

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

**September 25, 2006 - 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:** Dan Alonzi, Chair; Brad Densmore; Debbie De Leon; Ross Fulton; Robert Johnson; Gail Mahoney; Ken Ponds; Robert Showers; Ralph Tillotson

**ABSENT:** Brian Calley

**STAFF:** Robin Reynolds, Executive Director; Mary Kronquist, Assistant Director; Lori Griffin, Executive Secretary

**GUESTS:** Joe Kuchenbuch, Psychological Consultants of Michigan; Bruce Hindenach, CDRS; Donald Wolosuk, Jackson County; Jim Gallant, Jackson County

#### **CALL TO ORDER**

Chairman Alonzi called the meeting to order at 4:30 p.m.

#### **APPROVAL OF THE MINUTES OF AUGUST 28, 2006**

**Mr. Fulton moved approval of the Minutes of August 28, 2006 as presented. Ms. Mahoney supported the motion. The motion carried.**

#### **ADDITIONS TO THE AGENDA**

Added under New Business, H, Executive Director's letter of resignation.

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

#### **PUBLIC COMMENT**

Mr. Jim Gallant stated he wished to speak, and provided a handout. Mr. Alonzi stated the Commission operates under Roberts Rule of Order; therefore, comment would be limited to three (3) minutes.

**Ms. Mahoney moved to receive the correspondence from Mr. Gallant. Mr. Fulton supported the motion. The motion carried.**

Ms. Gallant stated his purpose is to voice disappointment on the Board's request to have him removed as a member of the Commission. He noted from the By-Laws, Page 3, Article 4, Section 3 Vacancies/Removal, Paragraph 2, "Charges brought against any Commission member for non-performance of duty or misconduct will be reviewed by the Commission's Executive Committee, which shall report its findings to the Commission". He stated his belief the Committee did not report to the full Commission but mirrored to the Executive Committee. He noted that his issue is still with checking clients legal and court ordered history, which he stated does not happen. Mr. Gallant stated this is his formal appeal of funding decisions for programs that do not abide by the Administrative Rules. Mr. Gallant stated his intent to go to a meeting of each Board of Commissioners in the county to further state his appeal.

Mr. Alonzi stated the Commission did not remove him, the Jackson County Board of Commissioners did, and his issue of removal stands with them, not Mid-South.

## **NEW BUSINESS**

### **A. Treasurer's Report for August 2006 Community Grant and PA2**

Ms. Roeser reported first on the Bills to be Approved, reflected in general checks 14251 - 14348 and payroll ACH562 - ACH586, and totaled \$630,013.47. She noted there was one check, 8783 which was voided as it was never cashed. She also noted the following significant expenses:

- Check 14252-Directors & Officers Insurance renewal
- Check 14286-Peachtree accounting software update
- Check 14317-Virus software update
- Check 14326-Printing of Member Handbooks
- Check 14339-Annual contractor's meeting expenses
- There are also several Synar inspection reimbursements to prevention providers

On the Income Statement, Ms. Roeser reported Total Revenues of \$573,260.01 for the month and \$7,795,489.99 year-to-date, which is 83.73% receivable. She added that Eaton and Calhoun County PA2 dollars are still outstanding. Ms. Roeser continued, reporting Total Expenses for the month of \$649,398.60 and \$7,179,486.47 year-to-date, which equates to Net Income for the month of \$(76,138.59) and \$616,003.52 year-to-date. On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$4,258,821.61. She continued to the Statement of Cash Flow, reporting the Beginning Balance of \$(4,218,761.40), the Ending Balance of \$4,162,007.94, which resulted in a Net Decrease in Cash of \$(56,753.26) for the month and \$(345,753.80) year-to-date.

### **Medicaid**

Ms. Roeser reported the Bills to be Approved, reflected in checks 3403 - 3432, totaled \$177,567.16. There were no noteworthy checks. On the Income Statement, she reported Total Revenues for the month

of \$163,529.21 and \$1,936,089.87 year-to-date; Total Expenses of \$177,567.16 for the month and \$1,693,102.75 year-to-date, resulting in Net Income of \$(14,037.95) for the month and \$242,987.12 year-to-date. On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$343,202.80. On the Statement of Cash Flow, Ms. Roeser reported the Beginning Balance of \$(357,240.75), the Ending Balance of \$343,202.80, resulting in a Net Decrease in Cash of \$(214,037.95) for the month and \$(44,190.60) year-to-date.

