

MID-SOUTH SUBSTANCE ABUSE COMMISSION

June 28, 2004 - 6:00 p.m.
Michigan High School Athletic Association
1661 Ramblewood Drive
East Lansing, Michigan 48823

MINUTES

PRESENT:

Gail Mahoney, Chair
Dan Alonzi
Shirley Carter-Johnson
Debbie De Leon
Jean Golden
Larry Gould
Bob Johnson
Lisa McCafferty
Tom Minter
Hattie Oliver
Bill Swint
Bob Showers
Ralph Tillotson
Maxine Vanlerberg

ABSENT:

Mary Balberde
Ron Clark
Dave Elwell
Ben Miller
Ken Ponds

GUESTS:

Dep. Phillip Jones
Dep. Andrina Donaldson
Michael Jones, Insight
Judi Cates, CEI/CMHB
Rod Macdonald, NCA/LRA
Suzanne Horsfall, SACGBC
Barbara O'Connor, Bridgeway Center
Donald Wolosuk

STAFF:

Robin Reynolds, Executive Director
Mary Kronquist, Assistant Director
Gerrie Roeser, Finance Manager
Lori Griffin, Executive Secretary
Jeanne Diver, Quality Assurance Mgr.

CALL TO ORDER

Ms. Mahoney called the meeting to order at 6:00 p.m.

ROLL CALL

Mr. Alonzi called roll; 14 present and three absent. Four members arrived after roll call.

APPROVAL OF THE MINUTES OF MAY 24, 2004

Mr. Showers moved approval of the Minutes of May 24, 2004 as presented. Mr. Minter supported the motion. The motion carried.

ADDITIONS TO THE AGENDA

Added under VII, C, Item 4, was July Meeting.

Mr. Tillotson moved approval of the Agenda as amended. Mr. Johnson supported the motion. The motion carried.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

A. Program Director's Report

Ms. Kathy Davis reported on behalf of the Association, noting they met earlier in the day. She reported those present reviewed a letter from Ms. Reynolds in response to their concerns regarding site visits. Ms. Davis stated their appreciation to Ms. Reynolds for her letter, adding the Association is considering further suggestions. Ms. Davis also reported the Association drafted a response to the Office of Drug Control Policy on their rally which is to take place in September 2005, and they provided input for the public hearing held earlier.

B. Director's Report

Ms. Reynolds stated the letter handed out in packets from Psychological Consultants requesting funding for relapse prevention services for the 37th Circuit Court Probation will be referred to both Program Development and Executive Committees. Mr. Minter commented it would be helpful to have support letters included with the proposal.

Ms. Reynolds stated the letter from CEI regarding audit findings and a discrepancy was for information, and was brought to CEI's attention so they could investigate further.

Ms. Reynolds stated the news articles from various newspapers on boozes stings, the Editorial on liquor sales, the Drug Court in Jackson County, and the high prices for cigarettes were provided for information.

Lastly, Ms. Reynolds stated the newsletters from Life Guidance and PPS were for information.

COMMITTEE REPORTS

A. Treasurer's's Report
Community Grant/PA2

Ms. Vanlerberg reported the Bills to be Approved are reflected in checks 12075 through 12143, and payroll checks 4404 through 4029, and total \$711,137.99. She noted there is a correction on payroll checks 4404-4016, which should be 4004-4016. On the Income Statement, Ms. Vanlerberg reported Total Revenues for the month of \$1,291,982.09 and \$5,285,364.73 year-to-date. She also noted the Ingham and Newaygo PA2 dollars were received, which leaves Eaton and Ionia outstanding. She continued by stating Total Expenses for the month of \$739,821.02 and \$4,949,084.24 year-to-date, resulting in Net Income for the month of \$552,161.07. On the Balance Sheet, Ms. Vanlerberg reported Total Assets and Liabilities & Capital of \$4,886,470.28. Lastly, Ms. Vanlerberg stated from the Statement of Cash Flow, the Beginning Balance was \$(4,084,667.26), the Ending Balance was \$4,666,419.86, with a Net Increase in Cash of \$581,752.60.

