

**Fiscal Year  
2018**

**Proposed Budget**  
July 1, 2017 - June 30, 2018



**Macon County Mental Health Board**

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# **INTRODUCTION**

## Introduction: Fiscal Year 2018 Proposed Budget

The Mental Health Board began Fiscal Year 2017 (July 1, 2016 to June 30, 2017) with a budget of \$5,488,845 and will end Fiscal Year 2017 (FY17) with a budget of \$4,796,605. This decrease is due to the loss of the care coordination contract in December 2016 that My Health Care Coordination had with Health Alliance. This contract change ended the ability to continue to expand services and forced the Board to lay off 18 employees from My Health Care Coordination in December 2016. This impacts the proposed Fiscal Year 2018 (FY18) budget by reducing revenue that supported services.

The proposed FY18 budget is \$3,754,908. This is a decrease of \$1,041,697 or 22%. This includes a \$709,545 decrease in My Health Care Coordination revenue and a \$462,880 decrease in proposed fund balance support. Overall, Operations decreases from \$2,183,611 to \$1,410,966 when including the discontinued My Health Care Coordination program. Annualized local services decrease from an ending FY17 balance of \$2,314,004 to \$2,025,171. This is a decrease of \$288,832 or 12.48%. The service decrease relates to a 10% decrease for all annualized services. Details are contained in a latter section of this document.

Income projections for FY18 include a local tax levy increase of \$48,874 (3%), an investment income increase of \$8,000 (73%), a new \$35,000 technology grant, and a conservative projection of a \$63,128 increase in Medicaid income. State funding for the Child and Family Connections #19 (CFC #19) is being projected to remain the same. The CFC #19 program has experienced all-time highs in referrals and number of open cases with Individual Family Service Plans (IFSPs). The State of Illinois determines funding by employing a formula which is based on the number of active IFSPs in the program. Currently, CFC #19 has 542 open IFSPs.

This proposed FY18 budget includes an overall operations increase of 7.93% of existing operation programs. Overall operations include 708 operational expenses and the majority of the CFC #19 operations expenses. A bulk of the increase relates to reallocating operational expenses due to the discontinuation of My Health Care Coordination. 708 operations increases by 20.51% and is 11.32% of the Board's total expense budget.

Some highlights of the budget follow:

- Funding from the Board's fund balance is reduced from \$502,179 in FY17 to the proposed FY18 budget of \$14,459. This is a decrease of \$487,720 (98%).
- The addition of a \$35,000 technology grant from the John Ullrich Foundation which will be used to upgrade the electronic vouchering system to make the current software more efficient and user-friendly for both staff and providers. In addition, the expansion of the electronic vouchering system will include an RFP module, public and private file sharing, a calendar and dashboard, and a public page that will increase transparency and encourage community collaboration.

- A 10% decrease for all annualized services is proposed.
- 708 operational expenses will be 11.32% of total budget. The State average for 708 Boards in the State Association is 13%.

The remaining sections of this document present information regarding the FY18 proposed budget. This proposed budget involves income from multiple sources that will be delineated. This document provides an overall picture of the total Board operations that includes 708, Residential/Housing Management, and Child and Family Connections #19. Individual budgets are presented for each of these components. Additionally, a system support budget and a budget for the Fixed Assets fund are presented. The final section will look at this proposal's impact on the Board's fund balance and future financial health.

The Board has successfully lived within its means and continues to examine the long range impact of initiating new funding. This proposed budget is based on the principle of the Board living within its means today and in the future. The Board's unassigned fund balance would be conservatively estimated at a 2.41 months' level for the start of the fiscal year. The following pages present revenue and expense comparisons for FY17 and FY18 as well as the projected fund balance through FY18.

**FY17 & FY18 Revenue/Expense Comparison**

**Revenue Comparison**

<b>FY17 Original Budget</b>		<b>Modified FY17 Budget</b>		<b>Proposed FY18 Budget</b>	
Macon County Taxes	\$ 2,332,700	Macon County Taxes	\$ 2,359,083	Macon County Taxes	\$ 2,407,957
Investment Income	\$ 11,000	Investment Income	\$ 11,000	Investment Income	\$ 19,000
Residential Mgmt Fee	\$ 161,239	Residential Mgmt Fee	\$ 161,239	Residential Mgmt Fee	\$ 161,239
Res Reimbursement	\$ 80,783	Res Reimbursement	\$ 80,783	Res Reimbursement	\$ 84,349
MHCC	\$ 1,633,246	MHCC	\$ 709,545	Technology Grant	\$ 35,000
Mental Hlth Crt Fees	\$ 12,000	Mental Hlth Crt Fees	\$ 12,000	Mental Hlth Crt Fees	\$ 12,000
CFC	\$ 869,849	CFC	\$ 923,776	CFC	\$ 923,776
Medicaid	\$ 175,000	Medicaid	\$ 25,000	Medicaid	\$ 88,128
Miscellaneous Income	\$ 4,500	Miscellaneous Income	\$ 3,000	Miscellaneous Income	\$ 3,000
Vehicle Income	\$ 12,000	Vehicle income	\$ 9,000	Vehicle income	\$ 6,000
<b>Total income</b>	<b>\$ 5,292,317</b>	<b>Total income</b>	<b>\$ 4,294,426</b>	<b>Total income</b>	<b>\$ 3,740,449</b>
<b>Proposed fund balance Suppo</b>	<b>\$ 196,529</b>	<b>Proposed fund balance Support</b>	<b>\$ 502,179</b>	<b>Proposed fund balance Support</b>	<b>\$ 14,459</b>
restricted	\$ 59,000	restricted	\$ 59,000	restricted	\$ 71,000
general	\$ 137,529	general	\$ 443,179	general	\$ (56,541)
<b>final revenue</b>	<b>\$ 5,488,846</b>	<b>final revenue</b>	<b>\$ 4,796,605</b>	<b>final revenue</b>	<b>\$ 3,754,908</b>

<b>FY17 Original Budget</b>		<b>Revised FY17 Projected Budget</b>		<b>Proposed FY18 Budget</b>	
<b>708 operations</b>	<b>\$ 296,747</b>	<b>708 operations</b>	<b>\$ 352,717</b>	<b>708 operations</b>	<b>\$ 425,050</b>
<b>system support</b>	<b>\$ 2,668,811</b>	<b>system support</b>	<b>\$ 1,942,234</b>	<b>system support</b>	<b>\$ 1,116,126</b>
res mgmnt	\$ 225,366	res mgmnt	\$ 219,412	res mgmnt	\$ 251,164
cfc	\$ 719,699	cfc	\$ 735,216	cfc	\$ 734,752
mhcc	\$ 1,633,246	mhcc	\$ 876,267	mhcc	\$ -
planning	\$ 14,500	planning	\$ 14,500	planning	\$ 20,000
medicaid initiative	\$ 20,000	medicaid initiative	\$ 15,000	medicaid initiative	\$ 20,000
electronic record	\$ 20,000	electronic record	\$ 15,000	electronic record	\$ 45,000
compliance	\$ 36,000	compliance	\$ 30,000	compliance	\$ 36,000
<b>services</b>	<b>\$ 2,523,287</b>	executive director search	\$ 36,840	executive director search	\$ 9,210
mental illness	\$ 946,791	<b>services</b>	<b>\$ 2,501,654</b>	<b>services</b>	<b>\$ 2,213,731</b>
dev dis	\$ 337,880	mental illness	\$ 935,291	mental illness	\$ 779,514
substance abuse	\$ 132,274	dev dis	\$ 332,467	dev dis	\$ 299,220
combined	\$ 956,192	substance abuse	\$ 132,274	substance abuse	\$ 117,320
cfc services IMDN,PL,Ses,LI	\$ 150,150	combined	\$ 913,972	combined	\$ 829,117
		cfc services IMDN,PL,Ses,LIC	\$ 187,650	cfc services IMDN,PL,Ses,LIC	\$ 188,560
<b>Total</b>	<b>\$ 5,488,845</b>	<b>Total</b>	<b>\$ 4,796,605</b>	<b>Total</b>	<b>\$ 3,754,908</b>

FY17 original monthly expense	\$ 457,403.76	FY17 modified monthly expense	\$ 399,717.08	FY18 proposed monthly expense	\$ 312,908.99
		Projected FY17 Beginning Fund Balance	\$ 1,465,600.00	Projected FY18 Beginning Fund Balance	\$ 963,421.00
		Projected FY17 Ending Fund Balance	\$ 963,421.00	Projected FY18 Ending Fund Balance	\$ 948,962.00
		Months expenses	2.41	Months expenses	3.03
708 expenses vs total budget	5.41%	708 expenses vs total budget	7.35%	708 expenses vs total budget	11.32%

