

## ***EXECUTIVE-PERSONNEL-FINANCE COMMITTEE***

***February 27, 2006 - 4:30 p.m.  
Michigan High School Athletic Association  
1661 Ramblewood Drive  
East Lansing, Michigan***

### ***MINUTES***

***PRESENT:*** Brad Densmore; Debbie De Leon; Ross Fulton; Gail Mahoney; Lisa McCafferty; Bob Showers

***ABSENT:*** Dan Alonzi, Chair; Bob Johnson; Ken Ponds; Ralph Tillotson

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

***GUEST:*** Bruce Hindenach, CDRS

### ***CALL TO ORDER***

The meeting was called to order at 4:51 without quorum by Ms. Mahoney. She explained Ken Lautzenheiser, the current Chair, is no longer on the Board, and Dan Alonzi, the Vice-Chair, was unable to attend the meeting. She also welcomed Hillsdale County Commissioner Brad Densmore, who is the new Hillsdale representative to Mid-South.

### ***NEW BUSINESS***

#### ***A. Treasurer's Report for January 2006*** ***Community Grant & PA2***

Ms. Roeser stated the Bills to be Approved were reflected in general checks 13076-13791 and ACH 378-403 and totaled \$1,131,558.22. She reported the following:

- Check 13667 was voided
- Paid out 2<sup>nd</sup> quarter prepayments to prevention providers
- 90% of Lansing Teen Court contract was paid
- 2<sup>nd</sup> quarter payment for Lenawee Intensive Home Therapy was paid
- Gratiot Collaborative dues were paid
- 1<sup>st</sup> quarter of the Human Aid Co-Occurring grant was paid from block grant

On the Income Statement, Ms. Roeser reported Total Revenues for the month of \$564,815.15 and \$2,311,661.51 year-to-date, which is 25.80%, which should be 33%. She reported Total Expenses for the month of \$1,106,508.95 and \$2,510,981.82 year-to-date. She noted the ABW budgets are over spent in several programs and will be adjusted at the six month reviews which are scheduled in April. She also

reported Pine Rest is 40.86% spent for men's residential and 47.32% spent for women's residential, which reflects the increase in funding provided to them. Ms. Roeser also noted that Human Aid Co-Occurring is over spent due to the first quarter payment made, and all prevention providers are at 50% due to the prepayments made. Net Income for December was \$(541,693.80) and \$(199,320.31) year-to-date. On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$3,504,290.11. Ms. Roeser stated the Statement of Cash Flow shows the Beginning Balance of \$(3,943,964.94), the Ending Balance of \$3,386,815.19, which resulted in a Net Decrease in Cash of \$(557,149.75) for the month and \$(1,120,730.55) year-to-date.

### **Medicaid**

Ms. Roeser reported the Bills to be Approved were reflected in checks 3177-3210 and totaled \$176,058.07. On the Income Statement, she reported Total Revenues of \$196,699.81 for the month and \$749,384.18 year-to-date; Total Expenses of \$176,058.07 and \$529,678.51 year-to-date, which resulted in Net Income for the month of \$20,641.74 and \$219,705.67 year-to-date. Ms. Roeser continued to the Balance Sheet, reporting Total Assets and Liabilities & Capital of \$441,773.84. And on the Statement of Cash Flow, she reported the Beginning Balance of \$(421,132.10), the Ending Balance of \$441,773.84, resulting in a Net Decrease in Cash of \$(20,641.74) for the month and \$(54,380.44) year-to-date.

Ms. Roeser reported the audit was just completed for Medicaid and it required a cash adjustment as of 9/30/05 in the amount of \$321.90 for a Medicaid take back from Washtenaw PIHP, so the ending cash balance from last month and the beginning balance this month differ by \$321.90.

On the Medicaid PIHP Report, Ms. Roeser reported the following monthly balances:

- CEI \$124,649.55
- LifeWays \$(45,709.73)
- Venture \$7,714.69
- Washtenaw \$(7,487.70)
- YTD PEPM received \$747,367.41
- YTD Interest earned \$2,666.08
- YTD Program Services \$543,136.43
- CDR \$54,762.74
- Administration \$72,967.51
- Balance \$79,166.81

Ms. Reynolds commented on LifeWays negative balance, stating Mid-South is working with them. She added they are in the pooled funding arrangement with CEI. Ms. Reynolds also stated Mid-South is retaining Calhoun County funds until all bills are submitted and paid.

### **B. *Executive Director's Contract and Employment Evaluation***

Ms. Mahoney stated this is on the Agenda to determine a process to use. She added a copy of the current process used was included in the packet mailing. She further stated that last year, discussion surrounded having the entire Board participate in the evaluation process rather than just the Executive Committee, as has been the practice for the last several years.

