



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

FINANCE COMMITTEE

Meeting Minutes

Wednesday, July 10th, 2019

5:30 p.m.

812 E. Jolly Rd, Conference Room G11-C

Lansing, MI 48910

Committee Members Present:

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

Committee Members Absent:

Dianne Holman (Advance Notification Provided)

Staff Present:

Stacia Chick, Darby Vermeulen, Joanne Holland, Sara Lurie, Shana Badgley, Gwenda Summers

Public Present:

Ed Hamm

Other Board Members Present:

Paul Palmer

Call to Order:

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

Previous Meeting Minutes:

MOVED by Raul Gonzales and SUPPORTED by David Pohl to approve the meeting minutes of June 12th, 2019.

MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by David Pohl and **SUPPORTED** by Raul Gonzales to adopt the amended agenda of July 10th, 2019 with the additions of ‘Selection of Financial and Compliance Auditors – Fiscal Years 2019, 2020, and 2021’ presented by Stacia Chick as action item 21, and OPEIU Local 459 and Local 512 Negotiations (Closed Session) under New Business.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS:

Contract Renewals

MOVED by Raul Gonzales and **SUPPORTED** by Dave Pohl 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:

Expense Contract Renewal: 3-D Technology Group, LLC

Joanne Holland presented a contract for a renewal a vendor CEI has been using to maintain rights to software licenses that are used to operate the Storage Area Network System and also provide software maintenance and upgrades over time.

Expense Contract Renewal: Red Level Networks

Joanne Holland presented a renewal retroactive to June 1, 2091 to renew CEI’s Zix license and maintenance contract from Red Level Networks.

MOTION CARRIED unanimously.

Revenue Lease Contract Renewal: 838 Louisa, Suite A, Lansing, Michigan

Sara Lurie presented a renewal for the lease at Louisa where Union Local 459 operates.

ACTION:

MOVED by Raul Gonzales and **SUPPORTED** by David Pohl that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI as landlord to renew the revenue lease contract of property at 838 Louisa Street, Lansing Michigan in Ingham County to the Office and Professional Employees International Union OPEIU – Local 459 whose current address is 838 Louisa Street, Suite A, Lansing Michigan for the period of August 1, 2019 through July 31, 2022 and receive a total sum of Seventy Three Thousand One Hundred Fifty Eight Dollars (\$73,158) at monthly installments as noted above to be received on or before the first of each month.

MOTION CARRIED unanimously.

Revenue Contract Renewal: City of Lansing

Sara Lurie presented a contract for funding through the city that supports The Recovery Center. CEI has received this grant for the last several years. Sara spoke to the fact that the TRC was formed out of an agreement with other entities, and although support has waned, the City of Lansing and MSHN still pay to support the services provided by TRC. Kay Randolph-Back wondered whether the lack of support should be a concern? Sara said CEI is meeting with Blue Care Network about becoming a CEI becoming a provider of detox services for Blue Cross members. The only caveat is that there would need to be 24/7 nursing staff at TRC, which is being pursued currently. Sara said there are potentially other openings available with various commercial insurances in the area, as well.

ACTION:

MOVED by Dave Pohl and **SUPPORTED** by Kay Randolph-Back that the Finance Committee recommends that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties authorize CMHA-CEI to enter into a contract renewal with The City of Lansing, Human Relations and Community Services Department for the period of July 1, 2019 through June 30, 2020 and receive for those services \$20,000 (Twenty thousand dollars).

MOTION CARRIED unanimously.

Contract Renewals

MOVED by Raul Gonzales and SUPPORTED by Kay Randolph-Back 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:

Expense Contract Amendment: Mystic Lake Camp

Gwenda Summers noted this contract had to be modified because youth are eligible for camps that cost up to \$1,400 per session, and the previous contract stated \$550 per session

Revenue Contract Renewal: University of Michigan - Child Collaborative Care

This contract renewal is with the University of Michigan to provide Behavioral Health Consultant services for the period of October 1, 2019 through September 30, 2020 and receive \$106,625 for those services.

Revenue Contract Renewal: Sparrow Family Practice - Residency Program

This contract renewal is with the Sparrow Family Medicine Residency program to provide 2.0 FTE to support the ongoing provision of behavioral health services within two clinics for the period of October 1, 2019 through September 30, 2020 and receive \$80,000 for those services.

Revenue Contract Renewal: Ingham County Health Department

This contract renewal is with ICHD services for the period of October 1, 2019 through September 30, 2020.

MOTION CARRIED unanimously.

Contract Renewals

MOVED by Raul Gonzales and SUPPORTED by David Pohl 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:

Expense Contract Renewal: MSU Department of Psychiatry

This contract renewal is with the MSU Department of Psychiatry to purchase Psychiatric Evaluations, Medication Reviews, Medication Monitoring and Consultations with CMHA-CEI staff and the 55th District Mental Health Court for the period of October 1, 2019 through September 30, 2020 and pay \$29,744.00 for those services.

Expense Contract Renewal: JIMHO Drop-In/Project Stay

This contract renewal is with Justice in Mental Health Organizations to purchase Drop-In/Project Stay services from Justice in Mental Health Organization (JIMHO) that includes peer counseling, emotional support, crisis intervention, and help with daily living challenges for adults with mental illness in a safe and supportive environment and pay \$259,426 for the period of October 1, 2019 through September 30, 2020.