**Projected Fund Balance through FY18**

<b>FY16 Beginning Fund Balance</b>  Assigned: A. Board Bond B. Tax Refund C. Budget Reserve – ongoing services <u>D. Focus on the Future Planning Reserve</u> Total	<b>\$ 1,701,973</b>  \$ 15,000 \$ 20,000 \$189,373 <u>\$ 12,000</u> \$236,373
<b>Ending FY16 Unassigned:</b>	<b>\$ 1,465,600</b>  2.89 months' expenses  FY16 monthly expenses = \$508,222
<b>FY17 Beginning Fund Balance</b>  Assigned: A. Board Bond B. Tax Refund C. Budget Reserve – ongoing services <u>D. Focus on the Future Planning Reserve</u> Total	<b>\$ 1,465,600</b>  \$ 15,000 \$ 20,000 \$443,179 <u>\$ 24,000</u> \$502,179
<b>Ending FY17 Unassigned:</b>	<b>\$ 963,421</b>  2.41 months' expenses  FY17 monthly expenses = \$399,717
<b>FY18 Beginning Fund Balance</b>  Assigned: A. Board Bond B. Tax Refund C. Budget Reserve – ongoing services <u>D. Focus on the Future Planning Reserve</u> Total	<b>\$ 963,421</b>  \$ 15,000 \$ 20,000 \$-56,541 <u>\$ 36,000</u> \$ 14,459
<b>Ending FY18 Unassigned:</b>	<b>\$ 948,962</b>  3.03 months' expenses  FY18 monthly expenses = \$312,909

**FY2018 OVERALL  
INCOME PROJECTIONS**



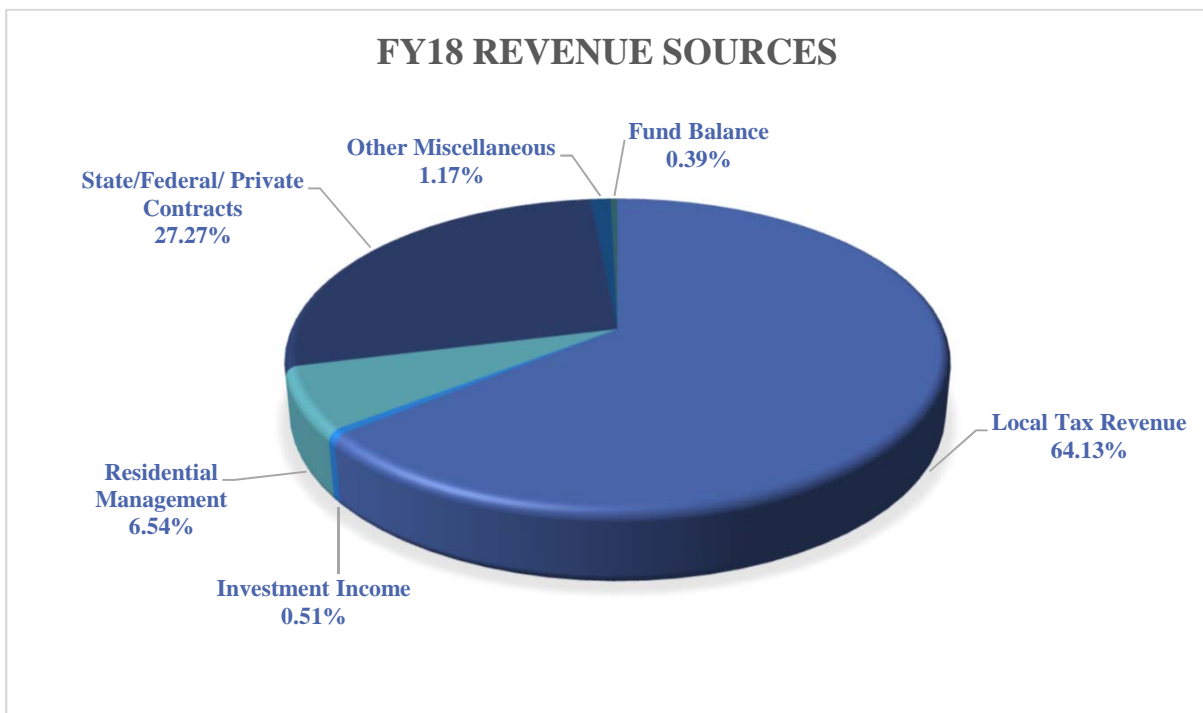
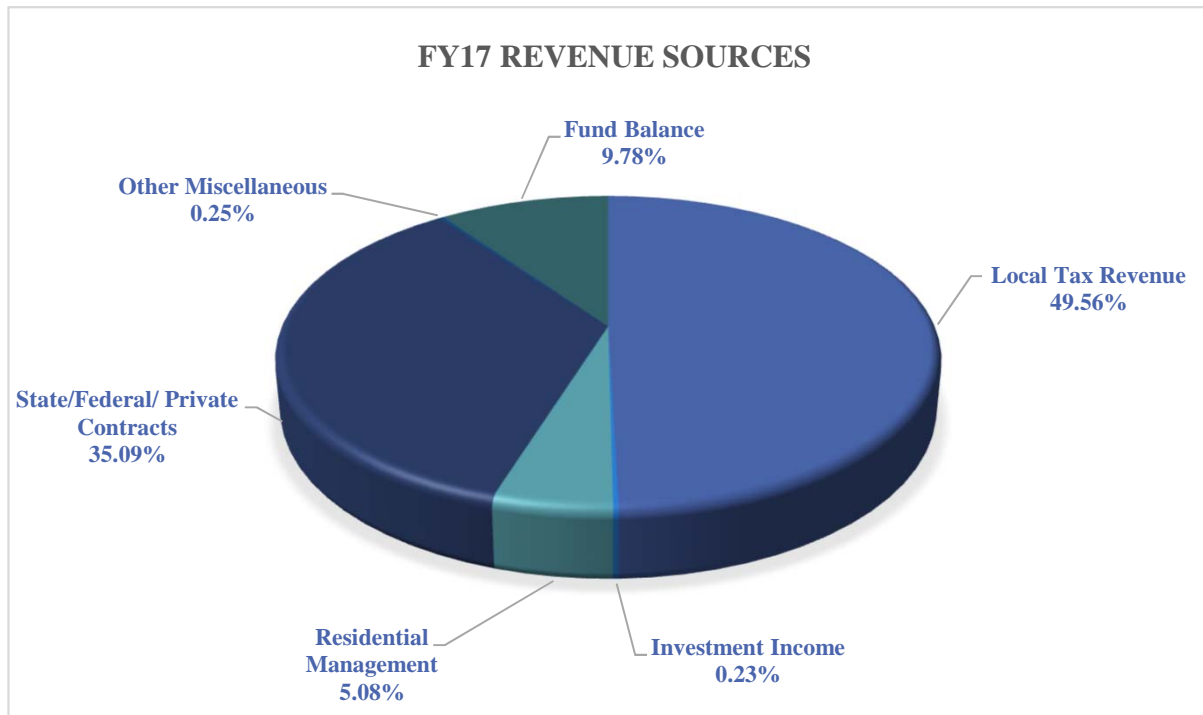
### OVERALL FISCAL YEAR 2018 INCOME PROJECTIONS

The Board income is derived from multiple sources. Each income source has different characteristics and requirements. One differing characteristic is the projected assurity of the income for Fiscal Year 2018. Local property tax levy, management fees, residential services reimbursement, Mental Health Court fees, investment income and vehicle income can be projected with reasonable certainty. The Child and Family Connections #19 contract with DHS is based on the average caseload and state formula. Data exists to project the first six months of Fiscal Year 2018 income for Child and Family Connections #19 and the second six months are estimated. Medicaid income is the federal share of Medicaid services through the local payer option and depends on provider performance. Income from the fund balance is displayed.

Total income supports two different expense budgets: (A) operations (B) services/system support. The overall sources and projections for fiscal year 2018 revenue are as follows:

	Source	Amount FY17	Amount FY18	Variance	Comments
A.	Macon County Taxes	2,359,083	2,407,957	48,874	99.5% of 2016 Tax Levy
B.	Investment Income	11,000	19,000	8,000	based on FY17 income and projections
C.	Residential Mngmt Fee	161,239	161,239	0	
D.	Residential Services Reimbursement	80,783	84,349	3,566	live-in managers, maintenance, supp living
E.	Mental Health Court County Fees	12,000	12,000	0	based on FY17 income and projections
F.	My Health Care Coordination	709,545	0	(709,545)	Health Alliance contract ended December 31, 2016
G.	DHS				
	Child & Family Connections #19	923,776	923,776	0	based on FY18 projected IFSP's
H.	Medicaid	25,000	88,128	63,128	Youth Advocate only
I.	Vehicle Income	9,000	6,000	(3,000)	Child and Family Connections vehicle
J.	Technology Grant Income	0	35,000	35,000	Ullrich Foundation grant
K.	Miscellaneous Income	3,000	3,000	0	
L.	TOTAL INCOME	4,294,426	3,740,449	(553,977)	
M.	Proposed Fund Balance Support				
	restricted	59,000	71,000	12,000	includes Board bond, tax refund, Focus on the Future
	general	406,339	(56,541)	(462,880)	
	Final Revenue	4,759,765	3,754,908	(1,004,857)	

	FY17		FY18	
Local Tax Revenue	2,359,083	49.56%	2,407,957	64.13%
Investment Income	11,000	0.23%	19,000	0.51%
Residential Management	242,022	5.08%	245,588	6.54%
State/Federal/Private Contracts	1,670,321	35.09%	1,023,904	27.27%
Other Miscellaneous	12,000	0.25%	44,000	1.17%
Fund Balance	465,339	9.78%	14,459	0.39%
<b>Total Income</b>	<b>4,759,765</b>	<b>100.00%</b>	<b>3,754,908</b>	<b>100.00%</b>



# **OPERATIONS EXPENSES**

## OPERATIONS EXPENSE BUDGET PROPOSAL

The Board's operations budget has several components. Overall operations include any activity directly operated out of the Board office. This would include the majority of activities that involves an employee paid directly by this Board. Because the Board's activities are complex, involving multiple funding sources supporting different staff and different activities, special care is taken in developing projections. Some expenses that are categorized under operations, especially those involving Child and Family Connections #19, do actually provide services to individuals, although they are included in the operations section of this budget presentation. The overall operations budget's components are:

**A. Mental Health Board**

These expenses relate to 708 operations regarding staffing and activities mandated by law or set forth by the Board.

