

**Livingston County Board for the Care and Treatment of  
Persons with a Developmental Disability  
377 Board Meeting Minutes**

**August 31, 2015**

**377 Board Present:** Bob McCarty, Vicki Day and Mary Etta Mullen

**708 Board Present:** Jack Vietti, Vicki Day, Steve Tock and Laura Leslie, Ed Legner, Bob Walter and Mark Donovan

**Livingston County Board Members:** Jack Vietti and Marty Fannin

**Staff Present:** Chris Myers, Amy Zick and Janice Golliday

**Guests:** Joe Vaughan, IHR; and Karen Donovan, Futures Unlimited; Alina Hartley, County Administrative Resource Specialist; John Clemmer, County Finance Resource Specialist; and John Slagel

President Bob McCarty called the 377 Board meeting to order.

It was moved by Mary Etta and seconded by Bob M to approve the July 16th, 377 Board minutes. Motion carried.

It was moved by Mary Etta and seconded by Bob M. to approve the 377 Board July financial statements. Motion carried.

**Executive Director Report:**

- Chris reported we received FY16 money from the state for services provided in July and grant money for three programs for July and August totaling around \$23,000. The August 708 levy money for \$414,000 and the 377 levy amount for \$186,263 has been received.

**Old Business:**

- None

**New Business:**

- Chris distributed the FY16 Draft Budgets for 708 and 377 Board. Chris and Amy met with John Clemmer, County Finance Resource Specialist; Barb Sear, County Treasurer; and Chrissi Smith, Deputy Clerk. The figure they were given for the levies was the same as 2015. All departments have been held to the 2015 levy for FY16, except the 708 levy budget has been adjusted due to the difference in salaries of the past and current executive directors. The difference being \$37,708 decrease from 2015. Mark Donovan stated the county zoned right in and decided to reduce our funding based on a salary adjustment. Mark's concern is this may happen in the future if all the 708 Board's budgeted money is not spent. Alina assured the board that this is not going to happen on future budgets. This is all recorded on tape. The 708 Board provider agencies are not being cut in the new budget. The cuts in the new budget fall in salaries and contractual services. Mary Etta questioned why contractual services were being cut. Chris explained that as much of the work will be accomplished in house and doesn't feel there will be as much need for outside services. A roll call vote was taken with Jack Vietti, Ed Legner, Bob Walter, Laura Leslie and Mark Donovan voting yes and Steve Tock and Vicki Day voting no to move the FY2016 budget on

to the finance committee at next week's meeting. The total FY2016 budget draft amount would be \$875,060 for the 708 Board. Approved with a 5-2 vote.

- The 377 Board FY16 budget will remain the same as FY2015. This will not affect the agencies that are funded. Bob Walter asked Chris the reason for the increase to Mosaic in the FY16 budget. Chris explained the extra funding is there to cover dental services and wheel chair parts/repairs not covered by Medicaid. The rest is to be used for camp scholarships. Vicki inquired what the standard amount of reserves should be on hand. Amy replied that there is not a set standard but Gatsby recommends having 3-6 months reserves. 708/377 Boards have not borrowed money. Vicki summarized that the \$30,000 left over after 377 expenses is not enough to cover 3 months. Amy agreed with Vicki's synopsis. The worst that may happen is if in July funds fell too low then 377 may have to borrow money until the tax levy money is received in August. We are not a borrowing entity. 377 Board would have to borrow from the general fund. Vicki asked Alina what the county's policy is regarding reserves. Alina replied the county averages 3-4 months of reserves. The county does not have a policy that states this though. It was moved by Mary Etta and seconded by Bob McCarty to present this FY2016 budget draft totaling \$410,594 to the finance committee meeting next week. Motion carried.
- Chris wrote a grant that Caterpillar was offering but we were denied due to the fact that the Youth Commission did not have a 2014 audit. Chris spoke with the person at Caterpillar about providing any additional information they may need but there was not enough time at this point. The question was asked why was there not an audit done for 2014. An audit would have cost \$6,000 and none of the Youth Commission programs require one.
- The ACMHAI Conference is September 17 & 18<sup>th</sup> and Chris invited all the board members to attend. If any of the members are interested, contact Chris. She will get you registered. This year the conference will be held in Bloomington.
- Bob Walter inquired as to whether the audit of the agencies has transpired yet. The answer not yet. Chris wrote a policy on monitoring the policy and procedure of purchase of service funding. Chris and Amy would like to start with at least one audit per agency once a year and then maybe more often later on. Vicki inquired about the IHR services to the LCJ and if IHR staff are seeing out of county inmates. Joe reported that it is not very often that IHR staff has seen out of county inmates but there have been a few occasions. Alina said that any bills an out of county inmate acquires while at LCJ is billed back to the county from where the inmate resides for payment. The board approved the policy.
- The Knox Box that is presently located outside the main entrance of the Public Health Dept. This is the box that the police and fire department retrieve keys and swipe cards to get throughout the building in the event of a code red/fire. The Sheriff and the Fire Chief feel the box should be relocated or a new one purchased and installed in a less conspicuous area for safety reasons. The three departments of the H & E building feel the purchase is not an expense that they should be responsible, especially when we all pay rent. Alina said the county board recommended that the current Knox Box be moved to a location (at no additional cost) that the Sheriff and the Fire Chief will agree upon. This will be reverted back to the Sheriff and the Fire Chief as to where they would like the present Knox Box relocated.

### **Agency Comments:**

#### **Institute for Human Resources:**

- Joe reported he may have to cut an adult psychiatrist due to state budget cuts. The amount cut is \$60,000. Joe would reduce the psychiatrist that comes two times per month. The APN would then increase her caseload making waiting list more than two months to see her. Dr. Puga, the child psychiatrist would continue his schedule with IHR. Dr. Puga is an adult

psychiatrist as well. Joe would like to find another APN but they are hard to find. IHR has not received any FY16 checks as of yet.

- **Futures Unlimited:**
- Karen thanked both the 708 and 377 boards for the advance payment to get them by until some state funding was approved. The American Civil Liberties Union presented the case of agencies like Futures Unlimited to the U.S Supreme Judge and she ordered the state to make payments to these agencies even if the state budget has not been approved. They did receive a state check for \$350,000 last week for July services. Today they are going back to court today that agency like Futures stay on expedited payment. Also, the judge has ordered them to pay for August services and ongoing services in the fiscal year.

**ADV/SAS:**

- Not present.

**Mosaic**

- Not present.

The board discussed different dates to meet in September and there was not a date that would work. Chris pointed out that the statutes only require quarterly meetings. It was decided that the next meeting would be Thursday, October 15<sup>th</sup> at 4:00 pm.

Alina thanked the members of both boards and feel they do a wonderful job along with staff and the contracted agencies for taking care of the citizens of our county.. She recognizes that our missions don't always coincide but 708/377 does an excellent job and thanked the board, employees and agencies.

It was moved by Mary Etta and seconded by Vicki to adjourn. Motion carried.

Respectfully submitted,

Mary Etta Mullen, Secretary