Mr. Showers stated the he wanted staff to consult with a HR firm to find an evaluation tool more directed toward an executive than the one provided. He added most executives are not evaluated using this type of form. And, he added he would like to see the entire Board have the opportunity to provide comments as all members have a responsibility to their counties for management of this organization. Ms. Reynolds

replied that the HR firm used in the past could be contacted to help find a more suitable tool.

Ms. Mahoney stated the evaluation forms will be sent to all Board members, with responses being sent to incoming Chair Dan Alonzi, who will tabulate the results and report back to the Executive Committee at the March meeting. She added that if a different tool is found and used this year, it would most likely be April before the evaluation was finalized; and the current contract expires March 1. Ms. Reynolds stated her current agreement has a provision to continue past the March 1 deadline. Mr. Showers stated he could work with the current format this year, but another one should be identified before the next contract expires. Ms. Mahoney stated lines will be added under each category for comments.

### **C. *Jackson/Hillsdale Prevention Contract Termination***

Ms. Reynolds provided an update on the situation stemming from the special Executive Committee meeting minutes of February 14<sup>th</sup> where it was voted to terminate the prevention contract with Prevention Partners in Jackson and Hillsdale County, effective March 31, 2006. She indicated also included were communications sent from the program to the Coalitions in Jackson and Hillsdale counties. Ms. Reynolds stated it has been and will continue to be her position to not discuss contractual issues in a public setting. She briefly discussed circumstances leading up to the decision to terminate the contract, adding the Coalitions will be making recommendations on contracting for the FTE positions in each county. She added there has been one agency identified in Jackson County, but it will be more difficult in Hillsdale County. Ms. Mahoney commented briefly on events that took place in Jackson County, adding that for the Coalition to move forward, the termination of this contract needed to happen.

Ms. McCafferty arrived; quorum achieved.

**Mr. Fulton moved approval of the Minutes of January 26, 2006 and the Special Meeting Minutes of February 14, 2006 as presented. Ms. De Leon supported the motion. The motion carried.**

**Mr. Showers moved the Treasurer's Report for January 2006 be forwarded to the full Commission for approval as presented. Mr. Fulton supported the motion. The motion carried.**

### **D. *MDCH Request for Information/RFI***

Ms. Reynolds reported she and Mr. Brehler were instructed at the January Commission meeting to write a Resolution regarding the RFI process. She added they have not done it because the State has since said there may not be any dollars to let since they may be used to support a federal funding hole within the MDCH. She further added MDCH said they wanted proposals submitted by the due date anyway. Ms. Reynolds reported she had written letters to members of the legislature and Janet Olszewski, and an immediate response was received from Rep. Caswell, who is working with MDCH on a resolution. Ms. Reynolds stated she did write proposals for a grant writer and another to work with LifeWays and CEI to bring in a business consultant to look at areas of functional integration between the agencies, and for continuation of the Ingham County Health Clinic proposal. She reported MASACA submitted proposals for a statewide outcome system, a telecommunications system and for revision of the Administrative Rules. Ms. Reynolds stated she was unsure of how much may be available or whether or not any will be awarded.

### **E. *Drug Court Funding for Treatment Providers***

Ms. Reynolds reported that the current practice is to reimburse treatment providers for their attendance at Drug Court hearings for clients they serve. She added the hearings are a vital part of the drug court and

treatment process. She stated this proposal would establish a pool of funds using PA2 dollars which would provide payment for the clinician's time attending these hearings, at a rate of \$40 per encounter (court appearance regardless of the number of clients involved). Ms. Reynolds reported the funding per county as follows; Calhoun \$5,000; Jackson \$5,000; Hillsdale \$2,000; Ingham \$5,000 and Ionia \$2,000. She stated the recommendation is to establish a budget for each county for this purpose.

**Mr. Showers moved the staff recommendation to fund the Drug Courts in the amounts requested. Ms. De Leon supported the motion.**

Ms. McCafferty stated that for Ionia County, there is a process already in place for allocation of their PA2 dollars, so she would not be voting in favor of the proposal. Ms. Reynolds explained Ionia County's process is very involved where Mid-South can't access the PA2 dollars as their use has to be approved by the local Coalition and then they make the recommendation to the Board of Commissioners, which is brought to Mid-South by the county representative on this board. Because of this, she stated Ionia would be removed from the recommendation and the request would be taken through the proper channels in the county. Ms. Mahoney stated if this is approved, it will say this is the direction this Board wants to go in and this is how the dollars should be allocated. Mr. Showers added the proposal is how Mid-South wants the dollars allocated and if Ionia does not want to be part of it, they don't have to. Ms. Reynolds indicated she would meet with Ionia officials to discuss the PA2 allocation process.

**Vote was called on the motion. The motion carried with Ms. McCafferty voting no and Mr. Densmore abstaining since this is his first meeting.**

#### ***OLD BUSINESS***

There was no Old Business brought before the Committee.

#### ***PUBLIC COMMENT***

There was no public comment.

#### ***ADJOURNMENT***

The meeting adjourned at 5:49 p.m.