**B. Residential/Housing Management**

These expenses relate to the staffing and management of Woodford Homes, Camelot Supportive Housing, and Charles Street Supportive Housing.

**C. Child and Family Connections #19**

These expenses include program director, service coordinators, and support staff located in the Mental Health Board's office. This program is the single point of entry for the State supported services for children from birth to three with developmental delays. These services are provided to a ten-county area. This is funded by the Department of Human Services (DHS) of the State of Illinois.

The Child and Family Connections #19 budget is subject to DHS approval. This budget will be submitted to DHS according to their requested timelines. When the state communicates final contract numbers, the staff may need to ask the Board for potential budget modifications.

Operations will be presented from several perspectives. First, a detailed analysis is given for the proposed line item increases and decreases in operations' expenses for 708 alone. Secondly, this same type of analysis is presented for overall operations. Finally, a detailed review of the expenses for each component is displayed.

For some operational expenses, a portion of the expense is indirect and reflects the appropriate allocation according to formulas. These are expenses for common equipment, space, etc., that is used by staff involved in all of the Board's operations and for which it is impossible to determine the exact cost attributable to each operating component. The Board's cost allocation plan displayed in Note # 1 explains how the formulas are applied. It should be noted that when certain factors are involved in formula changes, such as an individual component having more or less staff time than in the prior year, operational expenses will be affected. When you see the term "reallocation" as an explanation in the comments line, this is the type of change being referenced.

This proposal will show a 7.93% or a \$103,623 increase from the current FY17 total operations budget minus My Health Care Coordination, given that the program was closed December 31, 2016. The increase from the remaining operations is basically due to allocation changes with the loss of My Health Care Coordination. The individual cost centers are as follows:

- Mental Health Board - \$72,334 (20.51%) increase, due to reallocations of staff time. This is 11.32% of the total budget.
- Residential/Housing Management – \$31,752 (14.47%) increase due to reallocations of staff time and expenses.
- Child and Family Connections #19 – \$464 (.06%) decrease due to reallocations of staff time and expenses to State-funded services line item.

<b>FY18 OPERATIONS INCREASES AND DECREASES</b>				
<b>OVERALL OPERATIONS</b>				
<b>INCREASES</b>				
<i>Acct.Title</i>	<i>FY18</i>	<i>Var Amt</i>	<i>Var %</i>	<i>Comments</i>
Salaries	800,354	73,707	10.14%	1% salary increase, reallocations
Retirement	83,996	604	0.72%	based on salaries
FICA	60,343	7,907	15.08%	based on salaries
Unemployment Tax	25,348	4,940	24.20%	based on salaries, rate increase
Workers Comp Insurance	26,887	4,307	19.07%	based on salaries, reallocations
Insurance Data Breach/Property	6,642	803	13.74%	based on quoted rates, reallocations
Gasoline	2,830	333	13.34%	based on FY17 expenses, reallocations
Copier Lease	11,100	5,505	98.39%	based on FY17 expenses, reallocations
Office Lease	43,897	3,870	9.67%	based on FY17 expenses, reallocations, 2% increase
Telecommunications	20,037	3,695	22.61%	based on FY17 expenses, reallocations
Internet	5,310	3,226	154.81%	based on FY17 expenses, reallocations
Postage	18,100	370	2.09%	based on FY17 expenses, reallocations
Technical Support	31,852	1,052	3.41%	based on FY17 expenses, reallocations
Memberships	8,900	4,150	87.37%	includes 708 association membership
Audit	16,500	1,500	10.00%	based on quoted rates-additional reports required by DHS, reallocations
Legal	6,000	3,700	160.87%	based on FY17 expenses/FY18 expectations
Professional Services	17,500	9,750	125.81%	based on FY17 expenses/FY18 expectations
<b>DECREASES</b>				
<i>Acct.Title</i>	<i>FY18</i>	<i>Var Amt</i>	<i>Var %</i>	<i>Comments</i>
Fringe Benefits	114,657	-7,105	-5.84%	based on staff, insurance costs remain same
Office Supplies	17,942	-61	-0.34%	based on FY17 expenses
Meetings/Activities	3,000	-950	-24.05%	based on FY17 expenses, no board xmas party
Equipment	0	-2,000	-100.00%	based on FY17 expenses
Auto Insurance	2,387	-410	-14.65%	based on quoted rates, drivers
Auto Maintenance	1,496	-272	-15.38%	based on FY17 expenses
Staff Mileage	42,467	-2,541	-5.65%	based on FY17 expenses
Auto Expense	1,795	-8,795	-83.05%	based on FY17 expenses
Training/Conferences	6,300	-1,500	-19.23%	based on FY17 expenses
Subscriptions	300	-150	-33.33%	based on FY17 expenses
ACH Fees	0	-244	-100.00%	negotiated with bank
Insurance (DOL & Bond)	6,670	-700	-9.50%	based on quoted rates
Professional Liability Ins	6,957	-1,066	-13.29%	based on quoted rates

