

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

**May 23, 2005 - 4:30 p.m.  
Michigan High School Athletic Association  
1661 Ramblewood Drive  
East Lansing, Michigan**

### **MINUTES**

**PRESENT:** Ken Lautzenheiser, Chair; Debbie De Leon; Ross Fulton; Bob Johnson; Lisa McCafferty; Ken Ponds; Bob Showers; Ralph Tillotson

**ABSENT:** Dan Alonzi; Gail Mahoney

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

**GUEST:** Larry Gould

#### **CALL TO ORDER**

Chairman Lautzenheiser called the meeting to order at 4:45 p.m.

#### **APPROVAL OF THE MINUTES OF APRIL 25, 2005**

**Mr. Fulton moved approval of the Minutes of April 25, 2005 as presented. Mr. Showers supported the motion. The motion carried.**

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

Added under New Business, Item E, was Ingham County HSCA Dues request.

Ms. McCafferty announced she needed to leave the meeting by 5:00, and that she didn't see anything objectionable to Ionia County on the Agenda.

**Mr. Tillotson moved approval of the Agenda as amended. Mr. Fulton supported the motion. The motion carried.**

#### **PUBLIC COMMENT**

There was no public comment.

#### **NEW BUSINESS**

Note: Items were addressed out-of-order due to anticipated loss of quorum at 5:00.

#### **E. Ingham County Health Department Request for MPCB Dues**

Ms. Reynolds stated this request is typical of that received each year, from most of our member counties to support the Community Collaborative. She added since these are routine requests, it would be her wish to receive approval from the Board to fund these requests, rather than bring each one separately for approval. She also noted the funding to support the Collaboratives is in the approved administrative budget, and the amount would remain at \$1,000 per county, per year.

**Ms. McCafferty moved the ongoing approval of \$1,000 per county for MPCB dues each year. Mr. Johnson supported the motion. The motion carried.**

#### **B. Administrative Budget Amendment**

Ms. Reynolds briefly outlined significant changes in the administrative budget as follows:

- **Salaries** decreased \$11,728 due to staff vacancy and staff unpaid leave time
- **Fringes** decreased \$4,646 due to staff vacancy and health insurance decreased due to staff vacancy and adjustment for staff benefit needs
- **Travel** increased \$3,500; Board Retreat expense included here
- **Other Expenses** increased \$10,968 due to advertising for staff vacancy, contractual expenses for temporary staff services for staff vacancies, increase for Gratiot MPCB, telephone increase and credentialing exam increase.
- **Local funding** saw an increase of \$2,133 in interest earned, requiring use of less fund balance
- **Fees and Collections** increased \$1,200 for credentialing exams
- **Other** saw a decrease of \$1,573 in MiChild funding

Overall, Ms. Reynolds stated there is a decrease in funding of \$2,506.

**Mr. Showers moved adoption of the Administrative Budget amendment and that it be forwarded to the full Commission for approval. Mr. Tillotson supported the motion. The motion carried.**

#### **C. PROGRAM BUDGET AMENDMENTS**

Ms. Reynolds apologized for the late receipt of the amendments, explaining it takes a significant amount of time to get everything reviewed and moved properly in order to avoid lapsing money at the end of the year. She added that funding has been redirected based on need. She stated there was approximately \$311,154 of identified need, and only \$206,000 available for movement to meet these needs. She further stated that all programs who required more funding to meet

Increased demand were provided some increase, although not necessarily the total amount they asked for. In addition, the prevention increases reflect the money moving from a pooled fund to allocations to providers that were previously approved by the Board. Ms. Reynolds noted the changes as follows:

- **Arbor Circle** - Increase in ABW of \$4,120. Total increase of **\$4,120**
- **Bridgeway Center/Hillsdale** - Increase in MDCH of \$12,056, decrease in ABW

of (\$7,033). **Washington Way** - increase in MDCH of \$35,000.

Total increase of **\$40,023**

- **CDRS** - Decrease in MDCH of (\$10,000). Total decrease of **(\$10,000)**
- **Psychological Consultants** - Increase in MDCH of \$25,000; increase in Calhoun PA2 of \$6,500; decrease in ABW of (\$201). Total increase of **\$31,299**

[Ms. McCafferty left the meeting at this time].

