

## **MEETING MINUTES**

Madison County Mental Health Board

### ***Finance Committee Meeting***

Meeting Place: Administration Building Suite 380

March 19, 2012 4:30 P.M.

Mental Health Office Phone: 296-4358

Those present: Anthony Traxler, Jeanne Meyer and Jennifer Roth

Those absent: Edward Pinnell

The committee meeting was called to order at 4:30 pm. Ms. Roth provided Dr. Traxler and Ms. Meyer with a binder containing pertinent committee and board materials including: meeting calendar, board by-laws, FY 2012 board budget, FY 2011 Annual Report, System Development Guidelines and Reporting Form, the mental health act, the 708 act, committee assignments, etc. Mr. Pinnell was unable to make the committee meeting due to a work commitment.

Ms. Roth kept notes of the discussion for presentation to the full Mental Health Board, as discussed below.

Committee members first reviewed the roles and responsibilities of the Finance Committee as outlined in the by-laws. Each of the bullets regarding responsibilities was fully discussed detailing the activities that are performed for each specific responsibility. After the discussion, Ms. Roth was asked to develop a comprehensive "Finance Committee Procedures" handout outlining the activities of the committee that were discussed; including the funding cycle timing, expenditure analysis, review of 708 portion of the county audit, etc. The handout will also include details of what committee versus board staff complete.

Ms. Roth will also begin mailing the monthly expenditure analysis to finance committee members to increase their oversight of year to date spending. At its completion in May/early June Ms. Roth will also mail the finance committee the Mental Health Board's portion of the county audit for their review. The funding application cycle was discussed at length with Ms. Roth sharing the plans to have the application package available for download on the Mental Health Board website for more availability to the public this coming year.

The Finance Committee also discussed plans to meet again in August to discuss funding applications. To review and to increase contract compliance Ms. Roth briefly talked about quality control issues and the agency site reviewing that has been prioritized this year.

The meeting was adjourned at 6:30pm.