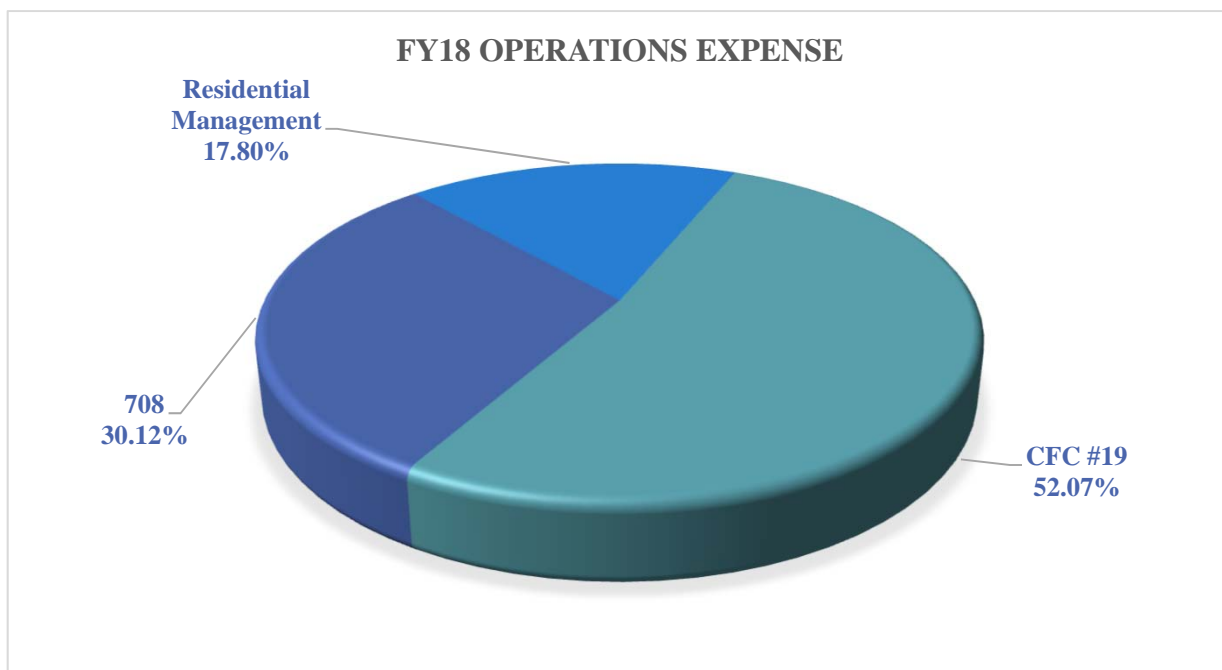
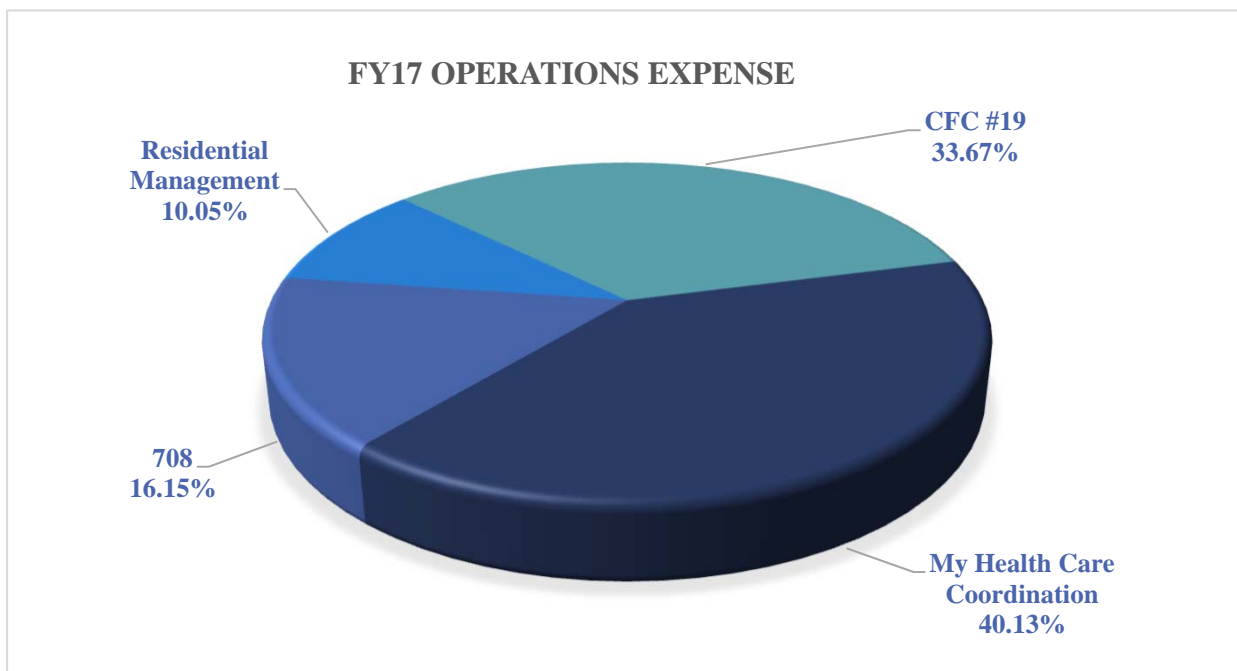
<b>FY17 PROPOSED 708 OPERATIONS</b>					
<i>Acct.Title</i>	<i>FY17</i>	<i>FY18</i>	<i>Var Amt</i>	<i>Var %</i>	<i>Comments</i>
Salaries	190,717	237,929	47,212	24.76%	1% salary increases, reallocations
Retirement Expenses	24,174	26,004	1,830	7.57%	based on salaries
Fringe Benefits	26,108	29,616	3,508	13.44%	reallocations, no rate increase
FICA Expense	13,612	18,691	5,079	37.31%	based on salaries
Unemployment Tax	3,170	4,948	1,778	56.09%	based on salaries, rate increase, reallocations
Workmen's Comp Ins	1,112	1,622	510	45.85%	based on salaries, reallocations
<b>Total Salary, Wages</b>	<b>258,893</b>	<b>318,810</b>	<b>59,917</b>	<b>23.14%</b>	
Office Supplies	2,786	2,500	-286	-10.28%	based on FY17 expenses
Meetings/Activities	2,750	2,000	-750	-27.27%	based on FY17 expenses
<b>Consumable Totals</b>	<b>5,536</b>	<b>4,500</b>	<b>-1,036</b>	<b>-18.72%</b>	
Insurance Data Breach, Property	3,719	3,646	-74	-1.98%	based on quoted rates
Equipment Purchases	0	0	0	0.00%	no equipment planned
<b>Occupancy Totals</b>	<b>3,719</b>	<b>3,646</b>	<b>-74</b>	<b>-1.98%</b>	
Gasoline	1,815	1,970	155	8.54%	based on FY17 expenses, reallocations
Auto Insurance	1,740	1,646	-94	-5.40%	based on quoted rates
Auto Maintenance	1,240	1,008	-232	-18.71%	based on FY17 expenses
Staff Mileage	1,108	1,770	662	59.70%	based on FY17 expenses, reallocations
<b>Local Trans Costs</b>	<b>5,904</b>	<b>6,394</b>	<b>491</b>	<b>8.31%</b>	
Copier Lease	495	300	-195	-39.39%	based on FY17 expenses
Auto Expense	3,090	630	-2,460	-79.61%	vehicle notes paid in full
Office Lease	9,325	12,420	3,095	33.19%	reallocations, 2% increase
<b>Lease Totals</b>	<b>12,910</b>	<b>13,350</b>	<b>440</b>	<b>3.40%</b>	
Telecommunications	2,546	3,412	865	33.98%	based on FY17 expenses, reallocations
Training/Conferences	2,800	2,800	0	0.00%	based on FY17 expenses
Publicity and Advertise	0	0	0	0.00%	Child & Family Connections only
Subscriptions	450	200	-250	-55.56%	
Internet	413	1,083	669	161.94%	reallocations
Postage	330	300	-30	-9.09%	based on FY17 expenses
ACH Fees	54	0	-54	-100.00%	based on FY17 expenses
Technical Support	8,860	8,139	-721	-8.14%	managed services system, reallocations
Memberships	4,200	7,660	3,460	82.38%	based on current memberships
Insurance (DOL & Bond)	6,520	5,120	-1,400	-21.47%	based on quoted rates
Professional Liab Ins	4,831	1,239	-3,592	-74.35%	based on quoted rates
Audit	11,000	11,148	148	1.35%	based on bid and actual expense
Legal	1,500	5,000	3,500	233.33%	based on FY17 expenses
Annual Report	500	500	0	0.00%	based on expense and more electronic distribution
Operational Contingency	17,250	17,250	0	0.00%	based on FY17 expenses
Professional Services	4,500	14,500	10,000	222.22%	based on FY17 expenses, potential contractual
<b>Miscellaneous Totals</b>	<b>65,754</b>	<b>78,351</b>	<b>12,596</b>	<b>19.16%</b>	
<b>TOTAL OPERATIONS</b>	<b>352,716</b>	<b>425,050</b>	<b>72,334</b>	<b>20.51%</b>	

	ALL DEPARTMENTS				MCMHB			
<i>Acct. Title</i>	<i>FY17</i>	<i>FY18</i>	<i>Var Amt</i>	<i>Var %</i>	<i>FY17</i>	<i>FY18</i>	<i>Var Amt</i>	<i>Var %</i>
Salaries	726,647	800,354	73,707	10.14%	190,717	237,929	47,212	24.76%
Retirement Expenses	83,392	83,996	604	0.72%	24,174	26,004	1,830	7.57%
Fringe Benefits	121,763	114,657	-7,105	-5.84%	26,108	29,616	3,508	13.44%
FICA Expense	52,436	60,343	7,907	15.08%	13,612	18,691	5,079	37.31%
Unemployment Tax	20,408	25,348	4,940	24.20%	3,170	4,948	1,778	56.09%
Workmen's Comp Ins	22,580	26,887	4,307	19.07%	1,112	1,622	510	45.85%
<b>Total Salary, Wages</b>	<b>1,027,227</b>	<b>1,111,586</b>	<b>84,359</b>	<b>8.21%</b>	<b>258,893</b>	<b>318,810</b>	<b>59,917</b>	<b>23.14%</b>
Office Supplies	18,003	17,942	-61	-0.34%	2,786	2,500	-286	-10.28%
Meetings/Activities	3,950	3,000	-950	-24.05%	2,750	2,000	-750	-27.27%
<b>Consumable Totals</b>	<b>21,953</b>	<b>20,942</b>	<b>-1,011</b>	<b>-4.61%</b>	<b>5,536</b>	<b>4,500</b>	<b>-1,036</b>	<b>-18.72%</b>
Insurance Data Breach, Property	5,839	6,642	803	13.74%	3,719	3,646	-74	-1.98%
Equipment Purchases	2,000	0	-2,000	-100.00%	0	0	0	0.00%
<b>Occupancy Totals</b>	<b>7,839</b>	<b>6,642</b>	<b>-1,198</b>	<b>-15.28%</b>	<b>3,719</b>	<b>3,646</b>	<b>-74</b>	<b>-1.98%</b>
Gasoline	2,497	2,830	333	13.34%	1,815	1,970	155	8.54%
Auto Insurance	2,796	2,387	-410	-14.65%	1,740	1,646	-94	-5.40%
Auto Maintenance	1,768	1,496	-272	-15.38%	1,240	1,008	-232	-18.71%
Staff Mileage	45,008	42,467	-2,541	-5.65%	1,108	1,770	662	59.70%
<b>Local Trans Costs</b>	<b>52,070</b>	<b>49,180</b>	<b>-2,890</b>	<b>-5.55%</b>	<b>5,904</b>	<b>6,394</b>	<b>491</b>	<b>8.31%</b>
Copier Lease	5,595	11,100	5,505	98.39%	495	300	-195	-39.39%
Auto Expense	10,590	1,795	-8,795	-83.05%	3,090	630	-2,460	-79.61%
Office Lease	40,027	43,897	3,870	9.67%	9,325	12,420	3,095	33.19%
<b>Lease Totals</b>	<b>56,212</b>	<b>56,792</b>	<b>580</b>	<b>1.03%</b>	<b>12,910</b>	<b>13,350</b>	<b>440</b>	<b>3.40%</b>
Telecommunications	16,342	20,037	3,695	22.61%	2,546	3,412	865	33.98%
Training/Conferences	7,800	6,300	-1,500	-19.23%	2,800	2,800	0	0.00%
Publicity and Advertise	1,200	1,200	0	0.00%	0	0	0	0.00%
Subscriptions	450	300	-150	-33.33%	450	200	-250	-55.56%
Internet	2,084	5,310	3,226	154.81%	413	1,083	669	161.94%
Postage	17,730	18,100	370	2.09%	330	300	-30	-9.09%
ACH Fees	244	0	-244	-100.00%	54	0	-54	-100.00%
Technical Support	30,800	31,852	1,052	3.41%	8,860	8,139	-721	-8.14%
Memberships	4,750	8,900	4,150	87.37%	4,200	7,660	3,460	82.38%
Insurance (DOL & Bond)	7,370	6,670	-700	-9.50%	6,520	5,120	-1,400	-21.47%
Professional Liab Ins	8,023	6,957	-1,066	-13.29%	4,831	1,239	-3,592	-74.35%
Audit	15,000	16,500	1,500	10.00%	11,000	11,148	148	1.35%
Legal	2,300	6,000	3,700	160.87%	1,500	5,000	3,500	233.33%
Annual Report	500	500	0	0.00%	500	500	0	0.00%
Operational Contingency	19,700	19,700	0	0.00%	17,250	17,250	0	0.00%
Professional Services	7,750	17,500	9,750	125.81%	4,500	14,500	10,000	222.22%
<b>Miscellaneous Totals</b>	<b>142,043</b>	<b>165,825</b>	<b>23,783</b>	<b>16.74%</b>	<b>65,754</b>	<b>78,351</b>	<b>12,596</b>	<b>19.16%</b>
<b>TOTAL OPERATIONS</b>	<b>1,307,344</b>	<b>1,410,966</b>	<b>103,623</b>	<b>7.93%</b>	<b>352,716</b>	<b>425,050</b>	<b>72,334</b>	<b>20.51%</b>



