

EXECUTIVE-PERSONNEL-FINANCE COMMITTEE

August 28, 2006 4:30 p.m.
Michigan High School Athletic Association
1661 Ramblewood Drive
East Lansing, Michigan

M I N U T E S

PRESENT: Dan Alonzi, Chair; Brian Calley; Brad Densmore; Debbie De Leon; Ross Fulton; Bob Johnson; Gail Mahoney; Bob Showers; Ralph Tillotson

ABSENT: Ken Ponds

STAFF: Robin Reynolds, Executive Director; Mary Kronquist, Assistant Director; Gerrie Roeser, Finance Manager; Lori Griffin, Executive Secretary

GUESTS: Bruce Hindenach, CDRS; Donald Wolosuk

CALL TO ORDER

Chairman Alonzi called the meeting to order at 4:44 p.m.

APPROVAL OF THE MINUTES OF JULY 24, 2006

Mr. Tillotson moved approval of the Minutes of July 24, 2006 as presented. Mr. Showers supported the motion. The motion carried.

APPROVAL OF THE AGENDA

Mr. Densmore moved approval of the Agenda as printed. Mr. Johnson supported the motion.

Ms. Reynolds added under New Business, Item G, and NCA Cash Advance.

Vote called on the motion to approve the Agenda, as amended. The motion carried.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

- A. Treasurer's Report for June 2006
Community Grant and PA2**

Ms. Roeser reported on the Bills to be Approved, noting they are reflected in general checks 14171 through 14250 and payroll ACH 536 through 561, and totaled \$699,352.07. She added reported on significant checks as follows:

- Check 14173 for legal expense
- Check 14181 for audit expense
- Check 14213 telephone software
- Checks 14172 and 14212 were voided

On the Income Statement Total Revenues for the month of 600,195.23 and \$7,222,229.98 year-to-date; Total Expenses of \$699,575.51 for the month and \$6,530,087.87 year-to-date; which resulted in Net Income of \$(99,380.28) for the month and \$692,142.11 year-to-date. Ms. Roeser reported all PA2 dollars have been received except for Eaton, which is in process, and Calhoun, which is uncertain if it will be received. On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$4,334,584.38. Turning to the Statement of Cash Flow, Ms. Roeser reported the Beginning Balance of \$(4,316,202.10), the Ending Balance of \$4,218,761.40, which resulted in a Net Decrease in Cash of \$(97,440.70) for the month, and \$(288,784.34) year-to-date.

Medicaid

Ms. Roeser reported the Bills to be Approved, reflected in checks 3372 through 3402, and totaled \$138,294.61. On the Income Statement, she reported Total Revenues of \$162,392.26 for the month and \$1,772,560.66 year-to-date; Total Expenses of \$138,294.61 for the month and \$1,515,535.59 year-to-date, resulting in Net Income for the month of \$24,097.65 and \$257,025.07 year-to-date. Ms. Roeser continued to the Balance Sheet, reporting Total Assets and Liabilities & Capital of \$357,240.75. On the Statement of Cash Flow, Ms. Roeser reported the Beginning Balance of \$(333,143.10), the Ending Balance of \$357,240.75) resulting in a Net Increase in Cash of \$24,097.65 for the month.

On the Medicaid PIHP Report, Ms. Roeser reported the year-to-date balances as follows:

- CEI \$149,760.60
- LifeWays \$(110,313.09)
- Venture Calhoun \$2,295.26
- Washtenaw \$35,489.86
- Total Balance of \$77,232.63
- PEPM received for July \$1,752,962.80
- Savings applied \$10,013.00
- Gratiot CMH payments received \$2,960.00
- YTD interest earned \$6,867.23
- Program services rendered \$1,371,316.60
- AAR services rendered \$148,396.74
- Administration \$175,857.06
- Balance of \$77,232.63

Mr. Showers moved to recommend approval to the full Commission. Ms. De Leon supported the motion. The motion carried.

