



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, June 12th, 2019

5:30 p.m.

812 E. Jolly Rd, Conference Room G11-C

Lansing, MI 48910

Revised Minutes

Committee Members Present:

Kay Randolph-Back, David Pohl, Raul Gonzales, Joe Brehler

Committee Members Absent:

Emily Stivers

Staff Present:

Stacia Chick, Darby Vermeulen, Sara Lurie, Ericanne Spence, Joanne Holland, Lynn Roper, Shana Badgley

Public Present:

Ed Hamm

Other Board Members Present:

None.

Call to Order:

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

Previous Meeting Minutes:

MOVED by David Pohl and SUPPORTED by Raul Gonzales to approve the meeting minutes of May 8th, 2019.

MOTION CARRIED unanimously.

Kay Randolph-Back inquired about any follow-up on the behavioral health screen tool discussed at May's Finance Committee Meeting. Sara Lurie said the site visits have been paused, as Milliman has received an overwhelming amount of information they are trying to analyze before potentially continuing the site visits. Sara noted that CMHAM has been advocating heavily for not moving to a standardized fee schedule. Sara said CEI has not done any advocating thus far on this issue.

Adoption of Agenda:

MOVED by Raul Gonzales and SUPPORTED by David Pohl to adopt the amended agenda of June 12th, 2019, with the changes of Lynn Roper presenting in Karla Block's absence and Sara Lurie presenting for Gwenda Summers in Gwenda's absence.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

New Expense Contract: Dell EMC

Joanne Holland presented a contract for a replacement of six servers.

ACTION:

MOVED by Raul Gonzales and SUPPORTED by Dave 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 purchase Dell Servers and associated software from Dell EMC and pay \$166,637.70 for this hardware and software.

MOTION CARRIED unanimously.

Expense Contract Renewal: Jacquie D. Moss Ph.D., PO Box 853, Okemos, MI 48864

Shana Badgley presented a contract renewal with Dr. Moss. Dr. Moss works with the OBRA team doing nursing home assessments. Dave Pohl asked how many assessments are done each year, and Shana guessed only a handful took place. Raul asked if there are any other doctors that perform this service, and Shana reported that there was no one else doing these assessments at this time.

ACTION:

Finance Committee Meeting
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MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

MOVED by Raul Gonzales and SUPPORTED by Dave 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 renewal with Jacque D. Moss, Ph.D., whose address is PO Box 853, Okemos, MI 48864, to purchase Psychological Consultation at a rate of \$150 per hour and Neuropsychological testing at a rate of \$750 per Neuropsychological Assessment for the period of October 1, 2019 through September 30, 2020.

MOTION CARRIED unanimously.

Expense Contract Renewal: Nathaniel Asche, 16960 Black Walnut Lane, East Lansing, MI 48823

Shana Badgley presented a contract renewal with Mr. Asche who performs occupational therapy assessments. She approximated that less than 10 of these assessments take place per year. Raul wanted to note that Nathaniel Asche is an occupational therapist.

Kay Randolph-Back wanted to know the distinction between the two kinds of assessments, Dr. Moss' and Mr. Asche's, and Shana said Dr. Moss' assessment is for those who are potentially moving in a nursing home, and Mr. Asche's assessment type is for those in the home.

ACTION:

MOVED by Dave Pohl and SUPPORTED by Kay Randolph-Back 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 renewal contract with Nathaniel Asche to purchase Occupational Therapy Assessments for the period of October 1, 2019 to September 30, 2020 and pay \$280 (per Assessment) and \$50/hour (OT meeting with community) for those services.

MOTION CARRIED unanimously.

Contract Renewals

MOVED by Dave Pohl and SUPPORTED by Raul Gonzales that the Program and Planning 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 new expense contracts based on the fact that the information has been reviewed and the proposals are in line with agency responsibilities:

Revenue Contract Renewal - Parent Management Training (PMTO): Michigan Department of Health and Human Services

Sara Lurie presented a contract renewal for CEI to provide PMTO training.

Expense Contract Renewal: Saginaw County CMH

Sara Lurie noted that this is a contract that has been held for some time.

ACTION:

MOVED by Dave Pohl 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 a contract with Saginaw County CMH and pay \$34,000 for those services for the period October 1, 2019 through September 30, 2020.

MOTION CARRIED unanimously.