	RESIDENTIAL				CHILD & FAMILY CONNECTIONS #19			
<i>Acct. Title</i>	<i>FY17</i>	<i>FY18</i>	<i>Var Amt</i>	<i>Var %</i>	<i>FY17</i>	<i>FY18</i>	<i>Var Amt</i>	<i>Var %</i>
Salaries	126,783	153,805	27,023	21.31%	409,147	408,620	-528	-0.13%
Retirement Expenses	12,316	14,165	1,849	15.02%	46,903	43,827	-3,076	-6.56%
Fringe Benefits	23,539	19,225	-4,314	-18.33%	72,116	65,816	-6,300	-8.74%
FICA Expense	9,184	10,393	1,209	13.17%	29,641	31,259	1,618	5.46%
Unemployment Tax	4,963	5,714	750	15.12%	12,275	14,686	2,411	19.64%
Workmen's Comp Ins	5,262	6,324	1,063	20.20%	16,206	18,941	2,734	16.87%
<b>Total Salary, Wages</b>	<b>182,046</b>	<b>209,626</b>	<b>27,581</b>	<b>15.15%</b>	<b>586,288</b>	<b>583,149</b>	<b>-3,139</b>	<b>-0.54%</b>
Office Supplies	2,000	1,800	-200	-10.00%	13,217	13,642	425	3.22%
Meetings/Activities	1,200	1,000	-200	-16.67%	0	0	0	0.00%
<b>Consumable Totals</b>	<b>3,200</b>	<b>2,800</b>	<b>-400</b>	<b>-12.50%</b>	<b>13,217</b>	<b>13,642</b>	<b>425</b>	<b>3.22%</b>
Insurance Data Breach, Property	70	70	0	0.00%	2,050	2,926	876	42.73%
Equipment Purchases	0	0	0	0.00%	2,000	0	-2,000	-100.00%
<b>Occupancy Totals</b>	<b>70</b>	<b>70</b>	<b>0</b>	<b>0.00%</b>	<b>4,050</b>	<b>2,926</b>	<b>-1,124</b>	<b>-27.75%</b>
Gasoline	245	410	165	67.35%	437	450	13	2.97%
Auto Insurance	503	361	-142	-28.24%	552	379	-173	-31.39%
Auto Maintenance	360	224	-136	-37.78%	168	264	96	57.14%
Staff Mileage	7,900	9,635	1,735	21.96%	36,000	31,062	-4,938	-13.72%
<b>Local Trans Costs</b>	<b>9,008</b>	<b>10,630</b>	<b>1,622</b>	<b>18.00%</b>	<b>37,157</b>	<b>32,155</b>	<b>-5,002</b>	<b>-13.46%</b>
Copier Lease	100	800	700	700.00%	5,000	10,000	5,000	100.00%
Auto Expense	1,500	140	-1,360	-90.67%	6,000	1,025	-4,975	-82.92%
Office Lease	5,953	4,619	-1,334	-22.40%	24,749	26,858	2,109	8.52%
<b>Lease Totals</b>	<b>7,553</b>	<b>5,559</b>	<b>-1,994</b>	<b>-26.40%</b>	<b>35,749</b>	<b>37,883</b>	<b>2,134</b>	<b>5.97%</b>
Telecommunications	3,580	4,686	1,105	30.88%	10,215	11,940	1,725	16.88%
Training/Conferences	2,000	2,000	0	0.00%	3,000	1,500	-1,500	-50.00%
Publicity and Advertise	0	0	0	0.00%	1,200	1,200	0	0.00%
Subscriptions	0	100	100	0.00%	0	0	0	0.00%
Internet	335	900	565	168.86%	1,336	3,327	1,991	149.08%
Postage	150	300	150	100.00%	17,250	17,500	250	1.45%
ACH Fees	38	0	-38	-100.00%	152	0	-152	-100.00%
Technical Support	5,000	4,683	-317	-6.34%	16,940	19,030	2,090	12.34%
Memberships	550	1,240	690	125.45%	0	0	0	0.00%
Insurance (DOL & Bond)	850	1,550	700	82.35%	0	0	0	0.00%
Professional Liab Ins	931	1,458	527	56.58%	2,261	4,259	1,998	88.39%
Audit	600	1,111	511	85.17%	3,400	4,241	841	24.72%
Legal	800	1,000	200	25.00%	0	0	0	0.00%
Annual Report	0	0	0	0.00%	0	0	0	0.00%
Operational Contingency	2,450	2,450	0	0.00%	0	0	0	0.00%
Professional Services	250	1,000	750	300.00%	3,000	2,000	-1,000	-33.33%
<b>Miscellaneous Totals</b>	<b>17,534</b>	<b>22,478</b>	<b>4,944</b>	<b>28.19%</b>	<b>58,754</b>	<b>64,997</b>	<b>6,243</b>	<b>10.63%</b>
<b>TOTAL OPERATIONS</b>	<b>219,411</b>	<b>251,164</b>	<b>31,752</b>	<b>14.47%</b>	<b>735,216</b>	<b>734,752</b>	<b>-464</b>	<b>-0.06%</b>

	FY17		FY18	
708	352,716	16.15%	425,050	30.12%
Residential Management	219,411	10.05%	251,164	17.80%
CFC #19	735,216	33.67%	734,752	52.07%
My Health Care Coordination	876,267	40.13%	0	0.00%
<b>Total Expenses</b>	<b>2,183,611</b>	<b>100.00%</b>	<b>1,410,966</b>	<b>100.00%</b>



# **SYSTEM SUPPORT**

## PROPOSED SYSTEM SUPPORT

The proposed System Support increases by \$18,870 due to several factors. The Electronic Record Vouchering/Website line item increases by \$30,000 because of the addition of a \$35,000 technology grant from the John Ullrich Foundation Trust to upgrade and redesign the electronic vouchering system. In addition, Medicaid Initiative increases by \$5,000, Planning increases by \$5,500, and Compliance increases by \$6,000 based on FY17 expenses and FY18 needs. The Executive Director Search Committee is reduced by \$27,630.

	FY17	FY18	Variance	Comments
Planning	14,500	20,000	5,500	<i>based on FY17 expenses, postpone Focus on Future until FY19</i>
Medicaid Initiative	15,000	20,000	5,000	<i>based on FY17 expenses</i>
Electronic Record Vouchering/Website	15,000	45,000	30,000	<i>based on FY17 expenses and technology grant</i>
Compliance	30,000	36,000	6,000	<i>based on FY17 expenses</i>
Executive Director Search Committee	36,840	9,210	(27,630)	<i>based on one month's expenses</i>
<b>Totals</b>	<b>111,340</b>	<b>130,210</b>	<b>18,870</b>	

# **FIXED ASSETS FUND**

**Fixed Assets Fund**

- The Fixed Assets Fund is a reserve for major capital items and as an equipment replacement fund (e.g. equipment, computers for the office). The balance was built without use of any local tax dollars. Rent payments, contract for deed payments, and investment earnings contributed to this fund.

- The Fixed Assets Fund began FY17 with a balance of \$88,127. No funds were used towards the purchase of equipment or awards in FY17. Therefore, the projected year-end balance of the fixed assets fund is projected to be around \$88,300.

- No expenses are being proposed from this fund at this point in time.

