

**CMHAMM**  
Work Group Meeting Minutes

WORK GROUP NAME:  <u>Finance</u>	PRESENT AT MEETING: (please identify the note-taker*) Heather Betts – Gratiot CMH Dan Beckmann – Ionia CM Pam Keyes – CMHA-CEI Jeff Labun – CMHA-CEI Carol Mills – Newaygo CMH (via videoconference) Donna Nieman – Manistee-Benzie CMH Debbie Heinze* <u>Guest(s):</u>	cc: Work Group Members (list names of members and CMHSP they represent) Pam Keyes – CEI Jeff Labun – CEI Heather Betts – Gratiot Dan Beckmann – Ionia Donna Nieman – Manistee-Benzie Carol Mills - Newaygo
LOCATION OF MEETING:  <u>CMHA-CEI</u>		
DATE:  <u>08-19-09</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)
Affiliation Summary of Fund Balance	Jeff distributed the figures from the fiscal year ending September 30, 2008, and explained the document's format. Each affiliate's information was verified. The approved spending plans were distributed and reviewed.			Complete
CMHAMM Procedure 7.5	Carol reported Dave Short would like the language revised in CMHAMM procedure 7.5 (Capitation Payments)	This issue will be addressed during the CEO/CFO meeting.	August 20	In progress
Trending of 3 <sup>rd</sup> Quarter Financials	Pam reviewed the trending figures Jeff prepared with the group.			Complete
PIHP Financial Review	Pam reviewed the Affiliation audited financial and compliance audit summaries. She led a discussion regarding development of a best practice to arrive at a consistent process to audit across the Affiliation.	Jeff, Suzanne Stolz and Stacia Chadwick will be doing the on-site reviews.	Review dates were scheduled as follows: Newaygo –	Ongoing

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			October 8; Manistee-Benzie – October 9; Ionia – October 19; Gratiot October 20	
Auditor Search	Pam announced there is a need to search for new auditors as the current contract comes to a close. Discussion ensued regarding the timing of the action.	The CFO group will need to write a RFP.	February 2010	Ongoing
CMHAMM Procedure 7.4	Jeff reported CMHAMM procedure 7.4 (Habilitation Supports Waiver) does not specify enough detail to receive the complete information he needs from Connie Cory to track HSW activity; the procedure's focus is clinical. Donna asked if others had experienced non-payment for Hab Waiver consumers.	Jeff will investigate the payment issue with Connie Cory, and request a monthly list of HSW clients for reconciliation.		In progress

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	Discussion ensued. It was concluded other affiliates also have not been paid for some June, July and August spenddowns.			
Next CFO Meeting	It was noted the Affiliation Retreat will be in September; therefore, it was felt a CFO meeting would be unnecessary.	The September CFO meeting was cancelled.	The next CFO meeting will be October 21.	