

## **Program Development Committee**

**January 12, 2004 - 6:00 p.m.**  
**Michigan High School Athletic Association Office**  
**1661 Ramblewood Drive**  
**East Lansing, Michigan**

### **MINUTES**

**PRESENT:** Ralph Tillotson, Chair; Shirley Carter-Johnson; Ron Clark; Deb De Leon; Dave Elwell; Jean Golden; Bob Johnson

**ABSENT:** Ben Miller

**STAFF:** Robin Reynolds, Executive Director; Mary Kronquist, Assistant Director; Lori Griffin, Executive Secretary; Jeanne Diver, Quality Assurance Manager

#### **CALL TO ORDER**

Chairman Tillotson called the meeting to order at 6:00 p.m.

#### **APPROVAL OF THE MINUTES OF NOVEMBER 17, 2003**

**Mr. Johnson moved approval of the Minutes of November 17, 2003 as presented. Ms. Carter-Johnson supported the motion. The motion carried.**

#### **ADDITIONS TO THE AGENDA**

Added under New Business, Item D, was Report/Update on Cristo Rey.

#### **PUBLIC COMMENT**

There was no public comment.

## NEW BUSINESS

### A. Program Review-Lenawee County

#### McCullough, Vargas & Associates

Ms. Diver stated McCullough, Vargas & Associates provides community grant and Medicaid substance abuse Outpatient services in Adrian, which includes individual and group for adults and adolescents, co-occurring mental health and substance abuse services in collaboration with the Lenawee Community Mental Health Board, and bi-lingual/bi-cultural services which includes a Hispanic IOP program. She reported their site review findings as follows: Site Review-Clinical 96% and Financial 93%; Access:Timeliness 86%, Satisfaction Surveys 90% (218 surveyed), 314 admissions, and no delinquencies. Ms. Reynolds presented the financial review results, stating that as of the end of November, they had drawn down \$27,951, which is a 19.49% spend down. She also noted the balance in Co-Occurring of \$2,920 is what remains from when mental health contributed dollars towards this component. She continued that services will continue for co-occurring clients through regular outpatient funding. Ms. Reynolds stated the overall score for the financial review was 92%, and the program was either compliant or partially compliant in their file review with no non-compliant files, and no dollars were taken back for billing errors.

Ms. Diver next reported on Sage Center, which provides community grant and Medicaid substance abuse services at their main location at Bixby Medical Center and a satellite location at Herrick Hospital in Tecumseh. Services offered include assessments, outpatient and intensive outpatient treatment for adults and adolescents, and women's specialty programming at Sage Center. She added adolescent services are provided in conjunction with the Lenawee County Probate Court at the Maurice Spears Campus in Adrian. Ms. Diver reported site review scores at the Adrian location of 96% for Clinical, 61% for Access: Timeliness, 87% for Satisfaction Surveys (139 surveyed), 246 Admissions, and two delinquencies. For the Tecumseh site, Clinical was 96%, Access:Timeliness was not applicable as there was only one Medicaid client who was a no-show, Satisfaction Surveys were 89% (10 surveyed), 40 Admissions, and one delinquency. Ms. Diver commented that the Access:Timeliness is reported low, but added it could be the Adia system is not capturing properly, and another visit is scheduled. She also noted the program needs to show improvement in their progress notes, and some files were missing proof of income. She also stated the program does very well in their women's programming. Ms. Kronquist briefly commented on the women's programming, noting one concern is the turnover of case managers. Ms. Reynolds responded to Ms. Golden's question on outcomes that although attempts are being made, it is difficult to track clients after discharge. Ms. Reynolds presented the financial review findings, reporting the Adrian site is 6.12% spent, and the Tecumseh site has not expended dollars yet. She added that Sage Center has a combined outpatient and intensive outpatient budget of \$125,038 and is 15.84% spent to-date, while Medicaid is 20.11% spent, which is high. She added the women's program is 6.12% spent.

B. Jackson 211 Funding Request

Ms. Reynolds stated is a request for financial support for the Jackson County 211 system. She added this is a service of the United Way, LifeWays and Segue, Inc., and is a free-to-the-user phone service linking people to human services they need 24/7. Calls are streamlined to a specialist who can assess individual needs and provide a link to information they may need. She stated the program has been operational for a year, and has received 1,623 calls. She added that they also receive foundation dollars, and the foundation is willing to match funds up to \$20,000. She continued by stating that contributions have been averaging between \$100 and \$10,000. In response to a question from Ms. Golden on how many of the 1,623 calls were substance abuse related, Ms. Reynolds said she could find out. Ms. Reynolds stated her recommendation is to provide \$1,000 of Jackson County PA2 funds toward this request. Mr. Elwell stated this was a good program enabling people to get information they need.

**Mr. Elwell moved to forward this request to the Executive Committee for funding consideration. Ms. De Leon supported the motion.**

Mr. Clark inquired how the program will be maintained once it is operational. Ms. Reynolds responded a majority of the costs are up-front, after which time agencies in the community would likely be asked for continuation funding. Ms. Reynolds clarified this request seeks a two year commitment.