# **SERVICES**

### Comments: Services

- ❖ The proposed FY18 budget proposal allocates \$2,213,731 for services in the service section of the budget. Of this, \$2,025,171 is apportioned to annualized services supported by local funds consisting of mainly the local property tax levy. This is a 12.48% decrease or \$288,832 less than the FY17 ending budget. This is also an 18% decrease or \$439,438 less than the beginning FY17 budget.
- ❖ Child and Family Connections #19 has \$188,560 of State funding for services along with the \$734,752 detailed in the operations section. All of these funds support services.
- ❖ Thus \$2,948,483 supports services overall.
  - \$2,025,171 for annualized services from mainly local funds.
  - \$923,312 for CFC #19 services from State funds.
- ❖ The decrease of annualized services consists mostly of a 10% decrease to all services this year. Over the past several years, due to the revenue of My Health Care Coordination and Local Funds Initiative (LFI), funding for annualized services was able to be increased. Due to the loss of My Health Care Coordination and a decrease in the Medicaid revenue, annualized services must be decreased to a sustainable amount that can be covered by local tax funds.
- ❖ Providers who have multiple service contracts were given the option to either spread the 10% decrease across all contracted services proportionally or to apply the decrease to one service. The following changes are based on feedback from the providers and only depict those modifications that are a variance of the 10% decrease:
  - -\$68,850 Heritage Integrated Mental Health Services: Heritage stopped vouchering through the Board for Medicaid mental health services in FY17 per request of the former executive director of the Board. The Board will continue to support on-site integrated health/mental health services with the remaining funds for non-Medicaid recipients.
  - \$0 Macon County Court Services Sex Offender Evaluations: Funding remains the same. The 10% deduction will be applied to the Macon County Court Services Mental Health Court Coordination service.
  - \$0 Youth Advocate CCBYS Match: Funding remains the same. The 10% deduction will be applied to the Youth Advocate Crisis Housing service.
  - -\$6,100 Macon County Court Services Mental Health Court Coordination: Program absorbs the 10% deduction from the Macon County Court Services Sex Offender Evaluations service.



- \$0 Mental Health Court Public Defender: Funding remains the same. The 10% deduction will be applied to the Macon County Public Defender Psychological/Psychiatric evaluations line item.
- -\$17,469.70 Catholic Charities Counseling: Program absorbs the 10% deduction from the Elderly Guardianship, Faith In Action, and Eldercare programs.
- -\$5,000 Community Education/Training: This program was discontinued in FY17.
- -\$608.90 Boys & Girls Club Smart Moves: 3.69% will be cut from this program. The remaining 6.31% deduction will be applied to the Boys & Girls Club Little League line item.
- -\$3,075 Boys & Girls Club Little League: Program absorbs the 6.91% deduction from the Boys & Girls Club Smart Moves and 2.61% from the Modified Case Management programs.
- \$0 Law Enforcement Center Counseling: Funding remains the same. The 10% deduction will be applied to the Macon County Sheriff medication assistance line item.
- \$0 Catholic Charities Elderly Guardianship: Funding remains the same. The 10% deduction will be applied to the Catholic Charities Counseling line item.
- \$0 Catholic Charities Eldercare: Funding remains the same. The 10% deduction will be applied to the Catholic Charities Counseling line item.
- \$0 Catholic Charities Faith in Action: Funding remains the same. The 10% deduction will be applied to the Catholic Charities Counseling line item.
- -\$608.90 Boys & Girls Club Modified Case Management: 2.61% will be cut from this program. The remaining 7.39% deduction will be applied to the Boys & Girls Club Little League line item.
- -\$2,660.90 Macon County Public Defender Psychological/Psychiatric Evaluations: Program absorbs the 10% deduction from the Mental Health Court Public Defender line item.
- -\$11,480 Macon County Sheriff medication assistance: Program absorbs the 10% deduction from the Law Enforcement Center Counseling line item.
- -\$13,781.50 Youth Advocate Crisis Housing: Program absorbs the 10% deduction from the Family Advocate and CCBYS match line items.
- \$0 Service Contingency remains the same.

- The next pages detail each service funded, as well as totals by disability group and funding source category. The State supported CFC #19's funding amounts are based on feedback from the State Department of Human Services' Early Intervention department related to a contract for FY18. Please recognize that the State could change these figures dependent on the State's budget process.

## SUMMARY OF PROPOSED SERVICES

	<b>FY17 Original</b>	<b>FY17 Current</b>	<b>FY18 Proposed</b>	<b>% Change between FY17 Current &amp; FY18 Proposed</b>
<i>708 Annualized Services</i>				
<b>Total</b>	<b>2,373,137</b>	<b>2,314,004</b>	<b>2,025,171</b>	<b>-12.48%</b>
<b>MI</b>	946,791	935,291	779,514	-16.66%
<b>DD</b>	337,880	332,467	299,220	-10.00%
<b>SA</b>	132,274	132,274	117,320	-11.31%
<b>CD</b>	956,192	913,972	829,117	-9.28%
<i>708 Onetime Funding</i>				
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>MI</b>	0	0	0	0.00%
<b>DD</b>	0	0	0	0.00%
<b>SA</b>	0	0	0	0.00%
<b>CD</b>	0	0	0	0.00%
<i>State/Federal Funding</i>				
<b>Total</b>	<b>150,150</b>	<b>187,650</b>	<b>188,560</b>	<b>0.48%</b>
<b>MI</b>	0	0	0	0.00%
<b>DD</b>	150,150	187,650	188,560	0.48%
<b>SA</b>	0	0	0	0.00%
<b>CD</b>	0	0	0	0.00%
<b>Total Services</b>	<b>2,523,287</b>	<b>2,501,654</b>	<b>2,213,731</b>	<b>-11.51%</b>
<b>MI</b>	946,791	935,291	779,514	-16.66%
<b>DD</b>	488,030	520,117	487,780	-6.22%
<b>SA</b>	132,274	132,274	117,320	-11.31%
<b>CD</b>	956,192	913,972	829,117	-9.28%

## 708 Annualized Services Funding

Mental Health / Mental Illness
Developmental Disabilities
Substance Abuse
Combined Disabilities

	FY2017 Current Budget	FY2018 Proposed Budget	Variance	%	Comments
Dove Domestic Violence	\$80,491	\$72,442	-\$8,049.10	-10.00%	10% deduction removed Medicaid from service line item, HBHC outsourcing Medicaid billing just as in FY17
Heritage Integrated Mental Hlth Services	\$135,000	\$66,150	-\$68,850.00	-51.00%	
Heritage Mental Health Individual Assist	\$51,384	\$46,246	-\$5,138.40	-10.00%	10% deduction
Macon County Court Sex Offender Evals	\$15,000	\$15,000	\$0.00	0.00%	10% deducted from MHC Coordination to offset
Youth Advocate Medicaid Services	\$192,000	\$172,800	-\$19,200.00	-10.00%	10% deduction
Youth Advocate CCBYS Match	\$25,096	\$25,096	\$0.00	0.00%	10% deducted from YAP Crisis Housing
Decatur Psych Hidden Victims	\$6,350	\$5,715	-\$635.00	-10.00%	10% deduction
MHC-Court Services	\$46,000	\$39,900	-\$6,100.00	-13.26%	includes 10% reduction from MHC Sex Offender Evals
MHC-Public Defender	\$16,000	\$16,000	\$0.00	0.00%	10% deducted from MC Pub Defender Psych Evals
MHC-Heritage	\$37,625	\$33,863	-\$3,762.50	-10.00%	10% deduction
MHC-States Attorney	\$19,000	\$17,100	-\$1,900.00	-10.00%	10% deduction
Crossing Hlth Mental Health Services	\$45,000	\$40,500	-\$4,500.00	-10.00%	10% deduction includes 10% reduction from Elderly Guardianship, Eldercare, Faith in Action
Catholic Charities Counseling	\$90,000	\$72,530	-\$17,469.70	-19.41%	
YAP Family Advocate	\$19,619	\$19,619	\$0.00	0.00%	10% deducted from YAP Crisis Housing
Rental Assistance	\$5,000	\$4,500	-\$500.00	-10.00%	10% deduction
MRI Psych-Social Work	\$107,826	\$97,043	-\$10,782.60	-10.00%	10% deduction
MRI Supportive Employment	\$5,400	\$4,860	-\$540.00	-10.00%	10% deduction
Camelot Residential Live-in	\$15,500	\$13,950	-\$1,550.00	-10.00%	10% deduction
Charles Street Residential Live-in	\$15,500	\$13,950	-\$1,550.00	-10.00%	10% deduction
CICCY Facilitation Services	\$2,500	\$2,250	-\$250.00	-10.00%	reduced budget
Community Education/Training	\$5,000	\$0	-\$5,000.00	-100.00%	program discontinued
MCMHB ABA	\$5,000	\$4,500	-\$500.00	-10.00%	10% reduction
MRI/Independence Point Summer Prog	\$218,607	\$196,746	-\$21,860.70	-10.00%	10% reduction
MRI/Independence Point Social Skills Adult	\$44,558	\$40,102	-\$4,455.80	-10.00%	10% reduction
MRI/Independence Point - Parent's Night O	\$31,197	\$28,077	-\$3,119.70	-10.00%	10% reduction
MRI Transition Vocational Summer	\$15,605	\$14,045	-\$1,560.50	-10.00%	10% reduction
Wood Street Live-In	\$12,500	\$11,250	-\$1,250.00	-10.00%	10% reduction
Early Intervention 4-5	\$5,000	\$4,500	-\$500.00	-10.00%	10% reduction
Tyler Yount Foundation Ltd	\$5,000	\$4,500	-\$500.00	-10.00%	Naloxene funding
Heritage Deferred Prosecution	\$15,000	\$13,500	-\$1,500.00	-10.00%	10% reduction
Heritage Substance Abuse Rx	\$35,000	\$31,500	-\$3,500.00	-10.00%	10% reduction
SAO Deferred Prosecution	\$24,605	\$22,144	-\$2,460.46	-10.00%	10% reduction
Boys & Girls Club Smart Moves	\$16,502	\$15,893	-\$608.90	-3.69%	additional % cut from Little League
Boys & Girls Club Little League	\$3,075	\$0	-\$3,075.00	-100.00%	program cut to offset 10% cut of Smart Moves/Case Mgmt
Meridian Hawk Hangout	\$33,092	\$29,783	-\$3,309.20	-10.00%	10% reduction