New Expense Contract: Becky Chapman

Sara Lurie presented a contract for another TFCO provider. She noted that several of these new providers have been added in the last few months. Kay Randolph-Back asked if there are some consumers who receive SED services who do not fall under the waiver, and Sara confirmed this. Kay went on to ask how people become eligible for the waiver, and Stacia said it is mainly based on the severity of the case.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Dave 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 with Becky Chapman to purchase Therapeutic foster care services for the period of July 1, 2019 through September 30, 2020 and pay \$92.24 per day for any placed youth.

MOTION CARRIED unanimously.

New Expense Contracts: Community Living Supports and Respite Services

Lynn Roper presented a contract to increase the amount of CLS providers.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by Kay Randolph-Back 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 new contract and to purchase Community Living Supports and Respite Services from Ascension Home Health Care, Inviting Grace Home Health Care Agency, and New Wave Home Care, LLC for the period of June 1, 2019 through September 30, 2019 and pay according to the rate schedule below.

Rate Schedule

Service	Code & Modifier	15 Min. Unit Rate**	15 min. Unit Holiday Rate**
**CLS/Respite Level 1	H2015 T1005 TT	\$4.21	\$6.10
**CLS/Respite Level 2	H2015 T1005 TT	\$4.74	\$6.93

**Recognized holidays: New Year's Day, Easter, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Day.

Rate varies depending on the support needs of the individual served.

A per diem code (H0043) and rate may be utilized that is calculated by the board approved hourly rate multiplied by the number of authorized hours per the individual's level of care and need.

MOTION CARRIED unanimously.

Expense Contract Renewal and Amendment: Respite Services

Lynn Roper presented a contract for respite camps.

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 renew the contracts with the Providers listed below and purchase Respite Services for the period of June 1, 2019 through November 30, 2019 and pay per the rate schedule below.

Rate Schedule:

Name of Camp & License #	Camp Contact Info	Codes	Cost
Camp Sunshine – Camp Blodgett (West Olive) CR700238117	Camp Location: 10451 Lakeshore Dr West Olive, MI 49460 Main Office: PMB 200 430 E 8th Street Holland, MI 49423 (616)994-9897 office.campsunshine@gmail.com	T1005 H0045 T2036 T2037	Session Rate: \$300

Cran Hill Ranch CR540200774 and SR540200161	14444 17 Mile Road Rodney, MI 49342 (231) 796-7669 info@cranhillranch.com	T1005 H0045 T2036 T2037	Week Rate: \$505
Lansing Parks and Recreation Department Foster Community Center Kids Camp CD330308547 and SD330308549	200 N. Foster Ave. Lansing, MI 48912 (989) 848-2279 robin.anderson-king@lansingmi.gov	T1005 H0045 T2036 T2037	Session Rates: \$25-\$55* Pre/Post Care: Additional \$20 - \$60** *cost dependent on session attended and if Ingham County Resident. **Additional respite can be provided before or after camp session, with cost dependent on length of time and residency.
Fowler Center for Outdoor Learning CR790200831 and SR790200242	2315 Harmon Lake Rd. Mayville, MI 48744 info@thefowlercenter.org	T1005 H0045 T2036 T2037	Day Camp: \$191 Weekend Rates: \$267

			**Week Rates: \$641-\$680
Okemos Special Needs Camp *License Pending	1826 Osage Dr., Okemos, MI 48864 517-706-5020 Kelli.guthrie@okemosk12.net	T1005 H0045 T2036 T2037	Rates*: 4 weeks: \$855 5 weeks: \$1022 6 weeks: \$1222 The rates are for the total number of weeks attended.
Pine Ridge Bible Camp CR410200754 and SR410200106	8415 17 Mile Rd Cedar Springs, MI 49319 (616)696-8675 michelle@pineridgecamp.com kevin@pineridgecamp.com	T1005 H0045 T2036 T2037	Session Cost: \$330-\$395 Rate dependent on Session Chosen
Rock Lake Christian Assembly CR590200783 and SR590200165	7389 Vestaburg Road Vestaburg, MI 48891 (989) 268-5377 Amy Dobyns [mailto: amy@rlca.org]	T1005 H0045 T2036 T2037	Session Cost: \$115 - \$300* *Cost dependent on session attended. Sessions are 3-5 days.
St. Francis Camp on the Lake CR300200817 AC300200817 SR300200075	10120 Murrey Rd. Jerome, MI 49249 (517)688-9212 director@saintfranciscamp.org	T1005 H0045 T2036 T2037	Session Cost: \$285 - \$560* *cost dependent on type of camp/ overnight or daytime
YMCA of Lansing Oak Park YMCA CD330276540 SD330276544	900 Long Blvd Lansing, MI 48911 (517)827.9700 Office: 119 N. Washington Square Lansing, MI 48933 lseward@ymcaoflansing.org	T1005 H0045 T2036 T2037	Session Rates: \$93.80 - \$153 *cost dependent on Membership and length of camp session.
YMCA OF METROPOLITAN LANSING Parkwood YMCA CD330238314	2306 Haslett Rd, East Lansing MI 48823 (P) 517 827 9680 ext 8297	T1005 H0045 T2036 T2037	Adventure Camp Weekly Session Rate: \$155

