

CMHAMM

Work Group Meeting Minutes

<p>WORK GROUP NAME: <u>Finance</u></p> <p>LOCATION OF MEETING: <u>CMHA-CEI</u></p> <p>DATE: <u>July 29, 2010</u></p>	<p>PRESENT AT MEETING: (please identify the note-taker*)</p> <p>Toby Bayless, Affiliation</p> <p>Dan Beckmann, Ionia</p> <p>Heather Betts, Gratiot</p> <p>Pam Keyes, CEI</p> <p>Carol Mills, Newaygo</p> <p>Donna Nieman, MB</p> <p>Kim Zimmerman, Affiliation</p> <p>Debbie Heinze, Affiliation*</p>	<p>cc: Work Group Members (list names of members and CMHSP they represent)</p> <p>Pam Keyes, CMHA-CEI</p> <p>Jeff Labun, CMHA-CEI</p> <p>Heather Betts, Gratiot CMH</p> <p>Dan Beckmann, Ionia CMH</p> <p>Donna Nieman, Manistee-Benzie CMH</p> <p>Carol Mills, Newaygo CMH</p>
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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)
Procedure 7.4 Hab Supports Waiver	Kim initiated discussion regarding the payment continuation following client death. It was noted Connie Cory's retirement has caused the need for more detailed waiver information to be shared with several staff.	The issues will be taken to the Financial & Technical work group for resolution, and appointment of a new Hab Waiver coordinator. Kim will update procedure 7.4.		Pending
Procedure 7.5 Capitation Payments	Pam announced Jeff is updating the funding exhibits.	Jeff will send out the funding exhibits when they are completed	The budget submission date is August 20	Pending
Audit Review	Pam distributed bid	Pam will have individual		Pending

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)
Adjournment	<p>proposals from four audit firms, plus a comparison summary. In addition, she provided the interview questions used in the past. It was suggested a question be added regarding how the auditors stay on top of CMH requirements and changes, and a statement of their years experience with CMH's.</p> <p>The meeting adjourned at 3:00 PM</p>	<p>information binders prepared for use during the interviews.</p> <p>The next regularly scheduled Finance work group meeting is Wednesday, August 16, 12 Noon at CMHA-CEI.</p>		