### 708 Annualized Services Funding

Mental Health / Mental Illness  
 Developmental Disabilities  
 Substance Abuse  
 Combined Disabilities

	FY2017 Current Budget	FY2018 Proposed Budget	Variance	%	Comments
Heritage Oasis	\$50,000	\$45,000	-\$5,000.00	-10.00%	10% reduction
Heritage Crisis Residential	\$102,634	\$92,371	-\$10,263.40	-10.00%	includes social detox
Law Enforcement Center Counseling	\$94,910	\$94,910	\$0.00	0.00%	10% deducted from Macon County Sheriff
Cath Char Elderly Guardianship	\$66,668	\$66,668	\$0.00	0.00%	10% deducted from Counseling to offset
Cath Char Grdnship Ref & Srvs	\$13,206	\$13,206	\$0.00	0.00%	10% deducted from Counseling to offset
Cath Char Faith in Action	\$4,823	\$4,823	\$0.00	0.00%	10% deducted from Counseling to offset
B & G Club Modified Case Mngt	\$23,351	\$22,742	-\$608.90	-2.61%	additional % cut from Little League
Macon County Public Defender	\$10,609	\$7,948	-\$2,660.90	-25.08%	includes 10% reduction from Mntl Hlth Crt Pub Def
Macon County Sheriff	\$11,480	\$0	-\$11,480.00	-100.00%	includes 10% reduction from Law Enforcement Counseling per Sheriff Tom Schneider
YAP Crisis Youth Housing	\$93,100	\$79,319	-\$13,781.50	-14.80%	includes 10% reduction from YAP Fmly Advocate & CCBYS
District #61 Student Intervention Svcs	\$150,000	\$135,000	-\$15,000.00	-10.00%	10% reduction
Maroa Forsyth SAP	\$7,273	\$6,546	-\$727.30	-10.00%	10% reduction
Mt. Zion SAP	\$11,030	\$9,927	-\$1,103.00	-10.00%	10% reduction
Warrensburg Latham SAP	\$9,000	\$8,100	-\$900.00	-10.00%	10% reduction
Meridian SAP	\$2,000	\$1,800	-\$200.00	-10.00%	10% reduction
Woodford Homes	\$112,700	\$101,430	-\$11,270.00	-10.00%	10% reduction
Charles Street	\$23,798	\$21,418	-\$2,379.80	-10.00%	10% reduction
Camelot	\$23,798	\$21,418	-\$2,379.80	-10.00%	10% reduction
Supported Living Residential	\$36,000	\$32,400	-\$3,600.00	-10.00%	10% reduction
Disaster Services	\$35,000	\$31,500	-\$3,500.00	-10.00%	program reduction
Services Contingency	\$32,592	\$32,592	\$0.00	0.00%	
<b>Mental Health / Mental Illness</b>	<b>\$935,291</b>	<b>\$779,514</b>	<b>-\$155,777.30</b>	<b>-16.66%</b>	
<b>Developmental Disabilities</b>	<b>\$332,467</b>	<b>\$299,220</b>	<b>-\$33,246.70</b>	<b>-10.00%</b>	
<b>Substance Abuse</b>	<b>\$132,274</b>	<b>\$117,320</b>	<b>-\$14,953.56</b>	<b>-11.31%</b>	
<b>Combined Disabilities</b>	<b>\$913,972</b>	<b>\$829,117</b>	<b>-\$84,854.60</b>	<b>-9.28%</b>	
<b>Grand Total Annualized Services</b>	<b>\$2,314,004</b>	<b>\$2,025,171</b>	<b>-\$288,832.16</b>	<b>-12.48%</b>	

## State and Federal Programs

	FY2017 Current Budget	FY2018 Proposed Budget	Variance	%	Comments
<b>Mental Health / Mental Illness</b>					
<b>Developmental Disabilities</b>					
<b>Substance Abuse</b>					
<b>Combined Disabilities</b>					
<b>CFC LIC Activities</b>	28,000	28,000	0	0%	
<b>CFC IMDN</b>	43,650	44,560	910	2%	
<b>CFC Social Emotional</b>	78,000	78,000	0	0%	
<b>CFC Parent Liason</b>	38,000	38,000	0	0%	
<b>Mental Health / Mental Illness</b>	0	0	0	0%	
<b>Developmental Disabilities</b>	187,650	188,560	910	0%	
<b>Substance Abuse</b>	0	0	0	0%	
<b>Combined Disabilities</b>	0	0	0	0%	
<b>Grand Total State Funded Services</b>	187,650	188,560	910	0%	

**SERVICES REFERENCE SHEET****Mental Health / Mental Illness**

<b>Service/Provider</b>	<b>Type</b>	<b>Target</b>	<b>Service Description</b>
Camelot Residential Live-in	Grant	18+	Funding to support expenses related to the live-in manager at the Camelot Supportive Housing apartments.
Catholic Charities Counseling/Student Assistance Program	POS	0-64	Counseling services for those experiencing a wide range of psychological and behavioral problems. Student assistance at local Catholic schools.
Charles Street Residential Live-in	Grant	18+	Funding to support expenses related to the live-in manager at the Charles Street Supportive Housing apartments.
Crossing Healthcare Mental Health Services	POS	0-64	Mental health services for youth/adults exhibiting symptoms of behavioral or emotional disorder. Services are provided within the Crossing clinic.
CICCY Facilitation Services	Grant	0-18	Funding to cover Board administrative costs.
Community Education/Training	Grant	All ages	Mental Health First Aid Certification training for both adults and youth. Training is provided by Board staff.
Dove Domestic Violence	POS	18+	Funding to assist in advocacy, referral, and counseling services for victims of domestic violence.
HBHC Integrated Mental Health Services	POS	All ages	On-site, integrated health - mental health services at Crossing Healthcare, the Health Department and Hope Academy.
HBHC Mental Health Treatment Costs	POS	18+	Funding for mental health treatment services provided to individuals with insurance co-pays or who have no insurance or health care plan.
Macon County Court Services Sex Offender Evaluations	POS	0-18	Funding for appropriate evaluation of identified youth sexual offenders.
Mental Health Court: HBHC Liaison	Grant	18+	Funding for staff person responsible for coordinating services between HBHC and the Mental Health Court agencies and participants.

**SERVICES REFERENCE SHEET****Mental Health / Mental Illness**

<b>Service /Provider</b>	<b>Type</b>	<b>Target</b>	<b>Service Description</b>
Mental Health Court: Court Services Coordinator	Grant	18+	Funding for staff person responsible for coordinating the overall Mental Health Court process. Interacts with potential and current participants. Coordinates services with other agencies.
Mental Health Court: Public Defender	Grant	18+	Funding to cover expenses relating to Mental Health Court services provided to participants by the Public Defender.
Mental Health Court: State's Attorney	Grant	18+	Funding to cover expenses related to Mental Health Court services provided to participants by a representative of the State's Attorney's office.
MRI Psycho-Social Work	POS	18-65	Developing work-related skills and capabilities for adults with chronic mental illness.
MRI Supportive Employment	POS	18-65	Funding for a Peer Job Coach for training and supporting chronically mentally ill adults with community-based employment opportunities.
Rental Assistance	Grant	18-65	Funding to assist Woodford residents in the interim period while waiting for Section 8 approval. Funding may also be used to assist in the purchase of start-up supplies.
Decatur Psychological Hidden Victims	POS	All ages	Individual and group counseling for any person who has a family member die as a result of criminal activity or homicide.
Youth Advocate – CCBYS Match	Grant	10-17	Match funding for youth and family of youth in crisis or at risk of being removed from family.
Youth Advocate – Medicaid Services*	POS	0-18	Counseling and mental health services for youth in school settings.
Youth Advocate - Family Advocate	POS	0-13	Addressing needs arising from the occurrence of child abuse and neglect.

\* Medicaid eligible individuals are billed through the local funds initiative (LFI), which returns federal match funding back into the service system. Non-Medicaid eligible individuals are supported with local funding.