SD330238317	(E) kvaughn@ymcaoflansing.org (W) ymcaoflansing.org		
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MOTION CARRIED unanimously.

Steady State Budget Projections for Fiscal Year 2019/2020

Stacia Chick presented the budget projections for the coming fiscal year. She began with the preliminary steady state budget. Stacia noted that the vast majority of revenue comes from Medicaid, and there are no new rates as of yet, which is not unusual for this time of year. MSHN reported at Finance Council that they will make projections for revenue by the end of June, so the Medicaid numbers may fluctuate. She went on to note the changes in Medicaid that begin 10/1/19. Effective FY20, Children’s Waiver and SEDW will go through the PIHP and will no longer be fee for service directly to the CMHSPs. Stacia said the actual rates usually do not come in until September. She also mentioned that the number of those eligible for Medicaid has gone up, which increases the Medicaid revenue. There is an overall approximation of a \$4.8M surplus in the revenue budget for next year.

Stacia then reviewed the expenditure summary. Discussion ensued about the salary lapse, which is being carried over from last year. Stacia spoke about the decrease in rent of \$168,755 which is mainly due to the closure of the Transitions programs. The total expenditure budget change is a decrease of \$2M. At this time, the total variance in the steady state budget is \$6.8 million.

Stacia then moved on to the Supportive Housing fund budget. No changes are projected at this time for preliminary steady state. She noted that Medicaid and general funds cannot be used for Supportive Housing. If there is a deficit, local funds will have to be used.

The allocation of budget variance document was reviewed last. Stacia noted that the allocations are based off the percentage of the budget each specific program is allocated in the current fiscal year. For example, the Board Administration is 14% of the total budget, so that department receives 14% of the surplus. Overall, there is \$339,915 in total program specific variance that the programs will need to balance for the next fiscal year.

Kay asked about the CCBHC items listed and how each item has surpluses? She assumed this was because the program is still in the start-up phase; she wanted to know if there is a plan to spend all of the money this year. Sara said it is not expected

that all of the money will be spent this fiscal year, but CEI can request a carry-over of the money to next year.

Kay requested changing the header "Board Administration" as, officially, CMHs are not boards under the mental health code. Stacia suggested changing it to "General Administration."

On the back of this document is a list of the admin programs with a further breakdown of variances for each, which the committee had time to look over.

ACTION:

MOVED by Kay Randolph-Back 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 accepts the Steady State Budget Projections for Fiscal Year 2019/2020.

MOTION CARRIED unanimously.

Old Business:

None.

New Business:

Stacia noted the approximate \$3-4M in lapsing funds for FY19, and requested suggestions from the Board for what to do with those funds. Her recommendation is to move forward with one-time proposals from programs and implement them as quickly as possible to use the funds before the end of the fiscal year. She noted a few examples, including a one-time payment to staff, equipment purchases, and training, as has been done in the past. Joe agreed that historically, surplus funds have been given to staff. Stacia said Sharon Blizzard will be discussing options when she comes to the Board with negotiations in July. Stacia asked the committee if the programs can go ahead with proposals? Joe agreed that the programs should ahead with implementing proposals but should bring back their proposals to the Finance Committee next month for the committee to review. The rest of the Finance Committee members were in agreement.

Public Comment:

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MINUTES ARE DRAFT PENDING COMMITTEE APPROVAL

Ed Hamm said, "This has been a good financial education. Wow!"

Adjournment:

The meeting was adjourned at 6:47 p.m. The next regularly scheduled Finance Committee meeting is July 10th, 2019, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

Darby Vermeulen
Finance Secretary