

**EXECUTIVE-PERSONNEL-FINANCE COMMITTEE**

**September 24, 2007 – 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**

**MEMBERS PRESENT:** Debbie DeLeon, Chair; Brad Densmore; Lynn Mason; Earl Poleski; Robert Showers; Bob VanBelzen

**MEMBERS ABSENT:** Dan Alonzi; Joe Brehler; Eusebio Solis; Ralph Tillotson

**STAFF:** Gary VanNorman, Executive Director; Gerrie Roeser, Finance Manager; Mary Kronquist, Treatment & Program Development Manager; Lori Griffin, Executive Secretary

**GUESTS** Bruce Hindenach, CDRS; Roy Vargas, MVA; Gary McCullough, MVA; Ericanne Spence, CEI-CMHA

**CALL TO ORDER**

Ms. DeLeon called the meeting to order at 4:51 p.m.

**APPROVAL OF THE MINUTES OF AUGUST 27, 2007**

**Mr. Showers moved approval of the minutes of August 27, 2007 as presented. Mr. Densmore supported the motion. The motion carried.**

**ADDITIONS/DELETIONS TO THE AGENDA**

Added under New Business, Item F, was Use of PA2 funds at year-end.

**Mr. VanBelzen moved approval of the agenda as amended. Mr. Showers supported the motion. The motion carried.**

**PUBLIC COMMENT**

There was no public comment.

## **NEW BUSINESS**

### **A. Treasurer's Report for August 2007**

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

Ms. Roeser reported the following:

- Bills to be Approved for the month totaled \$670,742.92
- Monthly revenues \$598,745.51, with note that all PA2 dollars have been received (except for Calhoun County 05/06 and 06/07)
- Monthly expenditures \$670,984.71
- Net Income \$(72,239.20)
- Total Assets and Liabilities \$5,039,300.00
- Net decrease in cash \$(66,220.59)

#### **Medicaid**

- Bills to be Approved for the month totaled \$161,490.50
- Monthly revenues \$166,071.90
- Monthly expenditures \$161,490.50
- Net Income \$4,581.40
- Total Assets and Liabilities \$443,432.97
- Net increase in cash \$4,581.40

#### **PIHP Report**

- CEI ending balance \$193,203.16
- LifeWays balance \$(15,083.46)
- Washtenaw balance \$43,400.90
- Ending balance \$221,520.60

### **B. Car Lease**

Mr. VanNorman stated an analysis of travel expenses was done, and it revealed that increased travel costs for the prevention coordinator related to SPF-SIG would offset the cost of leasing a new vehicle for the director and transfer the current vehicle to the prevention coordinator. He added SPF-SIG dollars would be used for mileage on the Ford Taurus thus allowing purchase of the new vehicle after the two year lease was concluded, or to reexamine other options at that time. Mr. VanNorman further reported that since, in the opinion of GMAC, the Commission does not have sufficient credit, they require the director's personal signature that should the agency cease to exist, he would be personally responsible for the obligations to the lease. He indicated he would provide signature, with the Board's assurance that he would not be responsible. Discussion ensued.

**Ms. Mason moved to recommend to the Commission to lease a new vehicle for a two year period, with the understanding that the director will not be responsible for any obligation to the lease, and the understanding that in two years the Commission would have only one vehicle. Mr. Densmore supported the motion.**

Mr. Poleski asked that an analysis of costs over the next 3 years be conducted prior to voting on the motion.

**Vote called on the motion. The motion carried with Mr. Poleski voting no.**

Mr. VanNorman suggested this item be tabled until all of the requested information is provided and members are comfortable with the lease.

**Ms. Mason moved to withdraw the motion and reconsider the recommendation. Mr. Densmore supported the motion. The motion carried with Mr. Poleski voting no.**

**Mr. Showers moved to table the car lease proposal. Mr. VanBelzen supported the motion. The motion carried with Poleski, Densmore and Mason voting no.**

This item will be reported out at the Commission meeting with no recommendation.

**C. FY08 Administrative Budget**

Mr. VanNorman offered the following significant highlights:

- Expenses were reduced \$29,440, which includes reductions in Fringe Benefits of \$12,901; Equipment of \$9,300, and Other Expenses of \$7,875.
- Revenues were reduced by \$29,440, which includes \$50,740 in CA Admin. Interest, with a carryover of 04/05 interest of \$21,300.

He also noted that support for the county MPCB's which have been paid in the past from the administrative budget will be paid from SPF-SIG monies.

**Mr. Showers moved to recommend to the Commission approval of the administrative budget as presented. Mr. Poleski supported the motion. The motion carried.**

**D. FY08 Program Allocation Budgets**

Mr. VanNorman reported the allocations are based on continuation funding from last year's beginning allocations. He further noted that Calhoun County providers are included in the recommendations, and that if the outstanding PA2 dollars are not received by September 28<sup>th</sup> (as has been requested) no prevention services in the county will be funded, just treatment. He added the affected providers have been informed of this decision and there has been no response from them as of yet. The specific allocations are as follows:

- **Addiction Solutions \$106,899:** MDCH \$77,902; PA2 \$28,000; ABW \$997
- **Arbor Circle \$117,049:** MDCH \$94,431; PA2 \$18,800; ABW \$3,818
- **Bridgeway \$247,631:** MDCH \$201,785; PA2 \$33,075; ABW \$12,771
- **Calhoun Drug Court Appearance \$5,000** of PA2
- **CDRS \$729,543:** MDCH \$588,472; PA2 \$141,071;
- **Chemical Dependency \$228,426:** MDCH \$207,947; ABW \$20,479
- **Clinton County Wraparound \$11,184** of PA2
- **Child & Family Services \$150,000;** MDCH \$70,000; PA2 \$80,000
- **Clearview \$25,000** of MDCH
- **Community Action Agency of Lenawee \$186,450:** MDCH \$154,400; \$32,050 PA2
- **Cristo Rey \$291,589:** MDCH \$219,278; PA2 \$68,136; ABW \$4,175
- **CEI-CMHA \$1,109,395:** MDCH \$692,555; PA2 \$391,397; ABW \$25,443
- **Ingham County DARE \$-0-**
- **EISD/PPS \$519,548:** MDCH \$409,769; PA2 \$109,779
- **ESAP \$386,583:** MDCH \$216,000; PA2 \$163,152; ABW \$7,431
- **FSCA \$241,251:** MDCH \$126,668; PA2 \$113,145; ABW \$1,438
- **Hillsdale Drug Court Appearance \$3,000** of PA2
- **LAAN \$100,000** of PA2
- **Ingham County Alcohol Awareness Campaign \$-0-**
- **Ingham County Drug Court Appearance \$5,000** of PA2
- **Ionia CMH Case Management \$42,221** of MDCH
- **Ionia Drug Court Appearance \$2,000** of PA2
- **Ionia County Health Department \$217,584:** MDCH \$204,743; PA2 \$12,552; ABW \$289
- **Jackson County Drug Court Appearance \$6,000** of PA2
- **Home of New Vision \$51,300** of PA2
- **Project COPE \$-0-**
- **Kairos \$30,000** of PA2
- **Lansing Teen Court \$39,000** of PA2
- **Lenawee In-Home Therapy \$50,000** of PA2
- **Life Guidance \$5,000** of MDCH for TX only; no prevention funding
- **McCullough, Vargas \$366,464:** MDCH \$302,696, PA2 \$52,000; ABW \$11,768
- **Gratiot RESD Prevention FTE \$68,150** of MDCH
- **Gratiot County Juvenile Court \$18,500;** MDCH \$18,000, PA2 500

- **Minority Program Services-Prevention \$-0-**
- **NCA/LRA \$708,133;** MDCH \$649,200; PA2 \$35,000; ABW \$23,933
- **Pine Rest (Men's and Women's Residential) \$46,000** of MDCH
- **Pride \$38,000** of MDCH
- **Project Rehab (Men's and Women's)\$38,000** of MDCH
- **Residential pooled funding \$-0-**
- **Sage Center \$-0-**
- **Salvation Army \$86,000** of MDCH
- **SDA Payments \$120,961** of MDCH
- **SPF-SIG \$100,000** of MDCH
- **Special prevention contracts \$-0-** as all were moved to full prevention contracts
- **SPGB \$182,564:** MDCH \$168,680; ABW \$13,884
- **Synar Checks \$-0-**
- **United Way of Jackson \$125,202;** MDCH \$69,834; PA2 \$55,368
- **Washington Way \$454,071:** MDCH \$268,161; PA2 \$175,559; ABW \$10,351
- **Victory Clinic \$105,386:** MDCH \$78,697; ABW \$26,689
- **Unallocated Calhoun Co. prevention \$182,874:** MDCH \$136,432; PA2 \$46,442
- **Unallocated Ionia Co. prevention \$25,000:** MDCH \$8,983; PA2 \$16,017
- **Unallocated Lenawee Co. treatment \$39,512:** MDCH \$37,000; ABW \$2,512
- **Unallocated Lenawee Co. women's \$12,645** of MDCH
- **Unallocated treatment \$17,595** of MDCH
- **GRAND TOTAL: \$8,329,773;** MDCH \$6,385,118; PA2 \$1,778,677; ABW \$165,978

**Mr. Showers moved to recommend to the Commission approval of the program allocations as presented. Ms. Mason supported the motion. The motion carried.**

- E. FY08 Contract/Extension of FY07 Contracts through 12/31/07**

Mr. VanNorman stated this item is for information. He added that based on the uncertainty of funding at this time, the Commission is unable to commit to full year contracts with providers. He added the State has provided the Commission a contract for next fiscal year, and that MASACA is in the process of reviewing it.
- F. Use of PA2 Resolution**

Mr. VanNorman stated he was seeking permission for staff to use PA2 dollars where needed within counties during the year-end closing process to cover any overages.

**Mr. Densmore moved to recommend to the Commission to allow staff to use PA2 dollars at close-out within respective counties to cover any overages. Ms. Mason supported the motion.**

**Mr. Poleski asked to amend the motion to add an “up to” amount of \$5,000 without seeking Board approval. Ms. Mason supported the amendment. The amendment carried with Mr. Densmore voting no.**

**Vote was called on the main motion to allow staff to use PA2 dollars within respective counties to cover overages, up to \$5,000 per county without Board approval. The motion carried.**

Due to the late hour, Ms. DeLeon asked if there were any objections to deferring any Old Business to the full Commission meeting. There were no objections.

#### **PUBLIC COMMENT**

There was no public comment.

#### **ADJOURNMENT**

The meeting adjourned at 6:03 p.m.