

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

January 24, 2005 - 4:30 p.m.  
Hilliard Building, 1<sup>st</sup> Floor Conference Room  
121 E. Maple Street  
Mason, Michigan

### **M I N U T E S**

- PRESENT:** Robert Johnson, Vice-Chairman; Dan Alonzi; Ken Lautzenheiser; Lisa McCafferty; Ken Ponds; Bob Showers; Ralph Tillotson; Larry Gould
- ABSENT:** Gail Mahoney; Tim Purcell; Debbie De Leon
- STAFF:** Robin Reynolds, Executive Director; Gerrie Roeser, Finance Manager; Lori Griffin, Executive Secretary; Tim Shafto, Prevention Coordinator
- GUEST:** Bruce Hindenach, CDRS

#### **CALL TO ORDER**

Vice-Chair Johnson called the meeting to order at 4:32 p.m.

#### **APPROVAL OF THE MINUTES OF NOVEMBER 22, 2004**

**Mr. Showers moved approval of the Minutes of November 22, 2004 as presented. Mr. Ponds supported the motion. The motion carried.**

#### **APPROVAL OF THE AGENDA**

**Mr. Showers moved approval of the Agenda as printed. Mr. Ponds supported the motion. The motion carried.**

#### **PUBLIC COMMENT**

Ms. Reynolds introduced Mr. Lautzenheiser, noting he was returning to the Board this year. All welcomed him.

#### **NEW BUSINESS**

- A. Treasurer's Report for November and December 2004**

## **November Community Grant and PA2**

Ms. Roeser presented November Bills to be Approved first, noting they are reflected in checks 12549 through 12624 and ACH031 through ACH056 and totaled \$662,514.64. She noted significant checks: #12589 was for the Lenawee Court Home Therapy Program July through September; #12590 was for the Clinton County DARE for FY 03/04; #12591 was for the LifeWays detox contract for 03/04; #12621 for Home of New Vision is a FY 04 payable; #12604 is copier maintenance agreement; #12616 is the Hillsdale MPCB dues; #12617 is Eaton MPCB dues; and #12618 is MPCB dues for Calhoun County.

On the Income Statement, Ms. Roeser reported Total Revenues for the month of \$23,716.00 and year-to-date of \$1,081,547.47. She reported there was no BSAS received due to the prepayment received in October, thus the receivable percent is 12.88% instead of 16.66%. Ms. Roeser also noted the PA2 estimates have been budgeted even though they are not expected until March or April. For CA Administration, Ms. Roeser reported Total Expenses of \$75,934.36 for the month and \$152,259.87 year-to-date, which is a 16.41% spend down. For State & PA2 Funded Subcontracts, Ms. Roeser reported expenses for the month of \$510,863.23 and \$1,075,150.56 year-to-date. Other Subcontracts expenses for the month totaled \$24,797.42, with year-to-date of \$51,882.67. She further reported Total Expenses for November of \$611,595.01 and \$1,279,293.10 year-to-date. Net Income for November was \$(587,879.01) and \$(197,745.63) year-to-date. On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$3,567,646.19. And on the Statement of Cash Flow, Ms. Roeser noted the Beginning Balance of \$(3,3p4,404.22), the Ending Balance of \$3,314,594.54, which resulted in a Net Increase in Cash of \$10,100.32 for November.

## **November Medicaid**

On the Bills to be Approved, Ms. Roeser reported they are reflected in checks 2631 through 2660 and total \$151,993.00. On the Balance Sheet, she noted Total Revenues of \$172,545.42 and \$320,099.73 year-to-date. She also noted that Washtenaw sent Mid-South's direct deposit payment to another coordinating agency in error; it was subsequently received in December. She further reported Total Expenses of \$151,993.00 for the month and \$151,993.00 year-to-date, and Net Income of \$20,552.42. Ms. Roeser reported that Medicaid is not based on an actual budget but the amount the programs spent last year. On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$405,247.76, and on the Statement of Cash Flow, she noted the Beginning Balance of \$(316,589.25), the Ending Balance of \$337,141.67, resulting in a Net Increase in Cash of \$20,552.42.

Ms. Roeser stated the Medicaid PIHP Report shows balances as follows: CEI \$(16,439.52), LifeWays \$1,715.56, Venture \$(11,440.55) and Washtenaw \$1,127.18. She noted the redistribution of Medicaid throughout the state last year and added that December improved for CEI and that Venture continues to increase, which staff will continue to monitor closely. Ms. Roeser reported the total PEPM received was \$335,927.88, interest earned totaled \$612.23, services totaled \$294,427.44, AAR services totaled \$28,816.66, administration services totaled \$38,333.34 which left a balance of \$(25,037.33).

**Mr. Showers moved to accept the November Treasurer's Report as presented. Mr. Lautzenheiser supported the motion. The motion carried.**

### **December Community Grant and PA2**

Ms. Roeser reported the December Bills to be Approved are reflected in checks 12625 through 12689 and ACH057 through ACH082 and total \$725,871.33. She noted significant checks: #12661 is the annual fee for state purchasing, #12666 is the maintenance fee for the other copier in the office; #12671 is the cash match for the CDR/MJC contract which is now paid in full.

