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EXECUTIVE-PERSONNEL-FINANCE COMMITTEE

January 24, 2011

Hilliard Building, 1st Floor Conference Room

121 E. Maple Street

Mason, Michigan

MINUTES

MEMBERS PRESENT*: Joe Brehler; Jamie Clover Adams; Brad Densmore; Debbie De Leon; Warren Everett; Lynn Mason; Stan Nieboer; Ralph Tillotson

STAFF: Gary VanNorman, Executive Director; Gerrie Roeser, Finance Manager; Lori Coe, Executive Secretary

GUESTS: Bob Showers; Lisa McCafferty

CALL TO ORDER: Vice-Chairperson Brehler called the meeting to order at 4:34 p.m. He welcomed Comm. Warren Everett, newly appointed representative from Gratiot County. All present introduced themselves.

APPROVAL OF THE MINUTES OF NOVEMBER 22, 2010

Mr. Tillotson moved approval of the minutes of November 22, 2010 as presented. Mr. Densmore supported the motion. The motion carried.

ADDITIONS/DELETIONS TO THE AGENDA

There were no additions or deletions.

Mr. Tillotson moved acceptance of the agenda as printed. Ms. Mason supported the motion. The motion carried.

* Committee is short one member as Jackson County still has vacancies.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

A. Treasurer's Reports for November and December 2010

November Community Grant/PA2

Bills to be approved for the month \$460,695.98

Bank balance 1/1/10 \$4,606,002.24

Revenues received \$860,404.09

Additional cash adjustments \$72,713.11

Total revenues received \$933,117.20

Total expenditures \$468,519.02

Additional cash paid out \$85.63

Total cash paid out \$468,604.65

Administrative expenses \$66,120.75

CCC expenses \$19,158.78

Prevention expenses \$5,925.77

Jackson Recovery Court expenses \$2,214.47

Subcontractor expenses \$375,099.25

Grand total expenses \$468,519.02

December Community Grant/PA2

Bills to be approved for the month \$851,726.04

Bank balance 12/1/10 \$5,070,514.79

Revenues received \$563,977.19

Additional cash adjustments \$4,767.92

Total revenues received \$568,745.11

Total expenditures \$633,555.93

Application of deferred ABW revenue 09/10 for Washtenaw \$34,015.17

Additional cash paid out \$218,899.66

Total cash paid out \$886,470.76

Administrative expenses \$61,878.80

CCC expenses \$22,109.06

Prevention expenses \$6,132.27

Jackson Recovery Court expenses \$42.50

Subcontractor expenses \$543,393.30

Grand total expenses \$633,555.93

Ms. Mason moved to recommend to the Commission approval of the block grant Treasurer's report for November and December as presented. Mr. Densmore supported the motion. The motion carried.

Comm. Clover Adams arrived and introductions were made around the table.

A. Treasurer's Reports for November and December 2010 (continued)

Medicaid/ABW November

Bills to be approved for the month \$226,328.36
Bank balance 11/1/10 \$200,591.87
Revenues received \$204,421.91
Additional cash adjustments \$9,095.43
Total revenues received \$213,517.34
Total expenditures \$226,328.36
Total cash paid out \$226,328.36
Subcontractor expenses \$226,328.36

Medicaid/ABW December

Bills to be approved for the month \$282,777.76
Bank balance 12/1/10 \$187,780.85
Revenues received \$299,616.22
Additional cash adjustments \$34,015.17
Total revenues received \$333,631.39
Total expenditures \$261,287.94
Additional cash paid out \$21,489.82
Total cash paid out \$282,777.76
Administrative expenses \$32,057.67
CCC expenses \$12,703.17
Subcontractor expenses \$216,527.10
Grand total expenses \$261,287.94

PIHP Report as of December

CEI balance \$(10,517.62)
LifeWays balance \$(36,119.22)
Washtenaw balance \$63,709.67

Mr. Densmore moved to recommend to the Commission approval of the Medicaid/ABW Treasurer's Reports for November and December as presented. Ms. De Leon supported the motion. The motion carried.

B. Provider Budget Amendment

Amendment is proposed to incorporate contract changes due to the following: (1) placing of fiduciary responsibilities of Newaygo CMH contract into Arbor Circle's contract; (2) EISD/PPS will assume responsibility for Clinton County prevention contract; (3) an increase in CEI-CATS

Jail Case Management contract to full year allocation; (4) an increase in SDA allocation from the state. Overall, Community Grant increased \$108,108 in SDA; PA2 increased \$39,376, which consisted of a reduction in Clinton County of \$(24,466) and an increase in Ingham County of \$63,842. The net increase to budget was \$147,484.

Mr. Tillotson moved to recommend to the Commission approval of the provider budget amendment as presented. Ms. Mason supported the motion.

Discussion ensued about Newaygo fiduciary aspect of the amendment.

Vote called on the motion. The motion carried.

OLD BUSINESS

A. Executive Director Evaluation Instruments requested

Mr. VanNorman stated the materials handed out were the same as those provided previously.

Discussion ensued with agreement that the simpler the better, and for members to look them over and come back with one choice for possible use.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 5:23 p.m.