

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

February 23, 2009 – 4:30 p.m.  
Michigan High School Athletic Association  
1661 Ramblewood Drive  
East Lansing, Michigan

### **MINUTES**

**MEMBERS PRESENT:** Robert Showers, Chair; Joe Brehler; Brad Densmore; Debbie DeLeon; Lynn Mason; Ralph Tillotson

**MEMBERS ABSENT:** Jan Bunting; Stan Nieboer; Earl Poleski

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

**GUEST:** Lisa McCafferty, Ionia Co. Health Department/Ionia Co. alternate member; Jim VanDoren

### **CALL TO ORDER**

Mr. Showers called the meeting to order at 4:35 p.m.

### **APPROVAL OF THE MINUTES OF JANUARY 26, 2009**

**Ms. Mason moved approval of the minutes of January 26, 2009 as presented. Ms. DeLeon supported the motion. The motion carried.**

### **ADDITIONS/DELETIONS TO THE AGENDA**

Added under New Business Item E annual report and F employee departure.

**Mr. Tillotson moved approval of the agenda with exceptions noted. Mr. Densmore supported the motion. The motion carried.**

### **PUBLIC COMMENT**

There was no public comment.

## **NEW BUSINESS**

### **A. Treasurer's report for January 2009**

#### **Community Grant & PA2**

Bills to be approved total \$726,610.50

Revenue totaled \$305,007.84

Expenditures totaled \$614,985.31

Net Income totaled \$(309,977.47)

Total Assets & Liabilities \$4,531,497.08

Net Decrease in Cash \$(421,602.66)

Ms. Roeser stated the Net Income budget column on the report reflects a \$(773,936) due to using deferred PA2 revenue to fund programming. The current income projected in the budget column does not reflect this. In future reports, the usage of PA2 funding will be reflected to balance the report. Total deferred PA2 revenue is \$3,351,043.74.

#### **Medicaid**

Bills to be approved totaled \$263,044.88

Revenue totaled \$173,821.28

Expenditures totaled \$168,138.75

Net Income totaled \$5,682.53

Total Assets & Liabilities \$228,424.54

Net Decrease in Cash \$(85,639.68)

#### **PIHP Report**

CEI ending balance \$27,281.20

LifeWays ending balance \$(31,320.02)\*

Washtenaw ending balance \$15,707.36

\$26,547.44 for deficit received in February; balance is now \$(4,772.58).

**Mr. Tillotson moved to accept the report and recommend approval to the full Commission. Ms. DeLeon supported the motion. The motion carried.**

### **B. Policies**

Five were provided for review, strikeout and final versions. For all, headers were changed; all now have policy numbers, last review date, and date for consideration for approval was changed.

Mr. VanNorman briefly outlined changes on individual policies:

- Room and Board: wording and typographical changes.
- Audit Guidelines: punctuation and wording changes. Ms. Mason offered some language changes, which were accepted by the committee.

**Mr. Brehler moved changes made by Ms. Mason. Ms. Mason supported the motion. The motion carried.**

- Conflict of Interest: wording changes and Section 2.4 changed to 6 months from 3 months.
- Supplemental Funding: significant change.
- Insurance Benefits: formatting changes and cleaned up some wording.

**Mr. Tillotson moved five policies to the full Commission for approval in March. Mr. Densmore supported the motion. The motion carried.**

**C. Cobo Hall Legislation**

Mr. VanNorman stated PA 553 is an amendment to the original legislation. PA2 sunsets in 2015 and PA 553 does not change that fact. It stipulates the dollars go directly to the counties. It does not state that CAs shall receive any funds. This is a concern. Mr. Showers stated it may be prudent to send a letter expressing concern and to ask for appropriate changes to be made. Mr. VanNorman stated MASACA and ALSAO would most likely raise it with the legislature. He also stated he would consult with other CA directors to attempt to create common language to send to the legislature.

**D. Executive Director Contract**

Mr. Showers noted the contract expires at the end of this year and suggested the incoming chair, vice chair, and executive board begin discussions in order to have recommendations in a timely manner. Mr. Tillotson stated he would address it over the next few months.

**E. Annual Report**

A draft of the 07/08 report was provided for review. It will be put forth for approval next month.

**F. Employee Departure**

Mr. VanNorman stated personnel policies require him to inform the Committee when an employee is terminated. The person in question worked 4-5 weeks and was still an at-will employee. There were no financial ramifications from the termination.

**OLD BUSINESS**

There was no old business brought before the Committee.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The meeting adjourned at 5:40 p.m.