

## EXECUTIVE COMMITTEE

January 26, 2004 - 4:00 p.m.  
Mid-South Substance Abuse Commission  
2875 Northwind Drive, Suite 215  
East Lansing, Michigan

## MINUTES

**PRESENT:** Bob Showers; Gail Mahoney, Bill Swint, Dan Alonzi, Maxine Vanlerberg; Tom Minter, Lisa McCafferty

**ABSENT:** Ken Ponds; Larry Gould, Mary Balberde

**STAFF:** Robin Reynolds, Executive Director; Mary Kronquist; Lori Griffin, Gerrie Roeser, Tim Shafto

### CALL TO ORDER

Mr. Showers began the meeting at 4:12 p.m. without quorum.

### NEW BUSINESS

#### A. Treasurer's Report

##### Community Grant & PA2

Ms. Roeser reported there are two months to report, November and December. She began with November Bills to be Approved, reflected in checks 11600 through 11661, and payroll checks 3852 through 3875. She reported a total of \$584,577.53 was paid out during the month, with no significant checks noted. Turning to the Income Statement, Ms. Roeser reported Total Revenues of 419,681.68 for the month, and \$872,769.97 year-to-date. For the Administrative Budget, she Roeser reported Total Expenses of \$62,322.94 for the month, and \$135,608.92 year-to-date. She added that reflects a 13.89% spend down, which should be at 16.66%. Ms. Roeser continued by reporting no expenses in PA2 Other, State & PA2 Funded Subcontracts show Total Expenses of \$494,319.62 for the month and \$989,992.58 year-to-date, which is a 14.74% spend down. She further reported Other Subcontracts totaled \$30,646.60 in expenses for the month. Overall, she stated Total Expenses were \$587,289.16, which resulted in Net Income for November of (\$167,607.48) and year-to-date of (\$311,547.50). Ms. Roeser noted that income from this year's PA2 has not been received as of yet. On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$5,020,463.53. She reported the Statement of Cash Flow shows a Beginning Balance of (\$4,208,320.10), an Ending Balance of \$3,758,781.01, resulting in a Net Decrease in Cash of (\$449,539.09)

Ms. Roeser next reviewed the December Bills to be Approved, reflected in checks 11662

through 11744, and payroll checks 3876 through 3899. She stated a total of \$750,199.02 was paid out for the month. Ms. Roeser noted the following checks: check 11686 to the State of Michigan for \$23,901.00 was payout of a cash match agreement; check 11687 was another payout for a cash match agreement; check 11688 for \$4,000 was the amount approved for the Pow Wow; check 11701 to Hasselbring-Clark was maintenance agreement cost for one of the office copiers; check 11702 was payment totaling \$475 was for tobacco compliance checks; and check 11703 was a conference expense. Ms. Roeser reported on the Income Statement, reporting Total Revenues of \$591,096.08 for December and \$1,463,866.05 year-to-date, which is a 17.20% spend down; she added that the Medicaid administrative has not been applied yet, and at the time the report was prepared, Venture had not remitted (it was received last week). She also added that no PA2 is expected until March through July, plus BSAS receivables are slightly down. Ms. Roeser reported CA expenses of \$80,098.58 for the month and \$215,707.50 year-to-date, which is a 22.10%, spend down. She reported Equipment Maintenance is over spent and will be amended at the six month amendment. She also reported that Prevention Capacity Building will appear next month under PA2 Other and not as an administrative expense. Overall, Ms. Roeser stated expenses are on track. Ms. Roeser reported PA2 Other expenses for the month totaled \$4,000, which is the breakout for Pow Wow expenses. State and PA2 Funded expenses totaled \$584,981.84 for December and \$1,574,974.42 year-to-date, which is a 23.46% spend down. Ms. Roeser noted some providers are outside of the 25% spend down, notably CSATP-G14 at 46.23%; House of Commons at 38.20%; Salvation Army detox at 50.83%. She explained that ABW (adult benefit waiver) clients are now coming into the system. She added that it is hope to better gauge these expenses for the next quarter. Ms. Reynolds stated that two programs from Ionia and Newaygo counties, Our Hope and Pathfinder, are part of the residential pool funding, and expenses are being tracked on the side. She stated a total of \$130,000 was placed in the pooled fund and residential providers in the counties can draw from it. Ms. Reynolds added a separate report will be provided each month where Ionia and Newaygo are at with residential funding. Ms. Roeser continued with the Income Statement, reporting Other Subcontracts expenses totaled \$53,463.86 for the month, resulting in Total Expenses of \$722,544.28, with Net Income for the month of (\$131,448.20). On the Balance Sheet, Ms. Roeser reported Total Assets and Liabilities & Capital of \$4,843,863.14. On the Statement of Cash Flow, Ms. Roeser reported a Beginning Balance of (\$3,758,781.01), an Ending Balance of \$3,045,167.89, resulting in a Net Decrease in Cash of (\$713,613.12).

