



Community

MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, November 8th, 2023

5:30 p.m.

812 E. Jolly Rd, Atrium

Lansing, MI 48910

Committee Members Present:

Joe Brehler

Kay Randolph-Back

Tim Hanna

Dianne Holman

Committee Members Absent:

Ryan Sebolt

Staff Present:

Darby Vermeulen, Sara Lurie, April Poyer, Joanne Holland

Public Present:

None

Other Board Members Present:

Dwight Washington, via Zoom

Call to Order:

The meeting was called to order by Chairperson Joe Brehler at 5:31 p.m.

Previous Meeting Minutes:

MOVED by Tim Hanna and SUPPORTED by Dianne Holman to approve the meeting minutes of October 11th, 2023.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Tim Hanna and SUPPORTED by Dianne Holman to adopt the amended agenda of November 8th, 2023, with the addition of 'Expense Contract Renewal: Dell Computers, VMware Reseller' presented by Joanne Holland added under New Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

New Expense Contract: Insight, Axiom Upgrades

Joanne Holland presented this new contract for CEI's migration to Microsoft 365.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a contract with Insight & Axiom Upgrades to set up and migrate to M365 services and pay \$88,200.00.

MOTION CARRIED unanimously

Expense Contract Renewals

MOVED by Tim Hanna and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into the following expense contracts based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

Expense Contract Renewal: Gallagher Benefit Services, Inc. – Healthcare and Benefits Consulting Services

April Poyer presented this contract renewal with Gallagher Benefit Services, Inc., to purchase healthcare and benefits consulting services and pay up to \$109,000 per year for the period of January 1, 2024 or beginning on the date of the accepted agreement and is effective for one year thereafter.

Expense Renewal Contract: EHiM HRA Administration 2024 Plan Year

April Poyer noted that we were unable to successfully moved to HealthEquity, but EHiM was able to match the costs of the HealthEquity contract, so we are moving forward with them. CMHA-CEI will enter into a new contract with Employee Health Insurance Management, Inc. (EHiM) to purchase employee Health Reimbursement Account Administration from EHiM for the period of January 1, 2024 to December 31, 2024 and pay fees per the rate schedule below.

| | | |
|--|-----------------|------------------------------|
| * PEPM ADMIN FEE | \$ 13.00 | |
| one time charge for secondary payer card | \$ 1.00 | <i>new plan members only</i> |
| Projected Spend for HRA Wrap Claims | \$ 6,611,909.00 | |
| * <i>fully reimbursed to CMHA by BCBSM</i> | | |

Expense Contract Renewal: Michigan Group Benefits - 2024 Plan Year

With this contract renewal, CMHA-CEI will purchase FSA, LPFSA, and Dependent Care benefits and administration from Michigan Group Benefits for the period of January 1, 2024 to December 31, 2024 and pay fees per the rate schedule below.

Monthly Fee per Participant without Debit Card Reimbursement \$4.00

Claims Administration, with frequency determined by the employer. This fee is charged for each participant in the Flexible Spending Account and/or the Dependent Care Benefit Account. There is no charge for employees who only participate in the Premium Only Account.

Monthly Fee Per Participant with Debit Card Reimbursement \$5.00

Note: A one-time \$100.00 fee will be charged for a Signature Scan to enable printing of Employer-signed claim reimbursement checks that may be mailed directly to each claimant's home.

Annual Base Fee \$500.00

This fee covers the enrollment of new plan participants, re-enrollment meetings with current participants, and updates and changes due to legislative regulations, employer plan design modifications, or administrative experience. It also includes preparation of Form 5500 annually, if required, and quarterly discrimination testing

Expense Renewal Contract: ISolved - 2024 Plan Year

April Poyer presented this renewal with ISolved for CMHA-CEI to purchase COBRA administration services and COBRA compliance notices from ISolved for the period of January 1, 2024 to December 31, 2024 and pay fees per the rate schedule below.

2% administration fee on the cost of all plans offered through COBRA to be paid for by the person enrolled:

COMMUNITY MENTAL HEALTH AUTHORITY-CEI

2024 COBRA RATES

Health Insurance Monthly Premiums 2024

| INSURANCE CARRIER | SINGLE | DOUBLE | FAMILY |
|---|---------------|---------------|---------------|
| BCBSM High Deductible Health Plan- \$1,400/2,800 Deductible | 711.40 | 1707.37 | 2134.20 |
| | | | |
| BCBSM HRA 1A- No Deductible | 838.87 | 1991.85 | 2485.94 |
| | | | |
| BCBSM HRA 1B- \$250/\$500 Deductible | 819.34 | 1944.92 | 2427.30 |

Dental Insurance Monthly Premiums 2024

| INSURANCE CARRIER | SINGLE | DOUBLE | FAMILY |
|--------------------------|---------------|---------------|---------------|
| Delta Dental | 42.92 | 79.99 | 136.76 |

Vision Insurance Monthly Premiums 2024

| INSURANCE CARRIER | SINGLE | DOUBLE | FAMILY |
|-------------------|--------|--------|--------|
| VSP | 4.82 | 9.64 | 15.40 |

* Includes a 2% Administrative Fee

**BCBSM HRA includes HRA Factor

MOTION CARRIED unanimously

Revenue Contract Renewal: FY24 Mid-State Health Network CCBHC & Medicaid Subcontract

Sara Lurie presented the yearly renewal with MSHN for the CCBHC and Medicaid subcontract.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into a contract renewal with the Mid-State Health Network to provide, for the retroactive period of October 1, 2023 through September 30, 2024, the full range of Medicaid and CCBHC behavioral health and developmental disability services, the administrative functions required to support the provision of these services, and those managed care functions which have been delegated, by MSHN, to CMHA-CEI, within the tri-county community. For the fulfillment of these responsibilities, CMHA-CEI will receive, from MSHN, for this same period, a capitated payment for each Medicaid enrollee in the tri-county community and a PPS-1 rate per CCBHC eligible enrollee per day of service.

MOTION CARRIED unanimously

Medicaid Revenue Update

Sue Panetta is out this evening with a family matter. Joe said we are within \$120k of our projected budget at this time, which he said is nearly spot on. We will be making budget adjustments next month because we now have the correct information from MSHN. These will come to the Finance Committee meeting on December 11th.

Unfinished Business:

None

New Business

a. Expense Contract Renewal: Dell Computers, VMware Reseller

Kay was curious about the term “reseller” in the title. Joanne said there are vendors that sell products that they do not produce. CEI sends out quotes for products like VMware, and the companies they buy the product in bulk for a lower price sell us the product for less than we would pay purchasing directly from the company.

ACTION:

MOVED by Dianne Holman and **SUPPORTED** by Tim Hanna that the Finance Committee recommends that the Board of Directors of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties authorize CMHA-CEI to enter into contract renewal with Dell Computers for VMware license maintenance beginning November 1st, 2023 through October 31st, 2024 and pay \$135,234.02 for that maintenance.

MOTION CARRIED unanimously

Public Comment:

None

Adjournment:

The meeting was adjourned at 5:40 p.m. The next regularly scheduled Finance Committee meeting is December 11th, 2023 at 5:30 p.m., 812 E. Jolly Rd, Atrium.

Minutes Submitted by:

Finance Committee Meeting (DV)
November 8th, 2023

Darby Vermeulen
Finance Administrative Assistant