

EXECUTIVE-PERSONNEL-FINANCE COMMITTEE

**October 22, 2007 – 4:30 p.m.
Michigan High School Athletic Association
1661 Ramblewood Drive
East Lansing, Michigan**

MINUTES

Members Present: Debbie DeLeon, Chair; Dan Alonzi; Joe Brehler; Brad Densmore; Lynn Mason; Earl Poleski; Robert Showers; Ralph Tillotson; Bob VanBelzen

Other Board Member Present: Jim VanDoren

Staff: Gary VanNorman, Executive Director; Gerrie Roeser, Finance Manager; Mary Kronquist, Treatment & Program Development Manager; Lori Griffin, Executive Secretary

Guests: Katie Ballinger, Addiction Solutions; Bruce Hindenach, CDRS

CALL TO ORDER

Ms. DeLeon called the meeting to order at 4:31 p.m.

APPROVAL OF THE MINUTES OF SEPTEMBER 24, 2007

Ms. Mason moved approval of the minutes of September 24, 2007 as presented. Mr. Tillotson supported the motion. The motion carried.

ADDITIONS/DELETIONS TO THE AGENDA

There were no additions or deletions offered.

Mr. Tillotson moved the agenda as printed. Mr. Alonzi supported the motion. The motion carried.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

A. Treasurer's Report for September 2007

Community Grant and PA2

- Bills to be Approved totaled \$783,462.37
- Total Revenue \$797,484.08
- Total Expenditures \$1,537,308.23
- Net Income \$(739,824.15)
- Total Assets & Liabilities \$5,054,066.72
- Net Increase in Cash \$5,811.41

Medicaid

- Bills to be Approved totaled \$129,434.40
- Total Revenue \$168,926.50
- Total Expenditures \$226,211.85
- Net Income \$(57,285.35)
- Total Assets & Liabilities \$483,508.87
- Net Increase in Cash \$39,164.05

PIHP Report

- CEI ending balance \$231,221.10
- LifeWays ending balance \$(20,617.02)
- Washtenaw ending balance \$51,664.63
- Total Balance of \$262,268.71

Ms. Roeser reported a final year-end report would be provided upon closure of payables in December.

Mr. VanBelzen moved to recommend to the Commission approval of the Treasurer's Report for September 2007 as presented. Mr. Alonzi supported the motion. The motion carried.

B. Car Lease

Revised proposal for lease of a 2007 Chevrolet Impala for director's use. The current automobile (Ford Taurus) will be used by prevention coordinator, with mileage being paid from SPF-SIG. Cost for 2 year lease is \$340 per month with payoff amount of \$13,602, bringing total cost to \$21,762. Staff recommendation is to approve.

Mr. Showers moved to recommend to the Commission approval of a 2 year lease for a new vehicle for the executive director for a monthly amount of \$340, and with the stipulation that the director is absolved of liability for the lease should the agency dissolve within the two year period. Mr. Densmore supported the motion. The motion carried.

C. Personnel Policies

Two versions were presented; strikeout showing changes, and a clean version incorporating all of the changes. Mr. VanNorman stated a significant change was the addition of discriminatory harassment in place of sexual harassment, and in the area of attendance. Also of note was the grievance procedure for employees, which formerly included arbitration. After discussion, it was determined any grievance should be settled within the organization. Lengthy discussion ensued among members on various aspects of the policies and reasons for revision. It was decided to table until November in order to allow members further review.

Ms. Mason moved to table approval of the revised Personnel Policies until the November meeting. Mr. Brehler supported the motion. The motion carried.

D. By-Laws

Mr. VanNorman noted since the departure of Calhoun County is apparently imminent, the Commission's By-Laws need to be revised. He presented a draft revision which was reviewed by counsel. He added the InterCounty Agreement also needs to be revised accordingly.

Strikeout and clean versions of both documents were provided. Most changes in the Intercounty Agreement were relative to legal citations. By-Laws were changed to reflect a 17 member Commission with all appointments from counties remaining the same.

Ms. Mason inquired about the Advisory Council. Mr. VanNorman stated this Council has not been functioning but is planned to be reactivated at a future date.

Discussion ensued regarding the approval process desired for the documents. Mr. VanNorman stated the InterCounty Agreement is the more driving force of the two, and one is not valid until the other is in place. Mr. Brehler indicated the By-Laws can be amended at any time and not effect the Intercounty Agreement.

Mr. Densmore moved to recommend to the Commission approval of the revised Commission By-Laws as presented. Mr. Showers supported the motion. The motion carried.

OLD BUSINESS

A. Calhoun County Update

Handed out for information was two versions of the InterCounty Agreement for members to review; no action required at this time. Mr. VanNorman reviewed the changes that were made. Lengthy discussion ensued regarding various aspects of the Agreement, i.e., distribution of assets, staggered terms of commission members, and the idea of rotation of officers (specifically the Chair), which is understood among members but not written in any document.

Mr. Tillotson moved that a section on rotation of officers by county be added to the revised By-Laws, Page 6, Section 2, Article 9, then sent to the full Commission for approval. Mr. Showers supported the motion. The motion carried.

Mr. VanNorman updated on the legal status of Calhoun County designation, stating that a formal designation has yet to happen. He added Kalamazoo CMH and Summit Pointe have taken responsibility for clients as of October 1, 2007.

In response to Mr. Showers' inquiry on possible financial consequences Mid-South may have under the new county configuration, Mr. VanNorman stated it was dependent on how much is taken, which is still undetermined.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 5:53 p.m.