Reporting on Medicaid for December, Ms. Roeser reported on the Bills to be Approved, reflected in checks 2269 through 2300 which totaled \$177,017.17. The Income Statement reflects Total Revenues for December of \$262,930.63 and \$502,625.26 year-to-date. She reported Total Expenses of \$177,017.17 and Net Income for the month of \$85,913.46. Ms. Roeser stated Assets and Liabilities & Capital were \$383,988.17, and the Statement of Cash Flow shows an Increase in Cash of \$85,913.46.

**Ms. Mahoney moved to recommend approval of the Treasurer's Reports for November and December to the full Board as presented. Ms. Vanlerberg supported the motion. The motion carried.**

Quorum was achieved at this time, so the meeting was called officially to order at 4:44 p.m.

**Ms. McCafferty moved to approve the Agenda as presented. Ms. Vanlerberg supported the motion. The motion carried.**

**Ms. Mahoney moved approval of the Minutes of November 24, 2003 as presented. Mr.**

**Swint supported the motion. The motion carried.**

**B. Jackson 211 Funding**

Ms. Reynolds stated this request is from the Jackson County United Way seeking Mid-South's participation in the Jackson County 211 program. She added the Program Development Committee reviewed the request and recommended a total of \$500 per year for two years be allocated. Ms. Reynolds added that contributions are running from \$100 to \$10,000, and a Jackson County foundation will match dollar-for-dollar up to \$30,000 for the program. Ms. Mahoney added that to-date; approximately 5,000 calls have been received. Ms. Reynolds presented a breakdown of the calls which were related to substance abuse; of the 5,297 calls, five requested counseling, two prevention, one intervention and four wanted general substance abuse information. Ms. Reynolds stated the staff recommendation is to approve \$500 per year for two years, totaling \$1,000, paid from Jackson County PA2 funds.

**Ms. Mahoney moved to accept the staff recommendation to allocate \$500 per year for two years, totaling \$1,000, for the Jackson 211 program, and move it to the full Board for approval. Ms. Vanlerberg supported the motion. The motion carried.**

**C. Clinton County Coalition Funding Request**

Ms. Reynolds stated this request, from the Clinton County Counseling Center, seeks start-up funding for the county prevention coalition. She noted they are seeking \$1,000 which would be used to increase awareness surrounding alcohol and drug use to parents and the community. Ms. Reynolds stated Program Development reviewed and approved the request.

