

CMHAMM

Work Group Meeting Minutes

WORK GROUP NAME: <u>Finance Work Group</u>	PRESENT AT MEETING: (please identify the note-taker*) Dan Beckmann – Ionia Heather Betts – Gratiot *Debbie Heinze – Affiliation Pam Keyes – CEI Jeff Labun – CEI Carol Mills – Newaygo Donna Nieman – Manistee-Benzie	cc: Work Group Members (list names of members and CMHSP they represent) Dan Beckmann - Ionia Heather Betts - Gratiot Pam Keyes – CEI Jeff Labun – CEI Carol Mills - Newaygo Donna Nieman – Manistee-Benzie
LOCATION OF MEETING: <u>CMHA-CEI</u>		
DATE: <u>January 19, 2011</u>		

Topics Discussed (identify the workgroup charge being discussed)	Discussion/Decisions (Provide details on member discussion and any decisions/recommendations being made)	Action To Be Taken/Responsible Party To Complete Action:	Due Date of Action:	Status (identify if charge is completed, in progress or if there are barriers to completing)
Work Group Chairperson	The meeting was called to order by Dan at 1:05 PM. Donna will assume the chairperson position.		Next meeting	Complete
Procedure Review	The group reviewed Procedure 7.3 Risk Management – ISF.	Recommend no changes.		Complete
Administrative Costs	The “Establishing Administrative Costs” document from February 2010 was reviewed. The narrative needs updating. Pam will need cost	Complete forms & compare notes via e-mail by February 7. Complete the cost reduction plan by February 7, e-mail to each other &	February 7	In progress

Topics Discussed (identify the workgroup charge being discussed)	Discussion/Decisions (Provide details on member discussion and any decisions/recommendations being made)	Action To Be Taken/Responsible Party To Complete Action:	Due Date of Action:	Status (identify if charge is completed, in progress or if there are barriers to completing)
<p style="text-align: center;">Next Meeting</p> <p style="text-align: center;">Adjournment</p>	<p>settlement numbers by the end of January. The cost reduction plan is due February 14.</p>	<p>review for consistency before submitting.</p>	<p>February 16, 12 Noon to 3 PM at CEI</p>	<p>The meeting adjourned at 2:40 PM</p>

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