

Executive-Personnel-Finance Committee

September 26, 2005 - 4:30 p.m.

Lions State Office
5730 Executive Drive
Lansing, Michigan

MINUTES

PRESENT: Lisa McCafferty; Debbie De Leon; Ross Fulton; Bob Johnson; Gail Mahoney; Ken Ponds; Bob Showers; Ralph Tillotson

ABSENT: Ken Lautzenheiser; Dan Alonzi

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

GUESTS: Larry Gould; Michelle Liska, Prevention Partners; Carol Patterson, Cristo Rey; Sara Lurie, EISD/PPS; Donald Wolosuk

CALL TO ORDER

The meeting was called to order by Ms. Mahoney at 4:40 p.m.

APPROVAL OF THE MINUTES OF AUGUST 22, 2005

Mr. Showers moved approval of the Minutes of August 22, 2005 as presented. Mr. Tillotson supported the motion. The motion carried.

APPROVAL OF THE AGENDA

Ms. Mahoney added the following to the Agenda: Under New Business, Item D, # 3, Prevention Allocations; Item E, Jackson County Drug Court; and Item F, Copier Purchase.

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

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

- A. Treasurer's Report for August 2205
Community Grant & PA2

Ms. Roeser began with the Bills to be Approved, stating they were reflected in general checks 13295 through 13363, and ACH 258 through 279, totaling \$601,054.52. She noted some significant expenses as follows:

- Check 13332 to CSII was prevention strategic planning expense;

- Check 13337 to Cohl, Stoker, was for legal expenses;
- Check 13341 to Skill Path Seminars was a conference expense for staff;
- Check 13345 to MACMHB was strategic planning meeting expense;
- Check 13349 to Communication Integrators was a software updates;
- Check 13351 to the Clarion Hotel was for a meth training expense;
- Check 13356 to CDW-G was computer supplies;

On the Income Statement, Ms. Roeser reported Total Revenues for the month of \$588,521.48 and \$8,064,751.10 year-to-date, which is an 89.80% collectable, whereas it should be 91.66%. She noted that \$840,440 of MDCH dollars were received the first week of September. In addition, she reported the receipt of \$30,739.40 from the Calhoun County Drug Court and the last ABW payment for the fiscal year. She continued by stating ABW was \$14,000 over, which is approximately \$10,000 under the projected receivable. Ms. Roeser stated block grant funding will cover the overage, which will equate to \$10,000 under collected and \$15,000 for August services currently over budget, and another \$14,000 for September services, bringing the total to approximately \$39,000 by the end of the year. For the CA, Ms. Roeser reported Total Expenses for August of \$70,698.01 and \$821,126.27 year-to-date, which is 88.72% expended. She noted there have been some staff vacancies since the amendment was processed in June. Other totals were as follows: State and PA2 funded contracts totaled \$606,151.60 for the month and \$5,944,674.30 year-to-date; Other Subcontracts were \$46,825.66 for the month and \$496,569.88 year-to-date, which resulted in Total Expenses of \$723,675.27 for the month and \$7,264,852.95 year-to-date. Net Income for the month was \$(135,153.79) for the month and \$799,898.15 year-to-date. On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$4,437,589.97, and on the Statement of Cash Flow, she noted the Beginning Balance of \$(4,127,037.31), the Ending Balance of \$4,114,504.27, which resulted in a Net Decrease in Cash for the month of \$(12,533.04) and \$(330,755.84) year-to-date. She reminded members that the negative balance is reflective of spending out advances at the beginning of the year.

Medicaid

Ms. Roeser reported the Medicaid Bills to be Approved, reflected in checks 2956 through 2989, totaled \$190,782.77 for the month, and there were no significant expenditures to report. On the Income Statement, she reported Total Revenues of \$192,372.93 for the month and \$2,070,425.60 year-to-date; Total Expenses of \$190,782.77 for the month and \$1,829,522.77 year-to-date, which resulted in Net Income of \$1,560.16 for August and \$240,902.83 year-to-date. Ms. Roeser continued to the Balance Sheet, reporting Total Assets and Liabilities & Capital of \$260,649.56. On the Statement of Cash Flow, she noted the Beginning Balance of \$(390,274.36), the Ending Balance of \$391,864.52, resulting in a Net Increase in Cash of \$1,590.16.

