

Finance Directors
February 2, 2005

Present: Pam Torres, Nathan Derusha, Heather Betts, Carol Mills, Dan Beckmann

1. Discussion was held regarding the implementation of ECHO and revenue manager. Gratiot and Ionia are experiencing frustrations with the implementation and the support that they current receive from CEI in the IS department. The group decided to bring the discussion up at core group.
2. The Affiliation has until the end of February to resubmit and correct data errors. CEI will be re-submitting their sub-element report.
3. Nathan distributed a summary of financial statements and the CEI reports that were submitted to the State. Discussion was held regarding the Medicaid savings and ABW carryforward.
4. Spenddowns – it was decided that each Board will remove spend-downs from the Medicaid sub-element report to CEI.
5. Hab waiver accrual – CEI experienced difficulty regarding the Hab Waiver accruals and the tracking of payments as well as the “take-backs”. The individual CMH’s need to have a better tracking system for the accrual’s. For the no service people, we need to track those Hab waiver people who will have a payback and let Nathan know.
6. All audits and management letters should go to Nathan when complete.
7. Report to core group – we will look at and present the current financial status of each CMH as well as a summary report of the bucket reports, sub-element and FSR’s on both the Medicaid and the General Funds. Also an update of the charts that were prepared for the retreat will be developed by Nathan. A summary of an analysis of each CMH’s financial status (ratios, etc.) will be developed as well as an update on the current status of the rebasing.
8. Reserve accounts – Each CMHSP needs to give to Pam a summary of the reserve accounts for the time we have been in the affiliation (October 1, 2002 – September 30 2004). Give the balance as of October 1, 2002 as well as all deposits and expenditures from each fund. (Include interest). Also give a short narrative of how the reserve contributions and expenditures are determined. Please have all the narratives to Pam no later than March 15, 2005.
9. PASAAR – MDCH is requesting an indirect rate for the PASAAR – we should each use our total indirect rate for each CMH. CMH’s can adjust the rate to actual up to October 15.
10. Ruth Meikle was elected chair of the finance workgroup for the next year.