

Present (please check)				CMHAMM Work Group Meeting Minutes	DATE: <u> September 17, 2008 </u>	cc: Team members (list members' names)
Please circle note-taker						
<input checked="" type="checkbox"/>	Carol M	<input checked="" 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	LOCATION: <u> Teleconference & CEI </u>		
Guests:				WORK GROUP NAME: <u> FINANCE </u>		Page # <u> 1 </u> of <u> 1 </u>
<input type="checkbox"/>	Terri Conroy	<input checked="" type="checkbox"/>	Jeff Labun			
<input checked="" type="checkbox"/>	Cheri Miller	<input type="checkbox"/>				

Topics Discussed	Discussion/Decisions	Action/Responsible Party
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Cost allocation – 460 report	It is the understanding of the group that the 460 report is due to MDCH on September 30, 2008. CEI needs to have the Medicaid data no later than Friday, September 26. Phase II and its implementation issues were discussed. Pam and Carol will bring this up at EDIT to determine if Phase II is still required to be completed. It will involve sending a letter of attestation to all providers. Carol and Pam will also seek clarification on which providers we are required to report on.	
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Work group charge form	This has been updated and sent to Deb Heinze.	
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Work group leadership handbook	The group reviewed this document, and with the exception of no digression allowed, the group agrees with the document and should have no problem complying with it.	
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DCW - FY07 cost settlement	Both Gratiot and Newaygo did not fully use their DCW allocation for GF. Gratiot has repaid the Department, and Newaygo has not. CEI overrun, and Ionia and MB fully used their monies. Discussion ensued as to what will happen during FY08. Pam and Carol will bring this up at CFI.	
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FSR revision – standardization of the munc, 460 and the fsr.	<p>The Group worked on the combination of the revised FSR revenue & expense statement that Ruth has been working on. Ruth has continued to work on the forms to ensure that the budget changes automatically go to the fsr. Ruth did add back in a summary page for the fsr, breaking down the categories by budget and actual.</p> <p>There are some issues with residential contracts and breaking out small gf costs for individual consumers.</p> <p>There are some complex formulas in regards to arrays.</p> <p>It is a time consuming process for everyone to populate the spreadsheets.</p> <p>If someone changes formulas they will have to change any versions that are subsequently issued.</p> <p>Ruth will finish up budget adjustment worksheet and forward those to the group by the end of the week. Revisions made after this time will be individual by Board. This will be a standing agenda item.</p> <p>By the next month, everyone should try to have the forms completed.</p>	
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	Next meeting of the group is October 15 at noon.	
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