

AGENDA

OnPoint Board
Tuesday, August 15, 2023
5:30 pm

540 Jenner Drive
Board Room

Also available virtually at the link or phone number below:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 616-327-2708,896969400#](tel:+16163272708,896969400#) United States, Grand Rapids

Phone Conference ID: 896 969 400#

1. Call to Order – Commissioner Gale Dugan
2. Pledge of Allegiance
3. Provision for Public Comment – Agenda items only, subject to 5” limit per speaker
4. Approval of Agenda
5. Consent Agenda – *All items listed are considered to be routine and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda upon request of any board member and will be considered separately.*
 - a. **Motion** – Approval of prior minutes:
 - i. Executive Committee Meeting (07.14.2023)
 - ii. Board Meeting (07.18.2023)
 - iii. Finance Committee Meeting (07.18.2023)
 - iv. Program Committee Meeting (07.18.2023)
6. Program Committee – Alice Kelsey
7. Finance Committee Report – Beth Johnston
 - a. **Motion** – Approval of Voucher Disbursements July 2023
 - b. **Motion** – Human Resource Consultant.
8. Recipient Rights Advisory Committee (Feb/May/Aug/Nov) – Glen Brookhouse
9. Chairperson's/Executive Committee Report – Commissioner Gale Dugan
10. LRE updates – Stephanie VanderKooi
11. OnPoint Executive Director's Report – Mark Witte
12. Provision for Public Comment (any topic, subject to 5” limit per speaker) – Commissioner Dugan
13. Board Member Comments
14. Adjournment

Future meetings: 540 Jenner Drive

September 15, 2023 – 2:30 pm – Executive Committee

September 19, 2023 – 4:15 pm – Program Committee

September 19, 2023 – 4:30 pm – Finance Committee

September 19, 2023 – 5:30 pm – Full Board

AGENDA

OnPoint Finance Committee August 15, 2023 3:00 pm

540 Jenner Drive, Allegan
Hamilton Room

NOTE: At this time, in-person attendance capacity is limited. Social distancing is required.

1. Call to Order – Beth Johnston, Chairperson
2. Public Comment – Agenda Items Only, Subject to 5-Minute Limit Per Person
3. Approval of Agenda
4. Approval of Minutes
5. Review of Written Reports
 - a. Administrative Services Report – Erinn Trask
 - b. Facilities & Human Resources – None
6. Action Items
 - a. Voucher Disbursements July 2023
7. Informational Items
 - a. June 2023 Financial Reports
 - b. Human Resource Consultant
8. Finance Committee Member Comments
9. Public Comment – Any Topic, Subject to 5-Minute Limit Per Person
10. Adjournment until next meeting: September 19, 2023 – 540 Jenner Drive at 4:30 pm.

Finance Committee: Beth Johnston, Chair; Glen Brookhouse, Vice Chair;
Mark DeYoung, Gale Dugan

Finance Committee. (Excerpt from Board Bylaws, Art. VII. Section 1b (page 5) approved by ACCMHS Board May 2021.) *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.*

OnPoint
DRAFT Finance Committee Minutes
July 18, 2023

Board Members Present: Chairperson Beth Johnston, Commissioner Gale Dugan, Commissioner Mark DeYoung, Pastor Craig Van Beek