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

- CEI: \$(14,971.07) for August, \$134,789.53 YTD
- LifeWays: \$(15,119.70) for August; \$(125,432.79) YTD
- Venture-Calhoun: \$298.05 for August; \$2,593.31 YTD
- Washtenaw: \$10,165.76 for August; \$45,655.62 YTD
- PEPM received to-date \$1,915,702.51
- Savings applied to-date \$10,013.00
- Gratiot CMH contract payments \$2,960.00
- YTD Interest earned \$7,654.92
- Services paid to date \$1,524,971.97
- AAR services paid to date \$162,966.90
- Administration \$190,785.89
- Balance \$57,605.67

Ms. Reynolds reported she had met with LifeWays management, who are aware of their overages. She noted LifeWays is planning to use their ISF and some Medicaid dollars available for mental health and other sources of funding to meet the funding need.

**Ms. Mahoney moved to recommend to the full Commission approval of the Treasurer's Report for August 2006 as presented. Ms. De Leon supported the motion. The motion carried.**

**B. Calhoun County Relapse Prevention Funding 2006/2007**

Ms. Reynolds stated this is a continuation funding proposal for relapse prevention services for clients under the 37<sup>th</sup> Circuit Court Probation in Calhoun County. She added services include weekly group therapy and case management services. Ms. Reynolds stated the request is for \$13,500 of Calhoun County PA2 funding, and the staff recommendation is to approve the request.

**Ms. Mahoney moved to recommend to the full Commission approval of the Calhoun County Relapse Prevention Funding request in the amount of \$13,500, paid from Calhoun County PA2 funds. Mr. Tillotson supported the motion. The motion carried.**

**C. Calhoun County Detention Center Funding 2006/2007**

Ms. Reynolds first stated the amount requested should be \$21,575. She added this program is a joint effort between Psychological Consultants and the Calhoun County Juvenile Home, and seeks the funds to

continue providing substance abuse treatment services to high risk youth who reside in the Juvenile Home. Ms. Reynolds stated the staff recommendation is to approve the request.

**Mr. Tillotson moved to recommend to the full Commission approval of the Calhoun County Detention Center funding request in the amount of \$21,575, paid from Calhoun County PA2 funds. Ms. De Leon supported the motion. The motion carried.**

**D. Ingham Co. Community Access/CDRS Funding 2006/2007**

Ms. Reynolds stated this is a collaborative effort between Mid-South (along with CDRS) and the Ingham County Health Department to provide case management services at the Health Department clinics. She added while efforts are made to secure additional funding for this project her recommendation is to provide \$20,000 of Ingham County PA2 funds for the program. She noted Mid-South is working with the Health Department to fund with Medicaid dollars, or to secure funding from the county.

**Ms. De Leon moved to recommend to the full Commission approval of the Ingham County Community Access/CDRS funding request in the amount of \$20,000, paid from Ingham County PA2 funds. Ms. Mahoney supported the motion. The motion carried.**

**E. Mid-South Administrative Budget 2006/2007**

Ms. Reynolds stated this is the proposed budget for FY 06/07. She explained the changes as follows:

- **Salaries** increased \$39,523 mainly due to having a Prevention Assistant full time;
- **Health Insurance** increased \$22,389 due to new staffing and increased family coverage;
- **Supplies** decreased \$10,700
- **Contractual** decreased \$8,000
- **Other Expenses** decreased \$22,520 which was due to moving Synar expenses into the Prevention budget
- **Total Expenses** increased 36,573
- **Revenues-State Funding** decreased \$100,264
- **Local Funding** increased \$137,587 with interest increasing and adding 04/05 carryover interest
- **Fees and Collections** decreased \$570
- **Total Revenue** increased \$36,753

**Mr. Tillotson moved to recommend to the full Commission approval of the Administrative budget for FY 06/07 as presented. Ms. De Leon supported the motion. The motion carried.**

Mr. Tillotson commended Ms. Roeser on her hard work to increase the interest earned.