Ms. Roeser reported from the Medicaid PIHP Report monthly and year-to-date balances as follows:

- CEI \$(28,815.20); \$120,570.23 YTD. Transfer of \$38,903.79 to Venture for June expenses.
- LifeWays \$(18,934.73); \$(46,133.95) YTD
- Venture-Calhoun \$40,413.63; \$(18,506.86) YTD. Received transfer of \$38,903.79 from CEI
- Washtenaw \$3,288.72; \$35,755.47 YTD
- PEPM received to-date \$2,065,900.47
- FY 03/04 Savings applied \$61,300.00
- YTD Interest earned \$4,854.56
- Services paid out \$1,671,055.29
- CDR Services paid out \$158,491.63
- Administrative costs of \$210,833.22

Balance of \$91,684.89

Mr. Ponds moved to forward the Treasurer's Report for August 2005 to the full Commission for approval. Mr. Fulton supported the motion. The motion carried.

B. HIV/EIP Services

Ms. Kronquist reported the Commission has contracted with the Lansing Area AIDS Network (LAAN) for several years, but due to funding cuts, the expansion of our region to cover ten counties, and the changed focus of ODCP for these services, it is being proposed to change the delivery of these services. She continued by noting that the counties of Ingham, Jackson and Calhoun are high prevalence counties, so the Commission will contract again with LAAN to provide services in these counties, and services in the others will be provided through the local health departments, to include training and education to our providers and testing, counseling and education services to clients. Ms. Kronquist added that the client education piece would be achieved through the use of videos. She continued by stating the total amount of funding of \$134,299 would be divided as follows:

Lastly, Ms. Kronquist stated the Program Development Committee reviewed the proposal and recommend its approval.

Mr. Tillotson asked about the rationale for getting more dollars to the larger counties, to which Ms. Reynolds responded. She also pointed out that services will be provided on-site at the methadone clinics for more in depth counseling and other services to those clients. Ms. Mahoney stated this will be commendable if approved for funding as the health departments don't have dollars to replace those the state removed.

Mr. Fulton moved to recommend to the full Commission approval of the HIV/EIP funding proposal for a total of \$134,299. Ms. De Leon supported the motion. The motion carried with Ms. McCafferty abstaining.

C. Project Rehab 2005 DOC Client Allocation

Ms. Reynolds reported that as of September 1, 2005, Project Rehab was informed that the Department of Corrections (DOC) had no more funding for substance abuse treatment. In order to help the program serve clients already in treatment, she stated Mid-South and other coordinating agencies want to help the program as much as they can. She reported Mid-South currently has ten clients in care, and paying the DOC rate of \$70 per day for the 206 days of care remaining, would cost approximately \$14,420, which Mid-South would provide if we have dollars left over after meeting all current needs.

Ms. De Leon moved to recommend to the full Commission approval of the Project Rehab 2005 DOC Client Allocation amount of \$14,420. Mr. Showers supported the motion. The motion carried.

D. FY 2005/06 Budget Allocations

1. Mid-South Administrative Budget

Ms. Reynolds reported overall, the administrative budget increased \$34,104, detail as follows:

- Salaries increased \$31,606 which reflects full staffing levels
- Fringes increased \$8,001, reflective of full staffing
- Travel and Supplies were unchanged
- Other decreased \$5,505 due to decreases in Contractual and an increase in CareNet for

new reporting requirements

Ms. Reynolds reported that interest earned is funding the increase.

Mr. Tillotson moved to recommend to the full Commission approval of the Administrative Budget increase of \$34,102, with the total administrative budget being \$974,665. Ms. De Leon supported the motion. The motion carried.

