



# Community

MENTAL HEALTH  
CLINTON • EATON • INGHAM

## FINANCE COMMITTEE

### Meeting Minutes

Wednesday, May 12<sup>th</sup>, 2021

5:30 p.m.

Zoom Meeting

#### Committee Members Present:

Kay Randolph-Back - Eaton Township, Eaton County, MI  
Emily Stivers – Meridian Township, Ingham County, MI  
Dwight Washington – Mackinac City, Emmett County, MI  
Dianne Holman – East Lansing, Ingham County, MI  
Raul Gonzales – East Lansing, Ingham County, MI  
Tim Hanna – Watertown Township, Clinton County, MI

#### Committee Members Absent:

None

#### Staff Present:

Darby Vermeulen, Sara Lurie, Stacia Chick, KC Brown, Karla Block, John Peiffer,  
Pam Flory, Sharon Blizzard, Joanne Holland, Amy Rottman

#### Public Present:

None

#### Other Board Members Present:

Joe Brehler

#### Call to Order:

The meeting was called to order by Chairperson Emily Stivers at 5:31 p.m.

#### Previous Meeting Minutes:

MOVED by Raul Gonzales and SUPPORTED by Dianne Holman to approve the meeting minutes of April 14<sup>th</sup>, 2021.

**MOTION PASSED with 6 votes in favor.**

**Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Raul Gonzales, Tim Hanna**

**Adoption of Agenda:**

**MOVED by Dwight Washington and SUPPORTED by Tim Hanna to adopt the amended agenda of May 12<sup>th</sup>, 2021, with the addition of 'CFO Transition Update' added under New Business, presented by Sara Lurie.**

**MOTION PASSED with 6 votes in favor.**

**Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Raul Gonzales, Tim Hanna**

**Public Comment on Agenda Items:**

**None.**

**BUSINESS ITEMS:**

**Expense Contract: Lease Renewal at 5850 Holt Road, Delhi Township**

**John Peiffer presented this item for a three-year lease renewal. John said in this case, we are leasing to the provider, and they are paying for the utilities.**

**ACTION:**

**MOVED by Tim Hanna and SUPPORTED by Dianne Holman that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to renew the lease at 5850 Holt Road from Tariq M. Faridi, M.D. for the retroactive period of June 1, 2020 through May 31, 2022 and pay Two Thousand One Hundred Eight and 00/100 Dollars (\$2108.00) per month (and include a one-time payment of \$492 to bring the lease up to date) to provide a residential home to serve six consumers.**

**MOTION PASSED with 6 votes in favor.**

**Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Raul Gonzales, Tim Hanna**

**Amended Revenue Contract Renewal: Ingham County, Office of Community Corrections**

KC Brown said this item is coming back to Finance Committee because the dollar amount has increased. She said we generally serve about 100 individuals through this contract per year. Sara clarified that we receive referrals through the OCC for this program.

**ACTION:**

**MOVED** by Raul Gonzales and **SUPPORTED** by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into a contract renewal with the Ingham County Office of Community Corrections to provide outpatient treatment in the Relapse Prevention and Recovery Program (RP&R) for men and women who have been court ordered upon completion of residential treatment services for the retroactive period of October 1, 2020 through September 30, 2021 and receive \$72,748 for those services.

**MOTION PASSED** with 6 votes in favor.

**Members Present:** Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Raul Gonzales, Tim Hanna

**Expense Contract - Amended Funding: Hope Network**

KC Brown said because of the pandemic, some CCBHC funding was not able to be used for its intended purpose. The CCBHC grant states that these funds can be utilized for physician/health services.

**ACTION:**

**MOVED** by Tim Hanna and **SUPPORTED** by Raul Gonzales that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to utilize unspent CCBHC funds to further support the costs of the contracted physician services at The Recovery Center. The amount of CCBHC funding that will be added to the current Hope Network expenditure contract is \$84,000, bring the total contracted amount of this contract to \$148,752. This contract covers the retroactive period of October 1, 2020 through September 30, 2021.