- **Michigan Jobs Commission/Michigan Rehab Services of Calhoun County** - No change

[Mr. Ponds arrived].

- **Child & Family Services** - No change
- **Prevention Partners** - Increase in MDCH of \$294,708; increase in Jackson and Hillsdale PA2 of \$50,520. Total increase of **\$345,228**.
- **Cristo Rey** - Increase in MDCH of \$162,668, increase in Ingham PA2 of \$39,246. Total increase of **\$201,914**
- **CSATP** - Increase in MDCH of \$32,052; decrease in ABW of (\$1,250); increase in Ingham and Clinton PA2 of \$3,714. Total increase of **\$34,516**
- **ESAP** - Increase in MDCH of \$6,581; increase in Eaton PA2 of \$5,253. Total increase of **\$11,834**
- **Family Service & Children's Aid** - Decrease in MDCH of (\$23,500); decrease in ABW of (\$1,485). Total decrease of **(\$24,985)**
- **Gratiot RESD** - Increase in MDCH of \$3,149. Total increase of **\$3,149**
- **Human Aid Gratiot and Ionia** - Increase in MDCH of \$63,228; decrease in ABW of (\$3,501). Total increase of **\$59,727**
- **Ionia CMH** - No change
- **Kairos Adolescent** - Increase in MDCH of \$54,302. Total increase of **\$54,302**.
- **LAAN** - No change
- **Life Guidance/Project Rehab** - Increase in MDCH of \$35,577. Total increase of **\$35,577**
- **McCullough, Vargas** - Increase in MDCH of \$10,795. Total increase of **\$10,795**
- **Methamphetamine Prevention Project** - Decrease in MDCH of (\$30,233). Total decrease of **(\$30,233)**
- **Minority Program Services** - Increase in MDCH of \$94,652; increase in Calhoun PA2 of \$35,225. Total increase of **\$129,877**

[Ms. De Leon arrived].

- **NCA/Lansing Regional Area** - Decrease in MDCH of (\$26,696); decrease in ABW of (\$19,590). Total decrease of **(\$46,286)**
- **Newaygo CMH** - No change
- **Our Hope** - Decrease in MDCH of (\$7,000). Total decrease of **(\$7,000)**
- **Pathfinder Resources** - No change
- **Prevention First** - Increase in MDCH of \$134,888; increase in Lenawee PA2 of \$22,410. Total increase of **\$157,298**
- **EISD/PPS** - Increase in MDCH of \$441,188; increase in Clinton, Eaton, Gratiot and Ingham PA2 of \$69,302. Total increase of **\$510,490**
- **PRIDE Youth Programs** - Increase in MDCH of \$66,188; increase in Newaygo PA2 of \$47,533. Total increase of **\$113,721**
- **Prevention Strategic Plan & Survey** - Increase in MDCH of \$73,873; increase in PA2 of \$107,155. Total increase of **\$181,028**.
- **Sage Center** - Increase in MDCH of \$10,795; decrease in ABW of (\$5,084). Total increase of **\$5,711**
- **Salvation Army** - Decrease in MDCH of (\$10,000). Total decrease of **(\$10,000)**

- **SDA for Residential** - No change
- **SPGB Services** - Decrease in MDCH of (\$47,178). Total decrease of **(\$47,178)**
- **SACGBC** - Increase in MDCH Prevention of \$92,274; increase in Calhoun PA2 of \$35,226. Total increase of **\$127,500**
- **Victory Clinic** - No change

**Mr. Tillotson moved to recommend approval of the Program Budget Amendments to the full Commission. Mr. Showers supported the motion. The motion carried.**

#### **D. Jackson Jail Diversion Program**

Ms. Reynolds began by reporting this was reviewed by the Program Development Committee and approved for funding consideration. She stated this is a contract with LifeWays for the provision of case management services for a co-occurring jail diversion program. Ms. Reynolds noted original funding was through a MDCH grant LifeWays received, and was sub-contracted to Bridgeway-Jackson. She reported the grant ended March 31, 2005. She continued by adding all parties wish to continue this program, which will involve Mid-South providing one-half of the funding, or \$11,131, of Jackson County PA2 dollars, which are available for use. LifeWays will pay an equal amount. The staff recommendation is to approve.

