

Approved Minutes  
**Community Mental Health of Ottawa County**  
**Finance Committee Meeting**  
Thursday, August 14, 2008

**PRESENT:** Mary Ann Cartwright, Ed Berghorst, Rita Bird, Joyce Kortman, Keith Van Zoeren

**STAFF:** John Blissett, Kathy Coffey, Albert Doorn, Greg Hofman, Patricia Genesky

CALL TO ORDER

Mary Ann Cartwright, Chairperson, called the August 14, 2008 Finance Committee meeting to order at 3:20 p.m.

VISION & MISSION STATEMENT

Ms. Cartwright noted the vision and mission statements.

APPROVAL OF MINUTES

CMH/FC 08-031 Motion: To approve the Minutes of July 17, 2008.

Moved by: Berghorst Supported by: Bird

MOTION CARRIED

APPROVAL OF AGENDA

CMH/FC 08-032 Motion: To approve the Agenda for August 14, 2008.

Moved by: Van Zoeren Supported by: Bird

MOTION CARRIED

REGULAR COMMITTEE BUSINESS:

**a. Review and approval of service contracts**

Ms. Coffey reviewed the contracts as presented and answered questions. Ms. Cartwright requested information regarding deficiencies on the performance indicators for Dr. Walters. Ms. Coffey noted that these indicators are regularly reviewed and addressed by the Medication Committee. However, due to the extended leave of absence of one of the prescribers, the Committee has not met in several months and current information is unavailable. Mr. Hofman noted that the prescribers are aware of the deficiencies and are very motivated to improve their performance.

CMH/FC 08-033 Motion: To accept the August, 2008 service contracts as presented and forward to the Board for approval.

Moved by: Berghorst Supported by: Kortman

MOTION CARRIED

**b. Review of monthly financial statements**

Mr. Blissett reviewed the financial statements as presented and answered questions. He noted that the current trend indicates a projected year-end deficit of \$350 - \$450 thousand. This does not include the anticipated reallocation of General Fund from Muskegon CMH Services. On a positive note, Mr. Blissett indicated that we have just been informed that we will be receiving a retroactive payment from the State of approximately \$73,000 related to an adjustment for a HAB Waiver enrollee.

Mr. Blissett also discussed the need to develop a plan for replacing CMH vehicles, as many of the cars in the fleet are aging and there is not currently a replacement schedule in place.

CMH/FC 08-034 Motion: To accept the July financial statements as presented and forward to the Board for approval.

Moved by: Berghorst Supported by: Bird

MOTION CARRIED

**c. Budget Adjustment**

Mr. Blissett reviewed the budget adjustment as presented and answered questions.

CMH/FC 08-0035 Motion: To accept the FY 2007/2008 Budget Adjustment #9 as presented and forward to the Board for approval

Moved by: Van Zoeren Supported by: Kortman

MOTION CARRIED

OLD BUSINESS

None

NEW BUSINESS

**Medicaid Internal Service Fund Actuarial Analysis** – John Blissett

Mr. Blissett provided information regarding the Medicaid Internal Service Fund (ISF). The PIHP is required to have an actuarial review of the ISF. CMHOC data has been forwarded to Muskegon for this study. The primary purpose of the ISF is to fund the risk corridor, currently 7.5%. He stated that CMHOC is slightly over that amount, while Muskegon is slightly under, but as an affiliation we are within acceptable limits. Mr. Van Zoeren suggested a discussion regarding an appropriate and targeted level of fund balance take place at a future Finance Committee meeting.

**DCH Cost Metric Project** – John Blissett

Mr. Blissett discussed the DCH Cost Metric Project. Because there is such variability in case and unit rates across the State, DCH is meeting with PIHP's to review costing information in an effort to understand the range of costs. The purpose is to gather the most reliable and accurate data for the actuarial rebasing of funding rates in future Medicaid contracts.

**Fiscal Year 2008/2009 Budget Schedule** – John Blissett

Mr. Blissett presented a draft budget for FY 08/09 for the Committee's information. He asked committee members to review the information and come to the next meeting with any questions or comments for discussion. The budget will be presented to the Board of Directors in September.

ADJOURNMENT

The August 14, 2008 Finance Committee meeting was adjourned at 4:48 p.m.

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Mary Ann Cartwright, Chair