B. Employee 401K Retirement Plan

Ms. Reynolds stated this proposal would change retirement plans for the staff from SEP IRA to a 401K which would enable employees to contribute their own dollars. She added that the Commission contributes 5.7% of the employee's annual salary into the IRA SEP and would

continue to do the same with the proposed plan. Ms. Reynolds added there will be an annual administrative cost of \$1,000 plus a participant cost of \$30.00 per participant (charged to the employee). She continued by stating the initial set-up costs for the Commission total \$1,050 in a one-time charge and the annual fee of \$1,000. Ms. Reynolds stated the implementation date will be January 1, 2007. She also noted the other change being for all new employees hired after January 1, there will be a waiting period of 6 months before contributions can be made.

Mr. Densmore moved to recommend to the full Commission approval of the Employee 401K retirement plan proposal. Mr. Fulton supported the motion. The motion carried.

C. CEI Intensive Case Management Proposal

Ms. Reynolds began by reporting the Program Development Committee reviewed the programmatic aspects of this proposal and recommend its approval. She stated this is a continuation funding proposal for this program which is run by CEICMHA. Ms. Reynolds stated the proposal seeks \$80,689 of Ingham County PA2 funds, which is a small increase from last year due to wanting a master's level position. Ms. Reynolds added the staff recommendation is to approve the request.

Ms. De Leon moved to recommend to the Commission approval of the CEI Intensive Case Management for a total of \$80,689, paid from Ingham County PA2 funds. Mr. Showers supported the motion. The motion carried.

D. Ingham County DHS/CDR Proposal

Ms. Reynolds reported this is also a continuation funding request. She stated Mid-South and DHS will issue an RFP for substance abuse support services for clients involved with Protective Services and/or foster care. She continued by stating Mid-South will contribute \$48,642, with DHS contributing of \$120,000. In addition, she noted Mid-South would be providing in-kind assessment and treatment services required. She stated the staff recommendation is to approve the request.

Ms. De Leon moved to recommend to the full Commission approval of the Ingham County DHS/CDR Proposal for a total of \$48,642, paid from Ingham County PA 2 funds. Ms. Mahoney supported the motion. The motion carried.

E. Home of New Vision Funding Proposal

Ms. Reynolds stated this is also a continuation funding request, seeking \$51,300 of Jackson County PA2 funds for services at their transitional home located in Jackson which serves women throughout our region. Ms. Reynolds also stated treatment for the women is provided by Born Free, Washington Way and Bridgeway Center. Ms. Reynolds stated the staff recommendation is to approve the request.

Ms. Mahoney moved to recommend to the Commission approval of the Home of New Vision funding request for \$51,300 in Jackson County PA2 funds. Ms. De Leon supported the motion. The motion carried.

F. FOIA Request and Lawsuit

Ms. Reynolds updated members, stating an attorney from Calhoun County had asked for certain documents under the FOIA twice. The first was for Mid-South budgets, and the second was for information on a prevention program in place during 1999/2000. She stated that information from the T C Bugg prevention campaign which was funded with dollars from the former South Central region was provided. Ms. Reynolds stated the information sent the second time was not received and a FOIA lawsuit was initiated. She added that after talking with the attorney's office, the lawsuit was eventually dropped after the information was resent. Ms. Reynolds reported Michelle Liska was the plaintiff, noting it is not certain what the motivation was for requesting the information.

G. NCA Cash Advance

Ms. Reynolds stated this item is for information only. She reminded members that all cash advances have been called back in, and NCA's is approximately \$59,000. She added the agency continues to struggle with financial issues, so Mid-South will provide them with \$59,000 on October 1, 2006, which they will commence paying back by September 30, 2007 at a rate of \$4,900 per month. Ms. Reynolds added that appropriate language will be written into their contract for the repayment. She added this measure will help the agency to keep doors open.

OLD BUSINESS

There was no Old Business brought before the Committee.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.