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

This contract renewal is 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 period of October 1, 2019 through September 30, 2020 and receive a per diem rate for the codes and rates below, not to exceed \$20,000.00/year for those services/goods.

Service Description	Code	Rate (per diem)
Residential Room and Board	S9976	\$25.00
Crisis Residential Services	H0018	\$429.56 (Total of \$454.56/day)

Revenue Contract Renewal: 30th Circuit Court

This contract renewal is with the 30th Circuit Court to provide the clinical team for the creation of a Mental Health Court in Ingham County for the period of October 1, 2019 through September 30, 2020 and receive \$125,079.

Revenue Contract Renewal: 55th District Court

This contract renewal is with the 55th District Court to provide the clinical team for the creation of a Mental Health Court in Ingham County for the period of October 1, 2019 through September 30, 2020 and receive \$240,666.

Revenue Contract Renewal: Gratiot County CMH

This contract renewal is with Gratiot County CMH to provide Crisis Stabilization Services to the consumers of Gratiot County CMH for the period of October 1, 2019 through September 30, 2020 and receive a per diem rate for the codes and rates below, not to exceed \$7500.00/year for those services/goods.

Service Description	Code	Rate (per diem)
Residential Room and Board	S9976	\$25.00
Crisis Residential Services	H0018	\$429.56 (Total of \$454.56/day)

Revenue Contract Renewal: MDHHS, Comprehensive Services for Behavioral Health, Hispanic Behavioral Health

This contract renewal is with the Michigan Department of Health and Human Services to provide mental health services to those in the Hispanic population who do not have Medicaid within Clinton, Eaton and Ingham Counties for the period of October 1, 2019 through September 30, 2020 and receive \$75,000 for those services.

Expense Contract Amendment: Flatrock Manor, Inc.

This amendment was brought to the committee with a retroactive start of July 1, 2019 in order to place an individual before today's date.

MOTION CARRIED unanimously.

Selection of Financial and Compliance Auditors – Fiscal Years 2019, 2020, and 2021

Stacia Chick spoke about the Request for Proposal (RFP) that went out on behalf of CEI's Audit Selection Committee, and said that Maner Costerisan was chosen as the firm to perform the 2019, 2020, and 2021 audits. Maner was the only agency who completed an RFP for audit services. Stacia said the fees with Maner are substantially lower than the fees were with Plante Moran.

Maner is a local company without any specific experience with CMHs, but Stacia believes Maner will be able to conduct the audit with the resources available to them. Joe said his impression was that Maner would be beginning the audit process much sooner with CEI than Plante Moran did in previous years, and this pleases him. He

was also impressed that high level individuals will be completing the audit from the start, as opposed to the way Plante Moran conducted the audit with many junior staff completing items and management having a hands-off approach until an issue arose.

ACTION:

MOVED by David Pohl and **SUPPORTED** by Kay Randolph-Back that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract with Maner Costerisan to complete the CMHA-CEI compliance examination and financial audit services for the period of Fiscal Year 2019 through Fiscal Year 2021 and pay \$42,000 for FY 2019, \$43,800 for FY 2020, and \$45,700 for FY 2021.

MOTION CARRIED unanimously.

Old Business:

a. FY19 3rd Amend One-Time Proposals – Stacia Chick

Stacia reminded the committee of the discussion at last month's Finance Committee meeting of the excess funds available to CEI through Medicaid that would be used for one-time proposals on behalf of programs within the agency. Several programs brought their proposals to the committee tonight. The proposals currently on the table have an estimated cost of just under 1 million dollars, while there is a 4-million-dollar lapse. Stacia stated additional proposals may be added in the future to use more of the lapsed money.

Stacia spoke about the proposals provided by each program, including additional FTE, employee training, updates to the old portion of the Jolly Rd. building, new cameras to replace analog cameras, etc. She said the FTE positions would be filled before 10/1 to use the funds before the end of the fiscal year.

Kay spoke about the need for inpatient psychiatric hospitalization and wanted to know if CEI was increasing outreach efforts to try and identify these individuals before they reach crisis. She wondered if this trend has tapered off, or if there is plan to use the surplus for these purposes. Shana noted a few things that have been done in the last year for outreach purposes, including building a mobile crisis and mobile adult unit. She said CEI is close to being fully staffed to be able to address community needs 7 days a week with these units. Sara spoke to the request for more Access staff, who are able to go to homeless shelters and other areas in the community to reach out to those in need, as well as an average of five walk-ins a day. Shana said there are so many people

coming in to the unit that one of AMHS's proposals is to add more personnel to intake.

Joe noted that the proposals don't seem to be an expansion of services, but with the increase in Medicaid funding, he predicted there would be expanded services in the FY20 budget.

New Business:

Closed Session

MOVED by Raul Gonzales and SUPPORTED by David Pohl to move into closed session to discuss union negotiations.

A roll-call vote was taken on the motion to move into closed session.

Yes: Gonzales, Randolph-back, Pohl, Brehler

MOTION CARRIED unanimously

The Finance Committee returned to open session at 6:57 p.m.

Public Comment:

Ed Hamm said "Thank you for the financial education."

Adjournment:

The meeting was adjourned at 6:57 p.m. The next regularly scheduled Finance Committee meeting is August 14th, 2019, 5:30 p.m., 812 E. Jolly Rd, Lansing, Conference Room G11-C.

Minutes Submitted by:

**Darby Vermeulen
Finance Secretary**