

Minutes of the OPC Area Board Special Meeting
January 23, 2007
Administrative Office - Europa Center

BOARD MEMBERS PRESENT

Amanda Blanks, Commissioner Jimmy Clayton, Kathleen Herr, Lori Ireland, Jim Leis, Henry Pleasant, Sue Schwartz, Commissioner Tom Vanderbeck, Patrick Walters, George Greger-Holt, John Stewart

BOARD MEMBERS ABSENT:

Commissioner Moses Carey, Sandra Herring

STAFF PRESENT:

Dave Jenny, Tom Velivil, Donna Prather, Judy Truitt, Ivy Williams, Jolene Meyer, Janine Reda

GUESTS PRESENT

LeAnn Nease Brown, OPC Attorney
Wayne Terry, Larson Allen
Cline Comer, Larson Allen

CALL TO ORDER

Jim Leis called the OPC Board meeting to order at 6:16pm.

CALL FOR PUBLIC COMMENT

Mr. Leis opened the floor for public comment. There was none.

REPORT OF THE CHAIRPERSON

Mr. Leis introduced Wayne Terry and Cline Comer from Larson Allen, the auditing firm retained by OPC this year.

Mr. Comer and Mr. Terry provided the Board with an outline of the audit including financial statements, observations, and comments. Mr. Comer first explained that Larson Allen found no material weaknesses in OPC's accounting systems and that there were no significant changes with OPC polices. Mr. Terry pointed out changes in fund balance and mentioned follow-up notes at the end of the financial statements. Both Mr. Terry and Mr. Comer gave their highest level of assurance that the audit was unqualified and they believed that overall the financial situation is moving in a positive direction.

Mr. Terry indicated there were three reportable compliance findings; missing I-9 forms and current pay documentation in some personnel files, and expenditures exceeding the level of budget ordinance appropriation. Internal control and immigration are currently topics of interest when the state reviews audits. Larson and Allen recommends review of all personnel records and anticipates closer budget monitoring will be accomplished now that OPC is on a single accounting system and divestiture has been completed.

Larson and Allen have several additional recommendations; they understand it is difficult to increase the fund balance but stress its importance; now that divestiture has come to a close more focus needs to be directed towards providers. Mr. Comer cautioned the danger of providers holding billing until the end of the year and how that makes it very difficult for the LME to evaluate what is actually happening financially.

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Mr. Comer described one accounting change and one audit change, i.e. by June 2007 the state will implement new requirements regarding post employment benefits beyond retirement and statements on Auditing Standards No. 103, Communication of Internal Control Related to Matters Identified During an Audit.

Lastly, Mr. Comer and Mr. Terry thanked Ms. Truitt, Mr. Jenny and other members of the Authority staff in the successful completion of the audit. Mr. Terry requested questions, when there were none they assured the Board and staff that if questions arise they would be available and respond.

Mr. Leis made the motion to accept the audit of June 2006 Financial Statements and Mr. Walters seconded. The motion carried with all board members present voting in favor and no one opposing.

Agenda Amendment: Mr. Greger-Holt motioned to amend the agenda to add an OPC Board Officer Elections. Mr. Walters seconded. The motion carried with all board members present voting in favor and no one opposing.

AREA DIRECTOR'S REPORT

2007 – 2010 Local Business Plan: Ms. Truitt reminded Board members that OPC's original timeline for preparation of the local business plan indicated that the first draft would be ready for Board review on February 8, 2007. We have now been advised that DMH will be holding a training for all LMEs on January 24, 2007, which will provide information as to the content and format of the local business plan. Given the timing of the training Ms. Truitt requested that the Board approve a change to our original timeline, with the expectation that the Board will receive the first draft at the March 8, 2007 Board meeting. Ms. Truitt indicated that she is still interested in presenting the new plan at all three Board(s) of Commissioners in March. Mr. Walters motioned to amend the February 8, 2007 agenda regarding the LBP and place the LBP on the March 8, 2007 agenda. Mr. Greger-Holt seconded. The motion carried with all board members present voting in favor and no one opposing.

Old Business:

At the request of Mr. Stewart, Ivy Williams, Director of Human Resources, presented information to the Board for approval of four full-time positions in the LME. The four positions are Claims Adjudicator, Customer Service, Provider Relations, and Accounting Technician. Ms. Williams provided the following information:

- OPC currently has two FTE Claims Adjudicators and is asking for a third position to facilitate prompt processing of provider billing. In addition, we are requesting that all claims adjudicator positions be upgraded from a pay grade 61 to pay grade 63, due to increased duties and added responsibilities.
- Management Team is requesting that a Customer Service Position be added to the LME. This position requires licensure related to the 75% match issue.

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- The Provider Relations position was a part of the original LME design, but RIFed as part of our financial management plan last year. Given the number of providers in the OPC catchment area, it has become clear that additional resources are needed and we are asking the Board to approve reinstating one Provider Relations position in the QI department.
- The last position, Accounting Technician, is a new position to support the accounting function in the LME. The individual would report directly to Jolene Meyer, OPC's Chief Accountant.
- Finally, Ms. Williams requested Board approval of an additional personal day for staff as thanks for the strenuous work done in the past year. The personal day would only be available on or before June 30, 2007. Mr. Walters suggested a second personal day be considered for next fiscal year and Mr. Jenny replied that Management Team was focused on the current fiscal year.

Board members questioned fiscal impact of increased staffing and both Ms. Truitt and Mr. Jenny indicated that the LME budget would support the additional positions.

Mr. Walters motioned to approve the four positions and accept the additional personal day for staff to be used on or by June 30, 2007. Mr. John Stewart seconded the motion. The motion carried with all in favor and no one opposing.

Finance Officer's Report

Dave Jenny handed out the December Financial statements. He indicated that due to the change with the Board schedule we will not be able to distribute the financial statements as part of the Board packets, but will distribute at each meeting. OPC's financial statements are available the second week of the month, but Board packets are distributed the first week.

New Business:

Mr. Stewart, Nominating Committee Chair, presented the nominees for the 2007 OPC Area Board Officers. The slate of officers are as follows: George Greger-Holt for Chair, Lori Ireland for Vice-Chair, and Kathleen Herr for Secretary. Mr. Stewart motioned for acceptance of the nominees for Area Board Officers, Sue Schwartz seconded. The motion carried with all board members present voting in favor and no one opposing.

Mr. Greger-Holt and Ms. Truitt thanked the nominating committee and Mr. Leis for his hard work over the previous year. A round of applause was offered to Mr. Leis.

COMMITTEE REPORTS

No committees met or were reported on during this meeting.

Board Meeting Schedule:

The next Board Meeting is on February 8, 2007 at the Europa Center Suite 490. The Committee meetings will begin at 6:00pm and the Board Meeting will begin at 7:00pm.

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Adjournment:

Mr. Leis made the motion to adjourn the OPC Board meeting and Commissioner Clayton seconded. The motion carried with all board members present voting in favor and no one opposing. The meeting adjourned at 7:03pm.

Respectfully submitted,

Kathleen Herr
Secretary