton said that maybe he could look at the history of the grants and see if it is possible to come up with another plan. Mr. Rogalin said he wants a simpler plan.

8. HINCKLEY-BIG ROCK PARENT UNIVERSITY

Last year the board had approved funding of a Parenting University workshop to inform parents of alcohol use, suicide, etc. This was a one evening workshop that got cancelled due to a staffing death. The high school would like to revive this workshop and is asking for funding.

Dr. Kirts moved to approve the Hinckley-Big Rock Parenting University workshop funding request; seconded by Mr. Lothson. The motion passed unanimously on a voice vote.

9. FRED PRYOR SEMINARS

Ms. Ostlick would like to sign up for a 12 month program from Fred Pryor seminars that includes unlimited seminars for a price of \$199.00.

Mr. Lothson moved to authorize payment of \$199 to Fred Pryor Seminars for a year long program; seconded by Dr. Kirts. The motion passed unanimously on a voice vote.

10. WEBSITE - AGENCIES AND OTHER 708 BOARDS

Mr. Parrish presented a requested list of our funded agencies that have websites and a list of other 708 boards that have websites. Mr. Rogalin went to our county website and said that we already have a site and suggested that we just add links to that site. Ms. Luxton said she was told by a reliable source that we should be able to get a good site for approximately \$2,500 and was told that an interactive site for a patient to enter personal information was not a good idea. Mr. Rogalin said that he was under the impression that we don't need ourselves to be more visible but that we want the agencies that we fund and that provide services to be more visible.

11. STRATEGIC PLAN

Mr. Rogalin said that one of the goals of the plan is to establish fiscally responsible practices. One report that we received from one of our funded agencies shows a large dollar amount in the miscellaneous line item. Mr. Rogalin talked to a CPA who is an Actuary from New York, and another one from California, and asked them what they thought about miscellaneous as a line item. They said they didn't usually like any of them but at maximum 1%. Mr. Rogalin asked all the committee members to talk to an accountant and see what their practices are and think about establishing the principal of eliminating miscellaneous from our grant application. Another possibility is establishing a policy that 1% is acceptable. Mr. Rogalin said the agency in question had offered to give more details, so he is asking Mr. Parrish to follow up. Ms. Luxton suggested that he pull the most recent audit for review and see what their auditor said. Mr. Rogalin would like to know what is involved in the miscellaneous line item. Also, should the board establish a fiscally responsible practice regarding this topic and should Mr. Parrish follow up on this. Mr. Parrish was asked to follow up with the agency and then the board will address a possible policy at another meeting. Mr. Lothson stated that we could tell agencies that we will not accept miscellaneous as a category in the future. That way the agencies have to individually list anything that they normally would have put in miscellaneous.

12. DATE OF NEXT MEETING: 10/5/10 at 7:30 a.m.

13. ADJOURNMENT

The meeting was adjourned at 8:50 a.m.

Respectfully submitted,

John Rogalin, Chair

Kathy Ostdick, Recording Secretary