



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, January 9th, 2019

5:30 p.m.

812 E. Jolly Rd, Conference Room G11-C

Lansing, MI 48910

Committee Members Present:

Joe Brehler, Kam Washburn, Jim Rundborg, David Pohl, Chris Swope, Kay Randolph-Back, Raul Gonzales

Committee Members Absent:

Carol Koenig

Staff Present:

Stacia Chick, Darby Vermeulen, Sara Lurie, Joanne Holland, Karla Block, John Peiffer, Sharon Blizzard, Ericanne Spence, Gwen Williams

Public Present:

None

Other Board Members Present:

Dianne Holman

Call to Order:

The meeting was called to order by Chairperson Joe Brehler at 5:30 p.m.

Previous Meeting Minutes:

MOVED by Kay Randolph-Back and SUPPORTED by Jim Rundborg to approve the meeting minutes of December 12th, 2018, with the amendment of changing the language on page 15 from "...authorize CMHA-CEI to enter into the following contract renewals based on the fact that the information has been reviewed and the proposals are in line with the agency responsibilities," to "...authorize CMHA-CEI to enter into the following new contracts,".

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Kay Randolph-Back and SUPPORTED by Dianne Holman to adopt the amended agenda, with the addition of three walk-in items added as items #7, #8, and #9, Janitorial Contract Change: Janitorial Functions for the 812 and 1305 Jolly Road Locations to be Performed In-House and Expense Contract Extension: Peckham Inc., both presented by John Peiffer, and Revenue Contract Amendment: The Right Door for Hope, Recovery and Wellness, presented by Gwen Williams, as well as a a FY18 Audit Update added to Old Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

Expense Contract Renewal: Residential Type B

Karla Block presented a contract renewal to extend the time frame on this contract to continue to pay the provider through January 31, 2019. Kay Randolph-Back asked about the time study portion of the fact sheet. Karla explained that this is a breakdown of the amount of time any individual moving into the home may need for help with eating, laundry, and other tasks.

ACTION:

MOVED by Chris Swope and SUPPORTED by Raul Gonzales 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 renewal contract for Type-B Residential Services, inclusive of Community Living Supports (H2016) and Personal Care (T1020), with the following providers at the following locations, from January 1, 2019 through January 31, 2019 or until the new provider can enter into a contract for the home, dependent upon the execution of a lease for the location, in accordance with the homes listed below.

Provider	Location	Address	City	State	Zip	H2016 &T1020
----------	----------	---------	------	-------	-----	-----------------

Central State Community Services Inc.	Waverly	2678 W Waverly Rd	Lansing	MI	48911	\$185.86
---	---------	----------------------	---------	----	-------	----------

MOTION CARRIED unanimously.

Revenue Contract Renewal: Clinton County

Ericanne Spence presented a renewal for a contract with Clinton County jail. Kay asked about the mental health therapists doing the psychiatric screenings, and Ericanne clarified this portion should read “behavioral health” screening services.

ACTION:

MOVED by Jim Rundborg and **SUPPORTED** by Chris Swope 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 Clinton County for emergency psychiatric screening services within the Clinton County Jail for the retroactive period of October 1, 2018 through September 30, 2019 and receive \$76,067 per year for those services / goods.

MOTION CARRIED unanimously.

Janitorial Contract Change: Janitorial Functions for the 812 and 1305 Jolly Road Locations to be Performed In-House

John Peiffer presented the contract change for janitorial functions at the two Jolly Road locations. John explained that during the RFP process for janitorial services, several businesses bids did not include benefits for their employees. Furthermore, the Peckham bid came in quite a bit higher than anticipated. John explained that Peckham factored the new space in the building extension in the bid equation. Therefore, John and Sharon Blizzard decided the most inexpensive choice was to move the janitorial services in-house. John said a job coach would be hired to direct the team, consisting of high-functioning consumers where possible.

Joe said his understanding was that the current Peckham team consists of CEI consumers, and he is worried those consumers would lose their jobs. John clarified that the new jobs would be posted, and these same consumers would be able to apply for the jobs. John went on to say these would be full-time positions with benefits

packages. He said that he has spoken with Karla and folks in AMHS, who have said they know of a few consumers that could apply for these jobs. Chris Swope asked if CEI could give preference to the consumers currently working for Peckham in these positions, and Sharon Blizzard clarified that as soon as these jobs open up, she would like to work with the Union to get preference over current bargaining unit members.

Expense Contract Extension: Peckham, Inc.

John Peiffer presented a contract extension with Peckham through the end of March, which will give staff the time to transition to the in-house janitorial model.

ACTION:

MOVED by Chris Swope and **SUPPORTED** by Raul Gonzales 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 extend the existing contract for two additional months beginning February 1, 2019 and ending March 31, 2019. By purchasing Janitorial Services from Peckham, Inc. located at 3510 Capital City Blvd Lansing, MI 48906-2102 in Ingham County who will provide janitorial cleaning services for Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) at both 812 East Jolly Road and 1305 Jolly Road locations in Lansing Michigan, 48910, at the rate of \$21,284.35 per month for the period of February 1, 2019 through March 31, 2019.

MOTION CARRIED unanimously.

Revenue Contract Amendment: The Right Door for Hope, Recovery and Wellness

Gwen Williams presented an amendment with Ionia County to use Bridges Crisis Unit for Ionia clients. The use of BCU picked up for Ionia clients at the end of 2018, therefore the amount has been increased for 2019.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by David Pohl 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 amendment with The Right Door of Hope, Recovery and Wellness to provide Crisis Stabilization Services to the consumers of The Right Door of Hope, Recovery and Wellness for the retroactive date of October 1, 2018 through September 30, 2019

and receive a per diem rate for the codes and rates below, not to exceed \$20,000.00/year for those services/goods.

Code	Rate (per diem)
S9976	\$25.00
H0018	\$429.56 (Total of \$454.56/day)

MOTION CARRIED unanimously.

Old Business:

Stacia Chick provided a Fiscal Year 2018 audit update. She said Finance is in the middle of the audit currently. The auditors began working onsite on 1/8/19, and will be onsite until next Friday, 1/18/19. A substantial amount of information was provided to the auditors last month so that work could begin before the auditors came to CEI. The senior auditor said that everything seems to be on track for the March 31, 2019 deadline. Stacia went on to say this is the last year of the contract with Plante Moran, and an RFP will go out for another contract. Stacia would like a member of the Finance Committee to be on the RFP workgroup, if possible.

Jim Rundborg asked about the Transitions programs closing, and how that will affect the budget, as well as what will happen to those who cannot work or have any viable skill set, and if there is money in the budget for those kinds of people after the programs close. Sara noted that initiatives were discussed at last month's Program and Planning committee meeting, and the Full Life Level of Care assessment is being completed for each consumer. Stacia said there are no savings anticipated with the closings of the Transitions programs. Karla said Community Living Services is a very flexible billing code, and consumers will be able to choose how services will be applied after the program closings. Joe said he believes Jim is concerned about the small number of people who will still need day care, outside of an isolated building, and Karla said there are adult day cares available and this has already been discussed with the individuals to whom this may apply. Kay asked if it was possible to see more information on the adult daycares in the area and how many people attend, where they are located, etc. Sara and Karla discussed ways to gather that information.

New Business:

None.

Public Comment:

None.

Adjournment:

The meeting was adjourned at 6:19 p.m. The next regularly scheduled Finance Committee meeting is February 13th, 2019, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Darby Vermeulen
Finance Secretary