**Ms. Mahoney moved approval of \$1,000 for the Clinton County Substance Abuse Coalition, paid out of Clinton County PA2 dollars, and that it be moved to the full Board for approval. Mr. Swint supported the motion. The motion carried.**

**D. Cristo Rey 2004 Budget Amendment and Program Status**

Ms. Reynolds reminded members this program has been discussed for the last couple of months at the Program Development Committee and the full Commission, with the result being a letter sent to the program addressing issues with the provision of prevention services paid for by Mid-South, and difficulties they have experienced with report submission. She explained some of the issues are considerable staff turnover and not having appropriate administrative support to get reports submitted in a timely manner. Ms. Reynolds reported the staff recommendation is to reduce the program's prevention budget to allow them to concentrate on shoring up their prevention program and to allow new staff to be properly trained on Mid-South requirements, and working on the strategic planning process. Ms. Reynolds noted prevention has changed over the years and not all providers are up-to-speed with these changes. As a result of these recommendations, Ms. Reynolds reported both their budget and number of required units were reduced. She added staff met with the program and a new budget was submitted. She further stated it is recommended the program be placed on probation for the remainder of the fiscal year. She added there are benchmarks attached for them to meet, with reporting back to the Program Development Committee on a quarterly basis, and if these benchmarks aren't met, sanctions could include contract termination. Ms. Reynolds stated a letter was written outlining stipulations of the probation and presented to the Program Development Committee, where it was approved. She continued by stating Mid-south's wish to work with Cristo Rey to enable them to provide quality services to the population they serve. Ms. Reynolds also stated the

Program Development Committee has approved the programming changes and probationary status, and that the new budget of \$95,472 needs this Committee's approval.

**Mr. Swint moved approval of the budget amendment for Cristo Rey, with the new budget of \$95,472 for FY 2003/2004. Ms. Mahoney supported the motion. The motion carried.**

#### **E. CEI Supplemental Request**

Ms. Reynolds reported C-E-I is asking for supplemental funding in the amount of \$110,000. She added they received a supplemental payment last year of \$105,703, of which \$73,470 was used for uncompensated care, with the remaining \$32,233 used to pay expenses higher than revenues for the program. Ms. Reynolds also noted their budget was reduced at the 6 month amendment by \$122,405 as they were not expected to draw down all of their dollars. They have explained the reason they are asking for this payment is because they could not draw down additional funding due to uncompensated care because of unauthorized claims, a high no-show rate of clients and high staff absences. Ms. Reynolds stated Commission policy is that supplemental requests will only be considered one time only with a seven year look back. Ms. Reynolds stated her recommendation at this time is to table the request because the program has yet to submit all of the documentation asked for, specifically detail of the \$110,000 client-by-client, and why care was uncompensated. Ms. Mahoney stated if the program was negligent for not submitting billings on time, she could not support the request, and for their continued funding, if they aren't doing their job. Mr. Showers noted that they don't appear to be substantiating the request, which they do need to do. Ms. Reynolds expressed her desire to have a Sub-Committee formed, consisting of representatives of Eaton, Clinton and Ingham counties, to look more closely at this request.

**Ms. Mahoney moved to table to CEI supplemental funding request and to establish a sub committee to review it in depth. Mr. Swint supported the motion. The motion carried.**

Members of the sub-committee are Bob Johnson, Bob Showers and Tom Minter.

#### **F. Prevention Partners Supplemental Request**

Ms. Reynolds stated this is a request for supplemental funding for FY 2003. She reported the original request was for \$12,000, but after review of the final FSR, the shortfall was \$27,499.81, plus the fund balance of \$3,377.47 was not applied, making the total request \$24,122.34. She added they have never been granted a supplemental payment. Ms. Reynolds further reported their budget was reduced at the six month amendment by \$48,200 for 375 under produced hours in the first six months of the fiscal year. Ms. Reynolds stated staff is recommending a reduction in the FY 2004 allocation for the program of \$16,000 for hours under produced in the second half of the year, as per their contractual agreement. She added that the actual amount of funding that could have been reduced according to the contract requirement is \$45,568 for the second six months. Ms. Reynolds also stated the program has had difficulty following their approved Prevention Plan, which she added can change, however, their variances are not acceptable to staff. She also noted staff have had difficulty getting information from the program, and for them to follow proper guidelines. Ms. Reynolds further reported that last week another budget was received from the provider indicating the supplemental funding amount may be incorrect—it appears as though the program may only have a shortfall of approximately \$3,300. Because of the confusion, Ms. Reynolds stated it may be wise to table the supplemental request at this time. After discussion, the Committee moved to fully support the staff recommendation.