**MOTION PASSED with 6 votes in favor.**

**Members Present: Emily Stivers, Kay Randolph-Back, Dianne Holman, Raul Gonzales, Tim Hanna**

**Dwight Washington excused.**

**Revenue Contract Renewal: Ingham County Justice Complex Millage for Jail Mental Health Service Expansion**

**KC said this is the renewal for all Mental Health programming under the Justice Complex millage.**

**ACTION:**

**MOVED by Dianne Holman and SUPPORTED by Dwight Washington that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to approve the contract renewal with Ingham County Justice Complex Millage contract totaling \$556,614. The additional funding will support a full time Program Coordinator for the retroactive term of January 1, 2021 through December 31, 2021.**

**MOTION PASSED with 6 votes in favor.**

**Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Raul Gonzales, Tim Hanna**

**Expense Contract Renewals: Michigan Department of Health and Human Services (MDHHS) Donated Funds Agreements (DFA) - Eligibility Specialists**

**Stacia Chick said this item is for 1.5 FTE eligibility specialists. At Kay's request, Pam Flory, Reimbursement Supervisor, briefly explained how spenddowns work.**

**ACTION:**

**MOVED by Tim Hanna and SUPPORTED by Raul Gonzales that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to enter into an expense contract renewal with Michigan Department of Health and Human Services to purchase Eligibility Specialist services and pay up to \$68,050 for 1.0FTE and \$34,025 for .5FTE Eligibility Specialist positions for the period of October 1, 2021 through September 30, 2022.**

**MOTION PASSED with 6 votes in favor.**

**Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Raul Gonzales, Tim Hanna**

**Expense Contract Change Order: Metaformers Inc.**

Sara Lurie said we have experienced a lot of difficulties with Phase I of the software implementation, the pandemic making those issues worse, and now CFO Stacia Chick will be departing from CEI. The decision has been made to slow down and extend the current implementation period to ensure its success, and Metaformers will remain onboard for the duration of the new implementation period.

**ACTION:**

**MOVED** by Dianne Holman and **SUPPORTED** by Tim Hanna that the Finance Committee recommends that the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties Board of Directors authorize CMHA-CEI to approve a change order with Metaformers, Inc. to extend the implementation period for the Connect (Oracle Cloud) system, from Metaformers, Inc., Reston, VA) and pay up to \$270,895 for the period starting October 1, 2021 through July 31, 2022.

**MOTION PASSED** with 6 votes in favor.

**Members Present: Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Raul Gonzales, Tim Hanna**

**Medicaid Revenue Update**

Stacia Chick presented the Medicaid update through April of 2021. She stated CEI is currently over budget by \$12.6M. If this trend continues, we will end up over by \$21M. At this point, the last projections from MSHN showed about \$5.9M of this revenue budgeted for DCW. Sara said right now, no one is being dropped off of Medicaid. Once the State changes this, we will see a big drop-off in Medicaid revenue. Stacia noted fiscal years 2020 and 2021 are quite a bit higher in revenue than any years previous. Sara said we have also not seen expenses yet to compare to the revenue numbers.

**Unfinished Business:**

None

**New Business:**

- a. **Select Vice Chair for Finance Committee as of May 1, 2021**

Kay nominated herself as Vice Chair. Raul supported that nomination.

**ACTION:**

**MOVED** by Raul Gonzales and **SUPPORTED** by Dianne Holman that Kay Randolph-Back become Vice Chair for the Finance Committee.

**MOTION PASSED** with 6 votes in favor.

**Members Present:** Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Raul Gonzales, Tim Hanna

b. **Select Date and Time for Finance Committee as of May 1, 2021**

**MOVED** by Kay Randolph-Back and **SUPPORTED** by Raul Gonzales to keep the current date and time of the Finance Committee meetings for the next year.

**MOTION PASSED** with 6 votes in favor.

**Members Present:** Emily Stivers, Kay Randolph-Back, Dwight Washington, Dianne Holman, Raul Gonzales, Tim Hanna

c. **CFO Transition Update**

Sara wanted to say that this is Stacia's last Finance Committee meeting. She wanted to thank Stacia for her last 14 years of service at CEI, as well as her help in guiding the Finance Committee. Sara said a co-leadership plan has been put together for after Stacia's departure until CEI can hire a new CFO. Joanne Holland will be covering Accounting, Payroll and the Operations teams in Finance. Pam Flory will be covering the Contracts area in addition to her Reimbursement, Eligibility, and Claims areas. Sara said the Finance Committee may see more of Amy Rottman from Rehmann Robson, the accounting firm currently contracting for Accounting services in the Finance department.

**Public Comment:**

None

**Adjournment:**

The meeting was adjourned at 6:26 p.m. The next regularly scheduled Finance Committee meeting is June 9th, 2021 at 5:30 p.m., via Zoom.

**Minutes Submitted by:**

**Darby Vermeulen**

**Finance Administrative Assistant**