2. Program Budget Allocations

- **Arbor Circle:** Increase in budget of \$7,414 of MDCH funds, due to increase demand. Total budget \$97,120.
- **Bridgeway Center:** Decrease is reflective of the loss of Bridgeway Hillsdale contract. MDCH decreased \$(81,200), ABW decreased \$(2,676), and PA2 decreased \$(14,300). Total budget \$115,682.
- **CDRS** did not change. Total budget \$760,268.
- **Chemical Dependency Resources:** Decrease of \$(12,535). MDCH decreased \$(40,311) and PA2 increased \$27,776. Total budget \$303,687.
- **MRS/MJC Contract** did not change. Total budget \$25,000.
- **Child & Family Services** did not change. Total budget \$150,000.
- **Cristo Rey Counseling Services:** Decrease of \$(21,065) all MDCH, due to lack of demand. Total budget \$109,220.
- **CSATP:** Decrease of \$(13,712); MDCH increased \$8,500; ABW decreased \$(2,204) and PA2 Ingham and Clinton decreased \$(20,008). Total budget \$820,508.
- **Eaton Substance Abuse Program:** Decrease of \$(13,204). MDCH decreased \$(6,581); ABW decreased \$(1,400); PA2 decreased \$(5,223). Budget at 2005 beginning level. Total budget 213,973.
- **Family Service & Children's Aid:** Increase of \$23,500, all MDCH returned to NexGen program. Total budget \$228,866.
- **Human Aid:** Increase of \$29,328. MDCH increased \$38,632; ABW increased \$2,494; PA2 Gratiot decreased \$(11,798). Expansion to Ionia County. Total budget \$188,792.
- **Ionia CMH:** Decrease of \$(22,494). MDCH decreased \$(20,000); ABW decreased \$(2,494). They are no longer providing outpatient services and will be doing case management. Total budget \$29,682.
- **Kairos:** Decreased \$(34,302), all MDCH as they draw down more Medicaid. Total budget \$60,000.
- **HIV/AIDS EIP Training:** Decrease of \$(29,657), all MDCH. Total budget 134,299.
- **Life Guidance/Project Rehab TX:** Decrease if \$(19,119), all MDCH. No contract.
- **McCullough, Vargas & Associates:** Increase of \$91,543. MDCH increased \$85,345; PA2 Hillsdale increased \$4,300; ABW increased \$1,898. Funding added for Hillsdale contract for outpatient and women's services. Total budget \$295,206.
- **NCA/Lansing Regional Area** did not change. Total budget \$685,241.
- **Newaygo CMH** did not change. Total budget \$36,601.
- **Pine Rest** did not change. Total budget \$23,000.
- **Methamphetamine Prevention Project:** Decrease of \$(71,317) due to decrease in state funding. Meth prevention grant also decreased; \$67,925 allocated to prevention providers. Total budget \$67,925.
- **Sage Center:** Decrease of \$(11,845). MDCH decreased \$(10,795); ABW decreased \$(1,050) due to lack of demand. Total budget \$140,741.
- **Salvation Army** did not change. Total budget \$151,600.
- **SPGB Services:** Decrease of \$(2,000), all ABW. Total budget \$195,664.
- **Victory Clinic** did not change. Total budget \$103,231.
- **Washington Way Recovery Center:** Increase of \$2,000 in MDCH; reflective of detox dollars. Total budget \$413,225.
- **Unallocated treatment dollars** of \$47,982. Currently looking at an additional transitional facility and residential programming for women.

- **Prevention allocations** \$1,448,570.

Overall totals are as follows:

- **Decrease in MDCH of \$108,681**
- **Decrease in PA2 of \$29,260**
- **Decrease in ABW of \$7,432**

TOTAL DECREASE OF \$145,373.

Ms. De Leon moved to recommend to the full Commission approval of the treatment budgets as presented. Mr. Fulton supported the motion. The motion carried.

3. Prevention Allocations

Ms. Reynolds reported these allocations were determined last week and is based on meetings with the Coalitions and the plans they submitted. She added that some of the counties will have funding held back, which means staff is waiting on additional information before deciding what to fund in a particular goal area. She reported the allocations as follows:

- **Calhoun County** is pending
- **Clinton County:** Recommended allocation \$83,094.
- **Eaton County:** Recommended allocation \$181,267.
- **Gratiot County:** Recommended allocation \$62,048.
- **Hillsdale County:** Recommended allocation \$75,633 with \$25,245 pending.
- **Ingham County:** Recommended allocation \$269,525.
- **Ionia County:** Recommended allocation \$161,155, pending PA2 approval.
- **Jackson County:** Recommended allocation \$149,543 with \$110,086 pending.
- **Lenawee County:** Recommended allocation \$73,810.
- **Newaygo County:** Recommended allocation \$62,646.

Ms. Reynolds stated all of the goals promised were funded, and costs were reduced based on what it would cost to provide those services.

Mr. Tillotson moved to recommend to the full Commission approval of the prevention allocations as presented, with the exception of Ionia County, recommending they look at using PA2 dollars for prevention services. Mr. Showers supported the motion. The motion carried with Ms. McCafferty abstaining.

Ms. Mahoney stated since it was late; she would like to move the last two items to the full Commission for approval.

Mr. Tillotson moved Items E and F be considered for approval by the full Commission. Mr. Showers 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.