**F. Mid-South Prevention Allocations 2006/2007**

Following are the FY06/07 proposed allocations for prevention:

- **Calhoun County:** Total Allocation of \$164,500; \$136,432 block grant (which includes \$11,500 of methamphetamine) and \$28,068 PA2; for Minority Program Services

- **Clinton County:** Total Allocation of \$91,470 block grant funding (which includes \$6,750 methamphetamine), for Clinton County Counseling Center.
- **Eaton County:** Total Allocation of \$203,537, all block grant, to the City of Grand Ledge, PPS, PPS methamphetamine and Barry-Eaton District Health Department.
- **Gratiot County:** Total Allocation of \$87,350, all block grant funding (which includes \$1,200 methamphetamine) to Mid-Michigan District Health Department.
- **Hillsdale County:** Total Allocation of \$100,878; \$63,485 block grant and \$37,393 PA2, for McCullough Vargas.
- **Ingham County:** Total Allocation of \$322,348; \$302,348 block grant to Cristo Rey, PPS, PPS methamphetamine, United Way and Ingham County Health Department; \$20,000 PA2 to Cristo Rey.
- **Ionia County:** Total Allocation \$169,931; \$112,112 block grant to Life Guidance, Ionia County Public Health and Ionia methamphetamine; \$57,819 PA2 to Life Guidance and Ionia County Public Health.
- **Jackson County:** Total Allocation \$108,212 to United Way of Jackson, FSCA for FTOP Program, Jackson Comm. GIS and GIS methamphetamine.
- **Lenawee County:** Total Allocation of \$163,800 block grant to Community Action Agency, Comm. Action Agency methamphetamine and Sienna Heights.
- **Newaygo County:** Total Allocation of \$113,721; \$66,188 block grant and \$47,533 PA2.
- **Training and Technical Assistance:** Total Allocation of \$295,177; \$23,890 block grant and \$271,287 PA2.
- **Total State and PA2 Allocated: \$1,822,424; \$1,360,324 block grant and \$462,100 PA2**
- **Amount Unallocated and moved to Treatment: \$89,746**

**Ms. Mahoney moved to recommend to the Commission approval of the Prevention Allocations for FY 06/07 as presented. Mr. Showers supported the motion.**

Mr. Johnson asked for a breakout, by county, for the Training and Technical Assistance allocations. Mr. Fulton asked if all allocated dollars in Newaygo County would go to PRIDE or if the figure is merely a budget at this time. Ms. Reynolds responded it is just budgeted, but added no plan or budget had been submitted by the provider as of yet.

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

#### **G. Mid-South Treatment Allocations 2006/2007**

Ms. Reynolds stated many of the treatment budgets had increases last year that were one-time only increases, which are not included for the upcoming year. She noted staff tried to increase PA2 in some counties who received more block grant dollars. Ms. Reynolds also reported the out-of-region residential providers will operate in a pooled funding arrangement for the upcoming year, therefore they received no allocation. Specific allocations are as follows:

- **Arbor Circle: Total Allocation \$98,551;** \$94,431 MDCH and \$4,120 ABW
- **Bridgeway Center: Total Allocation \$224,468;** \$201,785 MDCH, \$7,683 ABW and \$15,000 Jackson PA2

