

EXECUTIVE-PERSONNEL-FINANCE COMMITTEE

June 27, 2005 - 4:30 p.m.
Michigan High School Athletic Association
1661 Ramblewood Drive
East Lansing, Michigan

MINUTES

PRESENT: Dan Alonzi; Ross Fulton; Bob Johnson; Gail Mahoney; Lisa McCafferty; Bob Showers; Ralph Tillotson

ABSENT: Ken Lautzenheiser, chair; Debbie De Leon; Ken Ponds

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

GUESTS: Barbara O'Connor, Bridgeway-Jackson; Vicky Petty, Bridgeway-Hillsdale; Gerald McCullough, McCullough, Vargas & Associates; Roy Vargas, McCullough, Vargas & Associates; Donald Wolosuk, Jackson County

CALL TO ORDER

Mr. Alonzi called the meeting to order at 4:36 p.m.

APPROVAL OF THE MINUTES OF MAY 23, 2005

Mr. Tillotson moved approval of the Minutes of May 23, 2005 as presented. Mr. Fulton supported the motion. The motion carried.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

A. Treasurer's Report for May 2005
Community Grant and PA2

Ms. Roeser began with the Bills to be Approved, reflected in general checks 13026 through 13115 and ACH184 through 210, which totaled \$775,333.08. She noted significant checks as follows:

- #13066 was voided and reissued #13085
- #13096 to Career Quest for temporary staff
- #13028 to Cohl, Stoker & Toskey for legal advice on youth survey
- #13035 through 13037 travel expense for prevention training participants
- #13038 to PRIDE Youth Programs was a pass through from the previous year
- #13055 to Monster Trak was advertising expense for prevention vacancy
- #13056 travel expense for prevention training participant
- #13089 to Lansing State Journal for advertising for prevention vacancy
- #13092 and 13098 were Clinton and Ingham County MPCB dues
- #13099 and 13100 to Dell and CDW for a new computer and printer
- #13101 for LifeWays jail diversion contract for first three quarters

Turning to the Income Statement, Ms. Roeser reported Total Revenues of \$1,279,545.11 for the month and \$5,768,209.18 year-to-date. She further reported Ingham, Eaton and Newaygo PA2 dollars had been received, leaving only Jackson outstanding. Ms. Roeser continued to the Administrative Total Expenses for the month of \$77,379.46 and \$592,040.31 year-to-date. She reported Other Funding Sources had no expenses for the month, adding the year-to-date is over spent by \$562.50 due to a discovery during the recent audit that drug court expenses had not been included on the Income Statement but were in the general ledger. She noted the appropriate statements had been adjusted for the record. Ms. Roeser stated State and PA2 Funded Subcontracts totaled \$83,257.28 for the month and \$4,105,020.94 year-to-date. She noted the monthly total is low due to pulling in prepayments from the providers which were co-mingled with this year's. She added this will be reflected on the Balance Sheet. Ms. Roeser reported Total Expenses for the month of \$197,952.39 and \$5,049,593.13 year-to-date, which resulted in Net Income of \$1,081,592.72 for the month and \$718,616.05 year-to-date. On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$4,359,890.63. Lastly, she reported the Statement of Cash Flow shows a Beginning Balance of \$(3,263,712.73), an Ending Balance of \$3,767,974.76, resulting in a Net Increase in Cash of \$504,262.03 for the month and \$(677,285.35) year-to-date.

Ms. McCafferty asked why providers were reimbursed for attending trainings. Ms. Reynolds responded this is not a normal practice, but because these trainings fell outside of what is contracted for, they were reimbursed. In response to another question on #13038 to PRIDE, Ms. Reynolds stated that was a pass through from 2003 from the Kent County. Ms. Roeser also noted

this report does not reflect the recent budget amendments which were effective on June 1.

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Medicaid

Ms. Roeser reported the Bills to be Approved, reflected in checks 2857 through 2887, and totaled \$218,064.55, with no significant expenses to report. On the Balance Sheet, she reported Total Revenues for the month of \$187,990.57 and \$1,492,423.65 year-to-date, Total Expenses of \$218,064.55 for the month and \$1,276,208.69 year-to-date, which resulted in Net Income of \$(30,073.98) for the month and \$216,214.96 year-to-date. Ms. Roeser reported Total Assets and Liabilities and Capital of \$239,703.69 from the Balance Sheet, and from the Statement of Cash Flow, the Beginning Balance of \$(397,250.63), the Ending Balance of \$367,176.65, which resulted in a Net Decrease in Cash of \$(30,073.98).

On the Medicaid PIHP Report, Ms. Roeser reported balances as follows:

- CEI \$42,368.68, noting \$40,122 in savings were applied; \$104,702.24 year-to-date;
- LifeWays \$13,569.30, noting \$21,188 of 03 savings applied; \$(7,346.14) year-to-date;
- Venture-Calhoun \$(8,762.70); \$(57,287.43) year-to-date;
- Washtenaw \$4,340.76; \$25,526.04 year-to-date.
- Total PEPM \$1,489,435.98
- Savings Applied \$61,310.00
- YTD Interest Earned \$3,266.78
- YTD Services \$1,219,818.11
- YTD AAR \$(115,266.64)
- Administrative Services \$153,333.30
- Overall Balance \$65,594.71

Ms. Mahoney moved to accept the Treasurer's Report as presented. Mr. Showers supported the motion. The motion carried.

B. 2004 Audit

Ms. Reynolds introduced Mr. Don Lloyd of Foote and Lloyd, PC, who conducted the audit. He thanked members for hiring his firm again, and expressed thanks to the staff that assist him, noting all are diligent in performing their fiscal duties. Mr. Lloyd reported there were no findings, there were some payables for unusual items, and that the work was more detailed due to the acquisition of the two new counties. He briefly highlighted some items in the audit.

Mr. Tillotson moved to accept the 2004 Audit and place it on file. Ms. Mahoney supported the motion. The motion carried.

Ms. Reynolds thanked Mr. Lloyd and the finance staff for a job well done.

C. Hillsdale County RFP

Ms. Reynolds reported two responses were received from the issuance of the RFP for treatment services in Hillsdale County; from McCullough, Vargas & Associates, and from Bridgeway Center-Hillsdale. She noted both responses were reviewed by the Review Committee and presented to the Program Development Committee, who will be recommending the award for McCullough, Vargas & Associates.

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Ms. Reynolds also noted since McCullough Vargas is not currently located in Hillsdale County, they will be establishing an office in the county. She further stated the amount of funding to be awarded is \$100,440, which will be paid on a fixed unit rate basis, except for women's services which will be performance based.

Mr. Showers moved to recommend to the full Commission approval of funding in the amount of \$100,440 be awarded to McCullough, Vargas & Associates for treatment services in Hillsdale County. Mr. Fulton supported the motion. The motion carried.

OLD BUSINESS

There was no old business brought before the Committee.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 5:26 p.m.

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