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MID-SOUTH SUBSTANCE ABUSE COMMISSION

November 23, 2009 – 6:00 p.m.
Michigan High School Athletic Association
1661 Ramblewood Drive
East Lansing, Michigan

M I N U T E S

MEMBERS PRESENT:

Ralph Tillotson, Chairman
Dale Barr
Joe Brehler
Dale Copedge
Brad Densmore
Debbie DeLeon
Pam DeVaney-Bozinoff
Jean Golden
Cliff Herl
Lynn Mason
Stan Nieboer
Earl Poleski
Robert Showers
Deborah Smith
Jim VanDoren

GUESTS:

Ericanne Spence, CEI-CMHA
Lisa McCafferty, Ionia alternate
Pat Wheeler, NCA/LRA

STAFF:

Gary VanNorman, Executive Director
Gerrie Roeser, Finance Manager
Mary Kronquist, Treatment Manager
Lori Coe, Executive Secretary
Jeanne Diver, QA/CCC Manager
Joel Hoepfner, Prevention Manager
Chelsey Chmelar, Prevention Assistant

MEMBERS ABSENT:

Jan Bunting
Shirley Carter

CALL TO ORDER

Mr. Tillotson called the meeting to order at 6:09 p.m.

ROLL CALL

Ms. Mason called roll; 15 present and two absent. One member arrived after roll call.

APPROVAL OF THE MINUTES OF SEPTEMBER 28, 2009

Mr. Showers moved approval of the minutes of September 28, 2009 as presented. Ms. Smith supported the motion. The motion carried.

ADDITIONS/DELETIONS TO THE AGENDA

There were no additions or deletions offered.

Mr. Densmore moved approval of the agenda as printed. Ms. Smith supported the motion. The motion carried.

COMMUNICATIONS

Mr. VanNorman reported that the CDRS phone issue has been taken care of.

The letter from MDCH confirming compliance from review of our latest financial audit is for information.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

A. Director's Report – G. VanNorman

The article on expansion of drug treatment was provided for information. Mr. VanNorman noted that McLellan is an advisor to the president. He added the literature partially deals with health reform and the future of pharmacologicals related to substance abuse.

Mr. VanNorman commented on HB4876 which addresses amnesty for underage drinkers, which states if an underage person is in crisis and are caught they would not be subject to prosecution. Ms. Smith commented that her concern is there would be no formal documentation of the offense on file for the person if something should happen to them. Ms. Golden suggested Ms. Smith contact Rep. Meadows with that concern, that he would likely be responsive.

Mr. VanNorman reported on the state meeting on ROSC held in November 17, which was attended by Ms. Golden and various Mid-South staff. He said the Board needs to be thinking of continuation of services, securing involvement of the recovery community, whether we are funding in the right balance and for the right programs and services. We need to decide what type of system we want and think about issuing RFPs to get what we want.

Mr. VanNorman reported results from the survey sent out regarding his evaluation was shared with the Executive Committee. They will report back.

Mr. VanNorman reported on last fiscal year's close out. He stated we received an additional \$112,087 before the end of the year, and lapsed a total of \$219,000 in PA2 dollars which were not expended for various reasons. These dollars can be retained within each county account. He also reported there was a general fund cut. He stated his expectation it will be around \$140,000. More information will be provided as it is received. Mr. VanNorman stated a future budget amendment would be needed and he would be asking for these PA2 dollars to be utilized to offset, where appropriate, the state budget cuts.

Lastly, Mr. VanNorman reported on an administrative restructure in the office. Beginning December 1, 2009, Ms. Kronquist will be concentrating her efforts towards special projects coordination, grant writing, and focus on ROSC. Ms. Diver will take over treatment responsibilities. VanNorman introduced Ms. Chelsey Chmelar our new prevention assistant.

COMMITTEE REPORTS

A. Treasurer's Reports for September and October 2009

Mr. Brehler reported all reports were reviewed by the Executive Committee and the Committee recommends their approval.

Mr. Brehler moved the Executive Committee recommendation for approval of for September Treasurer's Reports as presented. Ms. Smith supported the motion. The motion carried.

Mr. Brehler moved the Executive Committee recommendation for approval of the October Treasurer's Reports as presented. Mr. Barr supported the motion. The motion carried.

Mr. Brehler moved the Executive Committee recommendation for approval of the revised Statement of Cash Flow for August 2009. Ms. Smith supported the motion. The motion carried.

B. Program Development Committee Report – D. Smith

Ms. Smith reported the following two action items were reviewed by the Committee and recommended for approval.

Ms. Smith moved the Program Development Committee recommendation for approval of the Advance Directive Policy as revised. Mr. Barr supported the motion.

Ms. Mason noted her no vote the first time around for this policy, and that she will vote the same again as it, in her opinion, is an unnecessary policy.

Vote called on the motion. The motion carried with Ms. Mason voting no.

Ms. Golden moved the Program Development Committee recommendation for approval of the final Mid-South 2010-2015 Strategic Prevention Plan and Executive Summary. Mr. VanDoren supported the motion. The motion carried.

Ms. Smith reported other agenda items included discussion on the MOU (Memorandum of Understanding) with the 55th District Court, a data review, discussion of the Committee's focus on ROSC, an update on Medicaid site reviews, and a report on the last Provider QI meeting.

EXECUTIVE-PERSONNEL-FINANCE COMMITTEE REPORT – R. Tillotson

Mr. Tillotson reported three action items were reviewed by the Committee and recommended for approval.

Mr. VanDoren moved the Executive Committee recommendation for approval of Budget Amendment #1. Mr. Densmore supported the motion. The motion carried.

Mr. VanDoren moved the Executive Committee recommendation for approval of the revised Investment Policy. Ms. Smith supported the motion. The motion carried.

Mr. Van Doren moved the Executive Committee recommendation for approval of the revised Procurement Policy. Mr. Densmore supported the motion. Discussion ensued.

Vote called on the motion. The motion carried.

Mr. Tillotson reported on discussions surrounding the Executive Director's contract from the last meeting, and a subsequent one-on-one meeting between himself and Mr. VanNorman.

He reported agreement was reached, with changes in annual leave time (and no salary increase) so the Committee is recommending extension of the current contract, with revisions, for one year. Mr. Tillotson also reported discussion of a performance evaluation took place. He asked all to look over what was provided as an example, make suggestions, then be prepared for discussion in January.

Mr. Nieboer moved the Executive Committee recommendation for approval to extend the Executive Director's employment contract for one year, with agreed upon revisions to his annual leave time. Ms. Smith supported the motion.

Ms. Golden made a friendly amendment to the motion to cap annual leave accrual carryover to future year not exceed six weeks. Mr. Nieboer and Ms. Smith agreed to the friendly amendment.

Vote on amendment was called. The amendment carried.

Vote on the main motion was called. The motion carried.

Mr. Tillotson encouraged all members to provide input into the director's performance evaluation.

Lastly, Mr. Tillotson reported a letter was received from NCA regarding their request for supplemental funding, thanking the Commission for its consideration, and indicating no further discussion is needed.

OLD BUSINESS

Mr. VanNorman reported Gratiot County passed the Intercounty Agreement.

PUBLIC COMMENT

There was no public comment. Mr. Tillotson thanked Mr. VanNorman for his time and all he has done for the Commission in the past.

ADJOURNMENT

The meeting adjourned at 7:17 p.m.