**Mr. Showers moved to recommend to the full Commission approval of \$11,131 for the Jackson Jail Diversion Program with LifeWays, to be paid from Jackson County PA2 funds. Mr. Ponds supported the motion. The motion carried.**

#### **A. Treasurer's Report for April 2005 Community Grant & PA2**

Ms. Roeser began with the Bills to be Approved for April, reflected in general checks 12737-13025, and ACH 159-183, totaling \$722,966.14. She noted the following significant expenditures: #12956 to Career Quest for temporary help; #12965 to Office Furniture Outlet for equipment maintenance (office shredder); #12966 to Cohl, Stoker & Toskey; #12998 to NCA for the alcohol awareness campaign; #13004 to the Sheraton Lansing Hotel for board retreat expenses; 13012 to Citizen's Insurance for liability and bonding insurance.

On the Income Statement, Ms. Roeser reported Total Revenues for the month of \$624,248.79 and \$4,488,664.07 year-to-date. She also noted that the Ingham County PA2 dollars were received in May and will be reflected on next month's report. For the CA, Ms. Roeser reported Total Expenses of \$78,913.21 for the month and \$514,660.85 year-to-date, which is 55.46%, draw down. Other Expenses totaled \$1,000 which is the alcohol awareness month expenditure. Ms. Roeser continued to State & PA2 Funded Subcontracts, stating Total Expenses for April were \$601,964.77 and \$4,021,763.66 year-to-date. She also reported Other Subcontracts expenses for the month were \$49,599.10 and \$313,153.73 year-to-date. Ms. Roeser stated Total Expenses were \$731,477.08 for the month and \$4,851,078.24 year-to-date. Lastly, she noted Net Income for the month was (\$107,228.29) and (\$362,414.17) year-to-date. She added that totals will show in the black once the Ingham County receivable is reflected.

On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$3,302,149.51. And on the Statement of Cash Flow, she reported the Beginning Balance of (\$3,339,994.49), the Ending Balance of \$3,263,712.73, resulting in a Net Decrease in Cash of (\$76,281.76).

## **Medicaid**

Ms. Roeser reported the Medicaid Bills to be Approved, reflected in checks 2823-2856, total \$178,054.43, and there were no significant expenses to report.

On the Income Statement, Ms. Roeser reported Total Revenues for the month of \$185,725.75 and \$1,304,433.08 year-to-date. She continued by reporting Total Expenses of \$178,129.43 for the month and \$1,058,144.14 year-to-date, which resulted in Net Income of \$7,596.32 for the month and \$246,288.94 year-to-date. Continuing to the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$329,631.64. And on the Statement of Cash Flow, she reported the Beginning Balance of (\$389,579.31), the Ending Balance of \$397,250.63, which resulted in a Net Increase in Cash of \$7,671.32.

Ms. Roeser reported on the Medicaid PIHP Report, stating CEI's balance at the end of April was (\$8,555.75) due to them catching up on billings; she added their year-to-date balance is \$62,333.56. Ms. Roeser reported the other balances as follows: LifeWays (\$14,732.42) for the month and (\$20,915.44) year-to-date; Venture-Calhoun County (\$7,414.08) for the month and (\$48,524.73) year-to-date; and Washtenaw (\$1,648.39) for the month and \$21,185.28 year-to-date. Ms. Roeser continued by reporting the PEPM year-to-date is \$1,301,917.13, Interest Earned of \$2,778.23, Services of (\$1,055,591.72), AAR services of (\$100,858.31), Administration of (\$134,166.66), resulting in a balance of \$14,078.67.

Discussion ensued on the PIHP Report, with Ms. Roeser explaining LifeWays has savings that will be applied toward their balance. She continued by noting that Venture can possibly get some dollars from the pool to put toward their negative balance, but there may not be enough to cover their deficit, so Venture will ultimately be responsible. She added they may be able to use some savings from their entire affiliation toward this balance. Ms. Reynolds also noted Venture is looking at length of stay criteria and asking for shorter increments to be approved.

**Mr. Fulton moved to recommend to the full Commission approval of the Treasurer's Report for April 2005 as presented. Mr. Tillotson 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 6:06 p.m.

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