



MINUTES

Combined Administrative Policy/Executive Committee Meeting
Friday, June 7, 2013

Present: Paul Porcino, Committee Chair
Judy Cook
Jeff Daniel
Stan Eichenauer
Lou Fries
Edmund Moore
Anthony Whitmore
Clarence Williams

Staff: Andrea Doolittle
Jewell Good
Andrea Hoff
Marion Jackson
Helen Jones-Kelley
Barbara Miller
Ann Stevens
Lynn Voisard

Unable to Attend: Gretchen Foley
Jackie Jackson

CALL TO ORDER

P. Porcino, Committee Chair, called the meeting to order in the offices of the ADAMHS Board Montgomery County.

PRELIMINARY UPDATE PERFORMANCE REVIEW

J. Hemphill CPA from Hemphill & Associates provided a brief overview of the preliminary findings conducted on the seven (7) providers that receive \$1M+ in funding from ADAMHS. Mr. Hemphill identified providers by number and not by name, as he has not yet had exit conferences and did not want to disclose provider specific details until that occurs. The review included review of the procedures and related controls in the following areas:

- A) Cash Management
- B) Cash Receipts
- C) Cash Disbursements
- D) Fixed Asset management
- E) Grants Management/Contract Compliance
- F) Unit of Service Documentation
- G) Purchasing/Procurement

An eighth provider review was approved at the May 15 Executive Committee meeting and is scheduled to begin the week of June 10th.

The next step in the process is to start meeting with Provider Agency Leadership and Board Members beginning June 10-June 20 to provide them with information and recommendations. Recommendations to providers will be prioritized and this information will be shared with ADAMHS Montgomery County board members at the July board meeting.

GOSH SOURCE LICENSING:

- ** Anthony Whitmore moved that the Administrative Policy Committee recommend that the ADAMHS Board for Montgomery County authorize the Executive Director to sign the agreement with Mike Geisler to cover the one-time licensing fees for the GOSH system. Lou Fries seconded. Motion carried unanimously.

MEMORANDUM OF UNDERSTANDING/CHILDREN'S DEFENSE FUND/FREEDOM SCHOOLS

- ** Lou Fries moved that the Administrative Policy Committee recommend that the ADAMHS Board for Montgomery County disperse \$30,000 in partnership with the city of Dayton, Family Children First Council, Montgomery County Department Jobs and Family Services and United Way to sponsor up to four (4) CDF Freedom Schools in Dayton, Ohio during the summer of 2013. Effective from and after March 22, 2013, and shall continue, unless terminated, through October 22, 2013. Further that the Executive Director is authorized to sign any documents necessary. Judy Cook seconded. Motion carried unanimously.

OHIO ASSOCIATION OF COUNTY BEHAVIORAL HEALTH AUTHORITIES (OACBHA) MEMBERSHIP DUES FISCAL YEAR 2014

- ** Anthony Whitmore moved that the Administrative Policy Committee recommend that the ADAMHS Board for Montgomery County disperse \$17,310 to the Ohio Association of County Behavioral Health Authorities for dues for F/Y 2014. Further that the Executive Director is authorized to sign any documents necessary. Lou Fries seconded. Motion carried unanimously.

PROVIDER AUDIT PROPOSAL

- ** Stan Eichenauer recommended that the Administrative Policy Committee recommend that the ADAMHS Board for Montgomery County authorize the Executive Director to issue a Request for Qualifications (RFQ) to solicit bids for an audit firm to conduct annual provider audits. Further that the Executive Limitations be revised as follows:

3. In respect to financial activity:

- a. Financial planning for any given fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's established tolerance for fiscal risk, or fail to be derived from a multi-year plan.
- b. The Executive Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from established Board priorities.
- c. *Audit shall not be performed more than three times in succession by the same auditor.*

Anthony Whitmore seconded. Motion carried unanimously.

INCREASE PURCHASE APPROVAL LEVEL FOR EXECUTIVE DIRECTOR

** Jeff Daniel moved that the Administrative Policy Committee recommend that the ADAMHS Board for Montgomery County increase the purchase approval level to an amount up to \$25,000. Lou Fries seconded. Motion carried unanimously.

OTHER

Director Jones-Kelley shared that we received a public request from Dayton Daily News on staff and board member who attended the National Council Conference in Las Vegas, April 8-10, 2013.

ADJOURN

With no further business the meeting was adjourned.

Prepared by Lynn Voisard