Board Members Absent: Glen Brookhouse

Staff Members: Andre Pierre, Mark Witte

Public Present: None

1. **Call to Order** – Chairperson Johnston called the meeting to order at 4:33 pm.
2. **Public Comment** – No members of the public were present.
3. **Approval of Agenda** – Commissioner Dugan moved, and Commissioner DeYoung seconded, that the agenda for today’s meeting be approved. All in favor. Approved.
4. **Approval of Minutes** – Commissioner Dugan moved, and Van Beek seconded, that the minutes of the June 20, 2023 meeting be approved as written. All in favor. Approved.
5. **Review of Written Reports:**
 - a. Administrative Service Report – Andre Pierre provided a verbal introduction and overview of the written Administrative Services Board Report that was in the packet. He noted that the submission of the CCBHC cost report was done on time.
 - b. Facilities and Human Resources – Doing well with hires and a few voluntary departures. Meeting tomorrow with potential consultant to assist with interim coverage and transition in Human Resources department. Some building issues (minor) with roof top units, PA system, panic buttons, door numbering, law enforcement familiarization. Will be making a few repairs and working with IT.
6. **Action Items:**
 - a. Voucher Disbursements – Commissioner DeYoung moved, and Commissioner Dugan seconded, to approve the June 2023 Voucher Disbursements as presented totaling \$3,488,908.49. All in favor. Approved.
 - b. Single Audit and Compliance Exam Reports – Andre Pierre provided a verbal overview to the Compliance Audit report included in the packet for this month.
7. **Informational Items:**
 - a. May 31, 2023 Financial Reports – Andre highlighted various items from the financial reports.
8. **Finance Committee Member Comments**
 - a. Commissioner Dugan noted that he is appreciating the working relationship that is obvious between Andre Pierre and Erin Trask during the transition.
 - b. Chairperson Johnston noted that she is interested in fine-tuning the information included in the monthly packet. She offers the suggestion that each committee member identify on a list the questions/answers that each would like the finance packet to include. Commissioner Dugan raised the idea of a “dashboard” concept.
 - c. Chairperson Johnston also asked for a final report of the final cost of the building and the sources of funding that were involved in that amount.
 - d. Chairperson Johnston also asked for information concerning the LRE’s financial position in our monthly packet.
9. **Future Meeting Planning** – Andre Pierre requested that the next meeting be held at 3:00 pm on 8/15/2023 to allow for Erinn Trask to present the financials in the Finance Committee meeting.
10. **Public Comment** – No members of the public were present.
11. **Adjournment** – Pastor Van Beek moved, and Commissioner Dugan seconded, to adjourn the meeting. All in favor. Approved. Meeting adjourned at 5:14 pm.

Submitted by Mark Witte



Administrative Services Board Report August 2023

Submitted by Erinn A. Trask, CPA, Finance Director

269.303.8945 – ETrask@OnPointAllegan.org

We are working with our contractor on the “punch list” of small building items/projects to be completed. These items are on track to be completed over the next few months. We are processing the seventeenth construction draw totaling \$ 183,270.65, which will be funded through the United States Department of Agriculture (USDA) loan. During the month of July we did not execute any change order requests.

This month’s packet includes the monthly financial report for June 2023. This is the ninth month under the agency’s new chart of accounts after implementing Standard Cost Allocation. We are required to track staff time and costs at a greater level of detail than in the past, and to change the methodology we use to allocate costs. Overall, this change in methodology has not resulted in a significant change in cost by funding source. The Summary Schedule of Revenues and Expenses by Fund Source shows the difference between the revenue received from the Lakeshore Regional Entity (LRE) and the State of Michigan Department of Health and Human Services (MDHHS) and the eligible expenses incurred by OnPoint. These fund sources are cost settled at the end of each year, and any unspent funds are required to be returned to the LRE or MDHHS. We are projecting to return approximately \$1,117,000 (MH Medicaid and SUD Medicaid combined) to the LRE and carry forward/lapse approximately \$301,000 in General Funds back to MDHHS.

Following the statements are several charts showing the trending of capitation revenue from the LRE for the past three fiscal years. Additionally, there are several charts comparing the revenue and expense by funding category for each month of this fiscal year. Finally, there are key indicators tables showing summary service data for each month of the fiscal year to date.

I continue to work together with Andre Pierre, Chief Financial Officer in the transition of responsibilities. Due to the complex nature of Community Mental Health Service Program (CMHSP) finances and reporting requirements, our collaboration will continue over the next several months, as Andre progresses into the scope of this role. During the month of July, we responded to questions from MDHHS on our the CCBHC Cost Report, which justifies our Prospective Payment (PPS) rate, for CCBHC demonstration.