- **Washington Way: Total Allocation \$416,957;** \$260,676 MDCH, \$10,722 ABW and \$145,559 Jackson PA2
- **CDRS: Total Allocation \$753,862;** \$588,472 MDCH and \$165,390 Medicaid
- **Psychological Consultants: Total Allocation \$324,372;** \$123,427 MDCH, \$16,372 ABW and \$184,573 Calhoun PA2
- **MJC/MRS Calhoun County: Total Allocation \$25,000, all Calhoun PA2**
- **Child & Family Services: Total Allocation \$150,000;** \$70,000 MDCH and \$80,000 Ingham PA2
- **Cristo Rey: Total Allocation \$141,540;** \$137,320 MDCH and \$4,220 ABW
- **CEICMHA-SAS: Total Allocation \$831,460;** \$626,360 MDCH, \$22,269 ABW and \$182,831 Ingham and Clinton PA2
- **ESAP: Total Allocation \$239,565;** \$216,000 MDCH, \$6,013 ABW and \$17,552 Eaton PA2
- **FSCA: Total Allocation \$228,496;** \$150,168 MDCH, \$830 ABW, \$70,398 Jackson and Lenawee PA2 and \$7,100 Medicaid
- **Human Aid-Ionia and Gratiot: Total Allocation \$211,895;** \$196,994 MDCH, \$4,901 ABW and \$10,000 Gratiot PA2
- **Ionia CMH: Total Allocation \$43,721 all MDCH**
- **Kairos: Total Allocation \$60,000 all MDCH**
- **HIV/AIDS EIP Training: Total Allocation \$134,299 all MDCH**
- **McCullough, Vargas: Total Allocation \$281,099;** \$229,725 MDCH, \$40,000 Lenawee PA2 and \$11,374 ABW
- **Meth Prevention Project: Total Allocation \$35,000 all MDCH**
- **NCA/LRA: Total Allocation \$699,840;** \$571,200 MDCH, \$18,640 ABW and \$110,000 Ingham and Calhoun PA2
- **Newaygo CMH: Total Allocation -0- at their request**
- **Pine Rest: No allocation; will be in pooled funding**
- **Residential Pool: Total Allocation \$250,000 all MDCH**
- **Sage Center: Total Allocation \$92,645 all MDCH**
- **Salvation Army: No allocation; will be in pooled funding**
- **SDA for Residential: Total Allocation \$120,961 all MDCH**
- **SPGB Services: Total Allocation \$237,752;** \$83,000 MDCH, \$12,752 ABW and \$142,000 Calhoun PA2
- **SACGBC SIG Grant: No allocation**
- **Victory Clinic: Total Allocation \$103,231;** \$78,697 MDCH and \$24,534 ABW
- **Unallocated Treatment: None**
- **Prevention: Total Allocation \$1,787,424;** \$1,325,324 MDCH and \$462,100 PA2
- **CA Administration: Total Allocation \$826,985;** \$629,913 MDCH and \$197,072 Medicaid
- **Special PA2 Contracts: Total Allocation \$669,935** which is various county PA2 dollars
- **Grand Totals: MDCH \$6,320,118; PA2 \$1,485,013; ABW \$144,430; Medicaid \$369,562**
- **TOTAL BLOCK GRANT, PA2 AND MEDICAID DECREASE OF \$432,554**

Mr. Tillotson moved to recommend to the full Commission approval of the Treatment Allocations for 2006/2007 as presented. Mr. Fulton supported the motion. The motion carried.

## **H. Executive Director's Letter of Resignation**

Ms. Reynolds presented her official Letter of Resignation. She reported she had accepted a position with the Ingham Health Plan Corporation, noting the opportunity presented itself to her. She stated she was grateful for the opportunity given her 14 years ago, and thanked the Board for their support during her tenure as Director. Mr. Alonzi stated, as Chair, his acceptance, with regrets, of her letter. He noted every member is very proud of her and wish her well in her new challenge.

## **PUBLIC COMMENT**

Mr. Gallant offered congratulations to Ms. Reynolds. He stated his belief that Mid-South staff has directed the Board to go along with their policies rather than abide by the Administrative Rules. He again noted that the Mid-South By-Laws were not properly followed concerning his removal as a Board member. He also stated the Open Meetings Act is not followed as proposed Minutes are not made available to the public within the stated time period, and asked that proposed Minutes be E-Mailed to him within the prescribed time frame. Mr. Gallant also stated no one on staff asked questions on job description verifications, so there has been no demonstrated compliance with his questions. He again stated he would approach all of the county Boards of Commission with his issues to seek action from them, and that he will appeal every decision on funding for next year so all programs will be reviewed by a level higher up.

## **ADJOURNMENT**

The meeting adjourned at 5:30 p.m.