

Community Mental Health Affiliation of Mid-Michigan

Workgroup Charge Form

This “charge” form is completed by the sponsoring body (the body that has the authority to give the workgroup the charge) and provided, via discussion and in writing, to the workgroup and / or workgroup facilitator prior to the initiation of their work.

1. Name of workgroup: Finance
2. Sponsor: Steering Committee
3. Advisor to the workgroup: Toby Bayless (clarifies intent of advisor)
4. Date charge was given to the workgroup: 10/1/02

Current charges

Risk management (ISF),
Financial reporting and monitoring (DCH and CEI),
Uniform costing and reporting,
Budgeting
Hub cost
Individual CMH financial practices and procedures
Cost saving measures (where noted and applicable)
Technical assistance to each other re: financial applications and reporting

5. Role of group (can be any one or a combination of the following):
 - ✓ Make recommendations to the sponsor relative to changes to be made
 - ✓ Implement changes as determined by the group (subject to reporting and approval requirements set by sponsor)
 - ✓ Monitor implementation
6. Format of end product (i.e., written plan, report, redesigned process, etc): Periodic financial reporting to Steering Committee.
7. This workgroup is regularly scheduled to meet monthly. For details on regular processes, refer to affiliation finance procedure 7.5.
8. Scope of project: Organization wide, Affiliation wide
9. Facilitator of the workgroup (specification in charge is optional): the Chair of our group rotates between the CFOs
10. Stakeholders for this effort:
Stakeholders include, at a minimum:
 - ✓ those who will have to abide by or use the product of the group
 - ✓ those who will be responsible for implementing the product of the group
11. Group size (optional): No more than 2 members per CMH
Number of workgroup members should be no greater than: 6

12. Method by which members will be selected: (chose one or more of the following)
 Workgroup members are identified by the CMH CEO.

Name of member	Stakeholder group being represented	Manager / leader of stakeholder group
Carol Mills	Newaygo	Greg Snyder
Ruth Meikle	Manistee Benzie	Chip Johnston
Heather Betts	Gratiot	Carolyn Hilley
Dan Beckmann	Ionia	Bob Lathers
Pam Torres	CEI	Bob Sheehan
Jeff Labun	PIHP	Bob Sheehan

13. Substitutes for workgroup members:
 Substitutes will not be allowed to attend in the place of an absent member (given the need for consistency in representation)- this restriction should be **rarely applied** by a sponsor.
14. Roles and Responsibilities of key parties to workgroup effort: See Section B of this form.
15. Financial or other resource limits (specification in charge is optional)
 Product should require **one-time** expenditures no greater than \$_____.
 Product should require **on-going** expenditures no greater than \$_____ per year.
 To be proposed by group.
 Other resource limits:
16. Limits to change in practice, procedure, or policy that can be recommended or implemented by group:
17. Sources of guidance to be used by workgroup (i.e., statutes, regulations, policy, practice models, etc.)
 Affiliation agreement
 Medicaid subcapitation agreement
 DCH GF and MCAID contracts and the following publications etc.:
 Mental Health Code
 Medicaid Manual
 Code of Federal Regulations (42 & 45)
 A87, GASB10, GASB34, GAAP