**Mr. Elwell proposed a friendly amendment to contribute \$500 per year for two years of start-up funds for the Jackson County 211. Ms. De Leon supported the friendly amendment. The motion with amendment carried.**

C. Clinton County Coalition Funding Request

Ms. Reynolds stated this request is for \$1,000 of seed money for the Clinton County Substance Abuse Prevention Coalition, which is a group working on directions outlined in the Commission's Dialog summary. Ms. Reynolds reported the money would be used to develop handouts for parents and adolescents detailing consequences stemming from MIP infractions and the like to increase awareness as well as other awareness initiatives. Ms. Reynolds stated dollars are available in Clinton County PA2 funds, and the recommendation is to forward to Executive Committee for consideration.

**Ms. Golden moved to recommend the Clinton County Coalition funding request to the Executive Committee for funding consideration of \$1,000 in Clinton County PA2 funds. Mr. Clark supported the motion. The motion carried.**

D. Report/Update on Cristo Rey

Ms. Reynolds handed out a draft of a letter to be sent to Cristo Rey. She reminded members that specific actions related to Cristo Rey were tabled at the November Commission meeting in order for negotiations to be held between program staff and Commission staff with regards to Program Development Committee Minutes

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decreasing their budget to a recommended level of \$75,000 to allow the program to work on building the agency and their prevention services. Ms. Reynolds reported that as a result of meetings held, Cristo Rey has submitted a revised prevention plan and budget of \$95,472, which was increased to reflect increased program oversight by the program director, and one additional month of funding for the other prevention staff person, plus payment for the program audit and some supplies and materials. She added this budget was prepared by Cristo Rey. Ms. Reynolds also reported Cristo Rey was asked to concentrate on five objectives they are retaining and to not start model programming at this time. Ms. Reynolds stated the letter being sent outlines requirements the program will need to meet as part of their probationary status in order to show improvement. These requirements will be reported to Mid-South on a quarterly basis, and include:

- production of quarterly planned units
- participation in all strategic/community planning meetings
- completion of all Pathway Process assignments
- the program learning all Mid-South data collection system and reporting requirements by March 30, 2004
- all reports will be completed accurately and on time from April 1, 2004 through September 30, 2004
- Cristo Rey will build its internal capacity to appropriately meet data system and reporting requirements by September 30, 2004
- Cristo Rey staff will attend all Prevention Provider meetings.

Ms. Reynolds noted that divergence from these benchmarks may result in sanctions, to include contract termination. She added her belief that the program has high potential to meet all of these requirements.

Mr. Clark asked about technical assistance and whether there is a manual to assist the program. Ms. Reynolds replied there is a manual, but it isn't known if it was utilized or not. She added that the infrastructure of the program and its administrative practices are the biggest pieces of the problems they are encountering.

Ms. De Leon expressed concern with the large budget cut, which could impact their ability to serve a very vulnerable population. She also asked that the probationary period be clearly stated in the letter. Ms. Reynolds responded this is a budget Cristo Rey prepared and presented, based on direction from the Commission. She further stated the probation period would be for fiscal year 2003/2004. Ms. Kronquist added that the program has two different types of prevention programming; from Mid-South and a grant from ODCP, and that it was suggested that efforts start to integrate the two. She added the ODCP grant is around \$100,000. In addition, she noted they receive \$38,000 from the United Way and \$6,000 of other local funding. Mr. Elwell stated his belief this plan is good and will benefit the clients in the long run. Mr. Tillotson commended Ms. Reynolds on her efforts to assist the program to make itself better.

**Mr. Elwell moved to approve the contract status, potential sanctions, that the probationary period be clarified, that the letter be sent, and to recommend to the Executive Committee approval of the new allocation. Ms. Golden supported the motion.**

Mr. Johnson asked how PPS's budget in Ingham County compares to Cristo Rey's, and how much is spent in Ingham County by other providers. Ms. De Leon stated her concern that her remarks not be construed that the plan submitted wasn't good or to reflect negatively on the Commission's Executive Director. She reiterated her concern with the large cut, especially if the program is on-target and heading in the right direction. Ms. Reynolds stated she was comfortable with the new allocation because that is what the program said they needed to work with. She added it works out to approximately \$91 per unit, which is comparable with what other providers are being paid. Ms. De Leon also stated she was not speaking on behalf of Mr. Castillo, who had informed her that he had worked out the budget and that it was one he could work within. She also asked if there would be an opportunity for the program to get additional funding if necessary later in the year. Ms. Reynolds responded that if necessary, it could be handled at the six month review process.

**Vote called on the motion. The motion carried.**

#### **OLD BUSINESS**

There was no Old Business brought before the Committee.

#### **PUBLIC COMMENT**

There was no public comment.

#### **ADJOURN**

The meeting adjourned at 7:15 p.m.