

MEETING MINUTES

Madison County Mental Health Board

Finance Committee Meeting

Meeting Place: Administration Building Suite 380

August 1, 2017 5:00 P.M.

Mental Health Office Phone: 296-4358

Committee Members Present: Michael Durbin, Chair; David Baker, Member; and Herb Clay, Member

Others Present: Walter Hunter, Mental Health Board Member and Jennifer Roth, Staff

The committee meeting was called to order at 5:00 p.m. Members present brought their funding applications and budget materials (as delivered to their home) to the meeting.

Reviewed Materials included:

- July 19, 2017 Expenditure Analysis Report;
- Three months of the Comparative Statements to show fund balance at the end of the past fiscal year (November 30, 2016), this fiscal year's fund balance the month prior to the tax distributions (May 31, 2017), and the Statement showing fund balance post tax distribution (June 30, 2017);
- Variance Report as of June 30, 2017;
- FINAL Tax Computation Report for Tax Years 2013-2016 detailing the fluctuations in the rate and total levy amount the last several years;
- Executive Director's Power Point of FY 17 and Projected FY 18 Budgets;
- County Administration's Budget Process Timeline;
- 21 Agency Application Packets (15 Current & 6 New);
- Spreadsheet detailing current contract amounts for AID Account alongside the FY 18 requested amount with space for members to jot their own comments/concerns;
- System Development Account Spreadsheet detailing the past 4 years expenses/activities; and the
- DRAFT FY 18 Budget.

As laid out on the agenda, Ms. Roth opened the meeting discussions with review of the current FY 17 budget as approved and as expended to date. With two new board members, she did provide some background about how each account is managed (Most of Aid Account paid in 1/12 monthly installments except for Fee For Service Programs which are paid as billed; intra-governmental transfers are paid internally with the Child Advocacy Center; System Development is paid out as requested and approved, etc.). All expenditures in FY 17 were noted to have been as planned and budgeted for with some anticipated unused dollars from the vacancies in staffing and a bit from the Fee for Service contractors – nothing unusual. The Comparative Statements were reviewed to provide some information as to the overall fluctuations in the fund from the close of the last fiscal year through the current fiscal year just prior to tax payments being distributed and following tax distributions. To give some benchmark as to our total levy amount and rate, Ms. Roth passed around the Tax Computation Reports for the current year and three prior years so members could see the minor fluctuations in both rate and levied amounts.

Next on the agenda, Mrs. Roth directed the members to look over the Power Point pages that reviewed the status of each of the Fee for Service contractors. All agencies were performing as expected although the CAC was behind a bit for this point in the year and Cerebral Palsy of Southwestern IL closed their programming with the Board June 30th. She explained that as a Special Revenue Budget that any unused funds were not “lost” but remained in the fund. A brief discussion was had concerning the comparative statements and how our operating funds/investments rise and fall with the tax cycle. In prior years, Ms. Roth had made requests for unused funds in lines be transferred to other account line items where programs either had wait lists for services, had provided services in excess of allocated dollars, etc. She encouraged Board members to please be thinking of those programs that potentially had requests for funding either reduced or not approved due to budget constraints that could be considered for this reallocation at the end of this fiscal year.

Ms. Roth then provided some background into how she develops her recommended budget requests, in partnership with information gleaned from both the tax assessor’s estimates and auditor’s office along with understanding of Administrations goals and priorities. With a mission of providing a comprehensive range of services to residents dealing with mental health, substance abuse and/or intellectual disabilities issues – across the lifespan, without being duplicative or supplanting state and federal funds – service demands will always outweigh dollars to support said services. The initial budget as presented by Ms. Roth did not include the third staffing position in the office and a flat budget predominantly for current contractors while adding limited, additional providers. Concern was voiced that the third position should be included in the budget.

Following discussions on the Administration Account for FY 18, the committee then moved into discussion of the FY 18 Funding Applications, which make up the Aid to Agencies Account. Ms. Roth explained that the CAC’s contracted expenditures were not listed on the actual budget and are paid from the Mental Health Board operational fund as directed by the Auditor.

Ms. Roth also mentioned that the “Sheltered Care Settlement Line” of the Aid budget is not allocated funding as it has each year dwindled down to less than \$1,000 per year for minimal guardian ad litem fees for only a couple of former residents. Ms. Roth then explained what monies the Board currently provides in accordance with the Settlement Agreement as executed between Madison County and the named plaintiffs who sued when the former Sheltered Care Home was closed; as well as a brief historical timeline. Within the Aid Account exists the line as mentioned

previously that any legal fees for guardian services are paid annually. Additionally, the Board funds the mental health and substance abuse services provided by Chestnut Health Systems at the sixteen units of permanent supportive housing that were developed in Collinsville in response to the Settlement. Chestnut was awarded the contract to provide supportive services at the development following the release of an RFP to community providers who had housing programs back in 2009. The Board has been paying both line items in accordance with the Settlement since 2010. Other stipulations in the Agreement that were paid have now expired. The supportive services dollars for the housing development are one of several programs that are contracted with Chestnut in the Aid Account. Chestnut also is funded by the Board for service provision in the Drug Court, which is a separate Budget Account "Alternative Court".

Moving on from discussing the Sheltered Care Settlement Agreement, the Current Contractor's applications were reviewed first with New Applicants following. Any concerns or issues with programming, structure or finance was discussed at this point. Considering the state's years long budget impasse, Ms. Roth praised the agencies for never closing their doors and continuing to provide services even with waiting lists growing. Ms. Roth looks forward to getting staff hired so that she can resume agency site visits.

The next Account reviewed was System Development. Current year expenditures and projected FY 18 needs were discussed with Ms. Roth sharing that the Account had been increased the prior year to better provide for both QPR and MHFA trainings for the public. The System Development Account Spreadsheet was reviewed in discussing the adequateness of funds. More and more requests are received each year and the annual requests continue. Prioritization of trainings and events will require careful scrutiny to ensure that all programs can continue.

Mrs. Roth thanked the members present for their time in reviewing the numerous applications and budget forms in preparation of the meeting. She asked that all application and budget materials be kept confidential as they all contained sensitive information if members chose to take their meeting materials home with them. Following the Planning Meeting in September, Ms. Roth stated she is always happy to take the materials and ensure they are shredded. The Mental Health Board office keeps a minimum of two copies of all official applications, reports, etc.

Prior to adjournment, Ms. Roth stated she would prepare minutes from the meeting and mail all materials to the other Mental Health Board members who were not present for ease in their further review of the applications. She also said that she would be submitting the FY 18 Initial Budget Submission to County Administration per the County timeline with the changes as suggested by the members. Should Board members have any question about the materials and/or recommendations, they are encouraged to call the office at 296-4358.

The meeting was adjourned at 7:20 p.m.