**Ms. Mahoney moved to deny the supplemental funding request for FY 2002/03, that the program be placed on probation with specific requirements; and the 2004 budget be reduced by \$16,000 in Jackson-Hillsdale PA2 funding. Ms. Vanlerberg supported the motion. The motion carried.**

**G. MPCB Funding Request from Hillsdale County**

Ms. Reynolds stated this request is for dues for the upcoming year in the amount of \$220, which would be paid from the fund balance.

**Ms. Vanlerberg moved approval of the MPCB funding request for \$220 from Hillsdale County paid from the fund balance.. Ms. Mahoney supported the motion. The motion carried.**

**H. MPCB Funding Request from Eaton County**

Ms. Reynolds stated this request is for the "In Touch" program in Eaton county, which is similar to the Jackson 211 program. Total request is for \$1,000.

**Mr. Swint moved approval of the Eaton County MPCB request for \$1,000 paid from the fund balance. Ms. Mahoney supported the motion. The motion carried.**

**I. Revised Mid-South By-Laws**

Ms. Reynolds explained the changes made to the by-laws were generally wording changes removing Shiawassee County and adding Ionia and Newaygo Counties. She stated the biggest change was to the Advisory Council. She explained this is a state mandated group which has had little to do over the last few years, and has not met in over a year. Ms. Reynolds added that one of their major duties, licensing, is no longer done like it used to be. She stated the first change is to decrease membership from two representatives per county to one, plus adding the Commission Chairperson, for a total of 11 members. The next change, she explained, is for the Council to meet bi-annually for evaluation of existing services and making recommendations for additional services to be provided in accordance with the needs of the counties. Ms. Reynolds added this change in membership would work because most of the counties either have not reappointed members, or have not had members for the last few years. She continued by stating it would be her desire to have members appointed from the substance abuse work groups in each county. She indicated she would express this desire to the counties.

**Ms. Mahoney recommended the Executive Committee approve the changes to the Commission By-Laws and forward to the full Board for approval. Ms. Vanlerberg supported the motion. The motion carried.**

**OLD BUSINESS**

**G. Nominating Committee**

Ms. Reynolds reported the Slate of Officers for 2004 presented at the November meeting has changed. She stated Janice Tower (Eaton County), who was slated to be Chairperson, resigned from the Substance Abuse Commission, and Bob Johnson expressed it may not be a good year for him to assume the Chair with Eaton County exploring leaving Mid-South to align with Barry County to possibly become a Coordinating Agency. Ms. Reynolds reported that as a result of these events, Gail Mahoney (Jackson County) was next in line for the Chair. She added that Eaton County would descend to the Vice-Chair position, with Hillsdale and Gratiot Counties moving up. The slate is as follows:

Gail Mahoney, Jackson County, Chairperson  
Bob Johnson, Eaton County, Vice-Chairperson  
Maxine Vanlerberg, Hillsdale County, Treasurer  
Dan Alonzi, Gratiot County, Secretary

Ms. Reynolds stated all affected members have been apprised of the situation and have agreed to assume the offices.

**Mr. Swint moved to recommend the revised Slate of Officers to the full Board for approval. Mr. Minter supported the motion. The motion carried.**

The proposed committee assignments were noted, but will be determined by each county. Ms. Mahoney recommended those counties with only one member (who will sit on the Executive Committee) receive packets for the Program Development Committee meetings so they can attend if they wish as voting members.

#### **PUBLIC COMMENT**

There was no public comment

#### **ADJOURN**

The meeting adjourned at 5.53 p.m.