

<b>Present (please check)</b> <b>Please circle note-taker</b>		<b>CMHAMM</b> Work Group Meeting Minutes  DATE: <u>  June 18, 2008  </u>  LOCATION: <u>    Teleconference    </u>  WORK GROUP NAME: <u>    FINANCE    </u>		cc: Team members (list members' names)   Page # <u>  1  </u> of <u>  2  </u>			
<input checked="" type="checkbox"/>	Carol M					<input type="checkbox"/>	Ruth M
<input checked="" type="checkbox"/>	Pam T					<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Dan B.					<input checked="" type="checkbox"/>	Heather B
Guests:		<input type="checkbox"/>	Donna N.	<input type="checkbox"/>			
		<input type="checkbox"/>		<input type="checkbox"/>			
<b>Topics Discussed</b>		<b>Discussion/Decisions</b>		<b>Action/Responsible Party</b>			
DCH audit		Pam gave an update as to the current status of the DCH audit. CEI is working with Greg, the DCH auditor, to adjust the report before it is issued. To that end, Ionia still needs to supply additional documentation. Gratiot and CEI have agreed to accept the auditor's recommendations regarding capitalization of maintenance costs that exceed \$5,000. As an affiliation we will now follow A-87 as primary guidance for this, rather than GAAP. Manistee Benzie needs to obtain an actuarial study of their health insurance plan, and other reserve funds will be adjusted to reflect affiliation policy of expensing actual annual expenses to a reserve account. This new procedure has been written into the benefit stabilization policy. The audit adjustments will not occur until at least FY2009, possibly FY2010.		Information only			
Standardization of reporting and spreadsheets		Discussion was held regarding the task of standardizing the excel spreadsheet for fsr, munc and the 460 report. The revenues appear to be much simpler than the expenditures. Difficulties include differences in how account structures are set up (cost center vs. accounts) and how programs are also structured. The group decided to have several meetings to try to standardize the spreadsheet across the affiliation.		Mtgs. will be held on the following dates/times:  June 26 – 9:00 CEI (Ruth to teleconference) July 22 – 1:00 – teleconference – all July 29 – 1:00 – teleconference - all			
Purchase of accounting software		Discussion was held regarding Gratiot's need to purchase new accounting software in the somewhat near future. This is due to both expensive on-going support costs, as well as their current system will not receive technical support starting sometime in 2009. We have agreed that software decisions should be reviewed by the group, and we should try to standardize software within the affiliation whenever it is both feasible and/or practical. Some members of the group would like to move to one accounting software for the entire affiliation that we would transition to over time as software is up-graded. At issue remains the conflict with the time necessary to complete a thorough analysis and Gratiot's time frame to have a new software implementation by October 1. Heather will gather information regarding the new purchase/installation costs of the three existing software systems currently at use in the affiliation, and we will review and discuss this further at our meeting on June 26.		Heather will obtain information regarding the 3 systems currently in place within the affiliation. We will discuss at our June 26 meeting.			
Next meeting		The next meeting of the finance group to discuss regular business is July 16 at 1:00. As of this time, it is scheduled via teleconference.		.			