On the Income Statement, Ms. Roeser reported Total Revenues for December of \$644,329.70 and \$1,725,877.127 year-to-date which is a 20.55% receivable. She noted that ABW is lower than budget due to there being a cap on enrollment, but that income may increase due to open enrollment in January. She continued by reporting CA expenses for the month of \$73,051.48 and year-to-date of \$225,311.35, which is a 24.28% spend down. She added there were no expenses for PA2 Other and State and PA2 Funded Subcontracts had expenses of \$580,713.82 for the month and \$1,655,864.38 year-to-date. Ms. Roeser added that some programs are spending ABW with no budget due to not seeing ABW clients last year. She further noted some programs of who are slightly high: Washington Way, CSATP/G-14 Methadone with Eaton PA2, Human Aid -Prevention. Ms. Roeser reported Other Subcontracts totaled \$57,786.42 for the month and \$109,669.09 year-to-date. She continued by reporting Total Expenses of \$711,551.72 for December and \$1,990,844.82 year-to-date, and Net Income for the month of \$(67,222.02).

### **December Medicaid**

Ms. Roeser reported the Bills to be Approved are reflected in checks 2661 through 2692 and total \$209,584.44 with no significant expenditures to report. On the Income Statement, she reported Total Revenues of \$203,419.07 for the month and \$523,518.80 year-to-date; Total Expenses of \$209,584.44 for the month and \$361,577.44 year-to-date, which resulted in Net Income for December of \$(6,165.37) and \$161,941.36 year-to-date. On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$399,082.39, and from the Statement of Cash Flow, the Beginning Balance of \$(337,141.67), the Ending Balance of \$462,959.38, which is a Net Increase in Cash of \$125,817.71.

Ms. Roeser reported on the PIHP Report balances as follows: CEI \$(2,633.58), LifeWays \$834.43, Venture of \$(16,294.14) and Washtenaw \$8,784.09. She also reported total PEPM received was \$523,203.79, interest earned of \$1,078.15, services of \$432,866.14, AAR services \$43,224.99 and administrative services of \$57,500.01, leaving \$(9,309.20).

**Mr. Ponds moved acceptance of the December Treasurer's Report as presented. Mr. Tillotson supported the motion. The motion carried.**

## **B. Nominating Committee**

## **Officers**

Ms. Reynolds stated the proposed Slate of Officers has changed. She reported that Mr. Johnson has declined the Chair, so she asked members how they wished to proceed, noting the rotation could move up, adding Ingham County at the bottom.

**Mr. Showers moved to recommend the rotation as follows: with Eaton County declining the Chair position, moving the rotation up and adding Ingham County to the bottom. Mr. Tillotson supported the motion. The motion carried.**

The Slate of Officers to be presented for 2005 is as follows:

Ken Lautzenheiser, Hillsdale County, Chair  
Dan Alonzi, Gratiot County, Vice-Chair  
Ken Ponds, Calhoun County, Treasurer  
Debbie DeLeon, Ingham County, Secretary

## **Executive Committee**

For 2005, Ms. Reynolds stated the new members will be Deb De Leon from Ingham County and Tim Purcell from Newaygo County.

### **C. Clinton County Outreach Proposal**

Ms. Reynolds reported this proposal is a clarification from one submitted last year which was denied. She noted it requests to convert \$64,406 of existing funds from their budget to a performance based agreement to provide outreach and develop a broader community support in effective treatment services. Ms. Reynolds stated the staff recommendation is to deny the request as they are drawing down their allocation at this time, plus the prevention coalition can do some of the outreach and awareness activities. She added that if the outreach were successful, more clients would seek services and there would not be sufficient funding to serve them. Ms. Reynolds further stated the organization is doing a great job and will draw down their allocation.

**Mr. Tillotson moved to accept the staff recommendation to deny the request. Mr. Lautzenheiser supported the motion.**

Mr. Showers stated this is a very good organization.

**Vote called on the motion. The motion carried.**

### **D. NCA/LRA Alcohol Awareness Month Proposal**

Ms. Reynolds stated this proposal seeks support for activities surrounding Alcohol Awareness Month which will take place in the tri-county area in April. She added they are requesting \$1,000. Ms. Reynolds also reported activities have expanded this year. She stated the \$1,000 would be taken from Eaton, Clinton and Ingham PA2 funding.

**Mr. Showers moved approval of the NCA/LRA Alcohol Awareness Month funding request for \$1,000, to be paid from the PA2 accounts of Eaton, Clinton and Ingham Counties as follows; \$333 from Eaton and Clinton and \$334 from Ingham. Mr. Tillotson supported the motion. The motion carried.**

**E. Prevention Strategic Plan**

**Prevention Budgets**

Ms. Reynolds reported that last September, the Commission approved the total allocation for prevention providers of \$1,866,430. Since that time, she noted implementation plans were received and reviewed by staff, who is now seeking formal approval of what the providers will be paid for. She added that some funding which is not allocated will be spent back in the counties for training and technical assistance for the coalitions. Ms. Reynolds also stated that as part of this allocation process, she is asking for approval to use a portion of the unallocated funds for training by CSII staff, which totals \$122,675. Discussion ensued, with Ms. McCafferty and Mr. Johnson stating their hesitance to approve the prevention budgets without having seen the Implementation Plans. Ms. Reynolds replied they and any other member who desired could review the plans.

**Mr. Tillotson moved approval for the expenditure of \$152,778 for training and technical assistance . Mr. Showers supported the motion. The motion carried.**

**Mr. Lautzenheiser moved the program allocations totaling \$1,866,430. Mr. Showers supported the motion.**

**Ms. McCafferty moved to table approval of the prevention budgets pending review of the Implementation Plans by Commission members. Mr. Ponds supported the motion. The motion carried.**

**Mr. Lautzenheiser withdrew his motion.**

Ms. Reynolds stated staff would try to meet with any member individually to review the plans.

**OLD BUSINESS**

There was no Old Business brought before the Committee.

**ADJOURN**

The meeting adjourned at 6:05 p.m.

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