

Allegan County Community Mental Health Services  
County Services Building (CSB) ~ 3283 122<sup>nd</sup> Avenue, Allegan, MI 269-673-3384

**AGENDA**  
**Finance Committee**  
**April 20, 2021**  
**4:15 pm – 5:15 pm via Zoom**

Phone: 312-626-6799 (Chicago) or 929-205-6099 (New York) or 301-715-8592 (Washington D.C)  
Join Zoom Meeting <https://zoom.us/j/97001791915?pwd=OFI1ci96dHJRSVcyREI3RGVycmJxZz09>  
Meeting ID: **970 0179 1915** Passcode: **415168**

**Committee Members Present:**

- Tom Belco, Chair       Beth Johnston  
 Gale Dugan, VC       Bill Buell  
 Glen Brookhouse

**CMH Staff Present:**

- Gary Smith       Mark Witte  
 Nan Lawrence       Nikki McLaughlin

Others present: Derek Miller, Roslund Prestage

1. **Call to Order ~ Tom Belco, Chair**  
Mr. Belco called the meeting to order at 4:17 p.m.
2. **Public Comment ~ Agenda Items Only, Subject to 5-Minute Limit Per Person**  
No members of the public were present; no comments submitted
3. **Additions to/Adopt Agenda**  
MR. BELCO MOVED TO ADOPT AGENDA. MS. JOHNSTON SECONDED. MOTION PASSED WITH ALL YES VOICE VOTE.
4. **Review of Finance Committee Meeting Minutes**  
No changes. MR. BELCO MOTIONED TO APPROVE MINUTES AS PRESENTED. MR. DUGAN SECONDED. MOTION PASSED BY ALL YES VOICE VOTE.
5. **Audit Report, Derek Miller, Roslund Prestage**  
Mr. Miller reviewed the audit report. Discussion followed.
6. **Review of Written Reports**
  - a. Facilities & Human Resources ~ Nan Lawrence. Reviewed. No discussion.
  - b. Administrative Services Report ~ Gary Smith. Reviewed. No discussion.
7. **Chairperson's Report ~ Tom Belco**
  - a. Action Request: Motion to approve Voucher Disbursements totaling \$3,211,636.99  
MR. BELCO MOVED TO RECOMMEND TO FULL BOARD APPROVAL OF VOUCHER DISBURSEMENTS TOTALING \$3,211,636.99. SUPPORTED BY MS. JOHNSTON.  
Discussion followed. MOTION PASSED WITH ALL YES ROLL CALL VOTE.
  - b. Action Request: Motion to approve FY2021 Provider Contracts: Prosource Unlimited (CLS Services), Affinity Health Management (Residential Services), Allegan Community Action (Housing Services)  
MR. BELCO MOVED TO RECOMMEND TO FULL BOARD APPROVAL OF THE FOLLOWING CONTRACTS: PROSOURCE UNLIMITED, AFFINITY HEALTH MANAGEMENT AND ALLEGAN COMMUNITY ACTION. SUPPORTED BY MR. DUGAN. No discussion. MOTION PASSED WITH ALL YES ROLL CALL VOTE.
  - c. Review Financials: Income Statement & Balance Sheet (none) & SUD Services  
Mr. Smith reported MA is favorable \$264,617 (was favorable \$475,021); Autism is negative \$301,075 (was neg \$264,703), HM is negative \$596,115 (was neg \$492,726), GF is favorable

\$593,642 (was favorable \$647,197). Revenue less expenses is favorable \$1,640,169 (was favorable \$1,377,449).

- d. Review Key Indicator Analysis, Report, & Graphs  
Mr. Smith reported that the CLS indicator is higher due to clarification from MDHHS regarding the direct care wage. The direct care wage was extended through the end of this fiscal year (9/30/21).

**8. Other Agenda Items**

- Mr. Smith commented that the microfiche cost is a significant investment that is our last step to move from paper to an electronic medical record. It will help make any records research process smoother and more efficient.
- Mr. Witte noted that he would like to augment the Building Committee to be a part of the Finance Committee. Further discussion to be held at the full Board meeting.

**9. Finance Committee Member Comments**

Mr. Dugan mentioned that with his appointment as Chairperson of the full Board he would like to ask Ms. Johnston to consider being the Vice Chair of the Finance Committee. Ms. Johnston will consider the recommendation.

- 10. Public Comment ~ Any Topic, Subject to 5-Minute Limit Per Person**  
No Comment.

**11. Adjournment ~ Next meeting is May 18**

MR. DUGAN MOTIONED TO ADJOURN. MS. JOHNSTON SECONDED. MOTION PASSED WITH ALL YES VOICE VOTE. Adjourned at 4:59PM.

Finance Committee: Tom Belco, Chair; Gale Dugan, VC;  
Glen Brookhouse, Beth Johnston, Bill Buell

**2021 Finance Committee meeting dates:**

|                    |                 |           |             |
|--------------------|-----------------|-----------|-------------|
| January 19 (Zoom)  | April 20 (Zoom) | July 20   | October 19  |
| February 16 (Zoom) | May 18 (Zoom)   | August 17 | November 16 |
| March 16 (Zoom)    | June 15 (Zoom)  | Sept 21   | December 2  |

**Finance Committee. (Excerpt from Board Bylaws, Art. VII. Section 1b (page 5) approved by ACCMHS Board 2020.)** *The Finance Committee shall consist of not less than 4 and not more than 6 Board members, and shall include the Authority's chief financial officer as an advisor. The Committee shall review the financial position of the Authority in relation to state, county, federal and other funding sources; the budget and allocations and third party payments; address audit issues when appropriate; analyze financial reporting requests/ requirements and Authority expenditures; and consider such other financial matters as the Board or the Chairperson of the Board may refer to the Committee. The Chairperson of the Finance Committee shall be the Board Treasurer. The Finance Committee shall meet monthly, on a regular basis, at a date and time determined by the Chairperson. A finance committee will typically be responsible for monitoring and communicating to the board about the organization's overall financial health. Its core duties are likely to include participating in and overseeing: the development of the organization's budgeting and financial planning, the creation of the organization's internal controls, the preparation and distribution to the board of timely, accurate, user-friendly financial reports, and the implementation of safeguards to protect the organization's assets.*