**SERVICES REFERENCE SHEET****Substance Abuse**

<b>Service/Provider</b>	<b>Type</b>	<b>Target</b>	<b>Service Description</b>
Boys & Girls Club Little League	Grant	7-13	Funding for prevention of substance abuse through a positive activity for youth and their parents.
Boys & Girls Club Smart Moves	POS	7-13	Funding to assist youth in the development of alternatives for positive living, thereby preventing substance abuse.
HBHC Deferred Prosecution	POS	18+	Funding for psychoeducational classes for certain offenders of drug or drug-related crimes.
HBHC Substance Abuse Services	POS	18+	A pool of funds for substance abuse services for individuals.
Meridian Hawk Hangout	Grant	10 to 17	After school program that provides tutoring and positive activities for at-risk youth.
State's Attorney's Office Deferred Prosecution	Grant	18+	Case management to coordinate services between SAO and HBHC and provide follow-up for offenders of drug or drug-related crimes.
Tyler Yount Foundation	Grant	All ages	Purchase kits designed to prevent opiate overdose. Made available to responders and those working with at-risk individuals.

**SERVICES REFERENCE SHEET****Combined Disabilities**

<b>Service/Provider</b>	<b>Type</b>	<b>Target Age</b>	<b>Service Description</b>
Boys & Girls Club Modified Case Management	Grant	0-18	Case management for youth at-risk of substance abuse and/or behavioral problems within the B&G Club setting.
Camelot Apts.	Grant	18+	Funding to assist with expenses related to the operation of this apartment building for persons with a mental, developmental, physical, and/or substance use disorder.
Catholic Charities Elderly Guardianship	POS	MI: 60+ and DD: 50+	Provides guardianship of person for indigent elderly MI or DD clients.
Catholic Charities Faith in Action	Grant	55+	Volunteers assist older individuals (and their families) with MI and/or DD to maintain their independence, dignity, and quality of life.
Catholic Charities Eldercare Options	POS	18+	Finding alternatives to and providing education about adult guardianship; determine need for guardianship.
Charles Street Apts.	Grant	18+	Funding to assist with expenses related to the operation of this apartment building for persons with a mental, developmental, physical, and/or substance disorder.
Disaster/CISM	Grant	All ages	Funding for MH support in the event of a disaster and Critical Incident Stress Management for emergency service workers.
HBHC Crisis Residential	POS	18-65	Provides a safe environment for those at risk of hospitalization or a “step-down” for those coming out of the hospital.
HBHC Law Enforcement Center Counseling	POS	18+	Crisis intervention and counseling for inmates of the Macon County Jail.
HBHC Oasis Center	POS	18-64	Drop-in center for homeless and mentally ill adults. Some case management provided.
Macon County Public Defender Psychological Assessments	Grant	18+	Funding to assist with the cost of psychological assessments for clients of the public defender.
Macon County Sheriff Medication Assistance	Grant	18+	Funding to assist with the cost of psychiatric medications for inmates of the Macon County Jail.

**SERVICES REFERENCE SHEET****Combined Disabilities**

<b>Service/Provider</b>	<b>Type</b>	<b>Target Age</b>	<b>Service Description</b>
Services Contingency	Grant	All ages	A pool of funds for awarding small grants up to \$3,500.
Student Assistance Program (Several school districts)	POS	Students	Funding to provide identification and early identification of MI or SA problems, counseling and referrals for students.
Student Assistance Program (District #61)	POS	Students	Funding to provide identification of MI or SA problems, counseling and referrals for District 61 students.
Supported Living Residential	Grant	18+	Funding for supportive care coordination.
Woodford Homes	Grant	18+	Funding to assist with administrative and management of residential services.
Youth Advocate Crisis Youth Housing	Grant	0-18	Provides shelter for runaway or locked out youth.

**SERVICES REFERENCE SHEET****Developmental Disabilities**

<b>Service/Provider</b>	<b>Type</b>	<b>Target</b>	<b>Service Description</b>
Early Intervention 4-5	POS	4-5	Funding for an array of services for children who have aged out of the State's birth to three with developmental delay.
Macon Resources – Parent's Night Out	Grant	1-12	Provides respite for parents of children with developmental disabilities.
Macon Resources – Social Skills Development	POS	18+	Activities designed to promote social development in adults with developmental disabilities.
Macon Resources - Summer Services for Youth with Developmental Disabilities	Grant	0-18	Funding to support three services: Camp Earth, Social Skills Camp, and ABA. Camp Earth provides youth with pre-vocational skills, Social Skills Camp offers instruction for pre-teen adolescents with ASDs to increase social skills, and ABA focuses on young children with ASDs or other DDs to teach appropriate behavior and increase school performance.
Macon Resources – Summer Vocational	POS	18+	Day vocational training and experience for young adults preparing to transition from the school system and into adult services.
Wood Street Residential Live-in	Grant	18+	Funding to support expenses related to the live-in manager at the Wood Street Apartments.

**GRAND TOTALS / FUND BALANCE**

**GRAND TOTALS**

	<b>FY17 Beg</b>	<b>FY17 Current</b>	<b>FY18 Proposed</b>
Expenses:			
708 Operations	\$ 296,747	\$ 352,717	\$ 425,050
System Support Operations	\$ 2,668,811	\$ 1,942,234	\$ 1,116,126
Services	\$ 2,523,287	\$ 2,501,654	\$ 2,213,731
Grand Total	<u>\$ 5,488,845</u>	<u>\$ 4,796,605</u>	<u>\$ 3,754,907</u>
	<b>FY17 Beg</b>	<b>FY17 Current</b>	<b>FY18 Pro</b>
Grand Total Expenses	\$ 5,488,845	\$ 4,796,605	\$ 3,754,907
Grand Total Income	\$ 5,292,317	\$ 4,294,426	\$ 3,740,449
Reserve from Fund Balance	\$ 196,528	\$ 502,179	\$ 14,458

One month's operating expenses are \$312,909. The ending fund balance projection for FY18 will be approximately \$948,962, which will be the FY19 beginning Fund Balance. The general fund balance is projected as follows:

FY18 Beginning	\$ 963,421
I. Assigned	
A. Board Bond	\$ 15,000
B. Tax Refund	\$ 20,000
C. Budget Reserve	\$ (56,541)
D. Focus on the Future Planning Reserve	\$ 36,000
II. Unassigned	\$ 948,962
A. Three Months' Expenses	\$ 938,727
B. Amount above threshold (3 months)	\$ 10,235

The ending balance for FY18 would be conservatively projected at approximately \$948,962 if the Board does not do any one-time or additional funding. The fund balance projections are based on the following assumptions:

- \* No unexpected major expenses.
- \* Lapse dollars for services will follow recent patterns and not the historical patterns.
- \* The Board does not initiate any expenses, service or operational, that does not have new income to support the expense.
- \* Medicaid revenue remains stable and/or increases.

In order to operate at the same level in FY19 as in FY18, the following assumptions are necessary:

- \* The Board will need Medicaid revenue to remain stable and increase to some degree.
- \* The Board does not increase service or operational expenses without an increase in income to cover those expenses.
- \* No unexpected major expenses.

# NOTES

**Note # 1****Macon County Mental Health Board****Cost Allocation Plan**

A diligent attempt should be made to determine the appropriate cost center(s) to be charged for agency expenses. Costs that cannot be directly identified to a particular cost center will be allocated as indicated below. As new indirect expenses are incurred, these expenses will be added to the cost allocation plan based on an appropriate methodology for that expense. It is important to note that the expense categories that are listed in the allocation plan may also include a portion that is direct. The portion of the expense that is direct will be charged directly to that program. Only the indirect portion will be allocated based on the appropriate methodology.

**Personnel based allocations:** This category includes expenses that may increase or decrease based on the number of employees in each particular department. As part of the annual budgeting process, a chart will be created to split each employee's time among cost centers. The total amount of personnel time spent in each cost center will be translated into FTE's or full-time equivalents. Indirect expenses in this category will be allocated based on the percentage of FTE's to total FTE's of all benefiting cost centers. Currently the following indirect expenses are allocated by FTE's:

- Temporary Employment Services
- Office Supplies
- Telecommunications Expense
- Internet Service

**Occupancy based allocations:** These particular expenses will usually not increase or decrease substantially, if at all, based on the number of employees in each department. These expenses are split between cost centers based on the ratio of directly occupied space to total agency occupied space. The following expenses are currently allocated using this method:

- Office Lease
- Property Insurance

**Revenue based allocations:** Occasionally there are expenses where it is appropriate to allocate based on ratio of cost center revenue to total agency revenues. Currently we have one expense that is allocated using this method:

- Audit Expense



**Non-state funded program expenses:** There are a few indirect expenses that offer little, if any, tangible benefit to the state-funded programs. These expenses are allocated among only the 708 Disaster and Residential cost centers based on either the Executive Director's salary allocation or the ratio of staff time between those two cost centers, whichever is appropriate. Currently the following expenses are allocated using one of these methods:

- Automobile Expenses (Executive Director's time)
- Memberships (staff time)
- Directors & Officers Liability Insurance (staff time)
- Legal Expense (staff time)