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MID-SOUTH SUBSTANCE ABUSE COMMISSION

May 24, 2010

Michigan High School Athletic Association
1661 Ramblewood Drive
East Lansing, Michigan

MINUTES

MEMBERS PRESENT:

Earl Poleski, Chairman
Dale Barr
Joe Brehler
Dale Copedge
Brad Densmore
Debbie DeLeon
Pam DeVaney-Bozinoff
Craig Finger
Pat Gillis
Jean Golden
Cliff Herl
Lisa McCafferty (for Lynn Mason)
Stan Nieboer
Ralph Tillotson

GUESTS:

Pat Wheeler, NCA/LRA

STAFF:

Gary VanNorman, Executive Director
Gerrie Roeser, Finance Manager
Jeanne Diver, CCC/Treatment Manager
Lori Coe, Executive Secretary

MEMBERS ABSENT:

Shirley Carter
Robert Showers
Jim Van Doren

CALL TO ORDER

Mr. Poleski called the meeting to order at 6:12 p.m.

ROLL CALL

Mr. Nieboer called roll; 14 present and 3 absent.

APPROVAL OF THE MINUTES OF APRIL 26, 2010

Mr. Barr moved approval of the minutes of April 26, 2010 as presented. Ms. Golden supported the motion. The motion carried.

ADDITIONS/DELETIONS TO THE AGENDA

There were no additions or deletions offered.

Mr. Tillotson moved approval of the agenda as printed. Mr. Densmore supported the motion. The motion carried.

COMMUNICATIONS

There were no communications.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

A. Director's Report

Mr. VanNorman stated staff focus will turn to the Board Retreat on June 28th, and that more information would be sent after the holiday.

COMMITTEE REPORTS

A. Treasurer's Report

Ms. Roeser reported in Ms. Mason's absence, noting the report was reviewed by the Executive Committee and recommended for approval.

Mr. Nieboer moved the Executive Committee recommendation for approval of the Community Grant/PA2 Treasurer's Report for April 2010 as presented. Mr. Brehler supported the motion. The motion carried.

Mr. Brehler moved the Executive Committee recommendation for approval of the Medicaid Treasurer's Report for April 2010 as presented. Mr. Densmore supported the motion. The motion carried.

B. Program Development Committee Report

Mr. Herl reported the Committee received information on a proposed detox center in downtown Lansing, reviewed CCC call logs, had an update on the Provider Retreat, reviewed some data reports, and were informed of the status of Advisory Council appointees. There were no action items coming forth from the Committee.

C. Audit Committee Report

Mr. Poleski reported the Committee met with a representative of the audit firm to review the FY 2008/09 Financial Audit. The audit was an unqualified, good opinion with two findings coming forth for action, as follows:

- 1) **Finding 2008-1:** Mid-South relies on external auditors for preparation of financial statements due to staff not having qualifications to prepare them.

Recommendation: Have applicable staff trained to gain qualifications required to understand GAAP financial statement process.

Corrective Action Plan Response: Staff will continue to rely on external auditors to produce the financial statements.

Mr. Densmore moved the Audit Committee recommendation to adopt the corrective action plan for finding 2008-1. Mr. Tillotson supported the motion. The motion carried.

- 2) **Finding 2009-1:** Mid-South does not have policies and procedures covering the areas of fraud risk management, business continuity plan, electronic transactions, capitalization, and investment.

Recommendation: The Commission formally adopt and implement written policies and procedures in noted areas.

Corrective Action Plan Response: Staff will work to establish policies in these areas for review in August and completion by the end of the fiscal year.

Mr. Tillotson moved the Audit Committee recommendation to adopt the corrective action plan for finding 2009-1. Ms. Golden supported the motion. The motion carried.

Mr. Brehler moved to accept the Audit Committee Report as presented. Mr. Densmore supported the motion. The motion carried.

C. Executive Committee Report

Mr. Densmore moved acceptance of the State Action Plan Update for FY 10/11 as presented. Mr. Tillotson supported the motion. The motion carried.

An update was provided on the non-credentialed staff issue at a provider. Mr. VanNorman reported the PIHP concurred with Mid-South's proposal whereas the provider owes approximately \$8,000 for billings submitted by the non-credentialed clinician.

Discussion ensued regarding an evaluation process for the executive director. Three proposed tools were presented, and members asked for additional examples for consideration.

OLD BUSINESS

There was no old business brought before the Commission.

PUBLIC COMMENT

Ms. Golden stated she would not be able to attend the upcoming retreat as she will be in New York.

Ms. McCafferty reported the "Parents who host lose the most" campaign in the county is going very well.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.