Medicaid

Ms. Vanlerberg reported the Bills to be Approved totaled \$247,231.46, reflected in checks 2436 through 2469. From the Income Statement, she noted Total Revenues for the month of \$225,458.52, Total Expenses of \$255,543.96, and Net Income of \$(30,085.44). Ms. Vanlerberg reported Total Assets and Liabilities & Capital of \$435,109.07. Lastly, the Statement of Cash Flow shows a Beginning Balance of \$(562,921.70), an Ending Balance of \$531,391.26, resulting in a Net Decrease in Cash of \$(31,530.44).

Ms. Vanlerberg then presented the Medicaid PHP Report, noting a balance in CEI of \$136,642.28, LifeWays of \$(533.84), Venture-Calhoun County of \$(13,072.29), Venture-Berrien zero, and Washtenaw of \$918.59, which brought the overall balance to \$123,954.74.

Ms. Vanlerberg moved approval of the Treasurer's Report as presented. Mr. Showers supported the motion. The motion carried.

B. Program Development Committee Report

Ms. Golden stated the Committee received a site review report of the Gratiot and Eaton County programs, both of which are performing within expectations. She reported both ESAP and Human Aid are working towards becoming women specific programs. Ms. Golden also reported staff was asked to provide a cost per client figure in the future to compare programs.

Ms. Golden also reported the Committee reviewed the clinic proposal from the Ingham County Health Department, which she briefly described. She noted that

to date, 104 clients have been seen, 75 of whom were referred for treatment services, and 31 entered treatment. She stated the Committee felt this program was worthy of continuation, and recommend its funding approval.

Ms. Golden stated an update was provided on prevention strategic planning, noting the regional prevention plan is scheduled to be brought before the Board in July for approval, and once approved, all providers receiving funding from the Commission will be expected to conform to this plan.

Ms. Golden reported a proposal was reviewed by the Committee, from Catholic Social Service's "Project Clay". She stated there were concerns regarding the intensity of programming and the substance abuse programming, so the funding request was denied.

Lastly, Ms. Golden reported the July Program Development Committee meeting was cancelled.

C. Executive-Personnel-Finance Committee Report

Ms. Mahoney reported the Commission's 2002/2003 Financial Audit was presented to the Committee. She stated there were no findings in it, and that the Committee recommends its approval.

Mr. Tillotson moved approval of the 2002/2003 Financial Audit for the Commission. Ms. Vanlerberg supported the motion.

Mr. Johnson commented on his belief it is good practice to change audit firms every few years, adding the Commission's be placed out for bid. Ms. Mahoney stated it is bid out every few years, and the Board is the ultimate decision maker on the selection of an audit firm. Members also questioned the Management Letter, to which Ms. Reynolds responded it was not included with the audit, but that it would be received soon.

Vote called on the motion. The motion carried.

Ms. Mahoney stated each county will receive a copy of the audit.

Ms. Mahoney reported the Committee reviewed the Ingham County Health Department Clinic Proposal and recommend it for funding approval in the amount of \$20,000 of Ingham County PA2 dollars.

Ms. Golden moved the Executive Committee funding approval for the Ingham County Clinic Proposal in the amount of \$20,000 in Ingham County PA2 funds. Ms. De Leon supported the motion. The motion carried.

Ms. Mahoney reported the Executive Committee reviewed the proposed budget

amendments in depth, and recommends approval of all as presented. She also noted that approval includes allowing the Executive Director to move funds within budget categories to avoid lapsing of dollars at the end of fiscal year.

Mr. Showers moved approval of the budget amendments as proposed and granting permission for the Executive Director to move dollars as appropriate within budget categories to avoid lapse. Ms. Carter-Johnson supported the motion.

Mr. Minter offered a friendly amendment that along with granting the Executive Director authority to move funds, that either prior to or after-the-fact, all transfers be presented to the Commission for ratification. Mr. Showers and Ms. Carter-Johnson agreed to the friendly amendment.

Vote called on the motion with friendly amendment. The motion carried.

Lastly, Ms. Mahoney stated the Committee cancelled its July meeting, and having just a full Board Meeting, as the regional Prevention Plan will be presented for approval. The July meeting will be held on Monday, July 26th, 6:00 at the Michigan High School Athletic Association Office.

OLD BUSINESS

There was no Old Business brought before the Commission.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 6:32 p.m.