

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
FINANCE COMMITTEE
MINUTES OF MEETING
October 7, 2013

Approved

Committee Members Present: Jane Dargatz, Gary Lothson, Dick Schluter

Other Persons Present:

Office staff: Sandra Belman, Kathy Ostdick

1. CALL TO ORDER

Ms. Dargatz called the meeting to order at 4:35 p.m.

2. AGENDA APPROVAL

Mr. Schluter moved to approve the agenda; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

3. MINUTES

Mr. Schluter moved to approve the 9/9/13 minutes; seconded by Ms. Dargatz. The motion passed unanimously on a voice vote.

4. DIRECTOR'S REPORT

Ms. Belman reported that the Affordable Care Act will be covering mental health services with no limits. How the agencies will be affected is not clear yet.

To date, there have been no appeals to our budget request for 2014.

Three surveys have been received and the remainder are due 10/15/13.

The RFP has gone out, and requests are due back by October 30th at noon.

Ms. Belman is working on changes needed for the funding guidelines and contracts to include the Medicaid Rule 132.

Ms. Belman is working on new business cards and letterhead.

Ms. Belman discussed barriers to care with agencies. Agencies are reviewing their policies.

5. COUNTY BUDGET NARRATIVE

No appeals have been submitted to date.

6. AGENCY PRESENTATION SCHEDULE REQUEST

Epilepsy Foundation's 3-Year presentation will remain in February.

7. SCHOOL COUNSELING PROGRAM – YSB & FSA

Reports from The DeKalb County Youth Service Bureau and the Family Service Agency on the YESS school counseling program were presented. Ms. Dargatz noted that the Trauma Program is not explained very well and that it may need to be rewritten. Ms. Dargatz also noted that the social workers and counselors should indicate their name on testimonials. Mr. Lothson said that the testimonials are compelling. Ms. Belman has talked with the Youth Service Bureau about the report.

Ms. Belman will write a letter to both Family Service Agency and the DeKalb County Youth Service Bureau regarding the reports received.

Mr. Schluter suggested that for the upcoming RFP's, the agencies be required to submit a report showing how the agency benefited from the additional money. This could be included with the RPF contract.

Ms. Dargatz suggested that for the new RFP cycle, the agencies should submit a report explaining how the money was utilized and how it improved their agency and client needs.

8. AGENCY BILLING

Two sets of communication from GY13 regarding BGC Insurance/Medicare billing between CMHB and BGC were reviewed. Invoices for Insured/Medicare patients not covered for MH services were received. Ms. Belman is researching prior Board approval and additional information.

A recommendation was made to review who these clients are and the level of education of the employees providing the services. Mr. Schluter volunteered to review the documents with Ms. Belman.

9. REVIEW FUNDING GUIDELINES

Ms. Belman is working on revising the Funding Guidelines. Language needs to be added regarding billing, that the agency agrees to allow CMHB to perform audits, that the agency agrees to abide by Medicaid Rule 132 regarding billing, and that agencies will not put up barriers for people based on their backgrounds and if they do then the CMHB can pull funding. When the draft is completed, Ms. Belman will send it to the committee members.

10. REVIEW GY15 GRANT APPLICATION PACKET

The GY15 Grant Application was reviewed. Ms. Belman made changes to the APR form.

11. OFFICE SPACE

Ms. Luxton, Ms. Dargatz, and Ms. Dubin met with Gary Hanson, County Administrator. Mr. Hanson will meet with the appropriate county officials to discuss issues brought up.

12. CACDC PRESENTATION REVIEW

The CACDC 3-Year Presentation recommendation is tabled to the next meeting.

13. RFP

The RFP was given to agencies. Deadline for submissions is October 30th by noon.

14. AGENCY REQUEST

Adventure Works has requested to reallocate unused funds from the GY13 RFP. The cost of adventure equipment that was quoted in the RFP request came in at lower dollar amounts. The agency would like to purchase more equipment with the unused portion.

Mr. Lothson made a motion to approve the Adventure Works request and move it to the full Board; seconded by Mr. Schluter. The motion passed unanimously on a voice vote.

15. EXECUTIVE DIRECTOR MEMBERSHIP

Ms. Belman has requested to purchase membership to the Grant Professionals Association for \$199.

Mr. Lothson moved to purchase membership to the Grant Professionals Association for \$199; seconded by Mr. Schluter. The motion passed unanimously on a roll call vote.

16. NEW FORMAT FOR AGENCY PRESENTATION RECOMMENDATION LETTER

Changes to the 3-Year Presentation Recommendation Letter template were suggested since the 3-Year cycle is currently starting over with GY14. The Finance Committee agreed with the changes.

17. DATE OF NEXT MEETING: 11/4/13

16. ADJOURNMENT

The meeting was adjourned at 5:50 P.M.

Respectfully submitted,

Jane Dargatz, Vice-President

Kathy Osttick, Recording Secretary