The month of June was the first month requiring Medicaid renewals, following the end of the public health emergency (PHE). These renewals are happening over a rolling 12-month period, and individuals have 60 days to complete and return the renewal paperwork to maintain their coverage. We are working closely with our clients to assist with this renewal process and will be monitoring any changes in eligibility for appropriateness. We are awaiting final rate certifications from MDHHS’ actuary, Milliman, for fiscal year 2024 as well as a potential retro-rate increase for fiscal year 2023 related to the Medicaid renewal process. Those rates are anticipated to be received in mid-August. Once the revenue for next year is known, we will finalize the draft budget for fiscal year 2024 and bring to the Board for approval next month.

Sincerely,

Erinn A. Trask, Finance Director
Tuesday, August 8, 2023



Full Board ACTION REQUEST	Subject:	Voucher Disbursements		
	Meeting Date:	August 15, 2023		
	Requested By:	Beth Johnston, Finance Committee Chairperson		
<u>RECOMMENDED MOTION:</u>				
<u>The Finance Committee recommends that the OnPoint Board approve the July 2023 disbursements totaling \$3,950,343.01.</u>				
<u>SUMMARY OF REQUEST/INFORMATION:</u>				
<u>Date Issued:</u>	<u>Voucher Number:</u>	<u>Type:</u>	<u>Amount:</u>	
July 1, 2023	N/A	Loan Payment	\$21,334.00	
July 6, 2023	V0913	Construction	\$261,070.96	
July 7, 2023	P1702	Payroll	\$420,722.49	
July 14, 2023	V0914	Vendor	\$1,390,618.04	
July 21, 2023	P1703	Payroll	\$410,319.05	
July 31, 2023	V0915	Vendor	\$1,174,555.78	
July 25, 2023	V0916	Construction	\$271,722.69	
<u>BUDGET/FINANCIAL IMPACT</u>				
<ul style="list-style-type: none"> • These disbursements are part of the approved fiscal year 2023 operating budget for OnPoint. 				
BY: Nikki McLaughlin, Accounting Manager			DATE: August 15, 2023	



Full Board ACTION REQUEST	Subject:	Human Resource Consultation Contract
	Meeting Date:	August 15, 2023
	Requested By:	Beth Johnston, Finance Committee Chairperson
<u>RECOMMENDED MOTION:</u>		
<p><u>The Finance Committee recommends that the OnPoint Board approve a limited duration contract with Vision Matters, LLC, commencing in August, 2023 and ending November, 2023 in the amount of \$79,500, with additional fees related to travel and accommodations, if applicable.</u></p>		
<u>SUMMARY OF REQUEST/INFORMATION:</u>		
<ul style="list-style-type: none"> • OnPoint’s Human Resources Director left the agency within the past few months. • HR-related needs were identified in our most recent accreditation review and substantial HR operational improvements will be needed to succeed if OnPoint is selected to participate as a demonstration site for the federal grant to MDHHS for Certified Community Behavioral Health Clinics (CCBHC). • OnPoint leadership believes that it is important to accomplish a substantial portion of the remediation and improvement tasks so that we can successfully recruit and select our next HR Director. • The key areas of remediation and improvement are, but may not be limited to: <ul style="list-style-type: none"> ○ Human Resource and Related Policies ○ New Hire Onboarding ○ Open Requisition Posting Process ○ Compensation Program • A consultant with sufficient expertise in Human Resources is needed to address these areas. The proposed contractual consultation will involve an engagement of approximately three months. • All efforts will be focused on supporting the mission of OnPoint and our strategic priorities as we embark on a new chapter of service under the state’s CCBHC demonstration project. 		
<u>BUDGET/FINANCIAL IMPACT</u>		
<ul style="list-style-type: none"> • These disbursements are part of the approved fiscal year 2023 operating budget for OnPoint. 		
BY: Andre Pierre, Chief Financial Officer		DATE: August 15, 2023